

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES  
September 19, 2022 APPROVED MEETING MINUTES

1. Call to Order.

The meeting was called to order at 5:02 p.m. Board members present were: Dave Hecker, Kayte Parkin and Karen Sopik, in person; and John Alexander, Sally Cashin and Kristin Olson, via Zoom. Also present: Sarah Muench, Library Director, and Dave Cronin, FOEGL President. Excused: Kristina Sayas.

2. Approval of the Agenda.

Upon motion made by Dave Hecker and seconded by Kayte Parkin, the Agenda was approved by the board.

3. Minutes of the August 22, 2022 and September 7, 2022 Meetings.

The minutes of the August 22, 2022 meeting were reviewed. Upon motion made by Dave Hecker and seconded by Kristin Olson, the minutes were approved after the following change has been made: *“Under 4, Hearing of the Public, add that Dave Cronin reported on behalf of FOEGL.”*

The minutes of the September 7, 2022 meeting were reviewed. Upon motion made by Dave Hecker and seconded by Kayte Parkin, the minutes were approved after following change has been made: Under #1, Call to Order, remove the names John Alexander and Kristin Olson, as they did not attend the meeting. Also, under #4A, change the language to read *“Discussion regarding FEH draft report and appendices of July 28, 2022, which were included in the online materials posted for this meeting.”*

4. Hearing of the Public. Dave Cronin reported on behalf of FOEGL

a. Upcoming FOEGL events include:

- October 15, 2022, David Stokes, naturalist and conservationist.
- November 1, 2022, assembly of Lights of Love materials.
- November 12, 2022, Mini Book sale.

b. FOEGL will participate in the October 22, 2022, Walk the Plank event and distribute gifts to children in attendance.

5. Future Meeting Dates.

October 17, 2022 at 5:00 p.m.

November 21, 2022 at 5:00 p.m.

December 19, 2022 at 5:00 p.m.

Upon motion made by John Alexander and seconded by Kayte Parkin, the dates were approved.

6. Treasurer's Report

(a) Operating Budget Accounts Payable  
September 2022

- On a motion by John Alexander and seconded by Kayte Parkin, the board approved the expenditure of \$4,250.60 in September.

(b) Gift Fund Accounts Payable  
(1) LGIP-4  
September 2022

- On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$414.64 in September.

(c) FOEGL Gift Fund Accounts Payable  
September 2022

- On a motion by John Alexander and seconded by Karen Sopik, the board approved the expenditure of \$4,885.91 in September.

(d) Status of Accounts

The following Gift Fund Account balances were announced:

August 2022

i.	LGIP-4	\$24,435.55
ii.	FOEGL	\$32,386.65
iii.	LGIP-10	\$22,061.73

7. Director's Report

- Library statistics, programming and activity report
- Youth report
- Gifts – no gifts

8. Old Business

a. Draft circulation policy

Following discussion and motion made by Dave Hecker and seconded by John Alexander, the Board (i) approved and adopted the proposed Circulation Policy as

posted online in advance of the meeting, (ii) agreed that said policy shall be effective as of October 1, 2022 and (iii) confirmed that the newly adopted Circulation Policy shall replace, effective October 1, 2022, the current Fines and Charges Policy.

b. Facilities assessment final report

This item will be on the October agenda, as we continue to review the report to incorporate it into our future strategic planning.

9. New Business

a. Request for Proposal – Strategic Planning Services

Following discussion and motion made by Dave Hecker and seconded by Kayte Parkin, the Board approved the proposed Request for Proposal for strategic planning services (RFP) posted online in advance of the meeting and further authorized the Library Director to issue the RFP as soon as reasonably practical to three qualified consultants.

b. Capital budget update

Sarah Muench presented her capital budget requests to the Village finance committee. There were no challenges to the requests Sarah made, and she awaits the Village Trustee decision. The operating budget review will take place in October.

c. Trustee Essentials Chapter 19 – Library Director certification

Discussion regarding Chapter 19. The Village of Elm Grove's population has increased, requiring Sarah to have a Certification Level of Grade 1. Sarah has this certification.

Upon motion made by Dave Hecker and seconded by John Alexander, the meeting was adjourned at 6:33 p.m.

Respectfully submitted,

Karen Sopik  
Secretary