

**MINUTES**  
McMillan Memorial Library  
Board of Trustees  
February 17, 2021

**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, William Hascall, Craig Broeren, Susan Feith, Anne Zacher, William Clendenning, and Scott Kellogg.

Present In Person: Kevin Finbraaten

Absent: Heather Gygi and Andrea Galvan

Administration: Andrew Barnett, Vicki Steiner 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.**

**MINUTES: A motion to approve the Minutes of the January 20, 2021 Library Board meeting was made by Ms. Feith with the following correction, second by Mr. Hascall. The motion on page 5 on the By-Laws was amended to read, *A motion to table and remand the current By-Laws revision and send it back to committee requesting consideration of language to be added to the By-Laws for meeting a quorum.* Motion carried.**

**TREASURER'S REPORT: Mr. Barnett presented the financial reports for February 2021. A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Mr. Hascall. Motion carried.**

**NEW BUSINESS: President Farmbrough moved action on New Business A and B, 2020 Wisconsin Department of Public Instruction Public Library Annual Report and Statement Concerning Public Library System Effectiveness.**

**A motion to approve the 2020 Wisconsin Department of Public Instruction Public Library Annual Report was made by Ms. Feith, second by Mr. Broeren. Motion carried.**

**A motion to approve the Statement Concerning Public Library System Effectiveness was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried.**

**LEARNING FUTURES PROJECT: President Farmbrough welcomed Alexandra Ramsey, Eric Blowers, and Erin O'Keefe of Engberg Anderson Architects.**

Final documents for construction of the Learning Futures Project were presented for consideration.

Mr. Blowers presented the Project Update showing construction documents at 95% completion as discussed at the Building and Grounds meeting on February 10, 2021.

Ms. Ramsey presented the Total Project Cost Budget with alternates and additional contracts for furnishings, theater seating and sound and data cabling, and All Purpose Room upgrades. Discussion followed.

**A motion to authorize Engberg Anderson to present documents as presented and to go out for bids by March 3, 2021 was made by Mr. Broeren, second by Mr. Kellogg, Motion carried.**

#### DIRECTOR'S REPORT:

Library Use and Events –After consulting with the County Health Department, we re-opened on February 1st. We continue to offer virtual programs: three levels of story time; Write Night; Family Fun kits; Let's Make Lunch; and Socially Distanced Teen Book Club. During Covid closures we accumulated a lot of books. To clear space we will promote our book sale. Curbside service will continue for the near term and remains popular.

Building & Grounds – Smaller projects for 2021 were discussed with the Building & Grounds Committee. The second phase of our security project is underway. This will secure most staff areas. Staff will begin clearing the rooms involved in the Learning Futures project. This is a major task that will reduce the project cost.

Budget – We have completed to State Annual Report. Though our circulation dropped during the pandemic, the amount of service provided to county resident remained proportionally the same.

Miscellaneous – We are now part of the nation-wide YOUmedia Learning Labs Network (<https://youmedia.org/>). Our entry counter can tell if someone is wearing a mask and signal an alert. Happily, we have had relatively few patrons object to our mandatory face covering policy. Library Legislative Day is virtual this year and is scheduled for February 16th.

#### COMMITTEE REPORTS:

The By-Laws committee met on December 21, 2020 and February 10, 2021 to discuss the final revision of the McMillan Library Board of Trustee By-Laws. (Copy of the original meeting Minutes are attached to these Minutes) Ms. Feith presented the Ad Hoc Committee Recommendation dated February 10, 2021. Discussion followed. The By-Laws will be brought to a vote at the next Board meeting on March 17, 2021.

### **MINUTES**

McMillan Memorial Library  
Bylaws Committee  
December 21, 2020

- I. Chairperson Feith called the meeting of the McMillan Memorial Library Bylaws Committee to order at 5:05 p.m.

ROLL CALL ATTENDANCE:

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

Present in person: William Clendenning

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: Attorney Nicholas Flanagan via Zoom.

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

- II. Ms. Feith introduced Attorney Nicholas Flanagan. Mr. Flanagan presented a revision of the Bylaws dated 10/8/20.

Article I Identification: Approval of recommended changes to Article I was agreed to by consensus.

