

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES

February 1, 2021 MEETING MINUTES

For approval at the February 22, 2021 Meeting

Meeting Held Via Zoom

1. Call to Order.

The meeting was called to order at 5:04 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 Sally Cashin, the Agenda was approved by the board.

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

- a. The FOEGL board does not meet in January. The next monthly board meeting will be held on Thursday, February 18th, at 9:30 a.m. via Zoom.
- b. The FOEGL board approved a donation of \$30,000 to the Elm Grove Library at the December board meeting. A check totaling \$30,000 was delivered to Sarah Muench at the library on January 21, 2021.
- c. Lights of Love: The LOL fundraiser officially ended on December 31, 2020. The final total of funds raised will be available soon.
- d. FOEGL accepted a stock donation to its new brokerage account on December 9, 2020. The stock was sold and proceeds were transferred to FOEGL's bank account. The donor was acknowledged and provided with a donation form for tax purposes. The stock gift was valued at just over \$5,700. A donation template was created for future stock donations.
- e. The Friends of the Elm Grove Library organization was featured in the Elm Leaves magazine. The article was written by Janet Wintersberger, Kathy Tusing and Pat Ruttum.
- f. FOEGL's used book crew continues to identify and sell rare and collectible books. Recently two rare books were sold on eBay for \$100 each.

4. Minutes of the Previous Meeting.

The minutes of the December 7, 2020 meeting were reviewed. A change was made to the heading to reflect that the next meeting date was to be February 1, 2021. Upon motion made by Dave Hecker and seconded by Kristin Olson, the minutes were approved as amended.

5. Future Meeting Dates.

February 22, 2021

March 22, 2021

April 19, 2021

Upon motion made by John Alexander and seconded by Sally Cashin, the dates were approved.

6. Treasurer's Report

(a) Operating Budget Accounts Payable

December 2020

- On a motion by John Alexander and seconded by Sally Cashin, the board approved the expenditure of \$6,401.30 in December.

(b) Gift Fund Accounts Payable

(1) LGIP-4

December 2020

- On a motion by John Alexander and seconded by Kristin Olson, the board approved the expenditure of \$4,391.20 in December.

(c) Operating Budget Accounts Payable

January 2021

- On a motion by John Alexander and seconded by Sally Cashin, the board approved the expenditure of \$1,505.85 in January.

(d) Gift Fund Accounts Payable

(1) LGIP-4

January 2021

- No action taken as there were no LGIP-4 purchases in January 2021.

(e) Gift Fund Status of Accounts.

The following Gift Fund Account balances were announced:

December 2020

- | | | |
|-----|---------|-------------|
| i. | LGIP-4 | \$31,699.18 |
| ii. | LGIP-10 | \$23,873.73 |

7. Director's Report

- A. Library statistics, programming and activity 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:

- \$1,800 from Mary Agnes and Clarence Kuehmichel
- \$100 from the Elm Grove Garden Club
- \$30,000 from the Friends of the Elm Grove Library
- \$700 from an anonymous donor, via FOEGL, for the purchase of a lectern cabinet

8. Old Business

- a. Staff recognition

Sharon Long was recognized for her 5th anniversary.

Nancy Arevalo was recognized for her 20th anniversary. Sarah presented her with flowers and a plaque. At the board meeting Dave Hecker read a thank you letter to the board received from Nancy Arevalo.

- b. Library Board By-Laws

Dave reviewed the draft by-laws document and the changes made since our last meeting. The draft by-laws dated February 1st and discussed at the meeting today will be presented for adoption at its next meeting on February 22, 2021.

9. New Business

Trustee Handbook Chapter 4: Effective Board Meetings and Trustee Participation
Discussion on Chapter 4

Upon motion made by John Alexander and seconded by Kristin Olson, the meeting was adjourned at 6:08 p.m.

Respectfully submitted,

Karen Sopik
Secretary