

MINUTES
McMillan Memorial Library
Board of Trustees
April 20, 2022

DRAFT

Subject to
Approval

1. President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m.
2. Ms. Galvan established that this was a public meeting and appropriate public notice was given.
3. ROLL CALL ATTENDANCE:
Present: Andrea Galvan, Kim Heniadis, Susan Feith, Craig Broeren, Eric Montag, Doug Machon, Scott Kellogg, William Clendenning, Ryan Austin, Karen Schill, and Elizabeth St. Myers
Administration: Vicki Steiner and Andy Barnett via zoom
4. MINUTES: **Motion to approve the Minutes of the March 16, 2022 Library Board meeting made by Mr. Machon, second by Mr. Austin. Motion carried.**
5. TREASURER'S REPORT: Ms. Feith reviewed the Endowment bills and all are in order. The Operating expenditures are in order but several are being held for signatures. The financial reports for April 2022 were presented. Copier purchase will be discussed during Building and Grounds discussion.
Motion to pay the Operating and Endowment Fund bills and to hold payment on bills set aside until signed, financial reports to be filed, made by Mr. Broeren, second by Mr. Clendenning. Motion carried.
6. DIRECTOR'S REPORT:
We have restarted our volunteer program.

Traffic in March was 10,627. This is not up to pre-Covid levels, but is up 40% from February and is our busiest month in two years. Traffic is directly related to programming. As we restore our programs, traffic and use will increase. 4 on the Floor is returning on May 12th. The Cowboy Union Band will be back in June.

Amanda Waddington has submitted her resignation as of April 22, 2022. JoAnn Ogreenc has submitted her resignation as of May 31, 2022. With the Administrative Services Manager and two Lead Customer Service Associate positions in flux, we have delayed reopening the coffeehouse.

As part of a South Central grant we are receiving a ten slot SmartAcess Library Locker (https://www.secureassetcontrol.com/wp-content/uploads/2020/10/LEIDProducts_EBooks_102020.pdf , video at <https://youtu.be/R4fhXXIOPdM>). This is fully funded through a Federal ARPA grant. This will provide after-hours and weekend access, as well as curbside service. It will be located outside the main entrance.

The program report is at
<https://docs.google.com/spreadsheets/d/1kLXdA3KCefJoqfMCfQJPi8oNDw52HtIs/edit?>

usp=sharing&oid=114232907212570999974&rtpof=true&sd=true. Three columns have been added to the right. These are needed for the state annual report. Our upcoming events are at <https://www.mcmillanlibrary.org/calendar/month>.

As part of the Cranberry Blossom Festival, we are planning a concert for the night of June 16. We may also participate in the chalk art event.
Discussion followed.

7. COMMITTEE REPORTS:

a. Services Committee

i. Approval of new programming report

Mr. Montag opened discussion and distributed a copy of a revised programming report (Copy attached) Discussion followed. **Motion to approve the programming report as presented by Mr. Montag, second by Ms. Feith. Motion carried.**

Mr. Montag opened discussion on prices in the coffeehouse. Coffeehouse to be discussed at next Services Committee meeting.

b. Personnel Committee Meeting on April 6, 2022

i. Recommendation to the Board to move the following to the City HR Department

Mr. Kellogg opened discussion on moving the following tasks to the City HR department: new hires, reporting new hires, enrollment into WRS, FMLA, workers compensation, health and dental insurance enrollment, State reporting, I-9 storage, personnel files, and termination/retirement paperwork. **Motion to move the listed tasks to the City Human Resources Department made by Mr. Broeren, second by Mr. Austin. Motion carried.**

ii. Recommendation to the Board to adopt the City of Wisconsin Rapids Grievance Policy with changes regarding governance

Mr. Kellogg opened discussion on the City Grievance Policy (copy attached)

Motion to adopt the City of Wisconsin Rapids Grievance Policy with changes regarding governance, made by Mr. Clendenning, second by Mr. Austin. Motion carried

iii. Recommendation to the Board to approve the City of Wisconsin Rapids Sick and Paid Leave Policy with revisions pertaining to Library governance

Mr. Kellogg opened discussion on the Sick and paid Leave Policy.

Motion by Mr. Kellogg, second by Ms. St. Myers to adopt the City of Wisconsin Rapids Sick and Paid Leave Policy. Motion carried.

c. Library Director Search Ad Hoc Committee Meeting held on April 12, 2022

i. Report from committee on the Library director search

Ms. Galvan opened discussion on the library director search committee meeting. Candidates were selected for interviews.
Discussion followed.

ii. Review and revise plan to cover upcoming vacancies

Ms. Galvan opened discussion on upcoming vacancies

Motion to hold on any hiring process for the assistant director position until position can be reviewed was made by Mr. Broeren, second by Mr. Machon. Motion carried.

d. Finance Committee meeting held on April 13, 2022

- i. Recommendation to the full board that they entertain the hiring of an outside accounting firm to handle the Learning Futures Fund and the Endowment Fund accounting

Ms. Feith opened discussion on hiring an accounting firm. Discussion followed. **Motion to develop an RFP for hiring an accounting firm for the endowment fund by Mr. Machon, second by Ms. Schill. Motion carried.**

- ii. Recommendation to the full Board regarding follow up reporting on grant agreements

Ms. Feith opened discussion on reporting on grant agreements. Discussion followed.

Motion to follow up on grant agreement reporting by Mr. Broeren, second by Mr. Clendenning. Motion carried.

e. Building & Grounds Committee meeting held on April 20, 2022

- i. Report from the committee on contract policy and expenditure threshold for Library Director.
- ii. Referral from Library Board on donor recognition

Mr. Machon moved to table discussion of agenda items e, second by Ms. Feith. Motion carried.

8. Old Business There were no items of old business

9. New Business

- a. Recommendation to approve City's policies for anti—harassment and disciplinary procedures

Ms. Galvan opened discussion on harassment and disciplinary procedures (copies attached to minutes) Discussion on Workplace Expectations was also discussed. Discussion followed.

A motion to approve the harassment policy was made by Mr. Austin, second by Ms. Montag. Motion carried.

The disciplinary policy and workplace expectations will be tabled until a future meeting

- b. Recommendation to approve cultural survey

Ms. St Myers opened discussion on a cultural survey sent to all employees as part of the hiring process of a new director.

A motion to have Ryan Austin work with the City to develop a cultural survey, second by Ms. Feith. Motion carried.

- c. Discuss and consider for approval / referral a 2022 general wage increase

Motion by Ms. Feith, second by Mr. Broeren to table. Motion carried.

10. Information Requests

Plan for vacancies

Surplus Property

11. Items for Next Agenda

Report on accounting for RFP

Services committee-coffeehouse discussion

12. The meeting was declared adjourned at 7:36 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on May 18, 2022 at 5:00 p.m.

Respectfully submitted,

Vicki Steiner, Secretary