

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES

November 15, 2021 MEETING MINUTES

For approval at the December 20, 2021 Meeting

Reinders Room

1. Call to Order.

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

2. Approval of the Agenda.

Upon motion made by John Alexander and seconded by Kristin Olson, the Agenda was approved by the board.

3. Update – ACT 150 Waukesha County Library Planning

Dave DeAngelis updated the board about the Waukesha County Library Planning Committee's 5-year plan and how it relates to the Elm Grove Public Library.

4. Hearing of the Public. Dave Cronin presented.

a. The Village Halloween event for children was a big success. FOEGL gave out several hundred gift bags.

b. Mini book sale raised approximately \$1,100.

c. Lights of Love is the next big event for FOEGL.

d. There was another \$1,000 gift to FOEGL in the past month.

5. Minutes of the Previous Meeting.

The minutes of the October 18, 2021 meeting were reviewed. Upon motion made by Dave Hecker and seconded by Kayte Parkin, the minutes were approved as written.

6 Future Meeting Dates.

December 20, 2021

January 17, 2022

February 21, 2022

Upon motion made by Kayte Parkin and seconded by John Alexander, the dates were approved.

7. Treasurer's Report

(a) Operating Budget Accounts Payable

November 2021

- On a motion by John Alexander and seconded by Sally Cashin, the board approved the expenditure of \$13,719.97 in November.

(b) Gift Fund Accounts Payable

(1) LGIP-4

November 2021

- On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$2,960.57 in November.

(c) FOEGL Gift Fund Accounts Payable

- On a motion by John Alexander and seconded by Kristin Olson, the board approved the expenditure of \$926.52 in November.

(d) Gift Fund Status of Accounts.

The following Gift Fund Account balances were announced:

November 2021

i.	LGIP-4	\$36,299.62
ii.	FOEGL	\$20,979.94
iii.	LGIP-10	\$23,884.89

8. Director's Report

- A. Library statistics, programming and activity report
- B. Youth report
- C. Gifts (No gifts this month.)

9. Old Business

- a. Fines and charges policy

Upon motion made by Dave Hecker and seconded by Kayte Parkin, the board approved the "Fines and charges policy" document as amended on November 15, 2021.

10. New Business

- a. 2022 addendum to Bridges member library & CAFÉ agreements
Upon motion made by John Alexander and second by Sally Cashin, the board approved the 2022 Annual Addendum to the Bridges Library System as written.
- b. Proposed 2022 closed dates

Upon motion made by John Alexander and seconded by Sally Cashin, the board approved the following dates for the library to be closed in 2022:

- Saturday, 1/1/2022 (closed)
- Monday, 1/3/2022 (New Year's holiday observed. Village Hall closed)
- Friday, 4/15/2022 (Good Friday holiday. Village Hall closed)
- Saturday, 4/16/2022 (Closed Easter Weekend)
- Friday, 5/6/2022 (Staff in-service training/development day)
- Saturday, 5/28/2022 (Closed Memorial Day holiday. Village Hall closed)
- Monday, 5/30/2022 (Memorial Day holiday. Village Hall closed)
- Monday, 7/4/2022 (Independence Day holiday. Village Hall closed)
- Monday, 9/5/2022 (Labor Day holiday. Village Hall closed)
- Wednesday, 11/23/2022 (Library closes at 4:30 p.m.)
- Thursday, 11/24/2022 (Thanksgiving holiday. Village Hall closed)
- Friday, 11/25/2022 (Thanksgiving holiday. Village Hall closed)
- Friday, 12/2/2022 (Staff in-service training/development)
- Friday, 12/23/2022 (Christmas Eve holiday observed. Village Hall closed)
- Saturday, 12/24/2022 (Closed)
- Sunday, 12/25/2022 (Closed)
- Monday, 12/26/2022 (Christmas Day holiday observed. Village Hall closed)
- Saturday, 12/31/2022 (Close at 2:00 p.m.)

c. Facilities assessment proposals

Began discussion regarding the 3 proposals received for our facilities assessment. Further discussion and interviews will occur before a company is selected.

Upon motion made by Dave Hecker and seconded by Kristina Sayas, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Karen Sopik
Secretary