



490 East Grand Avenue  
Wisconsin Rapids, WI 54494  
(715) 422-5136  
[www.mcmillanlibrary.org](http://www.mcmillanlibrary.org)

Notice is hereby given of a meeting of the McMillan Library Board of Trustees to be held in the Meeting/Training Room at McMillan Library, 490 E Grand Ave on Wednesday, June 18, 2025 at 5:00pm. The public may attend in person, call into the meeting 1 (312) 626-6799 (access code: 261 293 8727, password: 369900773) or by joining in virtually via zoom link: <https://us02web.zoom.us/j/2612938727>

## Agenda

**1. Call to Order**

**2. Roll Call**

**3. Open Meeting Declaration**

The open forum is at the option of the Library Board President and ground rules may be established in order to ensure the orderly conduct of business. Please keep in mind that this is a meeting of the Library Board, open to the public, and not a public hearing. Persons who wish to address the Library Board may make a statement as long as it pertains to a specific agenda item. Individuals should not expect to engage in discussion with the members of the Library Board. The Board President may or may not respond to statements made.

**4. Public Comment**

**5. Approval of Previous Minutes**

- a. May 21, 2025 Board Minutes

**6. Treasurer's Report**

- a. Monthly Finance Reports
- b. Payment of the Bills

**7. Director's Report**

- a. Library Use and Events
- b. Statistics
- c. Miscellaneous
- d. Meet the Board: No One this Month

**8. Committee Reports**

- a. Services Committee
- b. Buildings & Grounds Committee
- c. Finance Committee
- d. Personnel Committee

Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact: Heather Kinkade, Library Director; [hkinkade@mcmillanlibrary.org](mailto:hkinkade@mcmillanlibrary.org) so that necessary arrangements can be made to accommodate each request. It is possible that members of and possibly a quorum of members of the governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

- 8. Unfinished Business**
  - a. Library Board By-Laws Review
  - b. Elevator Project Update
- 9. New Business**
  - a. Term Limits
  - b. Endowment Board Appointment
  - c. Endowment Policy
  - d. Grant Management Policy
  - e. Teen Space Remodel
  - f. Draft 2026 Budget
  - g. Job Description Update
    - i. Library Assistant
    - ii. Community Engagement Librarian
- 10. Information Requests**
- 11. Items for Next Agenda**
- 12. Adjournment**

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