

**MINUTES**

McMillan Memorial Library  
Board of Trustees  
January 18, 2017

**DRAFT**

Subject to  
Approval

President Zacher called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:00 p.m.

ROLL CALL ATTENDANCE:

Present: Anne Zacher, Andrea Galvan, Kevin Finbraaten, Susan Bovee, William Clendenning, and Scott Kellogg.

Absent: David Farmbrough, William Jacobs, and Colleen Dickmann.

Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky.

Others in attendance: Rick Potter

CORRESPONDENCE: The WRPS School Board has named McMillan Library as the recipient of the 2017 Friend of Education award.

MINUTES: **A motion to approve the Minutes of the December 21, 2017 Library Board meeting was made by Ms. Galvan, second by Mr. Kellogg. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for year end 2016 and January 2017. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Ms. Bovee. Motion carried.**

DIRECTOR'S REPORT:

**Library Use and Events** – The Media Studio continues to be busy with programs. Three additional VR stations have been added and we will be developing programming around them. Jennie has started taking books to check out at Lincoln. With the awarding of the Mead Witter grant, the Adult Concert series and the Spring National Theatre Live series can be announced. Our first concert is Ken and Brad Kolodner. For February, we have two programs on writing romance novels.

**Buildings and Grounds** – After discussion with Schneider Electric concerning performance contracting, both sides agreed we were not good candidates. Upon advice from Focus on Energy, I am getting proposals for a formal energy audit. Once I have those, I will schedule a Building & Grounds / Finance committee meeting to explore that and a solar proposal. The new display sign should be installed soon. New HVAC controls will arrive over the next month. A report on completed 2016 projects and proposed 2017 projects was presented and discussed.

**Budget** – Staff is taking a thorough look at the Endowment budget, to match expenditures with the Plan of Service. We will hear from the City about our final 2016 numbers in February.

**Miscellaneous** –The Library is taking a very active role in ArtiGras, with four film showings and *Amadeus*. The Library is digitizing issues of *Consolidated News*, which will become part of the Digital Public Library of America. A staff Christmas party was held last Friday and came in on budget. Board members are invited to the Chamber annual dinner.

COMMITTEE REPORTS: There were no committee meetings held during the month.

OLD BUSINESS: There were no items of Old Business to bring before the Board.

NEW BUSINESS: There were no items of New Business to bring before the Board.

**A motion to adjourn was made by Ms. Galvan, second by Mr. Kellogg. Motion carried and the meeting adjourned at 5:00 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on February 15, 2017 at 4:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary