

DRAFT

Subject to
Approval

MINUTES

McMillan Memorial Library
Board of Trustees
September 19, 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, Anne Zacher, Susan Bovee, Craig Broeren, Kevin Finbraaten, Scott Kellogg, William Clendenning, David Farmbrough, and Heather Gygi

Administration: Andy Barnett, Vicki Steiner, and Brian Kopetsky

Others in attendance: Rick Potter

CORRESPONDENCE: A check for \$5,000 was received from the Bell Family Foundation to help fund the STEAM kit project.

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

TREASURER'S REPORT: Mr. Barnett presented the financial reports for September 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 – We are doing school visits and signing up students for cards – 35 at Immanuel alone. The Wood County Drug Task Force is presenting a movie / program on September 19th (just after the Board meeting) on Drug Court. Our next concert is Harmonious Wail on September 27th, followed by Art Stevenson on October 4th. Our first photography contest is underway and the winners will be added to our collection for checkout. Coming events: author Margaret Goss (9/20), Teen Trivia Night (9/21), Adult Trivia Night (10/19), various NaNoWriMo events, a Suzuki recital, ARES-RACES (ham radio) convention (October 12-13), National Theatre Live The Curious Incident of the Dog in the Night-Time (10/22).

Budget – The Budgets (Operations and Capital) have been forwarded to the City for consideration, as per the Board's instructions. The County Executive Committee has approved the Wood County Library Board's request for 85% reimbursement. This is the amount in the budget approved by the Library Board.

Building & Grounds – The ceiling of the Upper Lobby is being replaced. This was at the top of our remaining Focus on Energy projects. A donation is covering the light fixtures, which will cut energy usage 75%. The former service desk area next to the Lower Lobby is being repainted. After the damage from 12 years of heavy use is repaired, we

will be moving the YA area there. The bids for the restroom project are due September 21st at 3:00 pm. The Board will have to meet again to select a successful bid.

Solar Project – The donation boxes have raised enough for a panel purchase (>\$125) since we put them out in August. We are lacking a production number to complete a one year evaluation, but will have it next month.

Miscellaneous – The Director will be attending the Library Journal Design Institute in Minneapolis on September 20-21. Rep. Kind has nominated McMillan for the National Medal for Museum and Library Service. We are busy filling out the nomination form. The WLA annual conference is in La Crosse on October 23-26. Board members who want to go should take advantage of early registration. The City's insurance has settled with a woman who tripped in the Commons. The Bell Family Charitable Trust has donated \$5,000 to expand the circulating STEAM kits we developed with a WILS grant. Assistant Director Kopetsky gave a report on the Adult, Teen and Children's Summer Reading Programs.

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

OLD BUSINESS: The bid opening for the restroom renovation project is scheduled for 3:15 pm on Friday, September 21, 2018. There will be a special meeting of the Library Board at 4:00 pm on Wednesday, September 26, 2018 to review and approve a bid for the restroom project.

NEW BUSINESS: There were no items of new business to bring before the Board.

A motion to adjourn was made by Mr. Clendenning, second by Ms. Zacher. Motion carried and the meeting adjourned at 4:40 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 17, 2018 at 4:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary