



Board of Trustees

Meeting Minutes for

May 15, 2024

1. Call to Order: President Galván called the meeting of the McMillan Library Board of Trustees to order at 5:00p.m.

2. Roll Call:

Board Members:

Andrea Galván

Kim Heniadis

Ryan Austin

William Clendenning

Evan O'Day

Karen Schill

Craig Broeren

Scott Kellogg

Elizabeth St. Myers

Emily Kent

Susan Feith

Dennis Martin

Administration: Katherine Elchert, Library Director; Claire Parrish, Assistant Director

Others in Attendance: Doug Machon, patron; Ron Rasmussen, incoming superintendent; Kristen, library staff; Sheri, library staff; Mayor Zacher; Erik Pfantz, Daily Tribune; Renee, library staff

3. Open Meetings Declaration: President Galván established that this was a public meeting and appropriate public notice with Zoom access was given.

4. Approval of Minutes: Motion by W. Clendenning to approve minutes of the April 17, 2024 meeting, second by S. Kellogg with an amendment. Motion carried unanimously.

5. Treasurer's Report

a. Monthly Finance Reports: April invoice \$57,159.58;

b. Payment of the Bills: May bills, \$58,197.98

E. St. Myers motions to approve the May bills at \$58,197.98, E. O'Day seconds. Henaidis abstains, all others in favor, motion carried.

6. Director's Report

a. Library Use and Events: losing staff member, job posted; SCLS demos for potential new ILS; Library of Things collection will be rolled out soon, collaboration with Heart of WI Leadership group, outdoor yard games top choice, ten mobile hotspots, circulating chromebooks; issues with Fine Arts Center projector/lights/sound, hoping to upgrade sound board; Libby/OverDrive usage reviewed

b. Statistics: another strong month of programming

c. Miscellaneous: N/A

d. Meet the Board: Kristen O

7. Committee Reports



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a. Services Committee: Met May 14th, Meeting Room policy later on agenda; looked at mission statement responses, waiting to go forward and include with new strategic plan; staff t-shirts through Ink Splash for the summer, zip-ups in fall; reviewed next section of Inclusive Services Guide, would like to have full board review in June.

b. Buildings & Grounds Committee: May 8th meeting, briefly discussed elevator project and Kone proposal; east grand ave entrance, Eichsteadt able to include project in latest concrete RFPs that were released; ADA upgrades needed for the doors; confirmed there will be two handicap spaces in design of Lincoln St construction for the library; damp proofing: Epoxy Solutions not able to commit this summer.

c. Finance Committee: May 8th meeting

- **Feasibility Study:** bid from Jewell Engineering, \$8,750; timeline currently would have the work running through end of June, followed by a presentation of the feasibility study to decide direction of project; Legacy wants response by June meeting; if approve feasibility study, would ask Jewell to present at June Board meeting.

C. Broeren motions to accept the bid and try to improve the timeline to meet needs of the Legacy Foundation, S. Kellogg seconds. Motion carried unanimously.

Sample still has not arrived for learning futures donation recognition.

d. Personnel Committee: no meeting

8. Old Business

a. 2024 Facility Updates: Martin asked for an update on the solar panels, library will be closed to the public on the 23rd for removal.

9. New Business

a. Meeting Room Policy: policy edits discussed

Broeren left at 6:09pm.

E. St. Myers motions to approve the meeting room policy, K. Schill seconds. S. Feith abstains, all others in favor, motion carried.

10. Information Requests

- updated endowment fund budget for next library Board meeting

11. Items for Next Agenda

- Nominations committee
- Strategic Plan
- Inclusive Services Guide review



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12. Adjournment

W. Clendenning motioned to adjourn, S. Kellogg seconds. Motion carried unanimously.

Meeting adjourned by President Galván at 6:41pm.

Respectfully Submitted: Claire Parrish, Assistant Director