

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES  
APRIL 18, 2022 APPROVED MEETING MINUTES

1. Call to Order.

The meeting was called to order at 4:01 p.m. Board members present were: Sally Cashin, Dave Hecker, Kayte Parkin and Karen Sopik, in person; and John Alexander via Zoom. Also present: Sarah Muench, Library Director, and Dave Cronin, FOEGL president, in person. Kristin Olson and Kristina Sayas joined the meeting in person in progress.

2. Approval of the Agenda.

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

3. Minutes of the March 21, 2022 and April 7, 2022 Meetings.

The minutes of the March 21 and April 7, 2022 meetings were reviewed. Upon motion made by Dave Hecker and seconded by Sally Cashin, the minutes were approved with one change to the March 21 minutes: Under 4e, change the sentence to read “The May meeting is the last of FOEGL’s *fiscal* year.”

4. Hearing of the Public. Dave Cronin presented.

- a. The end of FOEGL’s fiscal year is in May.
- b. FOEGL’s by-laws are in the process of being updated.
- c. Bookie Cookie sales will not be a part of the EG Memorial Day parade this year.

Dave is hopeful it will be resurrected in the future.

5. Future Meeting Dates.

May 16, 2022, at 5:00 p.m.

June 20, 2022, at 5:00 p.m.

July 25, 2022 at 5:00 p.m.

Upon motion made by John Alexander and seconded by Kayte Parkin, the dates were approved.

6. Treasurer’s Report

- (a) Operating Budget Accounts Payable  
April 2022

· On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$6,876.22 in April.

(b) Gift Fund Accounts Payable

(1) LGIP-4

April 2022

· On a motion by John Alexander and seconded by Kayte Parkin, the board approved the expenditure of \$889.12 in April.

(c) FOEGL Gift Fund Accounts Payable

April 2022

• On a motion by John Alexander and seconded by Sally Cashin, the board approved the expenditure of \$584.28 in April.

(d) Status of Accounts

The following Gift Fund Account balances were announced:

April 2022

i.	LGIP-4	\$20,647.35
ii.	FOEGL	\$11,178.23
iii.	LGIP-10	\$23,893.87

7. Director's Report

- a. Library statistics, programming and activity report
- b. Youth report
- c. Gifts

Upon motion made by Kristin Olson and seconded by Sally Cashin, the library accepted the following donations from the Elm Grove Woman's Club:

The book "*Ultimate Harley-Davidson*" by Hugo Wilson, in memory of Nancy Davidson; and "*Year of Wonder: Classical Music to Enjoy Day by Day*," by Clemency Burton-Hill, in memory of Agnes Wells.

8. Old Business

Update on facilities assessment progress and plans  
Nearly 250 completed surveys have been returned  
Focus Group meetings are ongoing

9. New Business

- a. Allowable Costs Worksheet

Upon motion made by John Alexander and seconded by Karen Sopik, the board approved the Allowable Cost Worksheet for Waukesha County Libraries – In Bridges Library System.

- b. Trustee Handbook Chapter 14: The Library Board and the Open Meetings Law  
Discussion about this chapter.

10. Convene into closed session (4:53 p.m.)

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 exercised responsibility, regarding employee compensation. May reconvene into open session to take action on items discussed in closed session.

11. Reconvene into open session (5:30)

a. Upon motion made by Dave Hecker and seconded by Kayte Parkin, the Board unanimously approved the recommendation of the Library Director to increase, effective May 1, 2022 the starting hourly rate of newly hired library pages from \$8 to \$10/hour and to make adjustments to the hourly rate for other pages and a library assistant as determined appropriate by the Library Director taking into consideration their length of service and subject to the condition that the total additional cost of all such increases and adjustments will not exceed \$3,000 for calendar year 2022.

b. On a motion made by Dave Hecker and seconded by Karen Sopik, the board unanimously authorized a bonus award of \$750 to be paid to Library Director Sarah Muench on or before June 1, 2022, in appreciation and recognition of her outstanding performance in 2021.

Upon motion made by John Alexander and seconded by Kristin Olson, the meeting was adjourned at 5:32 p.m.

Respectfully submitted,

Karen Sopik  
Secretary