

MINUTES
McMillan Memorial Library
Board of Trustees
January 19, 2022

DRAFT
Subject to
Approval

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

Ms. Galvan established that this was a public meeting and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Kim Heniadis, Eric Montag, Doug Machon, William Clendenning, Ryan Austin, Karen Schill, Susan Feith, and Elizabeth St. Myers

Absent: Craig Broeren and Scott Kellogg

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: Grant Diable of Miron Construction and Alexandra Ramsey from Engberg Anderson.

President Galvan introduced new Board member Elizabeth St. Myers and welcomed her to the Board.

CORRESPONDENCE: There were no items of correspondence.

MINUTES: **A motion to approve the Minutes of the December 15, 2021 Library Board meeting was made by Mr. Clendenning, second by Mr. Austin. Ms. Feith requested an amendment to the Minutes to include a copy of the December 9, 2021 Finance Committee meeting minutes and signed copy of the banking resolution be included in the permanent Minutes book. Minutes to be approved as amended. Motion carried.**

TREASURER'S REPORT: Ms. Feith reviewed the bills and all are in order. The financial reports for December 30, 2021 and January 2022 were presented. **A motion to pay the Operating and Endowment Fund bills and file the financial reports was made by Mr. Austin, second by Mr. Machon. Motion carried.**

Ms. Feith noted that the signed banking resolution was taken to WoodTrust Bank after the December Board meeting and a copy of the approved Minutes will be taken over following this meeting. Rebalancing of the portfolio has taken place. Agenda item 7 with Attorney Flanagan will be postponed until the February Board meeting.

LEARNING FUTURES PROJECT Mr. Diagle opened discussion on the flooring issue related to the sliding doors for the Makerspace and meeting room. Ms. Ramsey explained the problem and possible solutions. Mr. Diagle has approved a change order to resolve this issue.

DIRECTOR'S REPORT:

Library Use and Events – Continuing programs include Family Fun kits, virtual yoga, Book Bingo, Lego Builder competition, anime series and Write Night. Coming up: Snowshoe walk at Powers Bluff, Red Cross blood drive and a display from the Wisconsin Historical Society (<https://www.mcmillanlibrary.org/shoulders>). Pre-Covid hours will resume January 31.

Building & Grounds – New display shelves for the Skylight Lounge are being installed. New shelf ends for the Adult Fiction and Non-Fiction will be arriving soon. Work to improve the HVAC in the theater is starting soon. Library and City staff have done exceptional work in moving the shelves and books.

Learning Future Update

- Sliding doors for Meeting Room and Makerspace. Installation is proving a problem. **This will probably result in a change order, which should be ready for the Board meeting.** With the approval of the committee chair, this will come directly to the Board.
- Makerspace epoxy floor. This is resolved and can be installed in a couple weeks, though it will have to wait for the sliding door issue to be dealt with.
- Hearing assistance in the theater. Since a floor-based loop was not possible within our time frame, a proposal for an ADA compliant broadcast system is pending.
- Theater carpet and backstage flooring are finished.
- Theater seating. Will be delivered and installed Jan 24-26. Prep work will start 1/19.
- Furniture delivery is ongoing. The bulk has arrived.
- Grand opening. We are having a soft opening, since the Upper Level is already full of books. An event and ribbon cutting should be planned for April (e.g. April 7 or 21). Should staff / committee / combination plan the Grand Opening?
- A proposal for donor recognition is being prepared. Which committee should this be presented to?
- We expect a final accounting of donation / expenditures and reports to major donors will be completed before April 30.

Miscellaneous – We are finalizing our onboarding into the YOUmedia Learning Labs network (<https://youmedia.org/>). McMillan produced 195,000 kWh in 2021, while using 259,000. Our usage was affected by Covid and construction, but production matched last year's. Administrative Services Manager Vicki Steiner's last day will be April 30.

A Grand Opening Planning Committee was discussed. **A motion to have the president appoint a grand opening celebration committee was made by Mr. Machon, second by Mr. Montag. Discussion followed. Motion carried.**

YOUmedia Learning Labs update was presented.

COMMITTEE REPORTS:

Mr. Montag reported on the ad hoc committee meeting held prior to the Board meeting. Minutes of the September 27, 2021 meeting were approved. The donation contract with Solarus was discussed. The committee recommends approval of the agreement with the opportunity to discuss the signage so it is consistent with other signage and colors. (copy attached to Minutes)

Delete "no less than 10 years," note that "life of the facility" means Makerspace not the Library, and change date on second line to 2022. **A motion was made by Mr. Montag to approve the Donation Agreement with Solarus as amended, with design of signage determined at a future date, second by Mr. Clendenning. Motion carried.**

Mr. Montag reported on the Services Committee meeting held on December 14, 2021. Minutes of the November 9, 2021 meeting were approved. Mr. Montag noted changes to the Meeting and Study Room Use Policy incorporating changes advised by the committee. Discussion followed. **A motion was made by Mr. Montag, second by Mr. Austin, to send the policy back to committee for further review. Motion carried.**

Ms. Feith reported on the Personnel Committee meeting held on January 5, 2022. Minutes of the December 1, 2021 committee meeting were approved. Consistent Job descriptions listed in hierarchal order and the process for review of staff and evaluation of the Library Director were discussed. A compensation and classification study was discussed. Review of the Employee Handbook will take place at a future committee meeting.

Ms. Feith reported on the Finance Committee meeting on January 4, 2022. Minutes of the December 9, 2021 meeting were approved. Discussions with the City on future budgets, a 501(c)(3) foundation, financial procedures and policy review and development, surplus property, grant writing, and having Attorney Flanagan attend the Board meeting to discuss 501(c)(3) options were discussed.

Mr. Broeren shared policies from the school district for review.

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

NEW BUSINESS: Mr. Galvan opened discussion on the search for a new Library Director. Discussion followed. Guidance for the February 2, 2022 personnel committee meeting should include a review the director job description and job ad to publicized following the February 16, 2022 Board meeting. Persons interested in serving on the director search ad hoc committee are Eric Montag, Ryan Austin, Susan Feith, Andrea Galvan, Elizabeth St. Myers, Kim Heniadis. Scott and Craig if interested.

INFORMATION REQUESTS:

Documents on grant requests, volunteer hours, and a 2021 surplus property report were made available. Going forward, surplus property will be brought to the board along with books to be disposed of.

A motion to adjourn was made by Mr. Clendenning, second by Mr. Montag. Motion carried and the meeting adjourned at 6:44 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on February 16, 2022 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary