

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES
November 16, 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, Sally Cashin, Dave Hecker, 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 Sally Cashin, the Agenda was approved by the board.

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

a. The FOEGL monthly board meeting will be held on Thursday, November 19th, at 9:30 a.m. via Zoom.

b. The Lights of Love fundraiser will be held Sunday, December 6th, at 5:00 p.m. and will be entirely outdoors. Flyers were mailed and donations are already being received.

c. FOEGL is in the process of establishing a brokerage account in order to receive stock donations.

d. FOEGL is working with the Elm Leaves magazine to be featured in an upcoming issue.

4. Minutes of the Previous Meeting.

The minutes of the October 19, 2020 meeting were reviewed. Upon motion made by Kristin Olson and seconded by John Alexander, the minutes were approved as written.

5. Future Meeting Dates.

December 21, 2020

January 18, 2021

February 22, 2021

Upon motion made by Dave Hecker and seconded by John Alexander the dates were approved.

6. Treasurer's Report

(a) Operating Budget Accounts Payable

November 2020

· On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$6,717.03 in November.

(b) Gift Fund Accounts Payable

(1) LGIP-4

November 2020

· On a motion by John Alexander and seconded by Karen Sopik, the board approved the expenditure of \$5,892.16 in November.

(c) Gift Fund Status of Accounts.

The following Gift Fund Account balances were announced:

October 2020

i.	LGIP-4	\$40,627.80
ii.	LGIP-10	\$23,869.21

7. Director's Report

- A. Library activity, programming and statistics report
- B. Youth Report
- C. Gifts.

Upon motion made by Dave Hecker and seconded by John Alexander, the board voted to accept the following gifts:

- \$100 from Robert and Mary Pilcher (of Manitowish Waters) in memory of Patrick Dunn
- \$100 from Robert and Dorothy Wilkins in memory of Nancy Gettelman
- \$100 from Graham and Janet Hume in memory of Nancy Gettelman

8. Old Business

No old business.

9. New Business

- a. 2021 addendum to Bridges member library and CAFÉ agreements.
Discussion and approval of the agreement.

- b. Proposed 2021 closed dates

Upon motion made by Kristin Olson and seconded by John Alexander, the board voted that the Library be closed on the following dates in 2021:

- Friday, 1/1/2021 (New Year's Day Holiday. Village Hall Closed.)
- Friday 4/2/2021 (Good Friday Holiday. Village Hall Closed.)
- Saturday, 4/3/2021 (Easter Weekend)
- Friday 5/7 or 5/14/2021 (Staff in-service training day)
- Saturday 5/29/2021 (Memorial Day Weekend.)
- Monday, 5/31/2021 (Memorial Day Holiday. Village Hall Closed.)
- Monday 7/5/2021 (Independence Day Observed. Village Hall Closed.)
- Monday 9/6/2021 (Labor Day Holiday. Village Hall Closed.)
- Wednesday 11/24/2021 (Close at 4:30 p.m.)
- Thursday, 11/25/2021 (Thanksgiving Holiday. Village Hall Closed.)
- Friday, 11/26/2021 (Thanksgiving Holiday. Village Hall Closed.)
- Friday, 12/3/2021 (Staff in-service training day)
- Friday, 12/24/2021 (Christmas Eve Holiday. Village Hall Closed.)
- Saturday 12/25/2021 (Christmas Holiday. Village Hall Closed.)
- Monday, 12/27/2021 (Christmas Holiday Observed. Village Hall Closed.)
- Friday, 12/31/2021 (Close at 2:00 p.m.)

c. Trustee handbook: Chapter 2
Discussion of Chapter 2

d. Discussion: extension of 2016-2021 strategic plan
Discussion to extend the current strategic plan by 12-18 months in order to complete a facilities assessment. Because of Covid, we can't undertake a new strategic plan at this time. A facilities assessment is in the capital budget for 2021.

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

Respectfully submitted,

Karen Sopik
Secretary