



# Board of Trustees

Meeting Minutes for

September 8, 2022

**1. Call to Order:** President Galvan called the meeting of the McMillan Library Board of Trustees to order at 6:00 p.m.

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

### 3. 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:** None

### 4. NEW BUSINESS

**4a. Recommendation to add Library Board Vice President, Elizabeth St. Myers and Library Director, Katherine Elchert as signatories to the Wood Trust Operational Accounts: Motion made by C. Broeren, second by B. Clendenning to add Elizabeth St. Myers and Katherine Elchert to the Wood Trust account. Motion carried by unanimous vote.**

**4b. Recommendation to authorize Wood Trust credit card for Library Director Katherine Elchert: Motion made by S. Kellogg, second by E. St. Myers to authorize a credit card for Katherine Elchert, with a \$20,000 limit. Motion carried by unanimous vote.**

*(S. Feith entered the meeting at this point.)*

**4c. 2023 Budget Preview:** K. Elchert shared a preview of the 2023 budget. S. Feith expressed some concern that both Building and Ground and Personnel Committees have not yet reported on recommendations to the Board. Joint Committee meeting set for September 14<sup>th</sup> at 5:00 PM.

K. Elchert stated her first recommendation is to eliminate the Administrative Services Manager position. The Library Director would absorb many of those duties. She also recommended that the Assistant Director position remains unfilled for a time while assessment of staffing structure can be completed. Discussion followed. She also recommended more of a self-service approach in place of the coffee shop which would be far less labor intensive. She also recommended not filling Library Assistant roles as they become vacant.

### 5. INFORMATION REQUESTS:



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None.

### **6. ITEMS FOR NEXT AGENDA:**

None.

**7. ADJOURNMENT:** A motion was made by S. Kellogg to adjourn. Second by K. Schill. Meeting adjourned by unanimous vote at 7:05 p.m.

**Respectfully Submitted: Eric Montag, Board Member**