Article II: **A motion was made by Mr. Clendenning to change the title of Article II to *Duties of the Board of Trustees*, second by Mr. Kellogg. Motion carried.**

**A motion was made by Mr. Hascall to ask Mr. Flanagan to present language in three categories he's suggested in Article II and create Section 7-9, second by Mr. Kellogg. Motion carried.**

Article III, Membership

Section 2 Nick will present language changing Library Director to Library Secretary.

Ms. Feith noted approval of language changes of Section 2.

Article IV Officers

Section 1. Mr. Flanagan is to add revision language if an officer vacancy occurs as presented and discussed.

Consensus that red line language in Section 1 accepted.

Section 2. Language as presented without change. Development of a purchasing policy is recommended.

Section 3. Ms. Feith noted a consensus to accept adding language "A true and accurate record."

Article V Meetings

Section 1. Regular Meeting: Ms. Feith noted language changes were approved.

Section 3 Special meetings: Ms. Feith noted language changes in section 3 approved.

Section 4 Quorum: language accepted by consensus

Section 5 Open meetings: Mr. Flanagan added section 5 on Open Meeting Law Compliance and removing WI statute language. The Section 5 addition was accepted.

Section 6 Minutes: Mr. Flanagan added section 6 – Minutes, Language accepted as presented.

Section 7 Original Article VII Parliamentary Authority was moved to Section IV Section 7 with additional language added. Ms. Feith noted this language accepted as presented.

#### Article VI Committees

Section 1- Standing committees language. Mr. Flanagan will correct language noting: *no fewer than 3 members* on each committee and adjust language in the last sentence to read *a majority of voting members*. A motion was made by Mr. Hascall, second by Ms. Feith to change language. Motion carried.

Section 3 – Language referencing article IV, section 4 for nominating committee was added. Language approved

Section 4: Section added with language regarding Ad Hoc Committees. Language accepted by consensus.

#### Article VII Amendments - proposed changed to *Conflict of interest*

Three sections added to reference conflicts of interest.

A motion to accept language and changes to section VII as presented and discussed was made by Mr. Hascall, second by Ms. Kellogg. Motion carried.

#### Article VIII General

Add section 1 with language on voting.

Move original section 1 to become section 2.

A motion to adopt Article VIII changes as presented and discussed was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried.

Mr. Flanagan will draw up a revised version of the Bylaws updated to reflect changes as approved. The committee recommends presenting the revised Bylaws to full Board at the regular monthly meeting on January 20, 2021.

### **III. Ms. Feith declared the meeting adjourned at 6:12 p.m.**

Respectfully submitted,  
Vicki Steiner, Secretary

## MINUTES

McMillan Memorial Library  
By-Laws Committee  
February 10, 2021

Chairperson Feith called the meeting of the McMillan Memorial Library By-Laws Committee to order at 5:00 p.m.

### ROLL CALL ATTENDANCE:

Present: Susan Feith, William Hascall, William Clendenning, Scott Kellogg, and David Farmbrough.

Administration: Andrew Barnett and Vicki Steiner

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

Ms. Feith opened discussion on the reason for the changes to the By-Laws. Change to Article IV, Section 2, #1 - remove the words non-voting. Discussion followed.

Delete Article VI, Section 1 in red and replace text with the revised Section 1 in black as presented. Discussion followed.

**A motion to accept the By-Laws with revisions as presented was made by Mr. Kellogg, second by Mr. Hascall. Motion carried.**

**A motion to send the current By-Laws revision dated February 10, 2021 to the full Board at their regular meeting on February 17, 2021 was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried.**

**A motion to adjourn was made by Mr. Clendenning, second by Mr. Hascall. Motion carried and the meeting adjourned at 5:05 p.m.**

Respectfully submitted,  
Vicki Steiner, Secretary

**A motion to accept the December 21, 2020 and February 10, 2021 meeting Minutes and the recommendation of the proposed By-Laws was made by Mr. Kellogg, second by Mr. Clendenning. Motion carried.**

Mr. Finbraaten reported on the Building and Grounds Committee meeting on February 3, 2021 to discuss building related projects outside of the Learning Futures Project. (Copy of document *Building and Grounds – February 3, 2021* and meeting Minutes attached to original Minutes). Discussion Followed.

