

## ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES

### Approved February 22, 2021 MEETING MINUTES

1. Call to Order.

The meeting was called to order at 5:02 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 held its monthly board meeting on Thursday, February 18, via Zoom. The next meeting will take place on March 18.
- b. Lights of Love: A small number of LOL donations were received during the month of January. The final total of funds raised, not including the stock donation, was just over \$23,500. The stock donation was worth approximately \$5,700. FOEGL is grateful to all donors and volunteers that helped make Lights of Love a successful event.
- c. FOEGL Children's Program chairs hosted a "Birds of Elm Grove" program on Saturday, February 13, featuring Jennifer Morris, a local resident. The event was held in conjunction with the Great Backyard Bird Count.
- d. The membership committee chair is reviewing ideas to help expand FOEGL membership during this year's membership drive that begins in May.
- e. The February issue of Elm Grove Living Magazine featured Kathy Cavalco and FOEGL.

4. Minutes of the Previous Meeting.

The minutes of the February 1, 2021 meeting were reviewed. Upon motion made by Dave Hecker and seconded by John Alexander, the minutes were approved as written.

5. Future Meeting Dates.

March 22, 2021

April 19, 2021

May 17, 2021

Upon motion made by Kristin Olson and seconded by Sally Cashin, the dates were approved.

6. Treasurer's Report

(a) Operating Budget Accounts Payable

February 2021

· On a motion by John Alexander and seconded by Karen Sopik, the board approved the expenditure of \$28,178.48 in February.

(b) Gift Fund Accounts Payable

(1) LGIP-4

February 2021

· On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$2,102.13 in February.

(c) Gift Fund Status of Accounts.

The following Gift Fund Account balances were announced:

December 2020

i.	LGIP-4	\$64,205.67
ii.	LGIP-10	\$23,875.61

7. Director's Report

- A. Library statistics, activity and programming
- B. Youth Report
- C. Gifts (No gifts)

8. Old Business

a. Library Board By-Laws.

On a motion by Dave Hecker and seconded by Kim Irwin, the board approved the Elm Grove Library Board of Trustees By-laws dated February 22, 2021, thereby rescinding any former By-laws that might exist. The By-laws will be made available to the public, in the event anyone would wish to see them.

9. New Business

- a. Trustee Handbook Chapter 6: Evaluating the Director  
Discussion on Chapter 6

b. Wisconsin Department of Public Instruction 2020 Public Library Annual Report  
On a motion by Dave Hecker and seconded by John Alexander, the board approved the Wisconsin Department of Public Instruction 2020 Public Library Annual Report as written, as well as the Statement Concerning Public Library System Effectiveness.

10. Convene into Closed Session (6:00 p.m.)

By unanimous motion, the board agreed to 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 performance evaluation and compensation of library director. May reconvene into open session to take action on items discussed in closed session.

11. Reconvene into open session (6:28 p.m.)

By unanimous motion, the board agreed to reconvene into open session. On a motion by Dave Hecker and seconded by Kristin Olson, the board unanimously and wholeheartedly voted to give Sarah Muench a raise of 2% in salary, the maximum increase under the applicable compensation guidelines of the Village of Elm Grove. This salary increase is retroactive to January 1, 2021.

Upon motion made by John Alexander and seconded by Dave Hecker, the meeting was adjourned at 6:32 p.m.

Respectfully submitted,

Karen Sopik  
Secretary