

**MINUTES**  
McMillan Memorial Library  
Board of Trustees  
September 15, 2021

**DRAFT**  
Subject to  
Approval

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

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Craig Broeren, Eric Montag, Scott Kellogg, Susan Feith, William Clendenning, Karen Schill, Kim Heniadis, and Doug Machon

Present via Zoom: Ryan Austin

Absent: Anne Zacher

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: Grant Diagel from Miron Construction and Eric Blowers from Engberg Anderson.

**Ms. Galvan established that this was an open meeting and appropriate public notice was given.**

CORRESPONDENCE: There were no items of correspondence

MINUTES: **A motion to approve the Minutes of the August 18, 2021 Library Board meeting was made by Mr. Clendenning, second by Ms. Feith. Motion carried.**

TREASURER'S REPORT: Ms. Feith reviewed the bills and all are in order. The financial reports for September 2021 were presented. **A motion to pay the Operating and Endowment Fund bills and file the financial reports was made by Mr. Clendenning, second by Mr. Machon. Motion carried.**

LEARNING FUTURES PROJECT Mr. Daigel updated the Board on the project. Project completion projected for a month and a half. Quality Roofing will be looking at the roof and leak problems. Mr. Barnett noted this is an operations cost. There are a few small change orders coming.

DIRECTOR'S REPORT:

Library Use and Events – Our most recent online escape room is at <https://www.mcmillanlibrary.org/digital-escape-room>. The Central Wisconsin Book Festival is a cooperative venture of Marathon County PL, Portage County PL and McMillan for the first time. Our events all take place on September 18 at Robinson Park, but the full schedule is at <https://mcpl.us/cwbf/schedule>. Many of the events are available online. In addition to the Farmer's Market, we also had a spot at the Grand Affair on September 12.

Building & Grounds – A report was prepared for the Committee on repairing the skylight. The Committee will have a recommendation on Change Items 21 and 22.

Budget – The Finance Committee met on September 9 and has a recommendation on the budgets.

Learning Future Update – Pay App #4 has been approved by the Owner's Representative and is in the Endowment bills. A portion of the payment will be sent to the City for payment, as per agreement. The fans are installed in the skylight, the wall grazing lights are installed, the ceiling grid is done in the Adult Room, and cabinets are going into the kitchenette. Ceiling tile will wait until

the floor prep is done. We are on target for occupancy in early November. We are scheduling delivery of the many owner supplied items (appliances, tables, cabinets and monitors) and operational items (computers, a new copier, coat racks, shelf ends, and studio equipment) which will go in the redesigned area. Owner supplied items were specified in the furniture schedule. Operational items are things we would have purchased anyway or were not in the furniture schedule.

COMMITTEE REPORTS: Mr. Montag reported on the Services Committee meeting held September 14, 2021. Ms. Ogreenc shared a presentation on the Makerspace. Discussion on the 5 year plan was tabled until the next meeting. Future meetings were set for the second Tuesday of each month.

Mr. Machon reported on the Building and Grounds meeting on September 9, 2021. Change items 21 & 22 were discussed regarding the back hall ceilings and lighting. The committee recommends approval of these change items. **A motion to approve Change items 21 & 22 was made by Mr. Machon, second by Mr. Clendenning. Motion carried.**

Mr. Machon reported on the Joint Building and Grounds/Finance meeting on September 9, 2021. The 2021 Revised and 2022 Operating and Endowment Fund Budgets were presented and discussed. The joint committee voted to recommend approval of the budgets.

OLD BUSINESS: Ms. Feith opened discussion on Board attendance at meetings. Discussion followed. Mr. Montag shared a proposed motion on Non-Participation by Board Members. Discussion will take place at a future meeting.

Ms. Feith noted a Personnel Committee meeting should be scheduled.

NEW BUSINESS: Mr. Barnett shared the proposal letter from Solarus regarding their donation. Discussion followed. **A motion was made by Mr. Machon for a committee of four to hold a meeting with a Solarus representative regarding their donation to clarify the Boards questions, second by Ms. Feith. Motion carried**  
President Galvan asked Ms. Steiner to contact Justin Huebner and set up a meeting with the Board Committee Chairpersons.

The Operating Fund and Endowment Budgets were presented. Ms. Feith noted that the joint committees recommended approval of the budgets for 2022. **A motion to approve the 2022 Operating Fund Budget for the amount of \$1,710,442 as presented was made by Ms. Feith, second by Mr. Broeren. Motion carried.**

**Ms. Feith moved to approve the 2022 Endowment Fund Budget in the amount of \$183,658 as presented, second by Mr. Machon. Motion carried.**

Mr. Barnett noted that he will be meeting with the Mayor regarding the budget.

**A motion to adjourn was made by Mr. Kellogg, second by Ms. Schill. Motion carried and the meeting adjourned at 6:20 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on October 20, 2021 at 5:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary