



Board of Trustees

Meeting Minutes for

November 15, 2023

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

2. Roll Call:

Board Members:

Andrea Galván

Kim Heniadis

Ryan Austin

William Clendenning

Evan O'Day

Karen Schill

Craig Broeren

Scott Kellogg

Elizabeth St. Myers

Emily Kent - excused

Susan Feith

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

Others in Attendance: Jessica Mederson, Stafford Law; Scott Prah, Viking Electric

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

4. Approval of Minutes: Motion by S. Feith, second by C. Broeren to approve minutes of the October 18, 2023 full Board meeting, with amendments. Motion carried unanimously.

President Galván moved Closed Session to the beginning of the meeting.

8. CLOSED SESSION

The Board may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and Section 19.85(1)(g), Wis. Stats., which reads "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."

In closed session, the Board will discuss negotiations and strategy regarding an agreement for the solar panel array located on the McMillan Memorial Library roof. The Board will return to open session and may take action regarding the aforementioned solar panel agreement.

5:03p.m. C. Broeren moved to go into closed session, second by S. Feith. Motion carried by unanimous vote.

5:59p.m. W. Clendenning motioned to return to open. C. Broeren seconds. Motion carried by unanimous vote.



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5. TREASURER'S REPORT

5a. Monthly Finance Reports: modified total; November invoice submittal included Sept/Oct Stafford bill.

5b. Payment of the Bills: \$59,591.95, which will include Stafford bill.

Motion by E. St. Myers, second by K. Schill to pay the bills. Total of the bills is \$59,591.95. Motion carried unanimously.

6. DIRECTOR'S REPORT

6a. Library Use and Events: Library Associate Deb will be retiring at the end of this month; full time associate position open until the 17th; more staff joining SCLS committees; Facility: actuators malfunctioning and waiting on new parts, painted the Lester entrance outside steps, keycard security system will need to be replaced somewhat soon according to City IT; have been having some patron issues; Mead Wildlife photography display is up; staff are waiving previous overdue fines.

6b. Statistics: Review of statistics from October programming

6c. Meet the Board: Library Associate Kip

6d. Miscellaneous:

7. COMMITTEE REPORTS

a. Services Committee

- Met on the November 14th, reviewed policies mentioned below; meet again in January to discuss Inclusive Services Guide, programming policy, and mission statement

b. Buildings & Grounds Committee

- Donor Signage Update: Ryan was absent, Elchert provided an update: Tom from Finishing Touch came in, committee came to consensus about placement of donor signage; walk around for upcoming projects will happen at a future meeting.

c. Finance Committee

- Stafford Rosenbaum Letter of Engagement: Retainer Agreement

C. Broeren makes a motion to sign Retainer Agreement, second by W. Clendenning. Motion carried by unanimous vote.

- Parrish Rotary Membership: Endowment request to underwrite dues and meals for Parrish Rotary Membership

W. Clendenning motions to approve underwriting dues and meals costs, E. St. Myers seconds. Motion carried by unanimous vote.



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d. Personnel Committee

Met on October 30th, Director review occurred, results are on file at City Hall; meeting again in December

9. OLD BUSINESS

a. 2024 Budget Process: Wood Co Board of Supervisors approved libraries at 100%, Council approved budget last night with no cuts. COLA still needs to be approved by the Board, Elchert is recommending the City's 3% COLA.

b. Endowment 501(c)(3): Legacy grant update

10. NEW BUSINESS

a. Emergency Closures Policy: Elchert reviewed Policy with Board. Policy will be reviewed by S. Schill if approved, any edits being brought back in December.

C. Broeren motions to approve the Emergency Closures Policy, St. Myers seconds. Motion carried unanimously.

b. Displays and Exhibits Policy: Elchert reviewed Policy with Board. Policy will be reviewed by S. Schill if approved, any edits being brought back in December.

R. Austin made a motion, second by E. St. Myers. Motion carried unanimously.

c. Library Board Appointment to Endowment Board: met on October 24th, voted to approve Eric Montag to vacant at large position; Galván asked Broeren to fill the vacant Board position.

W. Clendenning makes a motion to appoint Broeren to the Endowment Board, S. Kellogg seconded. Motion carried unanimously.

Feith has been reappointed to SCLS Board for an additional three years.

11. INFORMATION REQUESTS

12. ITEMS FOR NEXT AGENDA

- Closure dates for 2024
- COLA
- Jon Clark will be at the December meeting

13. ADJOURNMENT

Meeting adjourned by President Galván at 7:22p.m.

Respectfully Submitted: Claire Parrish, Assistant Director