

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES

August 22, 2022 MEETING MINUTES

For approval at the September 19, 2022 Meeting

Park View Room

1. Call to Order.

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

2. Approval of the Agenda.

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

3. Minutes of the July 25, 2022 Meeting.

The minutes of the July 25, 2022 meeting were reviewed. Upon motion made by Karen Sopik and seconded by Dave Hecker, the minutes were approved after the following change has been made: *“Under 7(d) Status of Accounts, change the date from May 2022 to July 2022.”*

4. Hearing of the Public.

- David Stokes, naturalist and conservationist, will lead a FOEGL program on October 15, 2022. Although the program is designed for children, it may also be of interest to adults.
- The mini book sale will take place on November 12, 2022.
- Amanda Glassman will lead FOEGL’s efforts to improve communications on all digital platforms.
- Lori Leahy will lead up efforts to bring back Bookie Cookie in 2023.
- FOEGL’s By-laws have been changed so that more members can be more involved in the financials. The goal is to promote transparency.

5. Future Meeting Dates.

September 7, 2022 at 6:30 p.m.

September 19, 2022 at 5:00 p.m.

October 17, 2022 at 5:00 p.m.

Upon motion made by Dave Hecker and seconded by John Alexander, the dates were approved.

6. Treasurer's Report

(a) Operating Budget Accounts Payable

August 2022

- On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$5,988.59 in August.

(b) Gift Fund Accounts Payable

(1) LGIP-4

August 2022

- On a motion by John Alexander and seconded by Sally Cashin, the board approved the expenditure of \$378.03 in August.

(c) FOEGL Gift Fund Accounts Payable

August 2022

- On a motion by John Alexander and seconded by Karen Sopik, the board approved the expenditure of \$1,602.29 in August.

(d) Status of Accounts

The following Gift Fund Account balances were announced:

August 2022

| | | |
|------|---------|-------------|
| i. | LGIP-4 | \$24,692.76 |
| ii. | FOEGL | \$33,988.94 |
| iii. | LGIP-10 | \$22,021.52 |

7. Director's Report

- a. Library statistics, programming and activity report
- b. Youth report
- c. Gifts – no gifts

8. Old Business

Facilities assessment update. On Wednesday, September 7, 2022, FEH will present its draft report to the board. The report will be emailed to trustees prior to the meeting.

9. New Business

a. 2023-2027 Capital budget requests.

Upon motion made by Dave Hecker and seconded by John Alexander, the board voted to submit the 5-year Capital Budget to the village for review.

b. Draft Circulation Policy

A draft policy was presented to the board for review. This will be on the agenda at the September 19, 2022 meeting.

c. Employee Recognition

John Olsan is retiring from the library after 20 years of service. Upon motion made by Dave Hecker and seconded by Kristin Olson, the following Resolution was unanimously adopted by the Elm Grove Public Library Board of Trustees:

WHEREAS John Olsan has served the Elm Grove Public Library for more than twenty years as of May 1, 2022;

WHEREAS John Olsan most recently served as the Library Assistant responsible for tracking and checking invoices, vendor communications and patron services at the circulation desk among other duties;

WHEREAS John Olsan has performed his responsibilities with distinction throughout his many years of service, bringing valued expertise and dedication to his work.

WHEREAS John Olsan, as one of the longest serving current employees of the Library, has been an important source of institutional knowledge which he has freely shared with the other professional staff; and

WHEREAS John Olsan is retiring from the Elm Grove Public Library effective September 2, 2022;

NOW, THEREFORE, BE IT

RESOLVED, that the Elm Grove Public Library Board of Trustees:

1. Honors and is grateful to John for two decades of dedicated service to the Library and the Elm Grove community and for the professionalism he consistently demonstrated in the performance of his duties,

2. Expresses its sincere appreciation to John for his many contributions to the success of the Library, assistance to his colleagues and service to the thousands of library patrons he served over twenty years and
3. Directs the President of the Board to present this resolution to John upon his retirement on September 2, 2022.

Upon motion made by Dave Hecker and seconded by John Alexander, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Karen Sopik
Secretary