

**MINUTES**  
McMillan Memorial Library  
Board of Trustees  
May 18, 2022

**DRAFT**

Subject to  
Approval

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

Galvan established that this was a public meeting and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Present:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Andrea Galvan, President | <input checked="" type="checkbox"/> Scott Kellogg       |
| <input checked="" type="checkbox"/> Kim Heniadis, Vice Pres  | <input checked="" type="checkbox"/> William Clendenning |
| <input checked="" type="checkbox"/> Susan Feith, Treasurer   | <input checked="" type="checkbox"/> Ryan Austin         |
| <input type="checkbox"/> Craig Broeren                       | <input checked="" type="checkbox"/> Karen Schill        |
| <input checked="" type="checkbox"/> Eric Montag              | <input checked="" type="checkbox"/> Elizabeth St. Myers |
| <input checked="" type="checkbox"/> Doug Machon              |   |

Absent:

Administration:

- ☒ Andrew Barnett
- ☐ Vicki Steiner
- ☐ JoAnn

Others in attendance:

CORRESPONDENCE: None

MINUTES: **A motion to approve the Minutes of the April 20, 2022 Library Board meeting was made by Feith, second by Machon. Motion carried.**

TREASURER'S REPORT: Ms. Feith reviewed the bills and all are in order. The financial reports for April were presented. **A motion to pay the Operating Fund bills and file the financial reports was made by Machon, second by Austin. Motion carried.**

**Motion: An up-to-date list of places with accounts, lines of credit or credit cards and the names of people authorized to use them will be compiled for the Finance Committee. Motion by Kellogg, seconded by Feith. Motion carried.**

**A motion to pay the Endowment Fund bills and file the financial reports was made by Machon, second by Austin. Motion carried.** This included a payment to Findorff of \$48,000.

DIRECTOR'S REPORT:

We have restarted our volunteer program. Traffic in April was 9,142, which is up 70% from last year. This included at least 1,880 unique individuals, since that many connected to our wireless. Four on the Floor played on May 12th. The Cowboy Union Band will be back in June. Both plan to play here monthly as they did before March 2020.

We have added three public laptops for in-library use. We think these will be useful additions to the meeting / study rooms. We are restoring some of the educational toys to the YS room. They will be disinfected nightly.

As part of the Cranberry Blossom Festival, we have scheduled a concert with Art Stevenson and the Foragers on June 16 at 7:00 pm. We are also co-sponsoring (with Grand Avenue Artists) Chalk It Up! on our grounds that day from 3:00 - 5:30 pm. We will offer tours during that time to take advantage of the traffic.

Our two vacant Lead Associate positions have been filled by internal candidates - Kay Van Natta and Kristen Orheim.

COMMITTEE REPORTS:

1. Services and Finance Committee meeting of May 10, 2022

- a. **Recommendation to the Board to have the Board examine discarded books on the day of the Board meeting. Discarded books will be offered to the public outside the building. Motion by Montag, seconded by Heniadis. Motion carried.**
- b. **Motion to send list of surplus property with prices to full Board. Add to the process "List will be submitted to the Board for approval" Motion by Austin, seconded by Kellogg. Motion carried. Motion to approve submitted list. Motion by Machon, second by Feith. Motion carried.**
- c. **Review of programming report.** Discussion ensued.
- d. **Discussion of coffeehouse operations.** Discussion ensued.

2. **Library Director Search Ad Hoc Committee Meetings Held on May 6, 9 and 11, 2022.**

- a. In open session the Board will consider a motion to adjourn into closed session pursuant to Section 19.85 (1) (c), Wisconsin Statutes, for the purpose of considering "employment, promotion, compensation or evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility."

In closed session, the Board will consider candidates for Library Director.

Board voted to go into closed session at 6:09 pm. Board returned to open session at 7:34 pm. They took no action.

OLD BUSINESS:

- a. **Consideration of Donor Recognition Signage. Motion to approve the Solurus Wifi signs. Motion Montag, seconded Kellogg. Motion carried.**
- b. **Discuss and consider for approval / referral a 2022 general wage increase Motion to table: Motion Feith, second St. Myers. Motion carried. Montag abstained.**
- c. **RFP for hiring an accounting firm for the Endowment .**
- d. **Learning Futures project update.**

NEW BUSINESS:

INFORMATION REQUESTS:

Can the calendar be finished by mid-month for distribution to the City Council and County Board?

ITEMS FOR NEXT AGENDA:

Workplace expectations, appeal for appointed employees, Endowment accounting.

**A motion to adjourn was made by Kellogg, second by Austin. Motion carried and the meeting adjourned at 7:54 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on June 15 at 5:00 p.m.

Respectfully submitted,  
Andy Barnett, Library Director