

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES
May 17, 2021 APPROVED MEETING MINUTES

1. Call to Order.

The meeting was called to order at 5:03 p.m. Board members present were: John Alexander, Sally Cashin, Kayte Parkin and Kristina Sayas, via Zoom. Also present: Dave Hecker, Karen Sopik and Sarah Muench, Library Director, in person; and Kathy Cavalco, FOEGL president, via Zoom. Kristin Olson joined the meeting shortly after it commenced.

2. Welcome to Kristina Sayas, Village Trustee

3. Approval of the Agenda.

Upon motion made by John Alexander and seconded by Kayte Parkin, the Agenda was approved by the board, with the change of “4. Staff Recognition Sue Daniels,” moved to the June meeting.

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

a. The FOEGL board will hold two meetings in May. The monthly meeting will be held on Thursday, May 20th, at 9:30 a.m., followed by the annual meeting at 10:30 a.m. Both meetings will take place in the Elm Grove Park and via zoom. The June meeting will be held on Thursday, June 17th.

b. The proposed slate of officers for the FOEGL 2021-2022 year is as follows. The board will vote on the slate of officers during the annual meeting.

President: Dave Cronin

1st Vice President/Adult Programs: Jamie Niederbaumer

2nd Vice President/Membership: Lilly Harris

Secretary: Sheila Reynolds

Treasurer: Mindy Harmelink

Members-at-Large

1-Year Term: Larisa Gehred and Kayte Parkin

2-Year Term: Molly Eldridge & Erin Kaiser

c. The membership drive is starting, with forms sent to current members via mail. Forms will also be available in the library.

5. Election of Officers

Upon motion made by Karen Sopik and seconded by Kayte Parkin, the board unanimously elected the following candidates to the officer positions indicated, each for a one year term.

Dave Hecker, President
Sally Cashin, Vice President
John Alexander, Treasurer
Kristin Olson, Assistant Treasurer
Karen Sopik, Secretary
Kayte Parkin, Assistant Secretary

6. Minutes of the Previous Meeting.

The minutes of the April 19, 2021 meeting were reviewed and the following changes made. Under #3, Staff Recognition, Nancy's last name is Arevalo. Also under #3 the sentence "Nancy also handles new library cards and "out-of-area cards" should be changed to "out-of-county cards." Upon motion made by Dave Hecker and seconded by John Alexander the minutes were approved as amended.

7. Future Meeting Dates.

June 21, 2021
July 19, 2021
August 16, 2021

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

8. Treasurer's Report

(a) Operating Budget Accounts Payable
May 2021

· On a motion by John Alexander and seconded by Karen Sopik, the board approved the expenditure of \$5,690.92 in May.

(b) Gift Fund Accounts Payable
(1) LGIP-4
May 2021

· On a motion by John Alexander and seconded by Kayte Parkin, the board approved the expenditure of \$2,384.20 in May.

(c) Capital Budget Accounts Payable
May 2021

• On a motion by John Alexander and seconded by Karen Sopik,

- the board approved the expenditure of \$1,000.00 in May.

(d) Gift Fund Status of Accounts.

The following Gift Fund Account balances were announced:

April 2021

| | | |
|-----|---------|-------------|
| i. | LGIP-4 | \$47,726.35 |
| ii. | LGIP-10 | \$23,879.07 |

10. Director's Report

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

11. Old Business

Follow up on Trustee handbook Chapter 5: Hiring a Library Director

The board reviewed the process that was followed 7 years ago to hire Sarah Muench, and was told by Dave Hecker that the board could follow the same or similar process in the future.

12. New Business

- a. Trustee Handbook Chapter 8: Developing the Library Budget
Discussion. There is a deliberate process by which counties reimburse one another for use and that is in place. We are currently exempt from a county library tax.
- b. Review of library reopening plan
Upon motion made by Dave Hecker and seconded by John Alexander, the board approved the following resolution with respect to the Library's Reopening Plan and ratified the recent changes announced by the Library Director.
 - On May 13, 2021, the Center for Disease Control and Prevention (CDC) announced new guidance for fully vaccinated people which provides, in part, that "fully vaccinated people no longer need to wear a mask or physically distance in any setting, except where required by federal, state, local ... laws, rules and regulations including local business and workplace guidance." In view of this new CDC guidance and the absence of any conflicting federal, state, county or Village requirement applicable to the Elm Grove Public Library, the Board of Trustees hereby (i) suspends its requirement adopted by

Board resolution on August 3, 2020 for members of the public entering the Elm Grove Public Library to wear a mask, (ii) supports placing signage and website guidance as appropriate encouraging unvaccinated adults and children to wear masks for their own safety and the safety of others, and (iii) authorizes the Library Director to modify this suspension of the mask requirements if circumstances warrant including , but not limited to, changes in the mask requirements of the Village Hall, for the protection of the health and safety of library patrons and staff or the issuance of new health guidance by the CDC, state or county government health authorities. Upon the exercise of the authority granted in (iii) above, the Library Director shall promptly notify the Board of Trustees of the action taken including the reason(s) therefor.

The Board of Trustees further ratifies the changes to the Reopening Plan announced by the Library Director in accordance with her authority under the Reopening Plan, namely elimination of the requirement to quarantine materials and, effective June 1, 2021, returning to normal weekday open hours (10am -8:30 pm Monday-Thursday and Friday 10am-5pm) and removing the capacity limit.

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

Respectfully submitted,

Karen Sopik
Secretary