



Board of Trustees

Meeting Minutes for

September 21, 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. 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

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

4. Agenda approval:

Motion by R. Austin, second by C. Broeren to approve agenda as printed. Item 10b was removed by President Galvan. **Motion carried by unanimous vote.**

5. Approval of Minutes: Motion by W. Clendenning, second by K. Heniadis to approve minutes as printed. Amendments made as noted below. **Motion carried by unanimous vote.**

5a. 07.20.22: None, approved as presented.

5b. 08.24.22: "S. Schill" modified to "K. Schill." Error in attendance for K. Schill corrected.

5c. 09.08.22: None, approved as presented.

5d. 09.14.22: None, approved as presented.

6. CORRESPONDENCE

None

7. TREASURER'S REPORT

7a. Monthly Finance Reports: S. Feith shared that some bills appear twice as they were not included in the previous month's bills. There are five bills that require documentation. Glowforge has been replaced. K. Elchert will be instituting a change to how charges are made in house. She will make recommendations to the Finance Committee.



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7b. Payment of the Bills: Motion by D. Machon, second by S. Feith to pay the bills (except Kroger and Wal-Mart) as presented and place a copy on file. Total of the bills is \$45,989.36 which includes the bills which require further documentation. K. Elchert to follow up and produce documentation. **Motion carried by unanimous vote.**

Endowment Bill: Motion by W. Clendenning, second by C. Broeren to pay the invoices presented against the endowment. Motion carried by unanimous vote.

8. DIRECTOR'S REPORT

8a. Library Use and Events: K. Elchert stated that there will still be a push to produce more programming. S. Feith shared that she had arranged for a Dixieland jazz band to be brought in during the evening of October 11th in conjunction with a memorial service for George Mead.

8b. Statistics: 125 new patrons in the month of August. Library use at this point has already exceeded all of 2021. Full statistics presented.

8c. Miscellaneous: Future programming advertisement was shared with the Board. K. Elchert shared that she met with WW&LC to discuss the solar panels on the library roof and whether they should be purchased at the end of the contract with Viking Electric. Discussion followed. Monthly staff meetings will be instituted for the Thursday after each month's board meeting. September's meeting will focus on the budget.

9. COMMITTEE REPORTS

9a. Building and Grounds: D. Machon asked R. Austin about the leaking issue. No news.

9b. Services Committee: None

9c. Personnel Committee: Discussion regarding library closures for holidays. K. Elchert shared that the City has a policy to assist with this, and she recommends that the Library conform to City policy. **Motion by W. Clendenning, second by D. Machon to close the library on Monday January 2, 2023 following the holiday.** Discussion followed regarding floating holidays. **Motion carried by unanimous vote.**

9d. Finance Committee

9di. Recommendation for endowment financial management bid process: Motion by E. St. Myers, second by S. Kellogg to solicit bids for an accounting firm to handle bookkeeping for the endowment. Motion carried by unanimous vote.

9dii. Learning Futures project report: S. Feith shared a list of outstanding concerns surrounding the Learning Futures project. She also described reporting requirements set forth by each of the funding grantors. No reports have been created to date. She also shared information from Legacy Accounting regarding the funding for the Learning Futures project. S. Feith recommends that the Board create the reports to grantors. At this meeting, the Board was made aware of the existence of funding contracts that were signed by the previous Director. These grants required reporting, and no such reporting has been completed to date.

10. OLD BUSINESS

10a. 2023 library budget: K. Elchert shared background supporting the budget, and discussion followed regarding the 2022 budget versus the 2023 budget. E. St. Myers inquired about funding for an I.T.



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resource from the City. Also discussion surrounding service contracts that exceed one year terms, and the effect of those on the budget. Payments from adjacent counties have not been recorded. **Motion by S. Kellogg to approve the budget as presented. Second by E. St. Myers. Motion carried by unanimous vote.**

~~10b. Recommendations from the nominating committee:~~

11. NEW BUSINESS

11a. October 2022 staff development day: K. Elchert is requesting that the library close for a full day on October 21 to conduct staff training. **Motion by W. Clendenning to close the library for the purposes of staff training. Second by K. Heniadis. Motion carried by unanimous vote.**

12. INFORMATION REQUESTS

13. ITEMS FOR NEXT AGENDA

14. ADJOURNMENT

A motion was made by R. Austin to adjourn. Second by D. Machon. Meeting adjourned by unanimous vote at 7:20 p.m.

Respectfully Submitted: Eric Montag, Board Member