

**MINUTES**  
McMillan Memorial Library  
Board of Trustees  
April 21, 2021

**DRAFT**  
Subject to  
Approval

President Farmbrough called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m.

ROLL CALL ATTENDANCE:

Present: David Farmbrough, Andrea Galvan, William Hascall, Craig Broeren, Susan Feith, Anne Zacher, William Clendenning, Douglas Machon, and Kim Heniadis.

Absent: Eric Montag

Administration: Andrew Barnett, Vicki Steiner and Alicia Woodland

**Mr. Barnett established that this was an open meeting conducted via Zoom and appropriate public notice was given.**

CORRESPONDENCE: A letter of resignation was received from Kevin Finbraaten.

**MINUTES: A motion to approve the Minutes of the March 17, 2021 Library Board meeting was made by Ms. Galvan, second by Mr. Hascall. Motion carried. A motion to approve the Minutes of the April 14, 2021 Special Board meeting was made by Mr. Clendenning, second by Ms. Feith. Motion carried.**

**TREASURER'S REPORT: Mr. Barnett presented the financial reports for April 2021. A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Mr. Hascall. Motion carried**

Learning Futures Project: We have completely moved the Non-Fiction into the YS room. Fiction is completely moved into the Lower Level. With assistance from the City, the Adult Room is almost entirely empty. We will move the public computers and staff desk out before the demo work begins.

Bids have been opened and the low bid was approved. The contract will be signed shortly. The contract lists a start date of 5/3 and a substantial completion date of 10/31. There will be a pre-construction meeting on April 23 at 9:30 am.

We are planning a sale of surplus furniture in early May. The City, County, WRPS and area libraries have been given the opportunity to take any items they can use. The sale items are being stored outside the former entrance.

Upcoming presentations: Noon Rotary on May 17, League of Women Voters on April 27.

**A motion to consider hiring a project manager was made by Ms. Heniadis, second by Mr. Clendenning. Motion withdrawn.**

**A motion to postpone the meeting with Findorff on Friday and have a Building and Grounds Committee meeting to discuss having a project manager was made by Ms. Heniadis, second by Mr. Hascall. Motion carried.**

**A motion to approve the President of the Library Board as signatory on the construction contract was made by Mr. Machon, second by Ms. Feith. Motion carried.**

Further discussion followed.

Director's Report: Library Use and Events – McMillan hosted another fully booked blood drive on April 2. Most staff time has been spent moving 200+ shelving units and 20-30 tons of books out of the Adult Room. This went much more quickly than planned, thanks to the work of our staff and assistance from the City, supervised by Eric Norton. YA Manager Alicia Woodland participated in the Teen Job Fair on March 17. We continue to do distanced and virtual programs in all departments. We are planning a Cowboy Union concert in the empty Adult Room, if the construction schedule allows it. We are developing an outdoor concert as part of Cranberry Blossom Festival, but do not yet have a performer.

Building & Grounds – The security system is now complete and covers most staff areas, with eight secured doors. Once the weather warms, we will have the balcony waterproofed. We are following Health Department advice on programs, but the APR and FAC will be unavailable until the construction is done and the rooms cleared for use. For the month of March, we produced more electricity than we consumed.

Miscellaneous – April 16th was Assistant Director Brian Kopetsky's last day. He is the new director at Elisha D. Smith Public Library in Menasha. The position has been advertised and applications are being accepted through May 3.

Marathon County has decided to delay joining SCLS. They will spend the next year building support for the move.

McMillan is now a member of the YOUmedia Learning Labs Network. We are the smallest library in the network. This has many benefits (<https://youmedia.org/join-the-movement/youmedia-learning-labs-network-benefits/>). Alicia Woodland will be overseeing this program.

Committee Reports: President Farmbrough noted that Capital Campaign meetings were held on March 18 and 25, 2021 and April 1 and 14, 2021. Potential concerts and fundraising ideas were discussed.

OLD BUSINESS: There were no items of Old Business

NEW BUSINESS: President Farmbrough introduced new Board member Douglas Machon to the Board members present. Mr. Machon shared his previous and current experiences.

Awards for staff years of service was questioned by Ms. Heniadis.  
Preprocessing of materials under consideration.

**A motion to adjourn was made by Mr. Clendenning, second by Ms. Feith. Motion carried and the meeting adjourned at 6:36 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on May 19, 2021 at 5:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary