

MINUTES
McMillan Memorial Library
Board of Trustees
November 18, 2020

DRAFT

Subject to
Approval

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

ROLL CALL ATTENDANCE:

Present Via Zoom: David Farmbrough, Andrea Galvan, William Hascall, Craig Broeren, Heather Gygi, Susan Feith, and Anne Zacher.

Present in person: William Clendenning and Scott Kellogg.

Absent: Kevin Finbraaten

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

Others in attendance: Alex Ramsey of Engberg Anderson

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

CORRESPONDENCE: We received a check in the amount of \$5,000 from Alliant Energy for the Learning Futures Project Ideas Lounge. We also received \$5,000 from a patron. Options for the donation have been shared with her.

MINUTES: A motion to approve the Minutes of the October 21, 2020 Library Board meeting was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried.

TREASURER'S REPORT: Mr. Barnett presented the financial reports for November 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. Galvan. Motion carried.

President Farmbrough introduced Alex Ramsey.

The project cost summary, schedule and any questions from Board members were reviewed. Ms. Ramsey shared a Power Point of the project and reviewed the different components.

Components, cost savings and reasons for decisions were noted.

Initial capital budget cost is \$1.731 million with alternates. Furnishings and finishes will be discussed at a later date.

Mr. Farmbrough noted that the Building and Grounds did met on November 3 and 10, 2020 to review the Learning Futures Project Cost Summary and oversight options. Their recommendation is to approve the budget.

A motion to approve the preliminary project budget was made by Mr. Hascall, second by Mr. Broeren. Motion carried.

Contract schedule options were presented and discussed. (Copy attached to original Minutes)
A motion to accept schedule option 2 was made by Mr. Clendenning, second by Mr. Hascall. Motion carried.

Mr. Barnett reported on his contact with the U.S. Economic Development Administration and the possibility of working with them to secure funding for the project.

Director's Report:

Library Use and Events –A Tree ring program for children on Oct. 27, was followed by an owl pellet program on November 10. Circulation of print materials has rebounded, though video circulation remains depressed. Traffic is running about 40% of last year.

Building & Grounds – Updates to the McCourt Room will happen after Thanksgiving. Parts of the Children's Garden were reseeded. An air purification system will be installed later this month. This will have both health and potentially energy efficiency benefits.

Budget – Both the City and County budget have been approved without changes to our funding.

Miscellaneous – McMillan is part of two UniverCity projects. Andy is co-lead on the Cultural Collaborative initiative, which is developing partnerships among arts agencies. Alicia is on the Cultural Initiative, which is planning to develop Hmong, Ho-Chunk and other leaders. Staff continues to explore other funding sources for the Learning Futures project. Center for East Asian Studies' new "East Asia in Wisconsin Library Program" has been approved for funding for materials at McMillan in the amount of \$1,000. Andy and Brian attended the Library Journal Virtual Design Institute. The sessions are archived if Board members are interested in watching them. The Federal Reserve Bank program was not particularly valuable. The Rapids Together Task Force has useful information about the Verso situation. Contact Rep. Krug for information.

COMMITTEE REPORTS:

Ms. Feith reported on the By-Laws Committee meeting. A legal adviser is reviewing the revised by-laws document. A report will be forthcoming next month.

Mr. Farmbrough reported on the Building and Grounds Committee meetings earlier in today's meeting.

Mr. Hascall reported on the Finance Committee meeting. Mr. Jon Clark from WoodTrust Bank reviewed the Endowment Fund. The next Endowment report will be in August.

The Finance Committee also discussed a gift policy. Further discussion will take place at a future meeting.

OLD BUSINESS: There were no items of Old Business.

NEW BUSINESS: There were no item of New Business.

A motion to adjourn was made by Mr. Broeren, second by Ms. Galvan. Motion carried and the meeting adjourned at 6:15 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on December 16, 2020 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary