



Board of Trustees

Meeting Minutes for

August 24, 2022

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

2. Open Meetings Declaration: President Galvan established that this was a public meeting and appropriate public notice was given.

3. Roll Call:

Board Members:

Andrea Galvan	Eric Montag	Elizabeth St. Myers (Excused)
Kim Heniadis	Karen Schill	Doug Machon
Ryan Austin	Craig Broeren (Excused)	Susan Feith
William Clendenning	Scott Kellogg	

Administration: Katherine Elchert, Library Director

Others in Attendance: Tyler Mickelson, City I.T. Manager

4. Correspondence: None.

5. TREASURER'S REPORT

5a. Monthly Finance Report: S. Feith noted that Ms. Elchert must be updated on banking resolutions and charge accounts. Legacy Accounting is nearly finished with re-creating bookwork to support Learning Futures. Final payment to Findorff Construction for the Learning Futures project has been authorized. There was discussion regarding path forward for handling pledges to the Learning Futures project. The Board must decide on pursuing a 501(c)(3) designation for the endowment.

5b. S. Feith tendered a request for payment of invoices totaling \$20,872.85. **Motion by W. Clendenning to pay the bills as submitted and place a copy on file. Second by S. Kellogg. Motion carried by unanimous vote.**

6. DIRECTOR'S REPORT

Board reviewed programming reports submitted by Eric Norton, Kerry Preece and Alicia Woodland. K. Elchert stated that she intends to begin regular meetings with management, staff and one-on-one meetings shortly. The new Director described her priorities in the coming weeks and invited the Board to contribute ideas of its own. President Galvan directed Committee Chairs to add items of concern to agendas as needed.

7. COMMITTEE REPORTS



Board of Trustees

7a. Building and Grounds: Chairman Machon provided updates on the Building and Grounds meeting of 8/10/22. No official Board action taken on any Building and Grounds Committee recommendations. Board discussed prioritizing capital projects, collaboration with city on maintenance, upcoming solar panel contract expiration, and roof leaks.

7b. Services: Chairman Montag provided updates on the Services Committee meeting of 8/9/22. No official Board action taken on any Services Committee recommendations.

7c. Personnel: Chairman Kellogg provided updates on the Personnel Committee meeting of 7/27/22.

Motion by B. Clendenning to close the library on Monday, December 26th in observance of Christmas, which falls on Sunday, December 25th. Second by R. Austin. Motion carried by unanimous vote.

K. Elchert stated that going forward, she will provide a complete list of library closures to the Board each year for voting and discussion.

7d. Finance: Chairwoman Feith made the Board aware of the possibility of an SCLS project that could impact McMillan.

8. OLD BUSINESS

8a. IT Updates: Mr. Mickelson updated the Board on I.T. upgrades at McMillan. R. Austin recapped the discussion between the Library and the City regarding the Library's I.T. needs. Discussion will continue with K. Elchert now involved. The Board also discussed signage intended to alert the public to the presence of cameras.

9. NEW BUSINESS

D. Machon inquired on the future process for Committee agendas. The Board also discussed the process for disposing of unwanted Library property.

10. Information Requests:

The Board requested monthly use statistics at the next meeting.

11. Items for Next Agenda:

None.

12. Adjournment: A motion was made by K. Heniadis to adjourn. Second by K. Schill. Meeting adjourned by unanimous vote at 6:10 p.m.

Respectfully Submitted: Eric Montag, Board Member