

**MINUTES**  
McMillan Memorial Library  
Board of Trustees  
September 20, 2017

**DRAFT**  
Subject to  
Approval

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:05 p.m.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Anne Zacher, Kevin Finbraaten, Craig Broeren, Susan Bovee, William Clendenning, and Scott Kellogg.

Absent: David Farmbrough

Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky

Others in attendance: Tyler Schultz

CORRESPONDENCE: There were no items of correspondence.

MINUTES: **A motion to approve the Minutes of the August 16, 2017 Library Board meeting was made by Mr. Clendenning, second by Mr. Finbraaten. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for September 2017. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Mr. Broeren. Motion carried.**

DIRECTOR'S REPORT:

- Library Use and Events – This is a busy week, with the Solar Celebration just before the Board meeting and a chamber music concert on Thursday. The clock tower display has been replaced by a Country School display, which is the final piece in fulfilling our LSTA makerspace grant. We have recorded four oral histories and they are now online at Recollection Wisconsin. The South Wood County Historical Museum assisted us and has loaned some items for the display. The Library showed the film Nefarious in cooperation with the Family Center and there was an additional program on human trafficking yesterday (80 attended). We successfully streamed a Netflix title (the award winning documentary 13TH) last week. There are two Harry Potter trivia events, one for teens and another for tweens. We will be hosting the VSA art display in October and November with a concert and artist talk accompanying the display.
- Budget – The budget was sent to the City. The City's Human Resources Committee has acted on health insurance for employees. Rising insurance costs are squeezing other priorities and have resulted in operational cuts in past years.
- Building & Grounds – The remodeling of the staff lounge will begin September 27th. Once it is complete, we will proceed to a remodel of the Processing room and the move of the service desk. These moves are based on our Lean Six Sigma analysis of staff functions, but will cause short term disruption. A part for the fountain is on back order so the fountain will be repaired and then shut down for the year.

- Solar Project –The project was online for about half of August. Even so, it produced 1/3 of our electricity for the month. We are part of the nation-wide Solar Tour on October 7th. In parallel, we are continuing to work through the items on the energy audit list as time and funds allow. A proposal for fundraising is attached and is on the agenda.
- Miscellaneous – An arbor has been completed by local Boy Scout Tyler Schulz, who is working on his Eagle Scout badge. I recommend that the funding for this come from the Operations line, so we can focus fundraising on other subjects. We are in the prototype phase of developing a city-wide community calendar in cooperation with the City and Chamber. It is available at [mcmillanlibrary.org/community-calendar](http://mcmillanlibrary.org/community-calendar). We continue to work with the City and In courage on a TEDxWisconsin Rapids, though that is in an early stage of development. UW-Stevens Point is undertaking a similar project and we are observing their process. Brian, Jennie and Colin have successfully recruited a number of volunteers and will be employing them on tasks that don't involve patron confidentiality or money.

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

OLD BUSINESS: There were no items of Old Business. Anne noted that she had a great customer service experience here yesterday.

NEW BUSINESS: Mr. Barnett presented information on fundraising for the solar project and a possible maker space expansion. **A motion to move the fundraising proposal to the Finance Committee was made by Mr. Clendenning, second by Ms. Zacher. Motion carried.**

**A motion to adjourn was made by Ms. Zacher, second by Ms. Bovee. Motion carried and the meeting adjourned at 4:50 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on October 18, 2017 at 4:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary