

DRAFT

Subject to
Approval

MINUTES

McMillan Memorial Library
Board of Trustees
January 15, 2020

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m.

ROLL CALL ATTENDANCE:

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

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

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

CORRESPONDENCE: There were no items of correspondence.

MINUTES: **A motion to approve the Minutes of the December 18, 2019 Library Board meeting was made by Mr. Broeren, second by Mr. Hascall. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for the year-end 2019 and January 2020. Brian talked about the new magazine subscription service coming soon from South Central. This will allow patrons to access 3,500+ magazines. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Ms. Bovee. Motion carried.**

Director's Report:

Library Use and Events – We are starting “Play and Learn” sessions to teach parents the importance of play in child development. The Oxleys will be in concert on January 30th and Frank Vignola on February 13th. In February we will be presenting an antiques appraisal, board games bonanza and a lunar New Year celebration. We will be displaying a Smithsonian poster exhibition in January and February- I Want the Wide American Earth: An Asian Pacific American Story.

Building & Grounds – Work continues on the expanded WiFi and security camera system. New ceiling and lighting for the Lower Lobby are installed, making this 1,200 ft² area more usable. We will be displaying art on a regular basis and converting part of it to collection and seating space. City Hall staff is doing monthly checks on our emergency generator. Work on expanding the coverage of the emergency generator is completed. All outlets in the Commons with red plugs are on the generator, as is our network rack, WiFi and the Lower Level restrooms. Projects under consideration for 2020 include re-waterproofing the balcony, addressing sewer problems and updating the landscaping.

Budget – A budget for the Endowment Fund will be presented.

Miscellaneous – Progress is being made on ARTiGras 2020, with a number of community organizations cooperating. We are exploring the Local Voices Network (<https://lvn.org/>), which has been implemented in Madison and Appleton. McMillan staff received an award for per capita donations to United Way and the Library was also recognized for providing meeting space for them.

Capital Campaign: Mr. Barnett updated the Board on his conversations with several foundations and possible meetings with their Boards. A document on Funding the Project was presented and discussed.

OLD BUSINESS: Mr. Farmbrough asked for additional information on library salaries and wants to be sure that we are keeping up with industry standards.

NEW BUSINESS: Mr. Barnett presented the 2020 Endowment Budget. **A motion to approve the 2020 Endowment Fund Budget as presented was made by Mr. Clendenning, second by Mr. Hascall. Motion carried.**

Mr. Clendenning asked about Board representation at the annual Chamber dinner. Information will be sent out when available.

Mr. Clendenning noted that Legislative Day in Madison is on February 11th. Mr. Barnett noted that he will be attending.

A motion to adjourn was made by Ms. Bovee, second by Mr. Finbraaten. Motion carried and the meeting adjourned at 6:05 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on February 19, 2020 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary