

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES  
March 22, 2021 MEETING MINUTES  
For approval at the April 19, 2021 Meeting  
Meeting Held Via Zoom

1. Call to Order.

The meeting was called to order at 5:02 p.m. Board members present were: John Alexander, Sally Cashin, Dave Hecker, Kim Irwin, Kayte Parkin and Karen Sopik, via Zoom. Also present: Sarah Muench, Library Director, in person; and Kathy Cavalco, FOEGL president, via Zoom. Excused: Kristin Olson.

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.

Rachael Fealy-Layer joined our library staff as technical services librarian in June of 2019. She introduced herself and talked about her cataloguing responsibilities at the library.

This is Kim Irwin's last meeting as a library trustee. She joined the board in June 2019 as a Village Trustee, and her term will end with the April election. The board thanked Kim for her outstanding service on the library board over the past two years.

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

- a. The FOEGL board held its monthly meeting on Thursday, March 18<sup>th</sup>, at 9:30 a.m., via Zoom. The next meeting will take place on April 15<sup>th</sup>.
- b. FOEGL's Children's Program chairs will host an Arbor Day program in conjunction with the Elm Grove Beautification Committee on Saturday, April 24<sup>th</sup>. A craft project will be provided for the children that attend.
- c. The membership drive is underway with outreach to new Village families. Membership envelopes for 2021-22 will go out soon. The Lifetime Membership plaque has been updated and is hanging in the library.
- d. Post Card Appeal. A "Step Up for your Library" program has been initiated by the Bridges Library System and is being coordinated through FOEGL in support of the EG

library. Fifty cards were sent by members of the public to the Waukesha County Board in support of funding for the EG library.

- e. FOEGL has been accepted as an Amazon Smile charity to receive .05% of qualified purchases.

5. Minutes of the Previous Meeting.

The minutes of the February 22, 2021 meeting were reviewed. Upon motion made by Dave Hecker and seconded by John Alexander, the minutes were approved as written.

6. Future Meeting Dates.

April 19, 2021

May 17, 2021

June 21, 2021

Upon motion made by Dave Hecker and seconded by Sally Cashin, the dates were approved.

7. Treasurer's Report

(a) Operating Budget Accounts Payable

March 2021

- On a motion by John Alexander and seconded by Karen Sopik, the board approved the expenditure of \$3,209.63 in March.

(b) Gift Fund Accounts Payable

(1) LGIP-4

March 2021

- On a motion by John Alexander and seconded by Sally Cashin, the board approved the expenditure of \$10,572.25 in March.

(c) Gift Fund Status of Accounts.

The following Gift Fund Account balances were announced:

February 2021

i. LGIP-4 \$61,773.10

ii. LGIP-10 \$23,877.00

8. Director's Report

- A. Library statistics, activity and programming
- B. Youth Report
- C. Gifts

On a motion by Dave Hecker and seconded by John Alexander, the board accepted the following gifts:

- \$62.52 from the Elm Grove Woman's Club, for the purchase of four books in memory of Helen Flanner, Kathleen Suhr, Romona Tetzlaff and Judy Thompson.
- \$125 from the family of Helen Flanner for the purchase of books in memory of her.

#### 9. Old Business

- 2020 Public Library Annual Report  
Sarah filed the annual report one week early. She compiled facts, figures, data points, program information, and governance details about the Elm Grove Library. The report was longer than usual due to an extra section regarding our library's response to Covid 19.

#### 10. New Business

- a. Allowable Costs Worksheet  
Upon motion made by Dave Hecker and seconded by John Alexander, the board voted to approve the Allowable Costs Worksheet form. This form will be sent to the Bridges Library System.
- b. Trustee Handbook Chapter 7: The Library Board and Library Personnel  
Discussion on Chapter 7

#### 11. Convene into Closed Session 6:11 p.m.

By unanimous motion, the board agreed 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 employee compensation of library

director. May reconvene into open session to take action on items discussed in closed session.

12. Reconvene into open session 6:30 p.m.

“The Village of Elm Grove Personnel Policy Manual applies to Library employees with two exceptions which took effect on July 1, 1996 and are set forth in the Library Preface to the Village of Elm Grove Personnel Policy Manual. The first exception set forth in the Library Preface applies to the section entitled Classification of Employees in respect to part-time Library employees and the second exception set forth in the Library Preface applies to the section entitled Vacation in respect to full time and part-time Library employees. By motion made by David Hecker and seconded by Sally Cashin, The Elm Grove Library Board of Trustees unanimously resolves to further limit the application of the Library Preface to only those Library employees who were hired before March 22, 2021. The Board further resolves that all Library employees who are hired on or after March 22, 2021 are subject to the provisions of the Village of Elm Grove Personnel Policy Manual in effect as of the date of their hire and that said Library Preface shall not apply to such employees.”

Upon motion made by Kim Irwin and seconded by John Alexander, the meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Karen Sopik  
Secretary