

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES  
February 19, 2018 MEETING MINUTES  
Park View Room, Village Hall

1. Call to Order.

The meeting was called to order at 4:38 p.m. Board members present were: John Alexander, David Hecker, Bonnie Klamik, Patty Kujawa, Kristin Olson, Karen Sopik, Mary Weller and Library Director Sarah Muench, Board Administrative Officer.

2. Approval of the Agenda.

Upon motion made by Patty Kujawa and seconded by John Alexander, the Agenda was unanimously approved.

3. Hearing of the Public. By Janet Wintersberger, FOEGL President.

- a. The current membership is 219.
- b. 100 people attended the *Caps for Sale* program.
- c. The next children's program is *Poetry and Pizza* on April 13th. This program will be moderated by a local teacher.
- d. *An Evening with Anita Schreive* will take place in April at the Woman's Club. FOEGL hopes to attract 200 people, although the venue can accommodate up to 300.
- e. *Lights of Love* raised \$18,000. Although the results were good, 60 donors from last year didn't contribute and only one business contributed.
- f. FOEGL purchased 20 new tables for the book sale. The old tables will be discarded, as they are very heavy and in bad shape.
- g. FOEGL representatives met with village staff to verify its responsibility with respect to library improvements. The Village pays for library operation expenses. Things that enhance patron experience is FOEGL's responsibility. FOEGL is considering interior space and exterior space for future donations.
- h. The annual book sale starts on Thursday, March 1<sup>st</sup>, and runs through Sunday, March 4<sup>th</sup>.

4. Minutes of the Previous Meeting.

The minutes of the January 22, 2018 meeting were reviewed and amended as follows: Under 8b, the last sentence should be changed to read, "There were changes to #3 and #4." Upon motion made by Patty Kujawa and seconded by John Alexander, the minutes were approved as amended.

5. Future Meeting Dates.

March 19, 2018

April 16, 2018

May 21, 2018

Upon motion made by David Hecker and seconded by John Alexander, the dates were approved.

6. Treasurer's Report

(a) Operating Budget Accounts Payable

**February 2018**

- On a motion by John Alexander and seconded by David Hecker, the board approved the expenditure of \$19,511.31 in January 2018.

(b) Gift Fund Accounts Payable.

(1) LGIP-4

**February 2018**

- On a motion by John Alexander and seconded by David Hecker, the board approved the expenditure of \$2,689.92 in February 2018.

(2) LGIP-10 None.

(c) Capital Expenditures

**February 2018**

- On a motion by John Alexander and seconded by Mary Weller, the board approved the expenditure of \$329.99 in February 2018.

(d) Gift Fund Status of Accounts. The following Gift Fund account balances were announced:

**January 2018**

i. LGIP-4	\$ 6,888.20
ii. LGIP-10	\$32,692.73

7. Director's Report

- a. Activity report
- b. Youth report
- c. Gifts (no gifts)

8. Old Business

No Old Business.

9. New Business.

- a. Strategic Plan progress update. Passed in October 2016. Sarah updated.

10. At 5:50 p.m. the board unanimously voted to convene into closed session pursuant to WSS Section 19.85[1][c] to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body

has jurisdiction or exercises responsibility, regarding performance evaluation of library director. May reconvene into open session to take action on items discussed in closed session.

11. At 6:30 p.m. the board voted unanimously to reconvene into open session. Upon motion made by John Alexander and seconded by David Hecker, the board voted to give Sarah Muench the annual village salary increase of 2%, retroactive to January 1, 2018.

Upon motion made by John Alexander and seconded by Kristin Olson, the meeting was adjourned at 6:33 p.m.

Respectfully submitted,

Karen Sopik  
Secretary