

MINUTES
McMillan Memorial Library
Board of Trustees
May 19, 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, Eric Montag, Susan Feith, William Clendenning, Kim Heniadis, Doug Machon, and Ryan Austin and Anne Zacher.

Absent: Craig Broeren

Administration: Andrew Barnett, Vicki Steiner

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

CORRESPONDENCE: There were no items of correspondence to bring before the Board.

President Farmbrough welcomed new Board member Ryan Austin who is our City Council Representative.

MINUTES: **A motion to approve the Minutes of the April 21, 2021 Library Board meeting and Special Board Meeting on April 30, 2021 was made by Ryan Austin, second by Andrea Galvan. 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. Hascall. Motion carried.**

Learning Futures Project Update May 2021

We are planning a sale of surplus furniture in late 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. The seats from the theater were recycled for use by a local organization.

The Director will be presenting programs on May 17 (Rotary), 18 (Common Council), 26 (Coffee with the Chamber) and 28 (WFHR).

Testing found a few asbestos locations. I authorized further testing and should have a proposal for abatement for the meeting. The Owner's Rep recommends this contract be carried by McMillan. Two change orders and the asbestos report have been forwarded to the OR for their action.

Director's Report

Library Use and Events – We have a concert scheduled for June 17 (no rain date) as part of the Cranberry Blossom Festival. The performer is local band Blue Monday. This is the first time we have booked an event during the festival. We are scheduling to restore Saturday hours (9-5) as of June 5. At this time we are not restoring evening hours (6-8 Monday – Thursday). We are awaiting guidance from the Health Department before changing our rules regarding face coverings.

Building & Grounds – Once the weather warms, we will have the balcony waterproofed. E-Con is doing three small lighting projects: the west wall of the Commons; outside the Lower Level restrooms; and the Upper Level men's restroom. We are adding power to the auxiliary parking lot so we can use it for outdoor programs this summer, six circuits with a buried feed. This should be in place for the summer program.

Miscellaneous – Interviews are scheduled for three candidates for the Assistant Director's position. Through a cooperative purchase, we now have Zoom Enterprise, which can handle up to 500 connections in a meeting or webinar setting. McMillan is building on our past collaboration with Create Portage County and will participate in their efforts to build a regional makerspace / co-working network. Information at <https://www.createyourcommunity.org/eda>. Alicia Woodland graduated as part of the 2021 Heart of Wisconsin Community Leadership Program. Most of our management team have been through the program. Mr. Clendenning asked if the County could use our updated Zoom. Only if we share our single license with them.

COMMITTEE REPORTS:

A. Capital Campaign meetings on April 22, 29, 2021 and May 7 and 13, 2021. President Farmbrough noted that there will be one concert during the Cranberry Blossom Festival. Donation updates and a second stage of letter writing for the campaign were discussed.

B. Building and Grounds Committee meetings on April 26 and 30, 2021 and May 12, 2021.

President Farmbrough updated the Board on the status of the Owner's Representative. It was agreed that they would accept the proposal from Miron Construction. Setting up a meeting between the architect, contractor, Library Board, and owner's representative was discussed. **A motion to set up a Building and Grounds Committee meeting and Special Board meeting was made by Mr. Hascall, second by Ms. Feith. Discussion followed. Motion withdrawn by Mr. Hascall, second by Ms. Galvan. Motion carried.**

A motion to have Ms. Steiner reach out to all interested parties to set up a meeting for next Wednesday at 5pm and to invite Board attorney Nick Flanagan was made by Mr. Machon, second by Mr. Austin. Motion carried.

OLD BUSINESS: Contract for Owner's Representative Services with Miron Construction. President Farmbrough noted that the contract was discussed by the Building and Grounds Committee meeting as was received and signed by President Farmbrough. The architect and contractor have both been notified of the owner's representative from Miron Construction.

NEW BUSINESS: Closed session was moved to the end of the meeting. Other items of new business were brought forward.

C. Staff Recognition: In years past a gift has been given to staff members in recognition of their years of service to the Library through the Endowment Fund. The option of a gift certificate was raised. Following a change in the tax law in 2017 the City no longer gives gift cards or cash as there are tax ramifications to the employee. Tangible gifts are allowed.

D. Consider setting up a 501c3 designation for the Library. Ms. Feith asked that this topic be tabled until our next Library Board meeting.

E. Appoint nominating committee to draw up slate of officers. President Farmbrough asked for volunteers to serve on the nominating committee to select the officers of the Board. The slate of officers will be presented at the next Board meeting with the election of officers taking place at the annual meeting in July. President Farmbrough appointed Ms. Feith, Mr. Clendenning and Ms. Heniadis to service on this committee.

Mr. Austin introduced himself to the members of the Board. He serves as our City Council Representative. Mr. Austin is an employee of Boldt Construction and is very familiar with the Learning Futures Project.

A. **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." Was made by Ms. Feith, second by Ms. Galvan. Motion carried by unanimous roll call vote.**

B. The Board returned to open session.

The meeting adjourned at 6:53 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on June 16, 2021 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary