



# Board of Trustees

Meeting Minutes for

March 19, 2025

**1. Call to Order:** President St.Myers called the meeting of the McMillan Library Board of Trustees to order at 5:00p.m.

**2. Roll Call:**

**Board Members:**

Andrea Galván

Dennis Martin

~~Ryan Austin~~ - excused

William Clendenning

Evan O'Day

Karen Schill

Ron Rasmussen

Scott Kellogg

Conni O'Keefe

~~Emily Kent~~ - excused

Susan Feith

Elizabeth St.Myers

**Administration:** Claire Parrish, Interim Director

**Others in Attendance:** None

**3. Open Meetings Declaration:** President St.Myers established that this was a public meeting and appropriate public notice with Zoom access was given.

**4. Public Comment:** None

**5. Approval of Previous Minutes**

**Motion by R. Rasmussen to approve the minutes of the February 18, 2025 Joint Endowment/Library Board meeting, the February 19, 2025 Library Board meeting, and the February 24 and 25th Special Meetings. Second by K. Schill. Motion carried with S. Feith abstaining.**

**5. Treasurer's Report**

**a. Monthly Finance Reports:** Most of the regular beginning of the year bills have now come through; Baker & Taylor is new book vendor replacing Ingram.

**b. Payment of the Bills**

**Motion by R. Rasmussen to pay March 2025 invoices in total amount of \$27,829.56. Second by S. Feith. Motion carried unanimously.**

In reviewing the most recent YTD, Interim Director Parrish found charges from the City for work done in 2024 at the library totaling \$32,687.79. Parrish, St. Myers, and Feith met with Finance Director Desorcy to discuss these charges and share that an invoice needs to be provided to be approved by the Board; per state statute, the City can not take money from the library's budget without Board approval. Desorcy also stated that the salary line in the budget will be adjusted for the 3% COLA, nothing needs to be done by the Board to make this happen. Last year's salaries and wages line did not change, so Parrish will be watching this closely in the next few months.

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**DRAFT**

Subject to

Approval

## 6. Director's Report

**a. Library Use and Events:** Interim Director Parrish shared updates on library programming including the Elementary Art show and the upcoming Buggin' Malone concert.

**b. Statistics:** Statistics reviewed; averaged 411 people a day, with over 13,000 checkouts.

**c. Miscellaneous:** One year service agreement with TweetGarot has been signed to complete more specialized maintenance on chiller and boilers.

### **d. Meet the Board**

None this month

## 7. Committee Reports

No committees met this month

## 8. Closed Session

The Board will vote to go into closed session under Section 19.85(1)(c), Wis. Stats., which reads: "Considering employment, promotion, compensation or performance evaluation, data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

In closed session, the Board will discuss the hiring of a new Library Director.

**6:05p.m. Motion by A. Galván to move to closed session, second by C O'Keefe. Roll call:**

Andrea Galván Y  
Dennis Martin Y  
~~Ryan Austin~~  
William Clendenning Y

Evan O'Day Y  
Karen Schill Y  
Ron Rasmussen Y  
Scott Kellogg Y

Conni O'Keefe Y  
~~Emily Kent~~  
Susan Feith Y  
Elizabeth St.Myers Y

**6:26p.m. Motion by D. Martin to enter open session, second by C O'Keefe. Motion carried.**

**Motion by R. Rasmussen to hire Heather Kinkade as the new McMillan Library Director with salary and benefits as outlined in the offer letter, second by C. O'Keefe. Motion carried with B. Clendenning voting no.**

**Motion by C. O'Keefe to extend the additional pay offer to Claire Parrish for a period of 6 weeks ending May 25, 2025, second by S. Kellogg. Motion carried unanimously.**

## 9. Unfinished Business

**a. Elevator Project:** St. Myers shared answers to questions asked in the previous meeting re the elevator bid, board discussed.

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**Motion by A. Galván to approve an award of the elevator bid to the lowest qualified bidder, Schindler Elevator Corporation, pending execution of a contract with terms which are acceptable to the city attorney; and directing the Board President to execute all documents necessary to effectuate the bid award, second by R. Rasmussen. Motion carries unanimously.**

## **10. New Business**

**a. Board Evaluation/Training:** Looking at a date possibly in May, Shannon Schultz from SCLS will lead training; C. O’Keefe will create PowerPoint based on recent feedback to guide training topics.

## **11. Information Requests**

None

## **12. Items for Next Agenda**

- City/Finance information on library services
- Jewell presentation on designs for entrances
- Room signage

## **13. Adjournment**

**Motion to adjourn by S. Kellogg, second by K. Schill. Motion carries unanimously.**

**Meeting adjourned by President St.Myers at 7:03pm.**

**Respectfully Submitted: A. Galván, Board Secretary**