

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES

December 7, 2020 MEETING MINUTES

For approval at the January 18, 2020 Meeting

Meeting Held Via Zoom

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, Kim Irwin, Kristin Olson, Kayte Parkin and Karen Sopik, via Zoom. Also present: Sarah Muench, Library Director, in person; and Kathy Cavalco, FOEGL president, via Zoom.

2. Approval of the Agenda.

Upon motion made by John Alexander and seconded by Kayte Parkin, the Agenda was approved by the board.

3. Hearing of the Public. (Kathy Cavalco reported via Zoom)

a. The FOEGL monthly board meeting will be held on Thursday, December 17th, at 9:30 a.m., via Zoom.

b. Lights of Love (1)

The Lights of Love tree-lighting event was held in front of the village hall on Sunday, December 6th, at 5:00 p.m. The all outdoor event featured:

- A socially distanced Santa for photos
- Mrs. Claus reading a book to the group
- The winning student “flipping the switch” to light the tree
- A mailbox for letters to Santa
- Tom Leahy singing “O Christmas Tree”

While shorter in duration, the event was well attended and well received. Thank you to Kayte Parkin and Jaime Neiderbaumer for organizing the event and to volunteers who helped with flyers.

c. Lights of Love (2) A significant number of donations have been received and continue to come in.

d. The establishment of the FOEGL brokerage account is complete and FOEGL can receive stock donations. An anonymous donor has offered to match up to \$5,000 in stock donations. A donation process description will be added to the FOEGL/Library website.

e. FOEGL's amazing used book crew identified and sold 3 rare/collectible books this month.

4. Minutes of the Previous Meeting.

The minutes of the November 16, 2020 meeting were reviewed. Upon motion made by Dave Hecker and seconded by John Alexander, the minutes were approved with the following changes made:

- a. Change 3rd headline to read "For approval at the December 7th meeting."
- b. Under New Business 9a, change wording to indicate that the document was approved at the November meeting.

5. Future Meeting Dates.

January 18, 2021

February 22, 2021 (4th Monday)

March 22, 2021 (4th Monday)

Upon motion made by John Alexander and seconded by Kristin Olson the dates were approved.

6. Director's Report

- A. Library activity, programming and statistics report
- B. Youth Report
- C. Gifts.

Upon motion made by Dave Hecker and seconded by John Alexander, the board voted to accept the following gifts:

- \$300 from Nancy Ball and the Petley family, in memory of Nancy Gettelman
- \$100 from Suzanne Kummer (in Ontario, Canada) in memory of Nancy Gettelman
- \$500 from Marieta Scherer

7. Old Business

Approval of extension of 2016-2021 strategic plan

Upon motion made by Karen Sopik and seconded by Kim Irwin, the board approved the following Resolution to Extend the 2016-2021 Strategic Plan of the Elm Grove Public Library:

“Following discussion regarding the term (2016-2021) of the Elm Grove Public Library Strategic Plan and taking into consideration the challenges associated with updating the plan under the current pandemic conditions as well as the desire to have completed a facilities assessment prior to updating the Plan, the Board concluded that it is in the best interest of the community and Library to extend the current Plan by eighteen months through June 30, 2023, to provide sufficient time to complete the current facilities assessment and to undertake an orderly planning process including soliciting community input in a post-pandemic period to the extent reasonably practical.”

8. New Business

a. Trustee handbook: Chapter 3
Discussion of Chapter 3

b. Discussion of draft library board bylaws
The old Library Board Bylaws from circa 2003 are obsolete. Dave Hecker drafted a new set of bylaws based on the procedures we are currently following. The board discussed the draft and made comments. This topic will be addressed again in January as Old Business.

9. 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 take action on items discussed in closed session.

10. Reconvene into open session

a. Upon motion made by Dave Hecker and seconded by John Alexander, the board approved the following resolution regarding the Library Youth Services Director: “By resolution dated August 17, 2020 of the Elm Grove Public Library Board of Trustees, the Board approved the extension of its appointment of the Library Youth Services Librarian to serve as Acting Director ‘for an additional month or until the return of the Library Director from her leave, whichever occurs first.’ The Library Director returned from

her leave of absence effective September 1, 2020. Accordingly, the Board wishes to compensate the Acting Library Director for her additional service for the period from August 20, 2020 until September 1, 2020. To that end, the Board hereby approves the payment of \$500.00 to the Library Youth Services Librarian for her service as Acting Director for this period. In addition, the Board wishes to express its gratitude for her outstanding service while serving as Both Acting Director and Youth Services Librarian.”

- b. Upon motion made by Dave Hecker and seconded by Sally Cashin, the board approved the promotion of Sue Daniels to **Assistant Director and Youth Services Librarian**. This promotion includes annual compensation of an additional \$750.00.
- c. Upon motion made by Dave Hecker and seconded by Sally Cashin, the board approved the promotion of Noah Weckworth to **Adult Services Coordinator**. This promotion includes annual compensation of an additional \$750.00.

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

Respectfully submitted,

Karen Sopik
Secretary