

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES  
June 22, 2020 APPROVED MEETING MINUTES  
Virtual Meeting Via Zoom

1. Call to Order.

The meeting was called to order at 5:04 a.m. Board members present were: John Alexander, Dave Hecker and Karen Sopik in person; Sally Cashin, Kim Irwin, Kristin Olson and Kayte Parkin, 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) A FOEGL Annual Meeting document was sent via email and hard copy to the full FOEGL membership on June 20, 2020. The meeting was conducted via email/hard copy due to the pandemic. Per FOEGL bylaws, FOEGL's 194 members were sent an email with the following information:
  - A list of the 2020-2021 proposed officers with voting instructions. Voting closes on June 24, 2020.
  - A summary of 2019-2020 FOEGL board committee activities.
  - 2019-2020 FOEGL financial status information.
  - Library status during COVID-19.
  - An opportunity to provide feedback to the board.
  - A reminder to watch for membership renewal information.
- b) The regular FOEGL board meeting May/June meeting is scheduled for Wednesday, June 24<sup>th</sup>, in Elm Grove Park, with social distancing and weather permitting.
- c) The Used Book Sale committee is working with Sarah Muench, Library staff, and village representatives to determine a safe procedure for accepting, quarantining and sorting donated books.
- d) FOEGL will procure additional clear bags with the FOEGL logo.
- e) The FOEGL board will continue to work with library personnel in support of future activities.

4. Minutes of the Previous Meetings.

The minutes of both the May 21, 2020 meeting and June 15, 2020 meeting were reviewed. Upon motion made by John Alexander and seconded by Kim Irwin, both sets of minutes were approved as written.

5. Future Meeting Dates.

July 20, 2020

August 17, 2020

September 21, 2020

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

6. Treasurer's Report

(a) Operating Budget Accounts Payable

**June 2020**

- On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$6,597.70 in June.

(b) Gift Fund Accounts Payable

(1) LGIP-4

**June 2020**

- On a motion by John Alexander and seconded by Sally Cashin, the board approved the expenditure of \$1,166.82 in June.

(c) Gift Fund Status of Accounts.

The following Gift Fund Account balances were announced:

**April 2020**

- |             |             |
|-------------|-------------|
| i. LGIP-4   | \$48,343.83 |
| ii. LGIP-10 | \$23,856.31 |

7. Director's Report

- a. Library programming and staff activities
- b. Statistics

8. Old Business

Library Reopening Plan

The board discussed the Proposed Final Draft of the EGPL Reopening Plan Phase 1. Upon motion made by John Alexander and seconded by Sally Cashin, the board approved the Final Draft of the Plan. The Plan is attached to these minutes.

9. New Business

None

10. Upon motion made by John Alexander and seconded by Kayte Parkin, the board voted 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 employee compensation. May reconvene into open session to take action on items discussed in closed session.

11. Reconvene into open session

Upon motion made by John Alexander and seconded by Kayte Parkin, the board approved the following resolution:

The Board understands that the Library Director needs to take an FMLA leave of absence for one month beginning June 25, 2020. As a result, in accordance with the recommendation of the Library Director, the Board hereby appoints the Library's Youth Services Librarian as the Acting Library Director for one month effective June 25, 2020 and further authorizes the payment of a \$1,000 bonus to the Library Youth Services Librarian in compensation for her service as Acting Director during said period.

Upon motion made by John Alexander and seconded by Karen Sopik, the meeting was adjourned at 6:09.

Respectfully submitted,

Karen Sopik  
Secretary

