



Board of Trustees

Meeting Minutes for

June 21, 2023

1. Call to Order: President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:00 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: Attorney Nick Flanagan, Amy Allworden, Library Associate.

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 W. Clendenning, second by C. Broeren to approve minutes of the May 17, 2023 full Board meeting. Motion carried by unanimous vote.

Motion by W. Clendenning, second by C. Broeren to approve minutes of the May 24, 2023 Nominating Committee meeting. Motion carried by unanimous vote.

5. TREASURER'S REPORT

5a. Monthly Finance Reports: S. Feith reviewed the list of bills. Hotlinks are embedded in the electronic version of the bills. This hotlink includes information on the credit card statement.

5b. Payment of the Bills: Motion by D. Machon, second by C. Broeren to pay the bills as presented and place a copy on file. Total of the approved bills for June is \$30,784.56. **Motion carried by unanimous vote.**

Endowment: One invoice for legal services totaling \$4,220.00 was presented against the endowment. One \$50 invoice presented for plaques. **Motion by W. Clendenning, second by R. Austin to approve payment of those two invoices. Motion carried by unanimous vote.**

6. DIRECTOR'S REPORT

6a. Library Use and Events: During the SCLS cutover, the library will remain open. Due to help from Solarus, some parts of the building will be able to support some computer applications and tasks. K. Elchert shared the events that occurred during the last staff development day. Two finalists for Assistant Director have been interviewed, and an offer is pending. Eric Norton and Alicia Woodland will attend the



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ALA conference in Chicago. For programming, K. Elchert has encouraged her team to partner with other community institutions such as Sandhill Wildlife Area, and city's Parks and Recreation department. Garden club is up and running. Flash fiction and recording studio contests are planned. There is also a new Makerspace/ Craft Club starting.

6b. Statistics: K. Elchert stated that this year's numbers are all up compared to last year. 79 patrons added in the past month, and over 18,000 items were checked out. She also provided an update on targeted weeding efforts and collection renewal. 1,250 people attended library programming.

6c. Meet the Board: Amy Allworden started a few months ago as a Library Associate. She has a background in wildlife and a degree from UWSP. She has taught English in both Japan and Poland. She is also a published writer with two books available in the library. She is currently building the webpage for the Makerspace and is excited to learn more about equipment present in the Makerspace. She enjoys working at the library because no two days have been the same. She shared a story about helping a patron use Whatsapp to share a happy birthday message with her grandson when he was out of the country.

6d. Miscellaneous: K. Elchert reminded people to sign their family members up for summer reading.

7. COMMITTEE REPORTS

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

Policy Workflow Status: E. Montag shared the document and explained its purpose in tracking what policies are in effect at this time.

7b. Finance Committee: S. Feith provided a summary of items covered in the most recent committee meeting. Attorney Flanagan provided information regarding the Endowment Fund Transfer Agreement. The transfer schedule describes exact dates when funds would be transferred to remain in compliance with IRS requirements. Transfer limitations are also detailed in the transfer agreement. These limitations must be part of the agreement. Attorney Flanagan also described the process for dealing with restricted donations and the expected cooperation between both the Endowment Fund Board and the Library Board in that process.

The Endowment Fund Board has approved the Endowment Fund Transfer Agreement at its most recent meeting on June 19.

Endowment Fund Transfer Agreement: Motion by W. Clendenning, second by S. Feith, to approve and adopt the "Endowment Fund Transfer Agreement." Motion carried by unanimous vote.

S. Feith detailed what to expect in the coming months in terms of bank correspondence and transfer of funds.

The funds from the Rick Potter estate have been deposited into the endowment general account.

S. Feith shared the importance of ensuring acknowledgement of gifts in a timely manner to donors.

8. OLD BUSINESS

8a. Policies:



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Motion by E. St. Myers, second by K. Heniadis, to approve and adopt the policies entitled “McMillan Memorial Library Expectations” and “Child Safety Guidelines” (with amendment described) and repeal existing policies. The phrasing “Animals, except those used to aid persons with disabilities, are not permitted in the library, unless they are part of a library-sponsored program. Animals may not be left unattended on library property.” will be included. **Motion carried by unanimous vote.**

Motion by S. Feith, second by D. Machon, to approve and adopt the policy entitled “Materials Selection and Collection Development Policy” (with amendments described) and repeal existing policy. “Patrons may appeal a decision of the Library Director in writing within 10 business days. The issue will be added to the Library Board agenda within two months. Once a material has been challenged, it may not be reviewed again, related to the content of the appeal, for a period of two years.” **Motion carried by unanimous vote.**

8b. Report of Ad Hoc Nominating Committee: K. Heniadis shared that the committee met on May 24, and selected a slate of officers for the coming year.

9. NEW BUSINESS

9a. 2024 Budget Process: A. Galvan shared that there is no update on the Legacy grant. C. Broeren stated that the elevator replacement should be placed on the list of capital projects to the City. R. Austin stated that the second entrance should also be included. S. Feith said that the damp proofing should also be included. K. Elchert shared that she would like to keep to a flat budget.

K. Elchert shared that a decision on the solar panels is necessary at this point.

9b. Standard Committee Meeting Schedule: The next date for each Committee meeting must be determined at the previous meeting. Add “Determine date and time of next meeting” to each committee agenda so the issue is always addressed.

10. INFORMATION REQUESTS Information on Legacy grant.

11. ITEMS FOR NEXT AGENDA Draft of budget, vote on solar panels, discussion of Library Director review which would occur in August

12. ADJOURNMENT

Meeting adjourned by President Galvan at 7:36 p.m.

Respectfully Submitted: Eric Montag, Board Member