

Elm Grove Public Library Board of Trustees  
February 20, 2023 Meeting Minutes  
For Approval at the March 20, 2023 Meeting

**1. Call to order**

The meeting was called to order at 5:03pm. Board members present were: Kristina Sayas, John Alexander, Sally Cashin, Dave Hecker, Kayte Parkin, Kristin Olson, & Kim Irwin (via Zoom) Also present: Sarah Muench, Library Director.

**2. Approval of agenda**

Upon motion made by John Alexander and seconded by Sally Cashin, the agenda was approved with the modification of adding one new business item.

**3. Minutes of the January 16, 2023 meeting**

Upon motion made by Kristina Sayas and seconded by John Alexander, the meeting minutes from the meeting on January 16, 2023 were approved with Dave's suggested formatting modification.

**4. Hearing of the public**

- FOEGL report by FOEGL President Dave Cronin

**5. Confirm future meeting dates in the Village Hall - Park View Room, 5pm**

- March 20, 2023
- April 17, 2023
- May 22, 2023

Upon motion made by Dave Hecker and seconded by Kristin Olson, the future meeting dates were approved.

**6. Treasurer's report**

- O.B. accounts payable February 2023: **\$12,100.25**

On a motion made by John Alexander and seconded by Sally Cashin, the board approved the expenditure of the amount noted above.

- LGIP4 gift fund accounts payable February 2023: **\$217.10**

On a motion made by John Alexander and seconded by Kristin Olson, the board approved the expenditure of the amount noted above.

- LGIP10 (Kathryn Schmidt Fund) gift fund accounts payable February 2023: **\$3,000.00**

On a motion made by John Alexander and seconded by Dave Hecker, the board approved the expenditure of the amount noted above.

- FOEGL gift fund accounts payable February 2023: **\$1,008.32**

On a motion made by John Alexander and seconded by Dave Hecker, the board approved the expenditure of the amount noted above.

- Status of accounts

The following are the Gift Fund Account balances as of January 31, 2023:

- LGIP-4 = \$ 27,345.39
- FOEGL = \$21,583.63
- Total LGIP-4 Balance = \$48,929.02

- LGIP-10 = \$15,307.50
- Overall Gift Fund Total = \$64,236.52

## **7. Director's report**

- Library statistics, staff activity, adult programming and other news
- Youth report
- Gifts
  - \$5,000 from an anonymous donor for staff development, training, & assistance

Upon motion made by Dave Hecker and seconded by Sally Cashin the board voted to accept the gift noted above.

## **8. Old business**

Strategic Plan Update – planning team developed list of possible attendees for WiLS Community Conversations; there will be two conversations held in the coming weeks. Staff will participate in a SOAR analysis meeting in March.

## **9. New business**

- Trustee Essentials Chapters 24 & 25
- Public Library Annual Report Approval
  - Dave made a motion that the Board authorize Sarah & David to sign the annual report upon its completion later this month, including the commentary regarding Bridges Library System, with the expectation that Board will see the report at the March meeting. John Alexander seconded the motion and it was approved by unanimous vote.

## **10. Convene into closed session**

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. May reconvene into open session to act on items discussed in closed session.

At 5:58pm, John Alexander made a motion to convene into closed session and Kristin Olson seconded motion. The closed session meeting was unanimously called to order at 5:59 pm. Board members present were: Kristin Olson, Kristina Sayas, John Alexander, Kim Irwin (via Zoom), Sally Cashin, Kayte Parkin, and Dave Hecker. Also present: Sarah Muench, Library Director.

## **11. Return to open session**

By unanimous motion made by Dave Hecker & seconded by Kristin Olson the Board reconvened into open session at 6:10. Upon discussion, the following motion was made by Kayte Parkin and seconded by Kristin Olson:

The Board of Trustees unanimously approved the recommendations of the Library Director (1) to increase the hourly compensation rate applicable to the library pages by 2% retroactive to January 1, 2023 and by a further 1% effective July 1, 2023, pursuant to the compensation guidelines for the Village of Elm Grove full and part time employees for 2023 and (2) prospectively, to increase library pages' hourly rate by the same percentage increase as may periodically be authorized by the Village Board of Trustees for full and part time Village employees in future years, unless and until the Library Board of Trustees acts to amend or revoke this resolution.

## **12. Adjournment**

Upon motion made by John Alexander and seconded by Kristin Olson, the board adjourned the meeting at 6:14.

Respectfully Submitted By:

Kayte Parkin  
Secretary