

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES
July 19, 2021 APPROVED MEETING MINUTES

1. Call to Order.

The meeting was called to order at 5:00 p.m. Board members present were: John Alexander, Sally Cashin, Dave Hecker, Kristin Olson, Kayte Parkin, Kristina Sayas and Karen Sopik. Also present: Sarah Muench, Library Director.

2. Approval of the Agenda.

Upon motion made by Dave Hecker and seconded by John Alexander, the Agenda was approved by the board.

3. Hearing of the Public.

a. Review of appeal by Karen Weis regarding charge for a damaged book. She agreed to pay the \$19 replacement cost for the book.

b. FOEGL report. FOEGL does not meet in July so there is no report this month.

4. Minutes of the Previous Meeting.

The minutes of the June 21, 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.

August 16, 2021

September 20, 2021

October 18, 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

July 2021

· On a motion by John Alexander and seconded by Kayte Parkin, the board approved the expenditure of \$7,164.26 in July.

(b) Gift Fund Accounts Payable

(1) LGIP-4

July 2021

- On a motion by John Alexander and seconded by Karen Sopik, the board approved the expenditure of \$3,057.31 in July.

(c) Gift Fund Status of Accounts.

The following Gift Fund Account balances were announced:

June 2021

- | | | |
|-----|---------|-------------|
| i. | LGIP-4 | \$45,567.10 |
| ii. | LGIP-10 | \$23,880.91 |

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 accepted a gift of \$50 from Neal and Carla Butenhoff, in memory of Joe Boyle.

8. Old Business

Library Director position description. Dave and Sarah updated the position description, but wanted the Board to review it and come back with comments.

9. New Business

- A. Waukesha County Library Standards Certification

Upon motion made by John Alexander and seconded by Dave Hecker, the board approved the Waukesha County Library Standards Certification document.

- B. Library Display Case policy

Draft policy reviewed and discussed. Based on the comments received, a revised draft will be provided for discussion and possible action at the August meeting.

- C. Trustee handbook Chapter 10: Developing Essential Library Policies

Discussion on this chapter and how it relates to the Elm Grove library.

Upon motion made by John Alexander and seconded by Kristin Olson, the meeting was adjourned at 6:11 p.m.

Respectfully submitted,

Karen Sopik
Secretary