



Board of Trustees

Meeting Minutes for

June 19, 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 - excused

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: Jerry Feith, author of RFP; James Stenze from Jewell Engineering; Eric Miller, patron

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 May 15, 2024 meeting, second by S. Feith. Motion carried unanimously.

Amended agenda to move item 7c Finance Committee

Elevator Project Recommendation: James Stenze, Jewell Engineering, gave an update on the Elevator Upgrade Feasibility Study and board discussed options.

C. Broeren motions to accept option four "Replace Entirely with Larger Elevator" pending verification of Legacy grant, second by W. Clendenning. Motion carried unanimously.

5. Treasurer's Report

a. Monthly Finance Reports: Bills reviewed and discussed.

b. Payment of the Bills: 58,405.01

W. Clendenning motions to approve the monthly bills of 58,405.01, second by R. Austin. Motion carried unanimously.

6. Director's Report

a. Library Use and Events: summer reading kickoff great success; hosting 70+ programs in June; Journey Into the Wild with the Mead Wildlife Center; care cabinet in upper women's restroom; hired a new library associate; United We Can event; starting farmer's market outreach; Birch St remain closed



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through July; solar panel update; deactivated an alarm that was malfunctioning, waiting on replacement part.

b. Statistics: May stats reviewed

c. Miscellaneous:

d. Meet the Board: N/A

7. Committee Reports

a. Services Committee: Did not meet in June

b. Buildings & Grounds Committee: Did not meet in June

c. Finance Committee: reviewed donor wall sample for Learning Futures, reviewed Inclusive Services Guide Finance section, discussed 2025 Budget process

C. Broeren motions to accept Finishing Touch Signs proposal for donor walls, second by E. St. Myers. Motion carried unanimously.

- Update on Endowment Fund Budget: no update until projects further along

d. Personnel Committee: Met June 13th, policies for discussion and approval later on agenda.

8. Old Business

a. 2024 Facility Updates: Donor wall; E. Grand Ave pricing next month, spoke to Parks and Rec about relocating sprinklers

9. New Business

a. Personnel Policies

Employment:

C. Broeren motions to approve the Americans with Disabilities Act Policy, second by E. O'Day . Motion carried unanimously.

C. Broeren motions to approve the Direct Deposit Policy, second by E. O'Day. Motion carried unanimously.

R. Austin motions to approve the Equal Employment Opportunity Policy, second by C. Broeren. Motion carried unanimously.

E. O'Day motions to approve the Employment Applications Policy, second by W. Clendenning. Motion carried unanimously.

W. Clendenning motions to approve the Hiring of Relatives Policy, second by S. Kellogg. Motion carried unanimously.

C. Broeren motions to approve the Job Postings Policy, second by R. Austin. Motion carried unanimously.

W. Clendenning motions to approve the Probationary Employees Policy, second by E. O'Day. Motion carried unanimously.



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Job Classifications and Compensation:

W. Clendenning motions to approve the Exempt Employee Pay Policy, second by S. Kellogg. Motion carried unanimously.

W. Clendenning motions to approve the Pay Provisions/Administration for Non-Union Positions Policy, second by C. Broeren. Motion carried unanimously.

R. Austin motions to approve the Pay Day and Paychecks Policy, second by W. Clendenning. Motion carried unanimously.

W. Clendenning motions to approve the Position Classification Policy, second by S. Kellogg. Discussion on classification studies and Chapter 43. Motion carried, S. Feith abstaining, all others in favor.

C. Broeren motions to approve the Personal Leave Policy, second by S. Kellogg. Motion carried unanimously.

6:33pm C. Broeren left meeting

Expense Reimbursement and Transportation for City Business:

R. Austin motions to approve the Lodging Policy, second by E. O'Day. Motion carried unanimously.

S. Kellogg motions to approve the Meal Allowance Policy, second by E. O'Day. Motion carried unanimously.

W. Clendenning motions to approve the Transportation for City Business Policy with edit, second by S. Feith. Motion carried unanimously.

b. Nominating Committee: W. Clendenning, S. Feith, and E. O'Day

c. Strategic Plan: look at early 2025 to start working on a new Strategic Plan

d. Inclusive Services Guide Review: Elchert asked the Board to review the guide as a whole; paired with feedback from the staff, this will help shape Strategic Plan work.

10. Information Requests

11. Items for Next Agenda

12. Adjournment

R. Austin motions to adjourn, S. Kellogg seconds. Motion carried unanimously.

Meeting adjourned by President Galván at 7:00 pm.

Respectfully Submitted: Claire Parrish, Assistant Director