

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES

August 17, 2020 APPROVED MEETING MINUTES

1. Call to Order.

The meeting was called to order at 5:00 p.m. Board members present were: John Alexander, Dave Hecker and Karen Sopik, in person; Sally Cashin, Kristin Olson and Kayte Parkin, via Zoom. Also present: Sue Daniels, Acting Library Director and Kathy Cavalco, FOEGL president, via Zoom. Excused: Kim Irwin.

2. Approval of the Agenda.

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

3. Hearing of the Public. Kathy Cavalco reported via Zoom.

A. The FOEGL board did not meet in July. The August meeting will be held on August 20th in the Elm Grove park pavilion and via Zoom, weather permitting.

B. The membership committee is receiving renewals via mail, library drop off and PayPal. The committee is reviewing ideas to recruit new members.

C. The Used Book committee members continue to handle donations via the established pickup, quarantine and sort procedure.

D. FOEGL is placing an ad in the September 2020 Elm Grove News-Independent to congratulate the EGNi on its 10-year anniversary and to publicize the FOEGL membership drive.

4. Minutes of the Previous Meetings.

The minutes of the July 20, 2020 meeting were reviewed and the following change was made: under #1, Call to order, change a.m to p.m. Upon motion made by Dave Hecker and seconded by John Alexander, the minutes were approved as amended above.

The minutes of the August 3, 2020 meeting were reviewed and the following changes were made:

A. Under #3 Discussion on amending the Library Reopening Plan, remove the word "Draft."

B. Under #4 Discussion of Acting Director Status, change "FLMA" to "FMLA."

C. Also under #4 Discussion of Acting Director Status, change the last sentence from "*approve* appropriate compensation..." to "*discuss* appropriate compensation."

Upon motion made by Dave Hecker and seconded by John Alexander, the minutes were approved as amended above.

5. Future Meeting Dates.
September 21, 2020
October 19, 2020
November 16, 2020

Upon motion made by Sally Cashin and seconded by Kristin Olson the dates were approved.

6. Treasurer's Report

- (a) Operating Budget Accounts Payable
August 2020

- On a motion by John Alexander and seconded by Kayte Parkin, the board approved the expenditure of \$5,398.39 in August..

- (b) Gift Fund Accounts Payable
(1) LGIP-4
August 2020

- On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$1,406.77 in August.

- (c) Gift Fund Status of Accounts.

The following Gift Fund Account balances were announced:

August 2020

i.	LGIP-4	\$46,170.86
ii.	LGIP-10	\$23,861.99

7. Director's Report

- A. Library programming and staff activities
- B. Statistics
- C. Children's Programs

8. Old Business

No old business.

9. New Business

- A. After reviewing the information in the Bridges Library System letter dated May 8, 2020 to the Elm Grove Library Board of Trustees, upon motion made by Dave Hecker and seconded by John Alexander, the Board authorized the Acting Library Director and the Board President to execute the Library Board Certification of Eligibility for Exemption from County

Library Tax and to confirm its approval of the responses related to the Minimum to Exempt and Quality Assurance Standards.

B. Extension of Acting Director Appointment

The Library Board President noted that the Library Board of Trustees by resolution adopted June 22, 2020, appointed the Library's Youth Services Librarian as the Acting Director for one month effective June 25, 2020 and that said appointment was extended by one month (until August 20, 2020) by action of the Library Board of Trustees at its meeting on August 3, 2020. The Library Board President was advised on August 12, 2020 that the Library Director's FMLA leave is being extended to September 1, 2020 or possibly later. Based on the foregoing, upon motion made by Dave Hecker and seconded by Karen Sopik, the Board approved the extension of and hereby extends its appointment of the Library's Youth Services Librarian to serve as Acting Director for an additional month or until the return of the Library Director from her leave, whichever occurs first.

10. Convene into closed session

At 5:42 p.m. Dave Hecker moved and John Alexander seconded that the board 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

At 5:49 p.m. Dave Hecker moved and Sally Cashin seconded that the board move back into open session.

Dave Hecker noted that at the Elm Grove Library Board of Trustees open meeting on August 3, 2020, the Board extended by one month the appointment of the Youth Services Director as Acting Director and discussed making an appropriate compensation adjustment to cover such extension at its next regularly scheduled meeting on August 17, 2020.

Upon motion made by Dave Hecker and seconded by John Alexander, the Board approved the payment of a \$1,000 bonus to the Library Youth Services Librarian for her service as Acting Director for an additional one month period from July 23 through August 20, 2020.

Upon motion made by John Alexander and seconded by Karen Sopik, the meeting was adjourned at 5:51 p.m.

Respectfully submitted,

Karen Sopik
Secretary