## MINUTES

McMillan Memorial Library  
Building and Grounds Committee  
February 3, 2021

Chairperson Finbraaten called the meeting of the McMillan Memorial Library Building and Grounds Committee to order at 5:00 p.m.

### ROLL CALL ATTENDANCE:

Present: Kevin Finbraaten, Heather Gygi, Susan Feith, William Clendenning, David Farmbrough, and Anne Zacher.

Administration: Andrew Barnett, Vicki Steiner and Alicia Woodland

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

Mr. Barnett presented a document on Building and Grounds projects dated February 3, 2021. (Copy attached to original Minutes) Discussion followed.

**A motion to adjourn was made by Mr. Clendenning, second by Mr. Finbraaten. Motion carried and the meeting adjourned at 5:43 p.m.**

Respectfully submitted,  
Vicki Steiner, Secretary

The Building and Grounds Committee met on February 10, 2021 to review the Learning Futures project documents at 95% completion. (Copy of meeting Minutes attached to these original Minutes). Discussion took place under Learning Futures Project.

## MINUTES

McMillan Memorial Library  
Building and Grounds Committee  
February 10, 2021

Chairperson Finbraaten called the meeting of the McMillan Memorial Library Building and Grounds Committee to order at 5:00 p.m.

### ROLL CALL ATTENDANCE:

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

Present in Person: Kevin Finbraaten

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

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

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

Mr. Finbraaten welcomed Mr. Blowers, Ms. Ramsey, and Ms. O'Keefe to today's meeting. Mr. Blowers presented the 90% progress point documents for the Learning Futures Project.

Ms. O'Keefe presented paint colors and locations, acoustic wall coverings and other finishes. Study room paint colors were shown. **A motion selecting three different paint colors for the study rooms was made by Ms. Gygi, second by Mr. Clendenning. Motion carried.**

A lighting option for the gallery areas featuring a slim almost invisible design was presented. **A motion was made by Mr. Kellogg to accept the slim lighting option for gallery areas, second by Mr. Clendenning. Motion carried.**

Ms. Ramsey will send the plan for levels of dealing with construction waste and recycling. Existing furniture will find a new home and as much as is possible will be recycled.

**A motion to forward the plans with changes as amended to the full Board at the meeting on February 17, 2021 was made by Ms. Gygi, second by Mr. Clendenning. Discussion followed. Motion carried.**

**A motion to adjourn was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried and the meeting adjourned at 6:20 p.m.**

Respectfully submitted,  
Vicki Steiner, Secretary

**A motion to approve the Minutes of the Building and Grounds Committee meetings of February 3, 2021 and February 10, 2021 was made by Mr. Hascall, second by Ms. Feith. Motion carried.**

The Learning Futures Capital Campaign Committee met on February 4, 2021 to review updates on fundraising and discuss future fundraising efforts. Next Steps were discussed. (Copy of the document titled *Learning Futures – The Next Steps* and meeting Minutes are attached to original Minutes.) Discussion followed.

## **MINUTES**

McMillan Memorial Library  
Capital Campaign Committee  
February 4, 2021

The meeting of the McMillan Memorial Library Capital Campaign Committee was called to order at 5:00 p.m.

ROLL CALL ATTENDANCE:

Present: David Farmbrough, Susan Feith, Heather Gygi, Craig Broeren, William Clendenning, Andrea Galvan, and Scott Kellogg.

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

Others in attendance: Joe Ancel and JoAnn Grode

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

Mr. Barnett shared a document titled *Learning Futures – The Next Steps*. (Copy attached to original Minutes). Discussion on additional contacts and ideas for a final fundraising push followed.

**The meeting was declared adjourned at 6:00 p.m.**

Respectfully submitted,  
Vicki Steiner, Secretary

Mr. Kellogg asked that Mr. Barnett present Learning Futures Project information to the City Finance and Property committee meeting on March 2, 2021 at 4:30pm and schedule a presentation to the Common Council in March.

President Farmbrough asked for a Capital Campaign meeting prior to the next Board meeting. President Farmbrough will serve as campaign chair going forward.

**A motion to approve the Minutes of the Capital Campaign meeting on February 4, 2021 was made by Mr. Kellogg, second by Mr. Finbraaten. Motion carried.**

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

**A motion to adjourn was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried and the meeting adjourned at 6:12 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on March 17, 2021 at 5:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary