



Board of Trustees

Meeting Minutes for

May 17, 2023

1. Call to Order: President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:01 p.m.

2. Roll Call:

Board Members:

Andrea Galvan

Eric Montag

Elizabeth St. Myers

Kim Heniadis

~~Karen Schill~~

Doug Machon

~~Ryan Austin~~

Craig Broeren

Susan Feith

William Clendenning

Scott Kellogg

Administration: Katherine Elchert, Library Director

Others in Attendance:

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

4. Approval of Minutes: Motion by S. Feith, second by D. Machon to approve minutes of the April 19, 2023 full Board meeting. Motion carried by unanimous vote.

5. TREASURER'S REPORT

5a. Monthly Finance Reports: S. Feith stated that we would pull information regarding the solar array output, and she further explained the details behind a solar array invoice to Viking Electric. Viking Electric is paid up to date.

Our payments to Quill.com for the month of April have been reduced by \$524.90.

5b. Payment of the Bills: Motion by W. Clendenning, second by C. Broeren to pay the bills as presented and place a copy on file, as well as approve the amended April invoice total. Total of the approved bills for May is \$27,630.87. **Motion carried by unanimous vote.**

Endowment Expenditures: No invoices were presented against the endowment.

6. DIRECTOR'S REPORT

6a. Library Use and Events: SCLS cutover has been delayed and will not occur at the end of May as previously discussed. K. Elchert recommends remaining open on Saturday 5/27, but stay closed on Tuesday 5/30 for the previously planned Staff Development Day. The new cutover date is tentatively 6/28-7/1.



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Motion by C. Broeren, second by W. Clendenning to modify previous action regarding cutover closures and to allow the Director to determine best closures during future SCLS cutover. Motion carried by unanimous vote.

6b. Statistics: April program numbers were a little low due to most programs being more time intensive programs with various community groups. (Clean Green, Prairie Chicken Festival, etc.) Checkouts continue to trend upward. Weeding of materials numbers will be up due to continued renewal of certain collections. (K. Elchert shared that the average library material circulates 26 times. Old materials are removed in the weeding process so new materials can be shelved.)

6c. Meet the Board: None.

6d. Miscellaneous:

McMillan has three new part-time Library Associates. K. Elchert to attend upcoming WLA All Director's Meeting. There will be two rounds of interviews during the Assistant Director search. She also shared feedback on the recent schedule changes for staff.

The library is participating in "No Mow May," and is also offering information on the subject to the public. The mural on the children's room wall is now complete.

7. COMMITTEE REPORTS

7a. Personnel Committee: No meeting.

7b. Building and Grounds: D. Machon provided a summary of items covered in the most recent committee meeting. Awaiting report from Scott Prah on state of the solar array. Northwind Solar and Radtke's Clean Energy consulted regarding possible maintenance agreement. Radtke provided some comments and suggestions regarding the array. Radtke will provide a proposal regarding future developments with the solar array. Northwind has not pursued any maintenance agreement proposal. K. Elchert stated that Mr. Prah found 12-14 inverters that were down. He was able to reboot 6 of them, with the remaining inverters still needing repair.

S. Feith shared the details of a May 15, 2017 library board meeting motion regarding items to be resolved that concern the solar array before the array could be placed.

7c. Finance Committee: S. Feith provided a summary of items covered in the most recent committee meeting. The 501(c)(3) paperwork is submitted is in process. More to follow in June. Will work on gift policy which will be associated with endowment. Susan and Katherine to meet with Aaron at the city to improve finance reporting.

7d. Services Committee: E. Montag provided a summary of items covered in the most recent committee meeting. Review of policies continues.

8. OLD BUSINESS

8a. Policies: K. Elchert provided an update on the development of policies. She is requesting that the Board allow her to draft Rules of Conduct and Material Development policies from scratch in consultation with Attorney Flanagan. Consensus of the Board is that she be allowed to do so.

8b. McMillan Memorial Library By-Law Amendment:



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Motion by C. Broeren, second by D. Machon to accept amendment to the By-Laws that will enable the creation of a Secretary position and enable delegation of secretarial duties to a library staff person. Motion carried by unanimous vote.

9. NEW BUSINESS

9a. 2024 Budget Goals: K. Elchert shared that she will be looking for comments on budget priorities for 2024. She will be starting the 2024 budget soon.

9b. Nominating Committee: W. Clendenning, S. Feith and K. Heniadis to volunteer for the nominating committee. K. Elchert to consult with Mayor regarding replacements for departing Library Board members. S. Feith suggested possibly extending terms for the two departing board members for a few months if new members are not readily available.

9c. Financial Banking Resolution

Motion by D. Machon, second by S. Kellogg to accept generic format of Banking Resolution authorization document, and approve the specific resolution entitled 2023A. Motion carried by unanimous vote.

10. INFORMATION REQUESTS None.

11. ITEMS FOR NEXT AGENDA

Standard committee meeting times to be determined following appointments of committee chairs.

12. ADJOURNMENT

Meeting adjourned by President Galvan at 7:20 p.m.

Respectfully Submitted: Eric Montag, Board Member