

Elm Grove Public Library Board of Trustees  
January 16, 2023 Meeting Minutes  
For Approval at the February 20, 2023 Meeting

**Call to order**

The meeting was called to order at 5:02pm. Board members present were: Dave Hecker, Kim Irwin, Kristina Sayas, Sally Cashin, John Alexander, Kayte Parkin. Also present: Sarah Muench, Library Director. Attending via zoom: Kristin Olson.

**Approval of agenda**

Upon motion made by Dave Hecker and seconded by Sally Cashin, the agenda was approved.

**Minutes of the December 19, 2022 meeting**

Upon motion made by Dave Hecker and seconded by Kim Irwin, the corrected minutes from the meeting on were approved.

**Hearing of the public**

None this meeting.

**Confirm future meeting dates in the Village Hall - Park View Room**

- February 20, 2023
- March 20, 2023
- April 17, 2023

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

**Treasurer's report**

- a) O.B. accounts payable December 2022 part 2: **\$ 1728.26**

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

- b) LGIP4 gift fund accounts payable December 2022 part 2: \$ 937.45

On a motion made by John and seconded Kristina by the board approved the expenditure of the amount noted above.

- c) FOEGL gift fund accounts payable December 2022 part 2: \$ 431.73

On a motion made by John Alexander and seconded by Kim Irwin the board approved the expenditure of the amount noted above.

- d) O.B. accounts payable January 2023: \$361.79

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

- e) LGIP4 gift fund accounts payable January 2023: \$271.98

On a motion made by John Alexander and seconded by Kayte Parkin the board approved the expenditure of the amount noted above.

- f) FOEGL gift fund accounts payable January 2023: \$335.84

On a motion made by John Alexander and seconded by Kristina Sayas the board approved the expenditure of the amount noted above.

- g) Status of accounts

The following Gift Fund Account balances as of December 31, 2022:

- LGIP-4 = \$ 23,306.38
- FOEGL = \$ 22,351.20
- Total LGIP-4 Balance = \$45,657.58
- LGIP-10 = \$ 15,226.74
- Overall Gift Fund Total = \$60,884.32

**Director's report**

- Library statistics, staff activity, adult programming and other news
  - Sarah will be investigating a new patron counter for the library entrance, as the current one keeps having trouble.
- Youth report
- Gift
  - \$87.37 from the Brookfield Elm Grove Literary Society Book Club for the purchase of four books in memory of Judy Purtell

Upon motion made by John Alexander and seconded by Kim Irwin the board voted to accept the gift.

**Old business**

## Strategic Plan Update

Planning team has been contacted by WiLS with a questionnaire and timeline for the project, first meeting is 1/17, meeting will be virtual. Board questionnaire will be distributed in early February.

**New business**

None

**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. The closed session meeting was unanimously called to order at 5:48 pm. Board members present were: Kim Irwin, Kristina Sayas, John Alexander, Kristin Olson (via Zoom), Sally Cashin, Kayte Parkin, and Dave Hecker. Also present: Sarah Muench, Library Director.

By unanimous motion, the Board reconvened into open session at 6:18pm. Following discussion, on motion made by David Hecker and seconded by Kristina Sayas, in appreciation and recognition of her outstanding service, the Board unanimously voted (1) to award the Library Director a 2% salary raise retroactive to January 1, 2023 and a further 1% salary raise effective July 1, 2023, pursuant to the applicable compensation guidelines of the Village of Elm Grove and (2) to place, effective February 1, 2023, the Library Director at the 21-year level in the vacation accrual schedule in the Library Preface to the Elm Grove Personnel Policy Manual for full time employees hired after July 1, 1996 and before March 22, 2021.

**Adjournment**

Upon motion made by John Alexander and seconded by Sally Cashin, the board adjourned the meeting at 6:23pm.

Respectfully Submitted By:

Kayte Parkin  
Secretary