

**MINUTES**  
McMillan Memorial Library  
Board of Trustees  
May 20, 2020

**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. via Zoom teleconference.

ROLL CALL ATTENDANCE:

Present via Zoom: Andrea Galvan, Anne Zacher, David Farmbrough, Craig Broeren, Susan Feith, Susan Bovee, William Clendenning, Scott Kellogg, and William Hascall.

Absent: Kevin Finbraaten and Heather Gygi

Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky

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

President Andrea Galvan welcomed new Board member Susan Feith who has been appointed by the Wood County Board.

CORRESPONDENCE: A notice was received this morning from County Clerk Trent Minor, notifying the Board of the appointments of Bill Clendenning and Susan Feith to three year terms.

MINUTES: **A motion to approve the Minutes of the April 15, 2020 Library Board meeting was made by Ms. Bovee, second by Mr. Broeren. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for May 2020. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried.**

Director's Report:

Library Use and Events – We remain closed to the public and will continue to be so until we are advised by the state and county health departments it is safe. We started curbside pickup on April 27, as did most area libraries. Though delivery has partially resumed, we are only circulating our own items.

See <https://www.mcmillanlibrary.org/curbside>. We have been providing online content, including a Facebook Live concert by the Accidentals and a cooking / reading program by Kerry Preece. Our Yoga class has gone virtual and is quite popular. We are operating several community viewing series: a theater series with WRCT; a movie series; and a teen movie series. McMillan hosted a blood drive on May 7th. Our Safer At Home Reading contest ends May 16, but will transition into the summer program. We plan to start our summer program earlier than usual, but expect that we will remain under at least some limitations throughout the summer. We have ongoing travel photo and short story contests.

Building & Grounds – The balcony will be waterproofed soon. We are seeking proposals for replacing the irrigation system, which was damaged during road construction, with a deadline of May 22. It was also original to the building (1970).

Pandemic Related Matters – Almost all staff are working in the building, though some work-at-home continues. We continue to monitor state and local briefings. Our statement as of 20200514 is based on our approved Pandemic Response Plan.

“McMillan will provide library services to the greatest extent possible while working to provide safe facilities and cooperating with public health authorities. We have been preparing for a phased reopening, with its timing and pace determined in cooperation with local, state and national health authorities and in consultation with city and county governments. We are currently offering curbside pickup and expanded digital offerings. We will resume other services when it is judged safe to do so.”

Library Reopening Considerations was sent to Trustees before the meeting. Staff is preparing for reopening with Phase One limitations. This will include removing most seating, fewer computers, shielding for service desks and improved parking lot Wi-Fi. We expect to continue curbside pickup for the immediate future. The main unresolved questions: Do we require masks for patrons? No, encourage and offer them. Temperature at door? No, as it isn't determinative. Limit to 25/50% of capacity (305)? Staff will watch capacity and distancing. Quarantine of on-shelf materials? Not at this time.

Miscellaneous – The UniverCity project is going forward. Mayor Blaser toured the facility and discussed library operations. We have finished processing 198 issues of the Nekoosa News and they are being loaded on Recollection Wisconsin. This follows the complete run of the Consolidated News we loaded previously. Susan Feith's appointment to the Board was approved at the County Board's May 19th meeting. The County is entitled to two trustees based on their reimbursement level.

Committee Reports: Ms. Galvan noted that the Learning Futures Capital Campaign Committee met on April 22 and 29 and May 5 and 13. WE Energies has pledged a \$5,000 grant. After receiving notice of the matching grant initiative, a change was made to the naming rights document adjusting the giving levels and opportunities. Mr. Barnett presented information on the Learning Futures Campaign and a contribution from the Endowment. Mr. Barnett has talked with Jon Clark at WoodTrust Bank about this possibility. Discussion followed. It was noted that a pledge isn't an immediate withdrawal.

OLD BUSINESS: A motion to hold a special Board meeting to vote on an Endowment contribution to the Learning Futures Project, to be held on June 10<sup>th</sup> at 5:00 pm was made by Mr. Clendenning, second by Mr. Hascall. Motion carried.

Ms. Bovee asked about a Board contribution to the Learning Futures Project. Discussion followed.

NEW BUSINESS: There were no items of new business.

**A motion to adjourn was made by Mr. Clendenning, second by Ms. Bovee. Motion carried and the meeting adjourned at 6:06 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 17, 2020 at 5:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary