



Board of Trustees

Meeting Minutes for

October 19, 2022

1. Call to Order: President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:05 p.m.

2. Roll Call:

Board Members:

Andrea Galvan	Eric Montag	Elizabeth St. Myers
Kim Heniadis	Karen Schill	Doug Machon
Ryan Austin	Craig Brøeren (Excused)	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 D. Machon, second by K. Heniadis to approve agenda as printed. Motion carried by unanimous vote.

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

09.21.22: None, approved as presented.

6. CORRESPONDENCE

None

7. TREASURER'S REPORT

7a. Monthly Finance Reports:

S. Kellogg and S. Feith entered the meeting at this point.

7b. Payment of the Bills: Motion by W. Clendenning, second by S. Kellogg to pay the bills as presented and place a copy on file. Total of the bills is \$61,898.26. K. Heniadis inquired about the invoice for Blue Collar Consulting, and K. Elchert provided explanation. There was also some discussion surrounding staff development day, elevator maintenance. **Motion carried by unanimous vote.**

Endowment Bill: No invoices were presented against the endowment.



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8. DIRECTOR'S REPORT

8a. Library Use and Events: K. Elchert asked the Board to consider how it would like the Director's report to be presented in the future. (Staff development day was previously covered in this meeting.) K. Elchert will be meeting with a member of City Council regarding the library's budget. She also shared that she has met with other members of the City Council on a one-on-one basis to answer questions. There will also be a new tool for staff to communicate with each other in house. McMillan will also be a pilot library in a partnership with the DNR that will allow patrons to check out state park passes. The boxes in the front of the library are made possible by ARPA funding, and they will enable patrons to pick up held items when the library is not actually open. Wood County library board recommends 100% library reimbursement, which would benefit the library if it is approved by the full county Board.

8b. Statistics: 103 new patrons added this month. Library usage remains strong. Every month we are loaning out more items to other libraries than loans received, which speaks to the strength of the McMillan's collection. Library weeding in the children's section contributed to the increase in withdrawn items. K. Elchert shared that educators are not required to pay for books selected from the library's book sale. This will be communicated to the staff in the staff development day on Friday, October 21.

8c. Miscellaneous: K. Heniadis inquired on the previous month's staff meeting, and K. Elchert provided an update. D. Machon stated that there should be a "Public Comment" section in the agenda so people are encouraged to attend Board meetings. Consensus of the Board is that this section should be added. K. Heniadis inquired about whether programming would increase, and K. Elchert stated that current employees will be encouraged to conduct programming, and programming will be a necessary requirement of future library employees. Staff are also questioning what duties belong to which jobs within the library. E. St. Myers stated that she's happy to see the toys returning to the library. The Central Wisconsin Book Festival attendance was not as strong as hoped, and some possible causes and solutions were discussed.

9. COMMITTEE REPORTS

9a. Building and Grounds: None

9b. Services Committee: None

9c. Personnel Committee: None

9d. Finance Committee: S. Feith reminded the board that the Learning Futures grant reports should be done by the end of the year. Wood Trust contacted to come in and provide an update on endowment status and funding. S. Feith hopes to have endowment bookkeeping options for next meeting. The Board must also restructure endowment funding and review how endowment money enters the library's budget.

10. OLD BUSINESS

10a. Surplus Property Report: K. Elchert requested that E. St. Myers head up the effort to clear out the former entryway. The Board approved a Surplus Property Process in 2021, and the City's own surplus property process was presented for comparison. The City might be engaged to assist the Library in liquidating old library property in a fair and arm's length manner. K. Schill stated that the City's procedure is not yet approved by the City Council. S. Feith stated that she believes that there should be a process to



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record incoming property and outgoing property. Property has to be liquidated fairly, and everyone has an opportunity to respond.

Motion to approve City human resources policy with subject "Sale to Employees" as it relates to disposal of property by E. St. Myers, second by S. Kellogg. Motion carried by unanimous vote.

Motion to eliminate old [surplus property] policy and replace with procedure from Director by D. Machon, second by S. Kellogg. Motion carried by unanimous vote.

11. NEW BUSINESS

11a. Staff credit card proposal: K. Elchert is requesting that each of the 4 librarians be issued a credit card, with limit of \$2,500. Credit cards that have no personal names attached to them would be closed immediately. **Motion to issue four cards to the librarians named by the Director with limits of \$2,500, and generic accounts be closed with cards destroyed and other charge accounts closed made by R. Austin. Second by S. Feith. Motion carried by unanimous vote.**

12. INFORMATION REQUESTS

S. Feith inquired if a "Minute Book" could be established. E. St. Myers inquired on the listing of policies that are available for review when needed.

13. ITEMS FOR NEXT AGENDA

Endowment report, Learning Futures reports.

14. ADJOURNMENT

A motion was made by D. Machon to adjourn. Second by S. Kellogg. Meeting adjourned by unanimous vote at 7:05p.m.

Respectfully Submitted: Eric Montag, Board Member