

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES
October 19, 2020 APPROVED MEETING MINUTES

1. Call to Order.

The meeting was called to order at 5:05 p.m. Board members present were: John Alexander and Dave Hecker, in person; Sally Cashin, Kim Irwin, Kristin Olson, Kayte Parkin and Karen Sopik, 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 Kristin Olson, the Agenda was approved by the board.

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

- a. The FOEGL board met in person for the monthly board meeting October 15, 2020 at the Elm Grove Park Pavilion.
- b. FOEGL received an anonymous donation of \$10,000 on behalf of Betsy Haushalter.
- c. The membership is currently at 164 members.
- d. The November mini book sale and March regular book sale have been cancelled due to the Covid-19 pandemic. The used book committee members will accept donations until October 31, 2020. The used book committee members have been identifying donated books that are rare and/or signed, or of value to certain theme collections. The books are offered for sale online with funds received through Paypal. A recent signed book "Dress Doctor" from 1959, sold for a net profit of \$185.82.
- e. The mailing for the Lights of Love fundraiser will be prepared on October 29, 2020. The mailer is sent to all Elm Grove village residents. The event will be Sunday, December 6, 2020. All activities will take place outdoors.

4. Minutes of the Previous Meeting.

The minutes of the September 21, 2020 meeting were reviewed. A change to 8D, Gifts, should be made from Dave "Alexander" to Dave "Hecker." Upon motion made by Kim Irwin and seconded by Sally Cashin, the minutes were approved with this change.

5. Future Meeting Dates.

November 16, 2020

December 21, 2020

January 18, 2021

Upon motion made by Dave Hecker and seconded by Kristin Olson the dates were approved.

6. Treasurer's Report

(a) Operating Budget Accounts Payable

October 2020

- On a motion by John Alexander and seconded by Sally Cashin, the board approved the expenditure of \$4,890.31 in October.

(b) Gift Fund Accounts Payable

(1) LGIP-4

October 2020

- On a motion by John Alexander and seconded by Karen Sopik, the board approved the expenditure of \$3,965.78 in October.

(c) Gift Fund Status of Accounts.

The following Gift Fund Account balances were announced:

September 2020

- | | | |
|-----|---------|-------------|
| i. | LGIP-4 | \$44,039.06 |
| ii. | LGIP-10 | \$23,867.12 |

7. Director's Report

- A. Library statistics
- B. Library programming and staff activities
- C. Youth Report
- D. Gifts.

Upon motion made by Dave Hecker and seconded by John Alexander, the board voted to accept a gift of \$68.75 from Leann Schwandt Lehner, proceeds from her Bibliophile Style campaign.

Upon motion made by Dave Hecker and seconded by John Alexander, the board voted to accept a gift of \$100 from the Kiwanis Elm Grove Golden K, to be used for the purchase of children's books.

8. Old Business

No old business.

9. New Business

a. Upon motion made by Dave Hecker and seconded by John Alexander, the board elected Kayte Parkin as Assistant Secretary of the board.

b. 2021 Operating Budget. Sarah Muench reported that the Library's proposed Operating Budget was discussed with the Village Finance Committee at its public hearing on October 14, 2020. She reviewed some of the recent changes in the Budget as presented and the reasons therefor.

c. Trustee Essentials Handbook: Introduction and Chapter 1. The Introduction and Chapter 1 of the Trustees Handbook were discussed, with Sarah Muench providing some context and explanatory comments. The current plan is review one chapter per meeting, as time permits.

Upon motion made by John Alexander and seconded by Dave Hecker, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Karen Sopik
Secretary