

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES  
January 17, 2022 APPROVED MEETING MINUTES

1. Call to Order.

The meeting was called to order at 5:00 p.m. Board members present were: Dave Hecker, Kristina Sayas and Karen Sopik, in person; John Alexander and Kayte Parkin, via Zoom. Also present: Sarah Muench, Library Director, in person. Excused: Sally Cashin and Kristina Olson.

2. Approval of the Agenda.

Upon motion made by Dave Hecker and seconded by John Alexander, the Agenda was approved by the board.

3. Hearing of the Public. Dave Cronin presented via Zoom.

- a. FOEGL does not meet in January.
- b. Bee program scheduled for February 5<sup>th</sup>.
- c. Lights of Love numbers are still rising, with the current amount raised approximately \$22,000 before expenses.
- d. 90 cloth bags from sewing group are complete.

4. Minutes of the December 20, 2021 Meeting.

The minutes of the December 20, 2021 meeting were reviewed. Upon motion made by John Alexander and seconded by Kristina Sayas, the minutes were approved as written.

5. Future Meeting Dates.

February 21, 2022

March 21, 2022

April 18, 2022

Upon motion made by Dave Hecker and seconded by Karen Sopik, the dates were approved.

6. Treasurer's Report

(a) Operating Budget Accounts Payable

December 2021 (Part 2)

On a motion by John Alexander and seconded by Kristina Sayas, the board approved the expenditure of \$4,629.66 in December.

(b) Gift Fund Accounts Payable

(1) LGIP-4

December 2021 (Part 2)

- On a motion by John Alexander and seconded by Karen Sopik, the board approved the expenditure of \$6,402.43 in December.

(c) FOEGL Gift Fund Accounts Payable

December 2021 (Part 2)

- On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$1,624.68 in December.

(d) Operating Budget Accounts Payable

January 2022

- On a motion by John Alexander and seconded by Kristina Sayas, the board approved the expenditure of \$2,738.98 in January.

(e) Gift Fund Accounts Payable

(1) LGIP-4

January 2022

- On a motion by John Alexander and seconded by Karen Sopik, the board approved the expenditure of \$45.51 in January.

(f) FOEGL Gift Fund Accounts Payable

January 2022

- On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$1,406.40 in January.

(g) Gift Fund Status of Accounts.

The following Gift Fund Account balances were announced:

December 2021

i.	LGIP-4	\$33,059.24
ii.	FOEGL	\$16,112.18
iii.	LGIP-10	\$23,887.60

7. Director's Report

- A. Library statistics, programming and activity report
- B. Youth report

C. Gifts (No gifts)

8. Old Business

Facilities assessment final revised contract

a. Facilities assessment final revised contract

The Contract will be signed by Sarah this week. The report issued by FEH Design will have suggested phases, in the event we choose to move forward in a phased way. Second, there will not be a building component to their final report. And finally, FEH Design's report will become the property of the Village.

9. New Business

a. Review of EGPL Collections Development Policy

Our current policy was approved in July of 2019. It is on the agenda so that new board members are able to familiarize themselves with the collection development policy that our staff uses.

10. Convene into closed session

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 exercised responsibility, regarding performance evaluation and compensation of Library Director. May reconvene into open session to take action on items discussed in closed session.

11. Reconvene into open session

Upon unanimous motion, the board agreed to reconvene into open session. On a motion made by Dave Hecker and seconded by Kristina Sayas, the board unanimously and enthusiastically voted to award Sarah Muench a 2% salary raise retroactive to January 1, 2022 and a further 1% salary raise effective July 1, 2022, pursuant to the applicable compensation guidelines of the Village of Elm Grove.

Upon motion made by Dave Hecker and seconded by Kristina Sayas, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Karen Sopik  
Secretary