

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES

August 16, 2021 MEETING MINUTES

Approved at the September 20, 2021 Meeting

Park View Room

1. Call to Order.

The meeting was called to order at 5:04 p.m. Board members present were: John Alexander, Sally Cashin, Dave Hecker, Kristin Olson, Kayte Parkin, and Kristina Sayas. Also present: Sarah Muench, Library Director. Absent: Karen Sopik.

2. Approval of the Agenda.

Upon motion made by John and seconded by Kristin the Agenda was approved by the board.

3. Hearing of the Public.

a. FOEGL report. – No report due this month. FOEGL meets again on August 26<sup>th</sup>

4. Minutes of the Previous Meeting.

The minutes of the July 19, 2021 meeting were reviewed. Upon motion made by Kristin Olson and seconded by Sally Cashin, the minutes were approved as written.

5 Future Meeting Dates.

September 20, 2021

October 18, 2021

November 15, 2021

Upon motion made by Dave Hecker and seconded by Kayte Parkin, the dates were approved.

6. Treasurer's Report

(a) Operating Budget Accounts Payable

August 2021

· On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$2,718.08 in August

(b) Gift Fund Accounts Payable

(1) LGIP-4

August 2021

· On a motion by John Alexander and seconded by Sally Cashin, the board approved the expenditure of \$4,740.57 in August.

(c) Gift Fund Status of Accounts.

The following Gift Fund Account balances were announced:

July 2021

i. LGIP-4           \$42,597.50

ii. LGIP-10       \$23,880.91

## 7. Director's Report

- A. Library statistics, programming and activity report
  - i. Kathleen Lunz celebrated her 13 year anniversary on August 4<sup>th</sup>
  - ii. Next staff member recognition will hopefully be in September
  - iii. Computer donation dates – next date is Wed Aug 25<sup>th</sup>, 4-5:30pm in the lobby; can also drop off at Brookfield public library on Thursday, August 26<sup>th</sup>.
  - iv. Short story contest for middle & high school students at SE WI Festival of Books; festival is November 5-6 in Waukesha
  - v. First Friday films resume on Friday, Sept 3<sup>rd</sup> @ 1pm
- B. Youth report
- C. Gifts

Upon motion made by Kristin Olson and seconded by John Alexander the board accepted gifts of \$35 for the purchase of science fiction books from Alice & James Hirt in memory of Cynthia Winke; a \$20 cash gift from the children of Kate & Conor Kelly (donation was from the proceeds of their lemonade stand); and \$23,000 from the Friends of the Elm Grove Library from the 2020 Lights of Love campaign.

## 8. Old Business

Display Case Policy – Upon motion made by Dave Hecker and seconded by John Alexander, the new Display Case Policy and Display Case Application were approved.

## 9. New Business

- A. 2022-2026 draft Capital Budget - discussed
- B. Facilities Assessment Request for Proposal - discussed
- C. Fines & Charges Policy – draft presented with some discussion and revisions.
- D. Trustee handbook Chapter 11: Planning for the Library's Future  
Discussion on this chapter and how it relates to the Elm Grove library.

Upon motion made by Dave Hecker and seconded by Sally Cashin, the meeting was adjourned at 6:12p.m.

Respectfully submitted,

Kayte Parkin  
Assistant Secretary