

MINUTES
McMillan Memorial Library
Board of Trustees
July 20, 2022

DRAFT
Subject to
Approval

President Galvan called the meeting of the McMillan Memorial Library Board of Trustees to order at 5:01 p.m.

Ms. Galvan established that this was an open meeting and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Kim Heniadis, Eric Montag, Elizabeth St. Myers, William Clendenning (to 6:15 p.m.), Scott Kellogg (from 5:20), Susan Feith, Craig Broeren, Ryan Austin, Karen Schill.

Absent: Doug Machon

Others in attendance: JoAnn Ogreenc, Interim Director. Tyler Mickelson, City IT Manager

CORRESPONDENCE: A letter from former director Andrew Barnett was read.

Approval of Minutes of the May 18, 2022, May 20, 2022, June 3, 2022 and June 15, 2022 meetings. **Motion by Mr. Austin to approve all. Ms. Galvan verified that no action was taken on item 10a. Donor Recognition Signage at the June 15, 2022 meeting. Mr. Broeren seconded as amended. Motion carried.**

TREASURER'S REPORT:

Motion to pay the bills and place necessary copies on file made by Mr. Montag, second by Ms. St. Meyers. Motion carried.

DIRECTOR'S REPORT:

Library statistics and program report provided. Surveillance notice sign has been installed at exterior entrance. New webpage design is coming soon. A new Customer Service Assistant has been hired. JoAnn will be working with the City to bring invoice entry into Munis back into the Library. Staff are asking if the Library can close on Monday, December 26, 2022 and Monday, January 2, 2023 for the holidays.

Committee Reports:

The Building and Grounds Committee is beginning to look at the Viking Electric Solar contract that is coming up in June 2023.

K&W Glass proposal – JoAnn will contact Mr. Klingfourth at the City to review skylight.

Hillside Damproofing proposal –Mr. Austin will suggest alternate contractors and/or options.

Quality Door and Hardware proposal – Mr. Austin will suggest alternate replacements. JoAnn will verify

Tweet Garot proposal – Committee approved proposal.

Kone elevator proposal – Work to be scheduled.

OLD BUSINESS:

a. Updates of City IT/Security procedures: Tyler Mickelson, City IT Manager spoke on IT security issue concerns. Ms. Galvan and Mr. Ryan will set up a meeting with the City to discuss relationship with City departments and the Library. JoAnn was instructed to change passwords on any building security systems that can be remotely accessed.

b. Review job description for interim director – no action taken.

c. Election of board officers.

Ms. Heniadis presented the slate of candidates: Andrea Galvan, President; Elizabeth St. Myers, Vice President; Susan Feith, Treasurer.

Ms. Galvan opened nominations.

Mr. Broeren nominated : Andrea Galvan, President; Elizabeth St. Myers, Vice President; Susan Feith, Treasurer. No additional nominations being made, Ms. Galvan closed nominations.

A motion to elect Andrea Galvan, President was made by Mr. Broeren, second by Ms. Fieth. Motion carried.

A motion to elect Elizabeth St. Myers, Vice President was made by Mr. Broeren, second by Ms. Schill. Motion carried.

A motion to elect Susan Fieth, Treasurer was made by Mr. Broeren, second by Mr. Austin. Motion carried.

- d. Workplace expectations – tabled for future meeting once new director has arrived.
- e. Endowment accounting/QuickBooks end of life - JoAnn will purchase updated software.

NEW BUSINESS

- a. Hearing Loop equipment return and credit: JoAnn will sign and submit credit request.

INFORMATION REQUESTS-none

ITEMS FOR NEXT AGENDA

- a. Consideration of Donor Recognition Signage
- b. Review of 'Roadmap'

ADJOURNMENT:

Motion to adjourn made by Mr. Austin, second by Mr. Kellogg. Motion carried by unanimous vote. Board adjourned at 7:10 p.m.

Respectfully submitted,
JoAnn Ogreenc, Interim Director