



Board of Trustees

Meeting Minutes for

April 16, 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 - *Left at 7:28pm*

Susan Feith

Elizabeth St.Myers

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

Others in Attendance: James Stenze, Jewell Engineering; Kevin Fangman, patron; Julie Timm, patron; Josh Radtke, Radtke's Clean Energy

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

4. Approval of Previous Minutes

Motion by W. Clendenning to approve the minutes of the March 19, 2025 Library Board meeting and the April 9, 2025 Special Board Meeting, second by R. Rasmussen. Motion carried unanimously.

5. Radtke Solar Report

Highlights of inspection completed on 1/4/25 presented by Josh Radtke; Board request for quote to complete work needed

6. Elevator Project

Project Information packet presented by James Stenze

Elevator contract changes approved by City Attorney and Schindler, paperwork will be signed tomorrow and sent to Schindler.

Copy of signed contract will be included as an exhibit

Motion by R. Rasmussen to approve bid specifications and entrance modifications and elevator replacement pending City of Wisconsin Rapids Legal and Engineering review. Motion seconded by D. Martin. Motion carried unanimously.

7. Treasurer's Report

a. Monthly Finance Reports



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i. COWR Update: itemized invoice for 2024 COWR work was received for records, as well as an invoice for January-March 15, 2025; Comparison of lawn care, snow removal, maintenance services provided; Library NOT paying for admin services, IT services, or snow removal, Library is paying for lawn care, building maintenance, grounds maintenance, and special projects. Some questions remained related to the COLA increase and salaried employees being included on the invoices, to be addressed at a future meeting with the City. Board had previously been informed that the City was keeping the interest earned on library carryover funds, however those funds now appear on the 2024 YTD.

b. Payment of the Bills

Motion by R. Rasmussen to approve the April finance report and pay the 2024 invoices in the total amount of \$34,184.58. Motion seconded by S Feith. C. O'Keefe abstained. Motion carried.

Motion by R. Rasmussen to approve the April 2025 invoices in the total amount of \$44,585.85. Motion seconded by S. Kellogg. Motion carried unanimously.

Motion by R. Rasmussen to approve the Endowment bills in the amount of \$2,437.48. Second by S. Feith. Motion carried unanimously.

c. Quarterly report from Wood Trust received for Q1 2025: balance of large account \$3,431,360.72, approximately \$2,600,000 of which is restricted. Witter (\$1,377.27) and Vaughn (\$3,169.48) book fund interests paid out to purchase books

8. Director's Report,

a. Library Use and Events

Community partnerships: Met with WRPS and United Way to promote early literacy initiatives; Camryn (Social Work intern) and Eric partnered with foster care community; Community Clothing Bank program; Clean Green, Brings, and WRPD program on Saturday 4/26; Camryn will do another program on connecting with community resources; Events are publicized by email, Facebook, Instagram, weekly newsletter, TV screens, posters, occasional radio

IMLS Update: IMLS employees have been placed on leave and IMLS funding and grants cut; IMLS funds new director orientation, could have impacts on BadgerLink, online databases, statewide interlibrary loans. Director Kinkade will keep the Board updated as more information is known.

Programming: Bookmark contest wrapped up; Staff have created buttons for concert series, two big concerts coming up: Latin Jazz May 2, Sofia Talvik on May 22; summer planning underway

c. Miscellaneous

Book lockers: Recommendation to remove lockers, waiting for direction from SCLS;
Automatic Entrances: 6 month maintenance agreement signed

Coffee house: Quote for containment equipment for removing tile approx \$3200 + \$1000 in labor for Gordy and Travis to remove remaining cabinets, remove tile, fix floor, fix hole in wall,



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and put in panel wall; Install rubber flooring: Cost approx \$1000, Gordy and Travis can install for less than quoted amount; Total project cost approx. \$7500 + furnishing

Space will be used by Teens, Unrestricted donation recently received that could potentially pay for these costs

HVAC issues: COWR employees suggested the Board discuss switching rest of building to pneumatic system; Approx cost \$100,000 - will need to get cost estimates; Could be done over next 3-5 years, can be done in section; discussion on who would pay for this needs to happen between Board and the City.

d. Statistics: Visitor numbers are up, attributed to check-outs, lots of programs, popular movies, and warmer weather

9. Committee Reports

No committee meetings in past month

8. Unfinished Business

a. Donor Signage: Update from Tom @ Finishing Touch signs: Learning Futures project plaques slated to be in next round of production

Other signage: Samples from Maker Space - wood, acrylic and vinyl, acrylic on acrylic

Motion by R. Rasmussen to adopt acrylic and vinyl design for in-house signs. Second by C O'Keefe. 10 Ayes. 2 Nays. Motion carried by majority vote.

b. Bylaws Review: proposed changes to by-laws presented

9. New Business: No new business

10. Information Requests

- Set Services Committee meeting date

11. Items for Next Agenda

- **Building Updates:** HVAC, lockers, coffeeshop/teen space remodel
- Set of norms

12. Adjournment

Motion to adjourn by W. Clendenning, second by S. Feith. Motion carries unanimously.

Meeting adjourned by President St.Myers at 7:32pm.

Respectfully Submitted: A. Galván, Board Secretary