

## MINUTES

McMillan Memorial Library  
Board of Trustees  
November 20, 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, David Farmbrough, Craig Broeren, William Clendenning, Scott Kellogg, William Hascall, and Heather Gygi.

Absent: Susan Bovee and Kevin Finbraaten

Administration: Andy Barnett, Vicki Steiner and Brian Kopetsky

Others in attendance: Wood County Board Chairman Doug Machon and students Madison Allison and Breanna Kelly.

CORRESPONDENCE: A note of thanks was received from the Wisconsin Area/Races Conference members for use of the Library for their annual conference.

MINUTES: **A motion to approve the Minutes of the October 16, 2019 Library Board meeting was made by Mr. Clendenning, second by Mr. Broeren. Motion carried.**

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

### DIRECTOR'S REPORT:

Library Use and Events –Wisconsin Remembers: a face for every name finished its two month run in the Lower Lobby. Total door count during the run was 29,951 In the future, we intend to keep that display space continuously occupied. We hosted the annual ARES-RACES conference on October 19. The Sara Rifelman Jazz Trio was in concert October 24. The Great Northern Chorus drew 144. Two showings of Wisconsin Vietnam War Stories drew 83. International Game Day drew 367. In December, we have the Monteverdi Chorale presenting “Lessons and Carols” on 12/12. 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, security camera system and additional circuits on the emergency generators. Following advice from the City, we are seeking a second opinion / proposal on our sewer issues. Improved entry security is being implemented on the Lower Level. A new service desk has been delivered. New lights for the Upper Lobby are being installed. The old fixtures were crumbling. Other previously discussed projects may be initiated this budget year, depending upon funding.

Budget – The County Reimbursement was approved as part of the 2020 Wood County budget. Alderman Kellogg confirmed that the City budget passed last night as approved by the Library Board.

Capital Campaign / Adult Room – Some preliminary discussions have been held with potential donors and campaign documents are being prepared.

Miscellaneous – Our circulation software is undergoing a major upgrade. All of SCLS will be using backup circulation software December 7-10. The catalog will be unavailable during this time. This will affect holds, new cards and fine payments. It will also disrupt our material ordering and cataloging. We have been preparing for this for the last six months. We are part of the City's UniverCity program (<https://university.wisc.edu/ucy/>). Our focus is the art / culture project, which might involve better agency coordination, unified branding, improved digital marketing and City support through policy and planning. We are working to keep ARTiGras alive for another year, working with most of last year's participants.

COMMITTEE REPORTS: The Capital Campaign Committee met on November 6, 2019. The naming rights document was discussed along with other documents to be used during the campaign. Discussion followed. The next meeting will be held on December 4 at 5 pm.

OLD BUSINESS: There were no items of old business to bring before the Board.

NEW BUSINESS: Mr. Clendenning noted the bike share group talked about their program and how popular the Library and Lake Wazeecha has been as locations for their bikes.

The Heart of Wisconsin Chamber of Commerce Rekindle the Spirit parade on November 27<sup>th</sup> will end at the Library. Santa and Mrs. Claus will serve cookies and hot chocolate followed by a family movie.

**A motion to adjourn was made by Mr. Clendenning, second by Ms. Zacher. Motion carried and the meeting adjourned at 5:43p.m.**

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

Respectfully submitted,  
Vicki Steiner, Secretary