

MINUTES
McMillan Memorial Library
Board of Trustees
November 17, 2021

DRAFT
Subject to
Approval

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m. Ms. Galvan established that this was a public meeting and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Kim Heniadis, Susan Feith, Craig Broeren, Eric Montag, Scott Kellogg, William Clendenning, Ryan Austin, and Karen Schill.

Absent: Doug Machon

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: Owners Representative Grant Diagle and Jon Clark from WoodTrust Bank.

CORRESPONDENCE: There were no items of correspondence.

Mr. Clark opened the meeting with a presentation on the Endowment Fund and WoodTrust's Management of the Fund. Discussion followed.

LEARNING FUTURES PROJECT: Mr. Diagle presented an update of the Learning Futures project. Outstanding projects, change orders and contingency were discussed. Mr. Barnett noted that the Building Inspector has cleared the All Purpose Room and parts of the Adult Room for occupancy.

MINUTES: **A motion to approve the Minutes of the October 20, 2021 Library Board meeting was made by Mr. Broeren, second by Mr. Austin as amended. Correction requested that Mr. Flanagan, Attorney be noted. Motion carried.**

TREASURER'S REPORT: Ms. Feith reviewed the bills, all are in order. The financial reports for October 2021 were presented.

A motion to pay the Operating and Endowment Fund bills and file the reports was made by Mr. Clendenning, second by Mr. Montag. Motion carried. Mr. Austin noted there was a referral to the Property and Finance Committee at the council meeting to reduce the Library budget by \$150,000.

DIRECTOR'S REPORT:

Library Use and Events – We participated in Science by the River, showing the science of bubbles. We hosted a Halloween storywalk and a graveyard walk. We have a horse care program schedule for 11/13 with the folks from Jeremiah's Crossing. Ongoing programs include Family Fun Kits, Fiber Arts Makers, Rice Around the World Kits, Write nights and Teen Book Club. On 11/24, we will be hosting the after parade Visit with Santa as part of the Chamber's Rekindle the Spirit. It will be our first public event in the APR since March 2020.

Building & Grounds – The Learning Futures project revealed some items that needed attention. We are planning to fully flush the water in the HVAC system and update our chemical system. Some twenty year old smoke detectors were failing and are being replaced. Dying ash trees are being removed. Their replacement should be part of a larger landscape plan.

Budget – Through the ARPA program, we have applied for replacement of a self-check as part of the SCLS application. We are also involved in a book-bike grant with twelve other libraries. The City met to consider the budget on November 16. The County approved their budget, including the requested reimbursement for libraries, on November 9.

Learning Future Update – The following items are pending:

- Overhead door in APR. Installed. We can use the APR for events and meetings. AV for the room is still being installed.
- Audio loop. Late November. Must be done before theater carpeting.
- Final glass installation. Underway. As long as we tape this and the makerspace off, we can move shelving back into the space and make it available to the public.
- Stage and backstage flooring. 12/1
- Theater carpet. Early December to coincide with other flooring work.
- Makerspace epoxy floor. 12/7 with 3-4 days curing time.
- Sliding doors for Meeting Room and Makerspace. Delivery on 12/17.
- Theater seating. Late January 2022.
- Furniture delivery is ongoing. Some has already arrived, but some will not be here until 2022.

Grand opening. We are having a soft opening, since books will start being moved back in early December. An event and ribbon cutting should be planned for March or April. Ms. Galvan asked for discussion on Surplus Property at the Library.

COMMITTEE REPORTS:

Mr. Montag reported on the Service Committee meeting on November 9, 2021. The Meeting Room and Study Room policy was reviewed and sent to Attorney Nick Flanagan. Other policies will be reviewed at future meetings.

Mr. Austin reported on the Building and Grounds Committee meeting on November 10, 2021. Mr. Diagle updated the committee on the project status and recommended the release of 50% of the retainage to J.R. Findorff & Son, Inc.

OLD BUSINESS: There were no items of old business.

NEW BUSINESS: Ms. Kellogg noted that the Personnel Committee will be meeting on December 1, 2021. Any topics for discussion should be forwarded to Ms. Steiner to review for discussion at future meetings.

The Board discussed the handling of Surplus Property.

Ms. Galvan noted that Attorney Flanagan is working on the Solarus donation and contract.

A motion to adjourn was made by Mr. Clendenning, second by Ms. Schill. Motion carried and the meeting adjourned at 6:50 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on December 15, 2021 at 5:00 p.m.

Respectfully submitted, Vicki Steiner, Secretary