

**DRAFT**

Subject to  
Approval

## MINUTES

McMillan Memorial Library  
Board of Trustees  
November 21, 2018

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:00 p.m.

### ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Susan Bovee, Kevin Finbraaten, William Clendenning, David Farmbrough, and William Hascall.

Absent: Anne Zacher, Craig Broeren, Scott Kellogg, and Heather Gygi.

Administration: Andy Barnett, Vicki Steiner, and Brian Kopetsky.

Others in attendance: Rick Potter

CORRESPONDENCE: There were no items of correspondence.

MINUTES: **A motion to approve the Minutes of the October 17, 2018 Library Board meeting was made by Ms. Bovee, second by Mr. Clendenning. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for November 2018. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Mr. Finbraaten. Motion carried.**

### DIRECTOR'S REPORT:

Library Use and Events – In the last month: our dinosaur made an appearance at the YMCA Halloween party; ongoing children's STEAM events; teen Live Clue; Checkout events at Lincoln and WRAMS; NTL: *The Curious Incident of the Dog in the Night-Time*; author Matt Geiger; A Wood County Drug Task Force program on prescribing opioids; and the Jimmy's. International Game Day was a huge success with 326 registered. New Teacher meeting held here last Wednesday. Coming in the next month: more NaNoWriMo events; authors Susan Baganz and Troy Schoultz; more STEAM programs; a reception for our photography contest; Colossal Fossils on November 30 (a no-school day); and Eric Mintel with Christmas Jazz.

Budget – The Director and several Library Board members attended the Finance & Property Committee meeting on November 6th and had a cordial discussion with the committee members. The City has released a Budget Summary, but until a Departmental Budget is released, the exact appropriation is unclear. The Budget was approved 5-3 yesterday. The County met and approved their budget November 13, which included the requested amount for 85% reimbursement for library services.

Building & Grounds – The restroom renovations are continuing and they are scheduled to finish the Lower Level rooms by the end of the month. A proposal on how to proceed on reprogramming the Adult Room is attached and will be handled as Old

Business, since it was discussed in August. A community survey on the subject is going out before the Board meeting. Shelving was moved in the Commons, resulting in a more open area near the Coffeehouse and a better defined YS area. The emergency generator and lighting was discussed.

Miscellaneous – We are looking for a better wireless printing solution, especially for mobile devices.

COMMITTEE REPORTS: There were no committee meetings held during the month.

OLD BUSINESS: Mr. Barnett discussed the process for reprogramming the Adult Room. Authorization to seek proposals for design services was discussed. Proceeding with a Capital request for carpeting and repair of skylight as a separate request was also discussed.

**A motion to seek proposals for design services was made by Mr. Clendenning, second by Ms. Bovee. Motion carried.**

NEW BUSINESS: Mr. Clendenning asked if we could add additional handicap parking. Mr. Barnett will check with the City on the code for handicap parking. Mr. Clendenning asked to have the monthly calendar emailed to the County Board members.

**A motion to adjourn was made by Mr. Finbraaten, second by Mr. Hascall. Motion carried and the meeting adjourned at 5:00 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on December 19, 2018 at 4:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary