



# Board of Trustees

Meeting Minutes for

January 15, 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

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:** James Stenze, Jewell Engineering; Kevin Fangman, patron; Sue Schill, City Attorney; Eric Miller, patron

**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 minutes of the December 18, 2024 meeting, the minutes of the December 23, 2024 By-Laws subcommittee meeting and the minutes of the January 2, 2025 By-Laws subcommittee meeting, second by Karen Schill. Motion carried unanimously.**

**6. Elevator Project:** An update on the elevator RFP was shared, and the Board discussed the project.

**7. Treasurer's Report**

**a. Monthly Finance Reports**

December 2024 - bills are in order

January - 2024 invoices \$30,143,.55 + 2025 invoices \$88,598.49 = \$118,742.04

**b. Payment of the Bills**

**Motion by R Rasmussen to approve the January bills at \$118,742.04, second by W. Clendenning. Motion carried unanimously.**

**Motion by R. Rasmussen to approve the January Endowment Bills of \$4500, second by S Feith. Motion carried unanimously.**

Endowment Book Fund disbursements were received by the Library for 2024 as well as the redistribution of the unreceived 2023 funds. Funds will be added to book budget lines, with no

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**DRAFT**

Subject to

Approval

restriction on what type of books can be purchased. Moving forward, disbursement checks will be mailed to the Endowment and hand delivered to the library.

## **Endowment Fund values as of 12/31/24:**

Large Endowment agency fund value: \$3,335,633.40

- \$2,500,000 restricted, ~\$1,000,000 unrestricted

Witter Book Fund: \$27,946.41

Vaughn Book Fund: \$64,312.57

McMillan Memorial Library Endowment Fund Inc: \$115,616

- Total of \$5425 contributions in final quarter of year, identified
- Disbursement/transfer of funds from Legacy - restricted grant for elevator \$500,000 6/2024

Donations recorded totaling \$6700 for 2024

## **8. Director's Report**

**a. Library Use and Events:** Parrish shared updates on library programming including the return of storytime and an upcoming homeschool group play. Programming and library attendance are up from last year, circulation has a small dip.

**b. Statistics:** program numbers were reviewed

**c. Miscellaneous:** N/A

**d. Meet the Board:** N/A

**e. Solar Report:** Radtke was here at the end of December, report will be shared at Building & Grounds

## **9. Committee Reports**

**a. Services Committee:** Did not meet, looking to set date for meeting late Jan/early Feb

**b. Buildings & Grounds Committee:** Review current building maintenance contract, Donor signage will potentially be made by the Makerspace, they will provide wood and acrylic samples, there are some size limitations with what they can make.

**c. Finance Committee:** Procurement and grant management, policies sent to S Schill and Endowment for review

**d. Personnel Committee:** Did not meet

## **10. Closed Session**

The Board may vote to go into closed session under Section 19.85(1)(c), Wis. Stats., which reads: "Motion to convene into Closed Session pursuant to WI19.85(1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Library Board will reconvene into Open Session and take any action resulting from Closed Session.

5:55pm Motion by W. Clendenning to go into closed session, second by E O'Day. Roll call vote:



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

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Evan O'Day Y  
~~Karen Schill~~ Left early  
Ron Rasmussen Y  
Scott Kellogg Y

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

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**6:48pm Motion by W. Clendenning to return to open session, second by S. Kellogg. Motion carried by unanimous vote.**

### **11. Information Requests**

- Building and Grounds: Radtke report and discussion on janitorial service
- January 7, 2025 special meeting minutes

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

- Elevator project update

### **13. Adjournment**

**Motion to adjourn by S. Kellogg, second by W. Clendenning. Motion carried unanimously.**

**Meeting adjourned by President St.Myers at 6:59pm.**

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