

**MINUTES**  
McMillan Memorial Library  
Board of Trustees  
June 15, 2022

**Approved**

July 20, 2022

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

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

MEETING MINUTES:

Due to inclement weather, a significant portion of the Board attended via Zoom and did not have access to previous copies of minutes. None approved.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Kim Heniadis, Eric Montag, Doug Machon, Susan Feith, Craig Broeren, Ryan Austin, Karen Schill.

Absent: William Clendenning, Elizabeth St. Myers.

Others in attendance: JoAnn Ogreenc, Interim Director.

CORRESPONDENCE: There were no items of correspondence.

TREASURER'S REPORT:

**Motion to pay the bills and place necessary copies on file made by Mr. Broeren, second by Mr. Austin. Motion carried by unanimous vote.**

DIRECTOR'S REPORT:

Art Stevenson concert planned, Cranberry Blossom Festival events planned. 139 people in attendance for recent magician program. There will be a new Library Associate starting in two weeks to backfill for recent promotion. Interim Director confirmed that new hires will now meet with City Human Resources for onboarding.

Committee Reports:

None held in May.

OLD BUSINESS:

10a. Donor Recognition Signage: No action taken.

10b. General Wage Increase: Update from Mr. Austin.

**Motion to approve a 3% wage increase for library employees excluding outgoing Director and current Interim Director retroactive to January 1, 2022 made by Mr. Broeren, second by Mr. Kellogg. Aye: Andrea Galvan, Kim Heniadis, Doug Machon,**

**Susan Feith, Craig Broeren, Ryan Austin, Karen Schill. Nay: None. Abstain: Eric Montag. Motion carried.**

10c. Library Director Search Update: Ms. Katherine Elchert has agreed to assume the position of Library Director. Ms. Galvan stated that announcement will be made to staff and then local media.

**Motion to approve a leave of absence of no more than 16 hours of unpaid leave per week for Interim Director, JoAnn Ogreenc, made by Ms. Heniadis, second by Mr. Kellogg.** Discussion followed to establish that the agreed upon salary for Ms. Ogreenc is based on a full work week. **Aye: Andrea Galvan, Kim Heniadis, Doug Machon, Susan Feith, Craig Broeren, Ryan Austin, Karen Schill. Nay: None. Abstain: Eric Montag. Motion carried.**

10d. RFP for Endowment: Only one quote currently available. Ms. Feith shared details of expenses for this service, and projected scope of work. Work necessary to provide reports to grantors for the Learning Futures project.

**Motion to engage accounting firm to reconstruct books at a rate of \$75/month made by Mr. Machon, second by Ms. Heniadis. Motion carried by unanimous vote.**

10e. Learning Futures Project:

**Motion to refer outstanding Learning Futures Project items as well as balcony waterproofing proposal to Buildings and Grounds Committee, made by Ms. Feith, second by Mr. Machon. Motion carried by unanimous vote.**

#### NEW BUSINESS:

11a. Hillside Damproofing: Sent to Buildings and Grounds Committee in item 10e, above.

11b. Liberty Mutual Surety Bond: Consensus of the Board is that Ms. Galvan may complete necessary paperwork.

11c. Job Description of Interim Director: Consensus of the Board is that Ms. Ogreenc complete the following in addition to necessary day-to-day duties: make known and available to the Board all current Library policies and the location(s) of past meeting minutes for Board and Committee meetings. Ensure that there is at least one person other than herself who can code bills for payment.

11d. Report of Ad Hoc Nominating Committee: Ms. Heniadis shared the following as the recommended slate of officers. President: Andrea Galvan. Vice-President: Elizabeth St. Myers. Treasurer: Susan Feith. Discussion followed regarding a Board Secretary, and it was determined that the Board bylaws state that the Board will appoint a Library employee as Secretary. Voting for officers will occur at the July Board meeting.

11e. Roadmap Document: **Motion made to table review of “Roadmap” document provided by Mr. Barnett. Motion made by Mr. Machon, second by Mr. Kellogg and carried by unanimous vote.**

11f. Review of HVAC: Review of document provided by Mr. Barnett. Discussion followed regarding the invoice received.

11g. Updates on City I.T./ Security Procedures: Ms. Ogreenc shared some items that have been addressed. Ms. Galvan will discuss with City I.T. regarding other suggested improvements.

11h. Workplace Expectations: **Motion to table discussion until July board meeting made by Mr. Machon, second by Mr. Austin.** Ms. Ogreenc to provide existing policies for July meeting, so the Board can compare current policies against possible revisions. **Motion carried by unanimous vote.**

11i. Appeal for Appointed Employees: Board determined that the Library has no employees that would be considered “appointed.”

11j. Endowment Accounting: This item was addressed in 10d, above.

#### INFORMATION REQUESTS:

Ms. Ogreenc inquired on the proper procedure for issuing “thank you” letters to donors. Through consensus of the Board, it was determined that the Board President would sign such letters at a minimum of once per month. Ms. Feith also requested that the Treasurer be notified of donations to the Library.

#### ITEMS FOR NEXT AGENDA:

None.

#### ADJOURNMENT:

Motion to adjourn made by Ms. Schill, second by Mr. Kellogg. Motion carried by unanimous vote. Board adjourned at 7:09 p.m.

Respectfully submitted,  
Eric Montag, Board Member