

**MINUTES**  
McMillan Memorial Library  
Board of Trustees  
August 15, 2018

**DRAFT**  
Subject to  
Approval

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, Susan Bovee, Craig Broeren, Kevin Finbraaten, and William Clendenning.

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

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

Others in attendance: Jim Lucas from Arc Central

**CORRESPONDENCE:** A check was received from Wils in the amount of \$4,500 for a Stem Grant. Mr. Kopetsky provided more information on the grant.

**MINUTES:** **A motion to approve the Minutes of the July 18, 2018 Library Board meeting was made by Ms. Bovee, second by Mr. Broeren. Motion carried.**

**TREASURER'S REPORT:** Mr. Barnett presented the financial reports for August 2018. **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 – The summer program has wrapped up and had good participation numbers. We are learning how to integrate the Makerspace into our programming. The Accidentals concert drew a younger audience, as intended. They also taught a songwriting class and recorded a podcast at no additional charge. Our next concert is Harmonious Wail on September 27th. Our first photography contest is underway and the winners will be added to our collection for checkout.

Budget – The Budget / Finance committee met to discuss the 2019 operations budget, Endowment budget and capital request. The budget needs to be approved at the August 15th board meeting.

Building & Grounds – For a 2019 capital request, we have gathered costs relating to replacing the emergency generator and are discussing the matter with the City. We have upgraded the camera system for better resolution and coverage, but plan to add / move cameras soon. Architect Jim Lucas will present plans for the restroom renovation.

Solar Project – The Celebrate McMillan fundraiser for the solar project will happen Saturday, August 11. It is scheduled to include: a showing of the film Cheeseheads; an author talk by Chester Marcol (Alive and Kicking: My Journey Through Football,

Addiction and Life); a tailgate lunch; music by 4 on the Floor; autograph sessions; solar tours; and a silent auction. The Library has not hosted a live fundraiser recently, so we learned some lessons. We raised about \$1500.

Miscellaneous – The Services Committee met August 13th to discuss reprogramming the Adult Room. We have been awarded \$4,500 by Wisconsin Library Service (WILS) to develop circulating maker kits. These would be available to schools, community agencies and area libraries, but not individuals. Additional funding was requested from the Bell Family Charitable Foundation.

COMMITTEE REPORTS: Mr. Barnett noted that the Joint Building & Grounds and Finance committee met on July 31, 2018. It was the recommendation of the committees to approve the budget requests for 2019 as presented. (Copy attached to Original Minutes.) The capital request proposal will be presented but the City approved their 2019 Capital request in March.

Mr. Barnett presented a report on the Services Committee meeting on August 13, 2018. Topic of discussion was Reprogramming the Adult Room. The committee recommends that the Library proceed with the planning process for this space. Preliminary designs and preparation of a Capital request, to be presented to the City before March 2019, should be drawn up. A motion to proceed with the Adult Room reprogramming was made by Mr. Clendenning, second by Mr. Broeren. Motion carried.

OLD BUSINESS: Mr. Barnett presented information on the Restroom Renovation project. Mr. Lucas of Arc Central presented the project, tile samples, etc. Discussion followed. A motion to proceed with the restroom renovation project was made by Mr. Broeren, second by Ms. Bovee. Motion carried.

NEW BUSINESS: A motion to approve the 2018 Operating Fund Budget Revision and 2019 Operating Fund Budget as presented was made by Mr. Broeren, second by Mr. Clendenning with the caveat that our Board respectfully requests a clarification from the City on the Capital request process. The Board requests deference to our 2019 Capital request so as not to lose out on bulk discounts when other similar equipment is being purchased by the City. Motion carried.

The 2018 Endowment Fund Budget Revision and 2019 Endowment Fund Budget will be discussed at a future meeting.

**Board President Galvan declared the meeting adjourned at 5:03p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on September 19, 2018 at 4:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary