



# Finance Committee

Meeting Minutes for

September 11, 2024

**1. Call to Order:** Chair Rasmussen called the meeting of the McMillan Library Finance Committee to order at 4:00p.m.

**2. Open Meetings Declaration:** Chair Rasmussen established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

**3. Roll Call:**

**Committee Members:**

Dennis Martin  
Ryan Austin  
Emily Kent

Susan Feith  
Evan O'Day

Ron Rasmussen  
Elizabeth St. Myers

**Other Board Members:**

~~Andrea Galvan~~  
William Clendenning

~~Karen Schill~~  
~~Scott Kellogg~~

~~Connie O'Keefe~~

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

**Others in Attendance:** Kevin Fangman, patron; Lance Pliml, Wood County Board

**4. Approval of the Minutes:** Motion by S. Feith to approve the August 20, 2024 meeting and August 27th special meeting minutes with attendance correction, second by D. Martin. Motion carried unanimously.

**5. Finance Policies:** Feith brought draft of Inventory Policy, subcommittee discussed, will bring it back next month for suggestions/approval

**6. 2024 Facility Updates:**

- Donor signage being installed on Monday
- Building and Grounds review quotes from Radtke's for solar panel maintenance

**7. Petty Cash/Square Accounting Update:** Elchert will be meeting with Finance Dept to get banking information updated on the Square account, then money can be transferred

**8. Items for Next Agenda**

- Second reading of Inventory policy and additional finance policies
- *Wood county requests - making sure info got to Wood Co committee*
- Endowment budget requests
- Endowment Process

**9. Adjournment**

Motion to adjourn by R. Austin, second by D. Martin. Motion carried unanimously  
Chair Rasmussen adjourned the meeting at 4:29pm.

Respectfully Submitted: Claire Parrish, Assistant Director