

**MINUTES**  
McMillan Memorial Library  
Board of Trustees  
August 18, 2021

**DRAFT**  
Subject to  
Approval

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:30 pm. Ms. Galvan established this was an open meeting and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Kim Heniadis, Susan Feith, Eric Montag, Scott Kellogg, William Clendenning, and Karen Schill.

Absent: Craig Broeren, Anne Zacher, Doug Machon and Ryan Austin

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: Eric Blowers and Erin O'Keefe from Engberg Anderson Architects, and Grant Daigel from Miron Construction.

CORRESPONDENCE: There were no items of correspondence.

MINUTES: **A motion to approve the Minutes of the August 4, 2021 Special Board Library Board meeting was made by Mr. Montag, second by Mr. Clendenning. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for August 2021. Ms. Feith added further discussion. **A motion to pay the Operating and Endowment Fund bills and file the financial reports was made by Mr. Clendenning, second by Ms. Schill. Motion carried**

A joint meeting of the Building & Grounds and Finance Committees will be scheduled to discuss the 2022 Budget.

DIRECTOR'S REPORT:

Library Use and Events – Our second pandemic summer program is complete. We hosted a “hot trivia” contest on July 29 and a historic kayak paddle on August 4. Story walks, the teen garden club, socially distanced teen book club, rock painting and author Leah Brown highlighted the last month. We continue with monthly Write Nights, Farmer's Market and anime club. Story time resumes in September.

Building & Grounds – Issues concerning the skylight are being explored. Window replacement on the south and west side of the Adult Room is planned. New shelf ends of the units in the Adult Room are being produced.

Budget – The City has requested our budget by September 1. We are planning to request a zero increase appropriation, as we have done for a number of years. A joint Finance / Building & Grounds committee should meet to consider a proposed budget.

COMMITTEE REPORTS: Mr. Montag reported on the Services Committee meeting on August 10th. Goals of the committee, the Maker Space and co-working spaces were discussed. Also the possible development of a friends group was discussed.

Mr. Montag reported on the Building and Grounds meetings held on August 11. Mr. Daigel presented Change Order 3 which covers an ACT change and display cabinet credit. Total credit is \$5,549.00.

Ms. O'Keefe shared the furniture presentation, as presented to the Building and Grounds Committee, with the Board and samples were presented. The Building and Grounds committee recommends approval of Ms. O'Keefe's Option 1 selections and a change for the study tables from Hon tables to Ki Pillar tables. Discussion followed.

**A motion to approve the Building and Grounds committee recommendations as presented was made by Mr. Montag, second by Mr. Kellogg. Motion carried with Mr. Clendenning opposed.**

Ms. O'Keefe presented some additional Fine Arts Center fabric choices which would be readily available. Discussion followed. The Building and Grounds committee recommendation is to stay with the Seaglass fabric originally chosen. **A motion to approve the recommendation of the committee was made by Mr. Montag, second by Mr. Kellogg. Motion carried.**

Mr. Daigel reviewed the change orders presented to the Building & Grounds committee at the meeting held prior to the Board meeting. Change Order #3 was previously approved and ready for a signature. **A motion to approve signing Change Order #3, for a credit of \$5,549.00, was made by Mr. Montag, second by Ms. Schill. Motion carried.**

Change Order 9 on skylight siding and finishing in the amount \$9,589 was presented. The Building and Grounds Committee recommends approval. **A motion to approve Change Order 9 was made by Mr. Montag, second by Mr. Kellogg. Motion carried.**

Mr. Barnett noted that a structural engineer was contacted to review repairs to the exterior of the skylight. Repairs will be handled by the Operations budget and K & W Glass will schedule the repairs soon.

Mr. Blowers presented the color options for staining the skylight siding. **Mr. Montag moved approval of color option 2, second by Ms. Heniadis. Motion carried.**

Change Order 11, for \$843.00, was approved directly by Mr. Daigel.

Change Order 20 covers changes in ASI – 03 at a cost is \$9,065.00. A revised copy from the one originally sent has been forwarded to Ms. Steiner for the file. The Building and Grounds committee recommends approval. **A motion to approve Change Order #20 was made by Mr. Montag, second by Ms. Schill. Motion carried.**

Mr. Daigel reviewed the contingency account and pending balance. There are some additional changes to present at the next meeting. He will send the changes to Ms. Steiner to share with the Board.

Ms. Galvan asked that we schedule a Capital Campaign meeting. Ms. Steiner will look for possible meeting dates after September 1<sup>st</sup>.

OLD BUSINESS: There were no items of Old Business

NEW BUSINESS: Mr. Clendenning noted that attendance at Board meetings is very important. Ms. Feith noted that the By-Laws does address Board attendance. Discussion followed. Further discussion will take place at next month's meeting.

**A motion to adjourn was made by Mr. Kellogg, second by Ms. Montag. Motion carried and the meeting adjourned at 6:36 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on September 15, 2021 at 5:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary