



# Board of Trustees

Meeting Minutes for

December 18, 2024

**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

Ryan Austin

William Clendenning

Evan O'Day

Karen Schill

Ron Rasmussen

Scott Kellogg

Conni O'Keefe

~~Emily Kent~~ - absent

Susan Feith

Elizabeth St.Myers

**Administration:** Katherine Elchert, Library Director; Claire Parrish, Assistant Director

**Others in Attendance:** Kevin Fangman, patron; Eric Miller, 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. Approval of Previous Minutes**

**Motion by W. Clendenning to approve minutes of the November 20, 2024 meeting and the December 12, 2024 Special Board meeting, second by A. Galván. Motion carried unanimously.**

**5. Treasurer's Report**

**a. Monthly Finance Reports:**

Endowment Book Funds dispersed in 2023: Vaughn: \$1,458.35, Witter: \$633.64; never cashed as were not seen at the library. The Endowment Board will provide clarification on how funds are dispersed and who signed the checks disbursed in 2022.

**b. Payment of the Bills:** \$749.11 Demco bill was listed for two months in a row, the actual paid bills from November were \$36,361.39.

**Motion by R. Rasmussen to approve the December bills at 35,505.31, second by K. Schill. Motion carried unanimously.**

**Motion by A. Galván to approve the Endowment bills at \$10,600, second by R. Rasmussen. Motion carried unanimously.**

**6. Director's Report**

**a. Library Use and Events:** Director's report shared

**b. Statistics:** Reviewed

**c. Miscellaneous:** N/A



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**d. Meet the Board: N/A**

## 7. Committee Reports

**a. Services Committee:** Did not meet

**b. Buildings & Grounds Committee:** Did not meet

**c. Finance Committee:** Met December 11th; discussed policies

**d. Personnel Committee:** Did not meet

## 8. Unfinished Business

**a. Library Board Workshop Update:** On pause until new Director arrives

**b. 2024 Facility Updates:** Radtke signed agreement has been submitted; Jewell is conducting bid process until December 23rd, January 7th at 5pm there will be a Special Meeting with Jewell to present the bids and recommendations to expedite the elevator purchase

## 9. New Business

**a. 2025 Closures: Motion by R. Rasmussen to approve the 2025 closure dates as presented, second by C. O'Keefe. Motion carried unanimously.**

**b. 2025 COLA: Motion by C. O'Keefe to accept the 2% COLA as presented, second by S. Kellogg. Motion by W. Clendenning to amend the amount to 3%, second by E. O'Day.**

Roll Call:

Andrea Galván - no

Dennis Martin - yes

Ryan Austin - yes

William Clendenning - yes

Evan O'Day - yes

Karen Schill - yes

Ron Rasmussen - no

Scott Kellogg - yes

Conni O'Keefe - yes

~~Emily Kent~~ - excused

Susan Feith - no

Elizabeth St.Myers - yes

**Motion to amend to 3% passes with 8 yes votes and 3 nos.**

**Motion by C. O'Keefe to accept the amended 3% COLA as presented, second by S. Kellogg. Motion carried, R. Rasmussen and S. Feith opposed.**

**c. Reserve Fund Policy:** Reviewed

**Motion by R. Rasmussen to approve the reserve fund policy as presented, second by S. Kellogg. Motion carried unanimously.**

**d. Endowment Information Request:** clarification on what is known and not known re: specifications of the book funds in terms of what can be purchased; clear outline of all the funds and their restrictions

## 10. Information Requests:

- Endowment follow-up



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## **11. Items for Next Agenda**

**Motion to adjourn by A. Galván, second by S. Kellogg. Motion carried unanimously.**

**Meeting adjourned by President St.Myers at 6:26pm.**

**Respectfully Submitted: Claire Parrish, Assistant Director**