



Board of Trustees

Meeting Minutes for

October 16, 2024

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

2. Roll Call:

Board Members:

Andrea Galván

Dennis Martin

Ryan Austin

William Clendenning

Evan O'Day

Karen Schill

Ron Rasmussen

Scott Kellogg

Elizabeth St.Myers

~~Emily Kent~~ - excused

Susan Feith

Conni O'Keefe

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

Others in Attendance: Lance Pliml, County Board Chair

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

4. Approval of Previous Minutes

Motion by R. Rasmussen to approve minutes of the September 18, 2024 meeting, second by A. Galván. Motion carried unanimously.

K. Schill arrived at 4:03pm.

5. Treasurer's Report

a. Monthly Finance Reports: 36,685.09 for September clear;

b. Payment of the Bills: \$24,393.05; credit for item that was ordered and returned from Crescent Electric; Endowment bill submitted from Finishing Touch Sign, will not be paid until work is reviewed and final signs received.

Motion by A. Galván to approve the bills at \$24,393.05, second by E. O'Day. Motion carried unanimously.

Motion by A. Galván to approve the endowment bill in the amount of \$191, second by R. Rasmussen. Motion carried unanimously.

6. Director's Report

a. Library Use and Events: Staff had their second staff development day, receiving professional development and toured neighboring libraries; social work intern has been getting to know our patrons and working with staff and community resources

b. Statistics: programming reviewed

c. Miscellaneous: N/A



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d. Meet the Board: N/A

7. Committee Reports

a. Services Committee: Did not meet

b. Buildings & Grounds Committee: Met Oct. 9th, Radtke proposal was reviewed; E. Grand Ave concrete work completed; Elevator project discussed

Motion by W. Clendenning to approve the Radtke Clean Energy LLC Annual Maintenance contract, second by S. Kellogg. Motion carried unanimously.

c. Finance Committee: Met Oct. 9th, discussed three policies, two sent back to be formatted and reviewed; other financial policies for review were discussed; 2025 budget update; endowment fund requests

- Expenditure Authorization Policy

Motion by S. Feith to approve the Expenditure Authorization Policy, second by S. Kellogg. Motion carried, with E. St.Myers voting no.

All policies will be posted on the library website.

Clendenning left at 5:42p.m.

d. Personnel Committee: Met on October 10; reviewed which personnel policies need to be updated, all policies will be on two year rotation; discussed director review process, criteria on form will be updated during November meeting, shared with board in December meeting.

8. Old Business

a. 2025 Budget: Final week in October will be when department heads answer Council's questions, public hearing on November 14th; Feith asked for Elchert to share narrative; Wood Co will be adopting their budget on November 12th.

b. 2024 Facility Updates:

- Jewell Update: working on RFP

c. Library Board Workshop Update: Elchert working with SCLS to coordinate

9. Information Requests

- Clarifying where Endowment Board fits in the scope of the Library Board, policy related to Endowment Request process

10. Items for Next Agenda

- Library Board Bylaws review
- Discussion on when Library Board packet posted



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11. Adjournment

Move to adjourn by A. Galván, second by S. Kellogg. Motion carried.

Meeting adjourned by President St.Myers at 6:24pm.

Respectfully Submitted: Claire Parrish, Assistant Director