

MINUTES
McMillan Memorial Library
Board of Trustees
September 16, 2020

DRAFT

Subject to
Approval

President Farmbrough called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m.

ROLL CALL ATTENDANCE:

Present in person: William Clendenning, Craig Broeren, and Scott Kellogg.

Present via Zoom: David Farmbrough, Andrea Galvan, Susan Feith, Susan Bovee, William Hascall and Heather Gygi.

Absent: Kevin Finbraaten and Anne Zacher.

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

Others in attendance: Mayor Shane Blaser, Alex Ramsey and Eric Blowers of Engberg Anderson Architects.

Mr. Barnett established that this was an open meeting conducted via Zoom and appropriate public notice was given.

CORRESPONDENCE: A letter has been received from Ms. Bovee stating that she will be moving out of the area. The October meeting will be her last as a Board member.

MINUTES: A motion to approve the Minutes of the August 12, 2020 Library Board meeting was made by Ms. Gygi, second by Mr. Hascall. Motion carried.

TREASURER'S REPORT: Mr. Barnett presented the financial reports for September 2020. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried.**

President Farmbrough welcomed Alex and Eric who presented an update on the Learning Futures Project. Plans have been updated and include fixtures, furnishings and the addition of a ramp in the Fine Arts Center. Discussion followed. An updated report will be presented at the October Board meeting.

A motion to approve the 3rd option of a 1:20 slope in the Fine Arts Center was made by Mr. Hascall, second by Mr. Kellogg, Motion carried.

Director's Report:

Library Use and Events – We continue to offer an outdoor escape room (mcmillanlibrary.org/imagine-your-story-outdoor-escape-room). We are displaying the winners in our action photography contest. Kerry is running virtual storytimes and bi-weekly lunch programs. A Civil War bike ride is planned for October 7th. We participated in the Job Fair on September 2-3.

Building & Grounds – The chiller was repaired (\$9,000). A crane was needed to replace the failed compressor. Ceiling and lighting replacement for the McCourt Room (\$7,517) and the hallway (\$8,305) are underway, with new carpeting for the McCourt room planned (\$3,963). Transitioning the McCourt Room into a more flexible space was at the top of our building & grounds needs. This continues our practice of addressing one smaller space annually from our operational budget. This reserves capital requests for major needs, like an elevator or chiller replacement. We previously updated the Upper Lobby and the Lower Lobby. Once the Learning Futures project is complete, the only outdated public space will be the APR, which was too large a project to undertake this year. The waterproofing of the balcony is being delayed due to COVID concerns, moving the McCourt Room to the top of the list.

Budget – We have had no further word from the City or County on our budget requests.

Miscellaneous – We now have eight public computers and a catalog station, along with five stations for laptops and the microfilm scanner. We are starting to clear the Adult Room of items that will not be used in the redesigned space. Some will be moved to the Commons, but some will not be used in the space after it is redesigned. We offer those to other libraries and then sell them in the Commons.

A motion to approve the Director's Report was made by Mr. Hascall, second by Mr. Kellogg. Motion carried

COMMITTEE REPORTS:

The By-Laws committee met on 9/10/20. Members present were Ms. Feith, President Farmbrough, Mr. Hascall, Mr. Kellogg, and Mr. Clendenning. Ms. Feith reported that several sections have been reviewed and updated. The next meeting is Thursday, September 17th.

OLD BUSINESS: There were no items of old business.

NEW BUSINESS: There were no items of new business.

Mr. Farmbrough thanked the Mayor for attending today's meeting.

A motion to adjourn was made by Mr. Clendenning, second by Mr. Broeren. Motion carried and the meeting adjourned at 6:18 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on October 21, 2020 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary