



Board of Trustees

Meeting Minutes for

May 21, 2025

1. Call to Order: President St.Myers called the meeting of the McMillan Library Board of Trustees to order at 5:00p.m.

2. Roll Call:

Board Members:

Andrea Galván

Dennis Martin

Michael Timm

William Clendenning

Evan O'Day

Karen Schill

Ron Rasmussen

Scott Kellogg

Conni O'Keefe

Emily Kent

Susan Feith

Elizabeth St.Myers

Administration: Heather Kinkade, Library Director; Claire Parrish, Assistant Director

Others in Attendance: Julie Timm, patron; Katherine Elchert, patron

3. Open Meetings Declaration: President St.Myers established that this was a public meeting and appropriate public notice with Zoom access was given.

4. Public Comment:

5. Approval of Previous Minutes

Motion by R. Rasmussen to approve the minutes of the April 16, 2025 Board Meeting, second by K. Schill. Discussion. Motion by S. Feith to amend the minutes with changes discussed in the meeting, second by A. Galván. Motion carried unanimously; Motion carried unanimously.

C. O'Keefe arrived at 5:04pm

S. Kellogg arrived at 5:06pm

6. Treasurer's Report

a. Monthly Finance Reports: Total from last month modified by reduction of \$139 due to a refund; 2024 YTD reviewed

b. Payment of the Bills

R. Rasmussen moves to approve the May invoices for a total of \$46,459.33, second by M. Timm. Motion carried unanimously.

R. Rasmussen moves to approve the May Endowment totalling 3,673 Endowment, seconded by S. Feith. Motion carried unanimously.

7. Director's Report

a. Library Use and Events: reviewed



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b. Statistics: reviewed

c. Miscellaneous: Public Library Association Conference will be in Minneapolis next year, Director Kinkade will keep the board informed as date gets closer about registration details

d. Meet the Board: Eric Norton on behalf of Camryn Webster: Norton read letter prepared by Webster

8. Committee Reports

a. Services Committee: met on April 23rd, discussed first steps for strategic plan; policy to review later on agenda

b. Buildings & Grounds Committee: N/A

c. Finance Committee: N/A

d. Personnel Committee: N/A

8. Unfinished Business

a. Library Board By-Laws Review: discussion on changed to the by-laws

Article II

Section 4: change agreeable

Section 8: leave annually, or take it out completely; remove section 8

Section 9: add the word annual before strategic; move to Services?

Article III

Section 1: "as presented by the director"; Martin: add language about number of board members

Section 2: changes agreeable

R. Rasmussen left at 5:53

Article IV:

Section 1: changes discussed; Clendenning suggests change to two years rather than proposed one

E. St. Myers left at 6:09pm

A. Galvan left at 6:17pm

1 year: 6 members support

Section 3: leave as is

Section 4: leave as is, no changes

Clendenning left at 6:35pm



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Article V

Section 1: changes good, add committees

Section 2: Elections in May, delete remaining language, end after annual meeting

E. Kent left at 7pm

Motion by M. Timm to table the rest of the by-law revisions until next month, second by S. Feith.

Motion carried unanimously.

Revision will resume at Article V Section 7.

b. Elevator Project: contact Schindler for invoice for first payment

c. Radtke Solar Maintenance Quote:

Motion by C. O'Keffe to pay \$859.44 for service work proposed, second by D. Martin. Motion carried unanimously.

d. HVAC: Estimate sent by TweetGarot; review with City to see if need to go to Public Bid

9. New Business

a. Records Retention Policy:

Motion by C. O'Keefe to accept the policy as presented, second by S. Kellogg. Motion carried unanimously.

b. Parliamentary Procedure: shared with board

c. Purchase of Two Copy Machines: presented and discussed

Motion by C. O'Keefe to approve the purchase of the two copy machines as presented, second by E. O'Day. Motion carried unanimously.

10. Information Requests

- Elevator Project update

11. Items for Next Agenda

- Nominating committee
- By-Laws

12. Adjournment

Motion to adjourn by M. Timm, second by C. O'Keefe. Motion carries unanimously.

Meeting adjourned by Vice President K. Schill at 7:36pm.

Respectfully Submitted: Claire Parrish, Assistant Director