

MINUTES

McMillan Memorial Library
Board of Trustees
August 21, 2019

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, David Farmbrough, Susan Bovee, William Clendenning, Scott Kellogg, William Hascall, and Heather Gygi.

Absent: Anne Zacher, Kevin Finbraaten, and Craig Broeren.

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

CORRESPONDENCE: There were no items of correspondence.

MINUTES: **A motion to approve the Minutes of the July 18, 2019 Library Board meeting was made by Mr. Kellogg, second by Mr. Hascall. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for August 2019.

A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Ms. Gygi, second by Ms. Bovee. Motion carried.

DIRECTOR'S REPORT:

Library Use and Events – We closed after the storm on Saturday July 20. We attempted to reopen on the following Tuesday, but power wasn't restored until late in the day. The grounds sustained only minor damage, mainly near the auxiliary lot. Due to the length of the outage, we did discard some product from the coffeehouse. There will be reports on the various Summer Library programs. Coming events: Not enough apologies: trauma stories (in cooperation with the County Health Dept.) on August 21; Red Cross blood drive on August 23; Board game challenge on August 24; Photography exhibit and reception on August 28; Movie at the Lake (with County Parks Dept.) on August 31. Wisconsin Remembers: a face for every name <<https://www.mcmillanlibrary.org/wisconsin-remembers>> will be on display September 16 through November. This is on loan from the Wisconsin Veterans Museum. At least two Vietnam related programs are planned.

Building & Grounds – Our temporary lack of a backup generator came at a very bad time. To better prepare, we are looking at covering more of the facility on the generator. Battery powered UPS have been installed on our network equipment. More information at <http://bit.ly/mcmDiWI>. By the time the Grand Avenue project is done, it will be too late in the season to rebuild our sprinkler system, so that will wait for spring. We are planning for a zoned, programmable system. A list of proposed projects for the remainder of 2019 was distributed.

Budget – The 2020 budget is being prepared. A Finance / Building & Grounds committee should be scheduled to discuss it.

Capital Campaign / Adult Room – Engberg Anderson was here Monday morning, August 19th, to discuss plans for the Fine Arts Center, which will include cost estimation. I have a phone conference with Marcy Heim scheduled for September 5th.

Miscellaneous – Our circulation software will be migrating on December 10. This will be a necessarily disruptive to operations, but is a major upgrade. Summer Reading Program reports were distributed.

COMMITTEE REPORTS: The Capital Campaign Committee met on August 6th. Potential committee members were discussed and Mr. Barnett will prepare a letter to be shared with new committee members. Discussion followed. The Capital Campaign Committee will meet on September 11th at 5:00 pm.

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 Mr. Hascall, second by Mr. Kellogg. Motion carried and the meeting adjourned at 5:48 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on September 18, 2019 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary