



**DRAFT**  
Subject to  
Approval

# Board of Trustees

Meeting Minutes for  
November 16, 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	<del>Karen Schill (Excused)</del>	<del>Doug Machon (Excused)</del>
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 C. Broeren, second by S. Kellogg to approve agenda as printed. Motion carried by unanimous vote.**

**5. Approval of Minutes: Motion by B. Clendenning, second by R. Austin to approve minutes as printed. Motion carried by unanimous vote.**

**11.3.22:** Typo corrected on Nick Flanagan’s name.

**6. CLOSED SESSION: C. Broeren made a motion to go into closed session, second by R. Austin to enter closed session. Motion carried by unanimous roll-call vote.** 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, consult with legal counsel, and consider confidential mediation regarding ERD Case No. CR202202129.

In closed session, the Board took action to direct counsel to mediate confidentially on its behalf.

**7. CORRESPONDENCE**

None



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## 8. TREASURER'S REPORT

**8a. Monthly Finance Reports:** S. Feith discussed an issue with WW&LC billing cycle. K. Elchert stated that LexisNexis subscription would be discontinued. S. Feith stated that Kroger, and a few other businesses will still appear on the bill statement until all invoices come through and are processed.

**8b. Payment of the Bills: Motion by C. Broeren, second by K. Heniadis to pay the bills as presented and place a copy on file.** Total of the bills is \$36,132.93. **Motion carried by unanimous vote.**

**Endowment Bill:** No invoices were presented against the endowment.

## 9. DIRECTOR'S REPORT

**9a. Library Use and Events:** Second street light added to vacant lot. Troublesome light fixture in children's room reconfigured. K. Elchert attended WLA conference and will now serve on several committees. Mural to be painted in children's room. K. Elchert intends to dispose of two desks. Two money-counting machines sent to city hall for better use. Library signed up for Off-the-Clock chamber event in December. K. Elchert now focusing more on organizational changes, and will be changing the staff schedule beginning in 2023 to improve library services.

**9b. Statistics:** Normal usage.

**9c. Miscellaneous:** A. Galvan thanked K. Elchert for her presentation on the library budget and sharing information surrounding library funding.

## 10. COMMITTEE REPORTS

**10a. Building and Grounds:** None

**10b. Services Committee:** None

**10c. Personnel Committee:** None

**10d. Finance Committee:** None

## 11. OLD BUSINESS

**11a. 2023 Budget:** No action needed.

**11b. Legacy Grant Report:** Legacy Grant Report is due at the end of December, 2023. To the Board's knowledge, no work has been completed. Comprehensive documentation is missing. A. Galvan, K. Elchert and S. Feith to continue work on this outstanding item. There are a handful of pledges that the Board are uncertain about, and A. Galvan directed E. St. Myers to contact Solarus to fully discuss its generous contribution to the Learning Futures Project.

**11c. 2022 December Holidays:** K. Elchert shared that the previous director made statements to staff regarding their vacation time; that staff would be able to have their vacation paid out. The library will align with the city beginning 2023, with all people having the same vacation use restrictions. There will be one exception made on a non-precedent setting basis due to extenuating circumstances.

Library to be closed on Saturday, December 24, and that day would currently be treated as a floating holiday for staff. K. Elchert asked how the Board would like to handle this. Consensus of the Board is that staff will be permitted to schedule their floating holiday prior to the end of January, 2023.



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## **12. NEW BUSINESS**

None.

## **13. INFORMATION REQUESTS**

E. St. Myers requested that the most recently approved By-Laws be added to the next agenda for review.

## **14. ITEMS FOR NEXT AGENDA**

K. Heniadis requested that staff raises be considered at the December, 2023 board meeting. This is due to the wage increase that was recently passed by City Council.

## **15. ADJOURNMENT**

**Meeting adjourned by President Galvan at 8:05 p.m.**

**Respectfully Submitted: Eric Montag, Board Member**