

**MINUTES**  
McMillan Memorial Library  
Board of Trustees  
August 12, 2020

**DRAFT**  
Subject to  
Approval

President Farnbrough called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m.

ROLL CALL ATTENDANCE:

Present:

In Person: William Clendenning, Kevin Finbraaten, Scott Kellogg, and Craig Broeren.

Via Zoom: David Farnbrough, Andrea Galvan, William Hascall, Anne Zacher, Susan Feith, and Susan Bovee.

Absent: Heather Gygi

Administration: Andrew Barnett, Vicki Steiner, Brian Kopetsky, and Alicia Woodland.

Others in attendance: Alexandra Ramsey and Eric Blowers of Engberg Anderson Architects via Zoom.

**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.

MINUTES: **A motion to approve the Minutes of the July 15, 2020 and July 22, 2020, Library Board meetings was made by Mr. Hascall, second by Mr. Kellogg. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for August 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. Hascall. Motion carried**

Mr. Farnbrough welcomed Alex Ramsey and Eric Blowers from Engberg Anderson. Alex presented a PowerPoint on the Learning Futures project. The project was reviewed and design aspects discussed. The Fine Arts Center renovation was also discussed. Plans will be reviewed, drawn and presented the first week of September. The Project schedule was reviewed. Alex and Eric will meet with the Board at the September and October Board meetings.

DIRECTOR'S REPORT:

Library Use and Events – Children's story walks in area parks continue, as do our virtual story times. Our YA program hosted a virtual hangout with comedian Jaron Myers, which was viewed by 504 people. Our Write Night series is being done via Zoom. We held a socially distanced teen book club outside. ARTS for ALL is on display in the Lower Lobby through the end of August. We will host a blood drive August 21st from noon until 5 pm. Traffic in the building has been good, especially considering that we are offering no in-house programs or events.

Building & Grounds – The irrigation system is completely installed and working. Two dying trees on Grand Avenue were removed by the City. Repairs will be made to the rooftop chiller, which will require a crane. We are planning to undertake some renovations in the McCourt Room to make it more useful as a training room.

Pandemic Related Matters – Delivery is returning to normal, with four day a week delivery. We are now providing laptops for use outside as an accommodation for those unable to wear masks. The art display is the only function we are not making available. There has been only an occasional patron with concerns about wearing a mask.

Miscellaneous – The Wood County Library Board met and approved a request for reimbursement for the 2021 budget. The Director presented at Rotary on July 20th, speaking about the Learning Futures project.

**A motion to approve the Director’s report was made by Mr. Hascall, second by Mr. Kellogg. Motion Carried.**

COMMITTEE REPORTS: Mr. Barnett spoke at the Noon Rotary Club and discussed the Learning Futures project and the 10-week capital campaign beginning in September. Community contacts are being made to participate in this campaign.

OLD BUSINESS: There were no items of Old Business.

NEW BUSINESS: Mr. Barnett presented the 2020 Operating Fund Budget Revision and 2021 Operating Fund Budget. (Copy attached to original Minutes) The 2021 appropriation request from the City remains the same as the 2020 request. The reimbursement request from the County is based on the same percentage of the cost of circulation as requested in 2020.

**A motion to approve the 2020 Operating Fund Budget Revision and 2021 Operating Fund Budget was made by Mr. Hascall, second by Ms. Bovee. Motion carried.**

President Farmbrough opened discussion on the Library Board By-Laws revision. **A motion to create a committee to review the By-Laws was made by Ms. Feith, second by Mr. Hascall. Motion carried.**

Committee members will be Ms. Feith, Mr. Clendenning, President Farmbrough, Mr. Kellogg and Mr. Hascall.

Ms. Feith asked to have the donation spreadsheet shared with Board members so they can send personal thank you notes.

President Farmbrough presented the 2020-2021 Board of Trustee roster and committee assignments. (Copy attached to original Minutes) The assignments will stand as presented.

**A motion to adjourn was made by Ms. Bovee, second by Mr. Hascall. Motion carried and the meeting adjourned at 6:12 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held via Zoom and/or the All Purpose Room on September 16, 2020 at 5:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary