

## MINUTES

McMillan Memorial Library  
Board of Trustees  
December 18, 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, Anne Zacher, Kevin Finbraaten, Craig Broeren, William Clendenning, Scott Kellogg, and William Hascall

Absent: David Farmbrough, Susan Bovee, and Heather Gygi.

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

### CORRESPONDENCE:

**MINUTES: A motion to approve the Minutes of the November 20, 2019 Library Board meeting was made by Mr. Finbraaten, second by Mr. Hascall. Motion carried.**

**TREASURER'S REPORT: Mr. Barnett presented the financial reports for December 2019. A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Mr. Broeren. Motion carried.**

### Director's Report:

Library Use and Events – The Indian Cultural Celebration drew 89. Rekindle the Spirit (in cooperation with the Chamber) drew 214. In December, we have the Cowboy Union Jam on 12/11, Monteverdi Chorale presenting “Lessons and Carols” on 12/12 and the Choristers on 12/13 – three Christmas concerts in three days. We have started an Anime club, with movies and crafts. We are closed Christmas Eve, Christmas Day and New Year's Day, closing at 5:00 pm on New Year's Eve.

Building & Grounds – Work continues on the expanded WiFi and security camera system. Additional circuits have been added to the emergency generators. This includes our network equipment, Wi-Fi, service desk, coffeehouse fridge and freezer, and most of the Commons. Following advice from the City, we are getting a second opinion / proposal on our sewer issues. Improved entry security has been implemented on the Lower Level. A new service desk is in place. New ceiling and lighting for the Lower Lobby is underway. This was the next item on our Focus on Energy list. We have replaced the lighting in the YA area, which had task lighting for the former service desk. Part of our HVAC controls burned out, so we added a UPS to protect that circuit. Our 20 year old fiber cable to the Internet is frayed and will be replaced. We had a short service outage because of damage to the cable.

Budget – The City has a proposal for staff salary increases, which has passed the Council last night. It provides for a 3% salary increase.

Miscellaneous – Our circulation software underwent a major upgrade, though most public-facing pieces are unchanged. There was a UniverCity meeting on December 11, with another session scheduled for December 19. Progress is being made on ARTiGras 2020, with a number of community organizations cooperating. We are exploring the Local Voices Network (<https://lvn.org/>), which has been implemented in Madison and Appleton.

COMMITTEE REPORTS: Mr. Barnett reported on the Capital Campaign Committee meeting on December 4<sup>th</sup>. Campaign documents and a timeline were reviewed.

OLD BUSINESS: Mr. Barnett presented the 2020 Operating Fund Budget Revision. **A motion to approve the 2020 Operating fund Budget Revision, to include a 3% wage increase, was made by Mr. Clendenning, second by Ms. Zacher. Motion carried.**

NEW BUSINESS: There were no items of new business to bring before the Board. Mr. Clendenning suggested the Library speak at the Lowell Center and the Hero's Café.

**A motion to adjourn was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried and the meeting adjourned at 5:50 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on January 15, 2019 at 5:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary