

**DRAFT**

Subject to  
Approval

## **MINUTES**

McMillan Memorial Library  
Board of Trustees  
May 15, 2019

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

### ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Anne Zacher, Susan Bovee, Craig Broeren, Kevin Finbraaten, Scott Kellogg, William Clendenning, David Farmbrough, Heather Gygi, William Hascall.  
Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky.  
Others in attendance: Jon Clark from WoodTrust Bank and Rick Potter.

CORRESPONDENCE: There were no items of correspondence.

President Galvan introduced Jon Clark from WoodTrust Bank. Mr. Clark presented the annual Endowment Fund investments review.

**MINUTES: A motion to approve the Minutes of the April 17, 2019 Library Board meeting was made by Ms. Bovee, second by Mr. Finbraaten. Motion carried. A motion to approve the Minutes of the May 1, 2019 special Board meeting was made by Mr. Clendenning, second Ms. Gygi. Motion carried.**

**TREASURER'S REPORT: Mr. Barnett presented the financial reports for May 2019. A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Mr. Broeren. Motion carried.**

### DIRECTOR'S REPORT:

Finalist – National Medal for Museum and Library Service. The April 25th celebration was well attended. Medalists were announced last week. We congratulate the Medalists and will consider re-applying for next year.

Library Use and Events –The IMLS Finalist event (150) w/ Copper Box (220), Chasing Coral w/ the Climate Change Forum featuring a VR coral experience (total 194), Prairie Chicken Festival movie (16), author Tea Krulos (5/9). Coming up - Yu-Gi-Oh! Tournament (5/11), Business After Hours (5/13), Board Game Bonanza (5/25). The extended school year affects the start of our summer program. There will be handouts from our program series. Radiochurch, a R&B / hip-hop group from the Twin Cities will be our summer concert (8/1).

Budget – WoodTrust will report on the Endowment Fund at the May Board meeting.

Building & Grounds – Work on the Upper Level restrooms is nearly completed. The sewer line for the Lower Level restrooms seems to not drain well due to the angle it was installed at. The low flow valves made this an issue. We think that replacing the valve will remedy this. The leaky pipe in the Commons had no asbestos and has been repaired. The emergency generator will be installed soon, with a concrete slab being the first step, probably under the overhang on Birch Street. We are looking to upgrade the 400 ft<sup>2</sup> plantings on the corner of Grand and Lincoln. This was recommended by a Master Gardener and with the area under construction, this would be a good time to address this.

Adult Room Planning Update – The planning process is complete, unless the Board opts to get further cost estimates for the Fine Arts Center.

Miscellaneous – Staff Development Day is scheduled for May 21, with the recognition lunch at noon at the Mead. We hosted Business After Hours on Monday, May 13 (4:30 – 6:30 pm), highlighting the Makerspace, Gale Courses, Reference USA and the Adult Room project. Jennifer Bahnaman has given her notice and has been selected as Assistant Director / Head of Adult Services at the Pauline Haass Public Library in Sussex. Her last day will be May 23rd. The Director and Colin McGinnis attended the WAPL conference in Rothschild. The latest addition to the Makerspace is a Glowforge laser cutter / printer / etcher, which can be viewed after the meeting.

COMMITTEE REPORTS: There were no committee meetings held during the month.

OLD BUSINESS:

Mr. Barnett distributed a report on the Road Map for the Adult Room. (Copy attached to original Minutes) Discussion followed. **A motion to go with option 4 for the full Adult Room renovation project plus Fine Arts Center renovations was made by Mr. Clendenning, second by Mr. Finbraaten. Motion carried.**

Mr. Barnett will contact Engberg Anderson and have them review the Fine Arts Center project.

NEW BUSINESS: There were no items of New Business to bring before the Board.

**A motion to adjourn was made by Ms. Zacher, second by Mr. Broeren. Motion carried and the meeting adjourned at 6:05 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on June 19, 2019 at 5:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary