

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES

October 18, 2021 MEETING MINUTES

For approval at the November 15, 2021 Meeting

Park View Room

1. Call to Order.

The meeting was called to order at 5:01 p.m. Board members present were: John Alexander, Sally Cashin, Dave Hecker, Kayte Parkin, Kristina Sayas and Karen Sopik. Also present: Sarah Muench, Library Director. Excused: Kristin Olson.

2. Approval of the Agenda.

Upon motion made by Sally Cashin and seconded by John Alexander, the Agenda was approved by the board.

3. Hearing of the Public. Dave Cronin presented.

a. The November mini book sale fundraiser will be larger this year. Due to cancellation in 2020, there are more items to sell.

b. The Lights of Love fundraiser will be held on December 5th. It will include indoor events and outdoor events.

c. The Business Association of Elm Grove will hold a Trick or Treat event on Saturday, October 23rd, from 3:00-6:00 p.m. FOEGL will be a participant in giving out treats to the children.

4. Minutes of the Previous Meeting.

The minutes of the September 20, 2021 meeting were reviewed. Upon motion made by Dave Hecker and seconded by John Alexander, the minutes were approved as written.

5 Future Meeting Dates.

November 15, 2021

December 20, 2021

January 17, 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

October 2021

- On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$4,402.58 in October.

(b) Gift Fund Accounts Payable

(1) LGIP-4

October 2021

- On a motion by John Alexander and seconded by Karen Sopik, the board approved the expenditure of \$4,375.02 in October.

(c) FOEGL Gift Fund Accounts Payable

- On a motion by John Alexander and seconded by Sally Cashin, the board approved the expenditure of \$869.06 in October.

(d) Gift Fund Status of Accounts.

The following Gift Fund Account balances were announced:

August 2021

i.	LGIP-4	\$40,550.41
ii.	FOEGL	\$21,621.81
iii.	LGIP-10	\$23,883.83

7. Director's Report

A. A Request for Proposal for facilities assessment was sent out to three companies. Bids are due by the end of the month.

B. Library statistics, programming and activity report

C. Youth report

D. Gifts

Upon motion made by John Alexander and seconded by Sally Cashin, the board accepted a gift of \$120 from the Kiwanis Club of Elm Grove – Golden K, for the purchase of children's books.

8. Old Business

a. Fines and charges policy

Upon motion made by Dave Hecker and seconded by John Alexander, the board approved the "Fines and charges policy" document as amended.

b. 2022-2026 Capital Budget for Approval

Upon motion made by Dave Hecker and seconded by Karen Sopik, the board approved the "Capital Budget" document as written and discussed at the October meeting.

9. New Business

- a. **2022 Operating Budget**
Sarah reviewed a budget draft with the board. It will be presented to the Village budget committee on October 19th. Upon motion made by John Alexander and seconded by Kayte Parkin, the board approved the “2022 Operating Budget” document as written.

- b. **Trustee Essentials Chapter 13: Library Advocacy**
Discussion on this chapter and how it relates to the Elm Grove Library.

Upon motion made by John Alexander and seconded by Sally Cashin, the meeting was adjourned at 6:12 p.m.

Respectfully submitted,

Karen Sopik
Secretary