

DRAFT

Subject to
Approval

MINUTES

McMillan Memorial Library
Board of Trustees
December 16, 2020

President Farmbrough called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:03 p.m.

ROLL CALL ATTENDANCE:

Present via Zoom: David Farmbrough, Andrea Galvan, William Hascall, Heather Gygi, Susan Feith, Anne Zacher, and Scott Kellogg

Present in the Library: William Clendenning

Absent: Kevin Finbraaten and Craig Broeren

Administration: Andrew Barnett, Vicki Steiner, Brian Kopetsky, and Alicia Woodland

Others in attendance: Alexandra Ramsey and Kim Heniadis.

Mr. Barnett established that this was an open meeting conducted via Zoom and appropriate public notice was given.

CORRESPONDENCE: Ms. Woodland reported she has received acknowledgment of a grant in the amount of \$25,000 from Antioch Foundation for the Learning Futures project. This brings the total amount received and pledged to \$1,247,815. The City of Wisconsin Rapids has also included \$109,000 in their 2021 budget for flooring and skylight repairs.

MINUTES: **A motion to approve the Minutes of the November 18, 2020 Library Board meeting was made by Ms. Galvan, second by Ms. Feith. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for December 2020. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Ms. Feith. Motion carried.**

Mr. Farmbrough introduced Ms. Ramsey from Engberg Anderson Architects. Ms. Ramsey presented project documents which reflect 50% completion of construction documents with options for finishes recommended by the Building and Grounds committee at their meeting on December 9, 2020. Discussion followed.

Director's Report:

Library Use and Events –McMillan returned to curbside service on December 3. This reflected both high community spread and a number of quarantining staff members. McMillan will be closed December 24 and 25 and January 1. We close at 5:00 pm on New Year's Eve.

Building & Grounds – The upgrades to the McCourt Room and hallway are nearly finished. It is now a more flexible room for public use. The air purification system is installed and operational.

Budget – The City and County budgets have been approved with no changes to our request. McMillan is receiving capital style funding for the project as promised, but not for the elevator.

Miscellaneous – Several staff members attended the virtual Library Journal Design Institute on November 18. There is a Red Cross blood Drive scheduled for New Year's Eve and January 7. Our staff is preparing a presentation about our outdoor escape room for a Library Journal program. Despite the appearances, 2020 was a sunnier year than 2019, at least in terms of solar production. The City has granted employees an additional 80 hours of COVID related sick leave starting 1/1/2021. All previous special COVID sick leaves expire then.

COMMITTEE REPORTS:

Finance Committee:

Mr. Hascall reported on the Finance Committee meeting on December 10, 2020.

**MINUTES
McMillan Memorial Library
Finance Committee
December 10, 2020**

Chairperson Hascall called the meeting of the McMillan Memorial Library Finance Committee to order at 5:00 p.m.

ROLL CALL ATTENDANCE:

Present Via Zoom: David Farmbrough, William Hascall, Craig Broeren, Susan Feith, William Clendenning, and Scott Kellogg.

Absent: Kevin Finbraaten

Administration: Andy Barnett, Vicki Steiner, and Brian Kopetsky

Mr. Barnett established that this was an open meeting conducted via Zoom and appropriate public notice was given.

Mr. Hascall noted that he is currently working on a gift policy.

Ms. Feith noted that the attorney being used for the By-Laws Committee to review the revised by-laws is available to review other policies being developed.

Mr. Barnett presented the 2020 Budget Review. (Copy attached to original Minutes) Discussion followed.

The 2021 Budget Appropriation includes a 2.5% staff salary increase as passed by the City Council for other non-union City staff.

There is also a proposal to eliminate fines on materials. Discussion followed.

It was agreed by unanimous consent to pass the staff salary increase to the full Board at next week's meeting.

Mr. Hascall raised the question of the elimination of fines on library materials.
A motion was made by Mr. Kellogg to waive fines during the pandemic only, second by Ms. Feith. Motion carried.

Mr. Hascall raised discussion on reducing materials spending by \$7,000 and moving that funding to the four programming lines. Discussion followed.
A motion was made by Mr. Broeren to approve the amended 2020 and 2021 Operating Fund budget, second by Mr. Kellogg. Motion carried.

Mr. Barnett presented the 2020 Endowment Fund Budget Revision and 2021 Endowment Fund Budget. Discussion followed.
A motion was made by Mr. Broeren to approve the potential use of Endowment funds for the Learning Futures Project to be passed on to the full Board. Second by Mr. Kellogg. Motion carried.

Mr. Barnett introduced discussion on a possible Economic Development grant. Mr. Barnett, Mr. Kopetsky, and Ms. Woodland has been in discussions with Dennis Lawrence of EDA to review guidelines and the possibility of applying for a grant.

Ms. Feith noted that the Board should revive a stronger fundraising apparatus for the Board and grant writing to public entities.
A motion to pursue additional fundraising was made by Ms. Feith, second by Mr. Kellogg. Motion carried.

A motion was made by Mr. Broeren, second by Mr. Kellogg for library staff to pursue a grant application by January 1, 2021. Motion carried.

A motion to adjourn was made by Mr. Kellogg, second by Ms. Feith. Motion carried and the meeting adjourned at 6:10 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

The 2020 Operating Fund Budget Review and 2021 Operating Fund Budget Revision and the 2020 Endowment Fund Budget Review and 2021 Endowment Fund Budget was presented. (Copy attached to original Minutes)

Mr. Barnett would like further discussion on eliminating fines to take place under the Services committee in 2021.

A motion to approve the recommendations of the Finance committee with the exception of the fundraising recommendations was made by Ms. Feith, second by Mr. Hascall. Motion carried with Mr. Kellogg in dissent.

Discussion on the motion regarding the use of Endowment Funds for the Learning Futures Project and an additional push for fundraising continued.

A meeting of the capital campaign committee will be scheduled in January.

A motion by Ms. Feith to approve use of Endowment Funds as specified in the Minutes from the Finance committee with the intention of reaffirming fundraising with a goal of raising \$400,000, second by Mr. Clendenning. Motion carried.

Building and Grounds Committee:

Mr. Farmbrough reviewed the recommendations made by the Building and Grounds committee at their meeting on December 9, 2020.

MINUTES

McMillan Memorial Library
Building and Grounds Committee
December 9, 2020

The meeting of the McMillan Memorial Library Building and Grounds Committee was called to order at 5:05 p.m. by President David Farmbrough.

ROLL CALL ATTENDANCE:

Present via Zoom: David Farmbrough, William Hascall, Heather Gygi, Susan Feith, William Clendenning, and Scott Kellogg.

Absent: Kevin Finbraaten

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

Others in attendance: Alexandra Ramsey, Eric Blowers, and Erin O'Keefe of Engberg Anderson Architects.

Mr. Barnett established that this was an open meeting conducted via Zoom and appropriate public notice was given.

Ms. Ramsey introduced Eric Blowers and Erin O'Keefe who have been working on the project construction and finishing details.

The project planning at 50% was reviewed and discussed. Revisions were presented.

Lighting options for the Adult Information Room were presented. Discussion followed.

A motion was made by Mr. Clendenning to recommend the Cooper Jaylum lighting option at a projected cost of \$43,370 to the Board. Motion second by Ms. Feith. Motion carried.

All Purpose Room and Kitchenette design decisions were presented and discussed.

Lighting consistent with the Adult Room is preferred. A pull-down door for the kitchenette was discussed. The architects will look at options.

Erin O'Keefe, Interior Designer, presented finish options. Samples were sent and are available for viewing at the Library. Color palette, carpet and flooring, laminate, graphics, and solid surface options were discussed.

Ms. O'Keefe presented a flooring finish plan. Carpet options for the Adult Room were discussed. Cost and quality are about the same on all samples.

A motion was made by Ms. Feith to present a recommendation to the Board for carpet option 5, Exposed-Pitch. Motion second by Mr. Clendenning. Motion carried.

Paint concepts were presented and discussed.

Display case laminate colors for the display cases were presented and discussed. No recommendation at this time.

Meeting Room glass and wall graphics, casework, and credenza colors were presented.

Maker Space laminate, counter and glass graphics, and flooring were presented.

The darker engineered wood floor for the recording studio, lighter speckled epoxy floor and Accent Carpet Option 2 were preferred by Mr. Kopetsky. The Board agreed. A motion to make a recommendation to the Board, second by Ms. Feith. Motion carried.

Fine Arts Center seating, wood tones, carpet, stage floor, and paint for the Fine Arts Center were presented and discussed.

Darker carpet, Tarkett Lenza dark stage floor, Cranberry tone Couture-Needlework seat color (grade 6 or 7), and color tone of wood to match existing wood was discussed.

A motion to recommend by Mr. Clendenning, second by Ms. Feith to approve cranberry seat color. Motion carried.

Stage floor – A motion by Mr. Clendenning to approve Tarkett Lenza, second by Ms. Feith. Motion carried.

Ms. Ramsey presented the current budget and alternates.

A motion to adjourn was made by Mr. Clendenning, second by Ms. Feith. Motion carried and the meeting adjourned at 6:40 p.m.

The next regular monthly meeting of the McMillan Memorial Library Building and Grounds Committee meeting will be held on January 13, 2021 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

Mr. Clendenning moved to approve the Minutes of the Building and Grounds committee meeting and their recommendations, second by Mr. Hascall. Motion carried.

Bylaws Committee:

Ms. Feith has called a Bylaws Committee meeting on Monday, December 21, 2020 at 5:00 pm. The committee will meet with Mr. Nick Flannigan to review the Bylaws revision.

OLD BUSINESS: There were no items of Old Business to bring before the Board.

NEW BUSINESS: There were no items of New Business to bring before the Board.

A motion to adjourn was made by Mr. Hascall, second by Ms. Galvan. Motion carried and the meeting adjourned at 6:40 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on January 20, 2021 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary