

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES

April 19, 2021 MEETING MINUTES

For approval at the May 17, 2021 Meeting

Meeting Held Via Zoom

1. Call to Order.

The meeting was called to order at 5:03 p.m. Board members present were: John Alexander, Sally Cashin, Dave Hecker, Kristin Olson, Kayte Parkin and Karen Sopik, via Zoom. Also present: Sarah Muench, Library Director, in person; and Kathy Cavalco, FOEGL president, via Zoom.

2. Approval of the Agenda.

Upon motion made by John Alexander and seconded by Kayte Parkin, the Agenda was approved by the board.

3. Staff Recognition. Nancy Arevalo recently celebrated her 20th anniversary with the library. Nancy works in the circulation department, managing the supply of materials that come into the library and go out. Nancy is the contact person between libraries for any materials that may need special handling. Nancy also handles new library cards and out-of-area cards. Nancy does library fine follow-up and problem solves patron circulation issues.

4. Hearing of the Public. (Kathy Cavalco reported via Zoom)

- a. The FOEGL board held its monthly meeting on Thursday, April 15th, at 9:30 a.m., via Zoom. The next meeting will take place on May 20th.
- b. The nominating committee is working to fill three open FOEGL board positions, two members-at-large and president.
- c. FOEGL's Children's Program chairs will host an Arbor Day program in conjunction with the Elm Grove Beautification Committee on Saturday, April 24th, at 11:00 a.m., near the library entrance. The event will feature outdoor story reading and a craft project for children, along with tree climbing. The event will take place rain or shine.
- d. The membership drive planning is underway. Membership renewal forms for 2021-22 will be mailed in May.
- e. "Step Up for your Library" post card appeal update – a total of 84 cards were sent to the Waukesha County Finance Board in support of funding for the library.
- f. The book crew is evaluating when they can start accepting donations for the next Used Book Sale.

5. Minutes of the Previous Meeting.

The minutes of the March 22, 2021 meeting were reviewed. There is a change to #11, Convene into Closed Session. Sentence #1 should end after “regarding employee compensation” and not include the words “of library director.” Upon motion made by Dave Hecker and seconded by John Alexander, the minutes were approved as amended.

6. Future Meeting Dates.

May 17, 2021

June 21, 2021

July 19, 2021

Upon motion made by Kayte Parkin and seconded by Sally Cashin, the dates were approved.

7. Treasurer’s Report

(a) Operating Budget Accounts Payable

April 2021

- On a motion by John Alexander and seconded by Kristin Olson, the board approved the expenditure of \$5,716.42 in April.

(b) Gift Fund Accounts Payable

(1) LGIP-4

April 2021

- On a motion by John Alexander and seconded by Karen Sopik, the board approved the expenditure of \$3,797.93 in April.

(c) Capital Budget Accounts Payable

April 2021

- On a motion by John Alexander and seconded by Sally Cashin, the board approved the expenditure of \$879.55 in April.

(d) Gift Fund Status of Accounts.

The following Gift Fund Account balances were announced:

March 2021

- | | | |
|-----|---------|-------------|
| i. | LGIP-4 | \$51,397.60 |
| ii. | LGIP-10 | \$23,878.15 |

8. Director’s Report

A. Library statistics, activity and programming

B. Youth Report

C. Gifts

On a motion by Dave Hecker and seconded by Kristin Olson, the board accepted the following gift:

- \$120 from the Kiwanis Club of Elm Grove Golden K for the purchase of children's books in honor of Kiwanis Club speakers.

9. Old Business

Library Board Bylaws Correction. The following is a Proposed Bylaw Amendment to correct an omission in Article III, Section 1, first sentence.

- The first sentence of Article III, Section 1, Officers, of the Bylaws, as adopted, states that "The officers of the Board shall be a president, a vice president, a secretary, an assistant secretary and treasurer, elected from among the appointed Trustees at the May Board meeting." This listing omits mention of the assistant treasurer position and therefore, it is recommended that this error be corrected by amending said first sentence to read: "The officers of the Board shall be a president, a vice president, a secretary, an assistant secretary, a treasurer and an assistant treasurer, elected from among the appointed Trustees at the Board meeting."

10. New Business

Trustee Handbook Chapter 5: Hiring a Library Director
Discussion on Chapter 5

Upon motion made by John Alexander and seconded by Sally Cashin, the meeting was adjourned at 6:13 p.m.

Respectfully submitted,

Karen Sopik
Secretary