

MINUTES
McMillan Memorial Library
Board of Trustees
July 15, 2020

DRAFT
Subject to
Approval

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

ROLL CALL ATTENDANCE:

Present in person: Andrea Galvan, Anne Zacher, William Clendenning, and Kevin Finbraaten. Present via Zoom: David Farmbrough, Susan Feith, Susan Bovee, William Hascall, and Heather Gyi.

Absent: Craig Broeren and Scott Kellogg

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

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

CORRESPONDENCE: Correspondence will be discussed under Committee reports.

MINUTES: **A motion to approve the Minutes of the June 17, 2020 Library Board meeting was made by Mr. Clendenning, second by Ms. Zacher. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for July 2020. **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 – The summer program is underway, with many virtual or outdoor programs. Staff has done great work in pivoting their planned programs to the new circumstances. Story times and many children's programs have become streaming events. The ongoing photography contest has moved online. We are hosting story walks at area parks. Trivia and other programs have become Zoom events. Writers' groups and book discussions are online. The parking lot Wi-Fi is very popular with over 900 unique users last month. A handout listing some of the programs we have presented since March was distributed. Arts for All will be displayed during August, with a WWI exhibit scheduled for October - November.

Building & Grounds – We have had some HVAC issues (bad breaker, controller and compressor), which have been resolved. The chillers are over 20 years old and on our schedule for capital funding. The irrigation system is in the process of being replaced and upgraded. After fixing a balky door lock, the Children's Garden is open again.

Pandemic Related Matters – We eased computers back into service. There are now five and we plan to add more soon, as well as space for laptops. We are using a "fogger" and phenol based disinfectant, which is hospital grade. Masks have been purchased for all staff and disposable masks are being reserved for the public. Our "temporary" arrangements are now being solidified, as we plan for 6-9 months of Phase One or Phase Two service. Previously, we extended all due dates until August 1, but we will not extend them further.

Miscellaneous – The Director is working with the Wisconsin Rapids Together Task Force, which is chaired by Sen. Testin and Rep. Krug. Their June 30th meeting is at <https://youtu.be/DXy23Ox0tzg>. They met this morning, which will be online at <https://legis.wisconsin.gov/rapidstogether>.

COMMITTEE REPORTS: The Capital Campaign Committee met on June 17, June 24, and July 8th. The Legacy Foundation Grant has been transferred to our account. Alicia is working on grant applications. We have also received a grant with naming rights for the Upper Lobby from Connexus for the Bulls Eye Legacy Fund. A transfer of Microsoft stock totaling \$25,000 has been made from another family to the Library Endowment Fund.

The Learning Futures Committee will meet July 22, 2020 at 5pm

OLD BUSINESS: A contract for the Learning Futures project is in hand from Engberg Anderson and will be reviewed. A timeline has been developed. Plan development in August and September, preparation of construction documents October and November, and bid documents and negotiations in December and January.

NEW BUSINESS: Mr. Farmbrough recognized and thanked current officers and noted their work on behalf of the Library is appreciated. He also thanked the Board members who volunteered for an office.

Mr. Farmbrough presented the following slate of officers.

President – David Farmbrough

Vice President – Andrea Galvan and Craig Broeren

Treasurer – Mr. Hascall and Mr. Broeren

President: A motion to declare a unanimous vote for Mr. Farmbrough as president was made by Mr. Clendenning, second by Ms. Zacher. Motion carried.

Vice President: Mr. Clendenning moved to nominate Ms. Galvan for Vice president, second by Mr. Hascall. Motion carried.

Treasurer: A motion to nominate Mr. Hascall for treasurer was made by Ms. Zacher, second by Ms. Bovee, Motion carried.

Mr. Barnett presented a revision of the Library Board of Trustee By-Laws. Changes have been modeled by the Department of Public Instruction model by-laws based on the statutes. Discussion followed. The revision will be updated and shared with the Board prior to next month's meeting. Ms. Bovee noted an article on inclusion, diversity, equity, should be added.

A motion to adjourn was made by Mr. Clendenning, second by Mr. Finbraaten. Motion carried and the meeting adjourned at 5:53 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on August 12, 2020 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary