

MINUTES
McMillan Memorial Library
Board of Trustees
October 20, 2021

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.

ROLL CALL ATTENDANCE:

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

Absent: Doug Machon and Ryan Austin

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: Owners Rep. Grant Diagle

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

CORRESPONDENCE: A letter of resignation was received from Anne Zacher on September 16, 2021.

MINUTES: **A motion to approve the Minutes of the September 15, 2021 Library Board meeting was made by Mr. Kellogg, second by Mr. Clendenning. Motion carried.**

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

LEARNING FUTURES PROJECT Mr. Diagle noted that the project is on schedule. The meeting to review the punch list will happen in a couple weeks. There are three pending change orders, lighting for ramp, grill in kitchenette, and theater flooring. All have been approved by Mr. Diagle. **A motion to approve the change from epoxy flooring to carpet in the theater with a fully compliant hearing loop system was made by Mr. Clendenning, second by Ms. Feith. Motion carried.**

DIRECTOR'S REPORT:

Library Use and Events –The Central Wisconsin Book Festival was a cooperative venture of Marathon County PL, Portage County PL and McMillan for the first time. Our events took place on September 18 at Robinson Park, but the full schedule is at <https://mcpl.us/cwbf/schedule>. South Central held their annual awards meeting at Bullseye on September 20, honoring all library staff for their service during the past two years. We held an Anime Night on October 2. We continue to have Family Fun crafts, outdoor storytimes, Teen Garden Club, Write Night and other programs despite the lack of programming space.

Building & Grounds – The skylight has been repaired. The hallway lights and ceilings are in process.

Budget – The budget has been submitted to the City. Library staff met with the Mayor and Finance Director concerning the budget.

Learning Future Update – Supply chain issues are causing delays. The APR should be ready in early November, as will most of the Adult Room. The epoxy floor of the makerspace and the two sliding glass doors will not be finished until mid/late December. The theater won't be ready until the seats are installed in mid-January. We are working through the audio loop and split sound system for the theater. The punch list has been tentatively moved to November 2. We are still planning to start moving books back in early November.

COMMITTEE REPORTS: Mr. Montag reported on the Donations Ad Hoc Committee meeting on September 27, 2021. The committee met with Mr. Huebner from Solarus who provided clarification of their donation and answered the Committees questions. Mr. Huebner will follow up with an updated letter. **Ms. Feith moved to have Ms. Galvan contact Nick Flanagan to review the Solarus Commitment and present a contract, second by Mr. Montag. Motion carried.**

Mr. Montag reported on the Services Committee meeting held on October 12, 2021. The Meeting Room Use Policy was reviewed. Mr. Montag will take input from the committee and revise the policy. The revision will be sent to Mr. Ibach at SCLS for review and brought back to the Board.

Mr. Kellogg reported on the Building and Grounds Committee meeting held on October 13, 2021. HVAC, air quality, and other building related projects were discussed.

OLD BUSINESS: Ms. Feith noted that meetings of the personnel and finance committees should be called.

NEW BUSINESS: Ms. Feith will contact Jon Clark to present a report on the Library's Endowment Fund at the November Board meeting.

Ms. Galvan noted she would like to see the statistics report, with additional program information, added to the Board packet after the Library is fully open again.

A motion to adjourn was made by Ms. Schill, second by Mr. Montag. Motion carried and the meeting adjourned at 6:09 p.m.

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

Respectfully submitted,
Vicki Steiner, Secretary