



Board of Trustees

Meeting Minutes for

November 13, 2024

1. Call to Order: President St.Myers called the special meeting of the McMillan Library Board of Trustees to order at 4:00p.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: Jerry Feith, consultant; James Stenze, Jewell Engineering; Kevin Fangman, patron

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

R. Rasmussen motioned to amend the agenda to move item 6. Jewell proposal/financing to number 4, second by S. Feith. Motion carried unanimously.

4. Jewell proposal/financing: Jewell contract reviewed and questions answered by Jewell representative Stenze; a walk through of the building spaces will occur early on in the project.

R. Rasmussen moves to approve the professional services agreement between the Library Board and Jewell Associates Engineers, Inc, with updated contact information and signature by library board president, not to exceed \$57,900, second by S. Feith. Motion carried unanimously.

C. O'Keefe arrived at 4:12pm

5. Donor signage: Project discussed, Buildings and Grounds will look at what corrections need to be made.

C. O'Keefe left the meeting at 4:45pm

R. Rasmussen motions to approve the payment of invoices 52021671 and 52021670, with corrections to be made, second by S. Kellogg. Roll call vote: D. Martin: Abstaining, R. Austin: Yes, W. Clendenning: no, E. O'Day: yes, K. Schill: yes, R. Rasmussen: yes, S. Kellogg: yes, E. St. Myers: yes, S. Feith: no, A: Galvan: abstaining. Motion carried with six yes votes, two nos, and two abstentions.



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A. Galvan arrived at 4:59

6. Procurement policy: R. Rasmussen noted he would have liked to see a grant policy along with the procurement policy, S. Feith concurred. Draft policy discussed and sent back to the Finance Committee for edits.

D. Martin would like a thank you sent to Jerry Feith for all his work on the elevator project; another thank you to Shane Burkart at Pearl Engineering, E. St. Myers will send out.

7. Adjournment

Motion by R. Rasmussen to adjourn the meeting, second by S. Kellogg. Motion carried.

Meeting adjourned by President St. Myers at 5:22pm.

Respectfully Submitted: Claire Parrish, Assistant Director