



Board of Trustees

Meeting Minutes for

August 21, 2024

1. Call to Order: President St.Myers called the meeting of the McMillan Library Board of Trustees to order at 5:00p.m.

2. Roll Call:

Board Members:

Andrea Galván

Dennis Martin

Ryan Austin

William Clendenning

Evan O'Day

Karen Schill

Ron Rasmussen: *arrived at 5:13*

Scott Kellogg

Elizabeth St.Myers

Emily Kent

Susan Feith

Conni O'Keefe

Administration: Katherine Elchert, Library Director; Claire Parrish, Assistant Director

Others in Attendance: Jessica Mederson, legal counsel

3. Open Meetings Declaration: President St.Myers established that this was a public meeting and appropriate public notice with Zoom access was given.

4. Approval of Previous Minutes

a. June 19, 2024 Board Minutes: Motion by R. Austin to approve minutes of the July 17, 2024 meeting and July 16, 2024 Nominating Committee Minutes, second by K. Schill. Motion carried unanimously.

b. June 25, 2024 and July 2, 2024 Nominating Committee minutes were approved at the July 16th committee meeting.

5. Closed session

The Board may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and Section 19.85(1)(g), Wis. Stats., which reads "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved." In closed session, the Board will discuss negotiations and strategy regarding an agreement for the solar panel array located on the McMillan Memorial Library roof. The Board will return to open session and may take action regarding the aforementioned solar panel agreement.

5:04pm Motion by W. Clendenning to move into closed session, second by S. Feith. Roll call vote passed unanimously.

5:27pm Motion by W. Clendenning to move into open session, second by R. Austin. Roll call vote passed unanimously.



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Motion by R. Rasmussen to approve the amended mutual settlement agreement pending no title holds or liens and renumbering of agreement, second by A. Galván. Motion passed unanimously.

8. Treasurer's Report

a. Monthly Finance Reports:

- Market values as of June 30th of various Endowment Accounts:
 - Vaughn Book Fund: \$64,439.57;
 - Witter Book Fund: \$28,001.68;
 - Agency account: \$3,238,391.89;
 - Endowment account 104,452.63
- \$1000 gift from Raymond James Investment Fund will show on next quarterly report;
- close separate Wood Trust 'petty cash' account, move funds to main library account

5:32 O'Keefe left

- July bills have been balanced out; \$56,772.81 for August, board discussed

b. Payment of the Bills: Motion by W. Clendenning to approve the August bills at \$56,772.81, second by S. Feith. Motion carried unanimously.

Motion by R. Rasmussen to approve the Endowment bill of \$143.75, second by E. O'Day. Motion carried unanimously.

9. Director's Report

a. Library Use and Events: Summer reading numbers are up; some BadgerLink resources have been sunset, one will be replaced by Peterson's Test Prep; social work intern starting next month; updated ALICE report shared.

b. Statistics: Elchert reviewed

c. Miscellaneous: N/A

d. Meet the Board: N/A

10. Committee Reports

a. Services Committee: No meeting

b. Buildings & Grounds Committee: No meeting, RFP was handed out from City Engineer, special meeting to be called

c. Finance Committee: Rasmussen reported on August meeting: future meeting dates will be second Wednesday of the month; special Zoom meeting Tuesday, August 27th at 4pm to approve E Grand Ave entrance concrete bid; August 29th at 4pm special Zoom meeting to approve the concrete bid if recommended and the RFP received from Engineer Eichstadt

d. Personnel Committee: No meeting, next meeting is the second Thursday of September



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11. Old Business

a. 2025 Budget: Rasmussen discussed data provided by Elchert regarding comparable libraries and salary information

Motion by R. Rasmussen as Chair of Finance to recommend the 2025 Budget with revenues of \$1,844,363 and expenses of \$1,839,349, second by R. Austin. Discussion. Motion carried unanimously.

12. New Business

a. Endowment Board Appointee: E. St. Myers as President recommends Emily Kent to the Endowment Board

Motion by R. Rasmussen to approve E. Kent to Endowment Board, second by S. Feith. Motion carried unanimously.

b. Updating Bank Signatures: Board role filled by Superintendent is a back-up signature which Rasmussen agrees with, signed by Board members after meeting

c. Clean Green Letter Follow Up: Galván contacted Clean Green via email; Board discussed next steps

d. Public Complaints to Former Chair Galván Follow Up: no available documents to discuss; St. Myers reviewed what to do if this situation arises in the future.

e. Board Workshop: St. Myers proposed a workshop that would bring in an outside facilitator to build relationships and work through trustee guidelines, meeting guidelines; board directed Elchert to put together options for a workshop.

13. Information Requests

- Endowment Board meeting minutes; set date for annual review as well as meeting to review how the Endowment works for new board members

14. Items for Next Agenda

- PR statement for solar panels
- Board member chromebooks

15. Adjournment

Motion by A. Galván to adjourn, second by S. Kellogg.

Meeting adjourned by President St. Myers at 7:10pm.

Respectfully Submitted: Claire Parrish, Assistant Director



Board of Trustees

Special Meeting Minutes for

August 29, 2024

1. Call to Order: President St. Myers called the special meeting of the McMillan Library Board of Trustees to order at 4:00p.m.

2. Roll Call:

Board Members:

Andrea Galván

Dennis Martin

~~Ryan Austin~~ - excused

William Clendenning

Evan O'Day

Karen Schill

Ron Rasmussen

Scott Kellogg

Elizabeth St.Myers

~~Emily Kent~~

Susan Feith

~~Conni O'Keefe~~ - excused

Administration: Katherine Elchert, Library Director; Claire Parrish, Assistant Director

Others in Attendance: Lance Pliml, County Board Chair

3. Open Meetings Declaration: President St.Myers established that this was a public meeting and appropriate public notice with Zoom access was given.

4. Elevator RFP: RFP discussed, Feith had several additional questions.

Motion by S. Feith to refer this to the next Building and Grounds meeting, second by R. Rasmussen. S. Kellogg requested that Feith send her questions/concerns to all committee members. Motion carried unanimously.

5. E. Grand Ave Concrete Quote:

Motion by R. Rasmussen to approve the bid from Pember Companies Inc for \$14,282.75. Second by S. Kellogg. Motion carried unanimously.

6. Adjournment

Motion by D. Martin to adjourn, second by S. Kellogg.

Meeting adjourned by President St. Myers at 4:13pm.

Respectfully Submitted: Claire Parrish, Assistant Director