

MINUTES
McMillan Memorial Library
Board of Trustees
December 15, 2021

DRAFT
Subject to
Approval

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:02 p.m.

Ms. Galvan established that this was a public meeting and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Susan Feith, Eric Montag, Scott Kellogg, William Clendenning, Ryan Austin, Karen Schill, Craig Broeren, Doug Machon, and Kim Heniadis
Administration: Andrew Barnett and Vicki Steiner
Others in attendance: Grant Diagle from Miron Construction

CORRESPONDENCE: A donation for a seat in the Fine Arts Center was received.

MINUTES: **A motion to approve the Minutes of the November 17, 2021 Library Board meeting was made by Mr. Clendenning, second by Mr. Austin. Motion carried.**

TREASURER'S REPORT: Ms. Feith reviewed the bills and all are in order. The financial reports for December 2021 were presented. Discussion followed. **A motion to pay the Operating and Endowment Fund bills and file the financial reports was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried.**

LEARNING FUTURES PROJECT Mr. Diagle updated the Board on the Learning Futures project. Mr. Barnett updated the Board on the status of the hearing loop, glass delivery, sealing of glass, audio loop, Makerspace floor epoxy, furniture deliveries, and a Grand Opening Celebration Committee. Engberg Anderson has been consulted on the hearing loop.

DIRECTOR'S REPORT:

Library Use and Events –On 11/24, we hosted the after parade Visit with Santa as part of the Chamber's Rekindle the Spirit. It was our first public event in the APR since March 2020. Over 200 people participated. We ran a gingerbread competition and several Family Fun kits. We continue the monthly Rice Around the World program. This month's teen craft is a sock snowman. We will be closed December 24 and 25, while closing at 5 on New Year's Eve.

Budget – The City and the County have both approved our funding requests.

Learning Future Update – With a few exceptions, we have an occupancy permit for the Adult Room and the APR. December and early January will be spent moving collections and furniture. The following items are pending:

- Audio loop. Must be done before theater carpeting. We are undertaking testing to ensure the system will work properly. If there is too much rebar in the floor, we will have to look at different options.
- Theater AV system. AVI's original proposal was too complicated and expensive. We are getting a revised proposal and an alternative.
- Final glass installation. We are tentatively not sealing the gaps between panes.

- Stage and backstage flooring. December, once we have the audio loop finalized.
- Theater carpet. December to coincide with other flooring work.
- Makerspace epoxy floor. Findorff is looking for an alternate supplier or product, which EAA will certify.
- 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 the bulk is scheduled for the next month.
- Grand opening. We are having a soft opening, since the Upper Level is cleared for use now and will soon be full of books. An event and ribbon cutting should be planned for April.

COMMITTEE REPORTS:

Mr. Kellogg reports on personnel committee meeting on December 1, 2021.

The City of Wisconsin Rapids has requested a change in vacation anniversary dates for employees for accounting purposes.

A motion to accept the change in anniversary dates for vacation was made by Mr. Kellogg, second by Ms. Feith. 9 ayes, 1 no. Motion carried.

Mr. Kellogg explained the suspension of carryover of vacation for 2022 to be used by 12/31/22.

A motion to approve suspension of vacation carryover for one year was made by Mr. Kellogg, second by Mr. Broeren. Motion carried.

Future items to be discussed at committee meeting include: salary compensation and classification study, evaluation process for staff, director, assistant director, Job descriptions and the Employee Handbook.

Ms. Feith reported on the Finance committee meeting held on December 9, 2021.

Rebalancing the accounts in the Endowment Fund was discussed. Ms. Feith presented a banking resolution for review by the Board.

A motion to accept the recommendations of the Finance committee on items b.

- i. **Recommendation to approve modification of signatory for the Endowment Fund and approval of Corporate Resolution**
- ii. **Recommendation to approve Board signatories on contracts**
- iii. **Recommendation to rebalance the Endowment Management account and the Witter and Vaughan Book Funds**
- iv. **Recommendation to retain legal counsel for the purpose of reviewing a gift acceptance policy, surplus property disposal policy, and change to Endowment Fund was made by Mr. Clendenning, second by Mr. Montag. Discussion followed. Motion carried.**

Ms. Feith presented a recommendation to the full board for a gift acceptance policy, surplus property policy and 501c(3) of Endowment fund. Discussion followed. Retaining legal counsel should require Board action. Requests should go through the committee chair and Board president prior to asking for legal counsel.

Mr. Montag reported on the Services Committee meeting held on December 14, 2021. The revised Meeting Room Use Policy will be presented to the Board in January. Rules of Conduct and the Plan of Service will be discussed at future meeting. A request for a list of programs was made.

1. **A motion to adjourn into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" was made by Mr. Clendenning, second by Ms. Heniadis. Motion carried.**

a. In closed session the Board may discuss compensation for a public employee.

The Board returned to open session

OLD BUSINESS:

Ms. Galvan reported on the proposed Donation Agreement form received from the attorney. The ad hoc committee will meet at 4:45pm, prior to the January Board meeting to review the document.

NEW BUSINESS: There were no items of New Business

INFORMATION REQUESTS:

Ms. Heniadis – grants and grant status
Request for volunteer hours for 2019 and 2020
Ms. Feith Surplus Property Disposal report
Disposal of used books was discussed.

ITEMS FOR NEXT AGENDA: Attorney Flanagan - to discuss moving the Endowment Fund to a 501c(3).

A motion to adjourn was made by Mr. Clendenning, second by Ms. Feith. Motion carried and the meeting adjourned at 6:48 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on January 19, 2022 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary