

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

LIBRARY BOARD

Monday, February 17, 2020 * 5:00 pm * Park View Room

AGENDA

1. Call to order

2. Approval of Agenda

3. Hearing of the Public

- FOEGL Report

4. Review and act on Minutes

Documents:

[LB012020md.pdf](#)

5. Confirm future meeting dates at 5pm in the Village Hall - Park View Room

March 16, 2020

April 20, 2020

May 18, 2020

6. Treasurer's Report

- Operating Budget accounts payable
- LGIP 4 Gift Fund
- Status of Accounts

Documents:

[Lib 02-2020.pdf](#)

[Lib CC 02-2020.pdf](#)

7. Directors Report

- Library programming and staff activities
- Statistics
- Youth report
- Gifts

8. New business

Review and act on 2019 annual report

9. Adjournment

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk, Mary S. Stredni, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES
January 20, 2020 MEETING MINUTES
For approval at the February 17, 2020 Meeting
Park View Room, Village Hall

1. Call to Order.

The meeting was called to order at 5:02 p.m. Board members present were: John Alexander, Sally Cashin, Dave Hecker, Kim Irwin, Bonnie Klamik, Karen Sopik, and Library Director Sarah Muench, Board Administrative Officer. Excused: Kristin Olson.

2. Approval of the Agenda.

Upon motion made by Dave Hecker and seconded by John Alexander, the Agenda was approved by the board.

3. Hearing of the Public. Kathy Cavalco, FOEGL President

- a. FOEGL does not meet in January.
- b. The Lights of Love funds raised are in the \$21,000 range. An exact total will be provided in February.
- c. The 2020 named *Seussical* Used Book Sale will take place March 5-8, 2020.
- d. FOEGL is interested in implementing Google Suite for Nonprofits.
- e. FOEGL is updating its Bylaws.
- f. Kathy Cavalco, FOEGL President, introduced Adult Services Librarian Sharon Long, who presented information about the Memory Cafés. Elm Grove Library is part of the Wild Plum program.

4. Minutes of the Previous Meeting.

The minutes of the December 16, 2019 meeting were reviewed. Upon motion made by Dave Hecker and seconded by John Alexander, the minutes were approved as amended: In "3. Hearing of the Public, b. Event Updates, i., change the word 'funding' to 'fund.'"

5. Future Meeting Dates.

February 17, 2020
March 16, 2020
April 20, 2020

Upon motion made by John Alexander and seconded by Sally Cashin, the dates were approved.

6. Treasurer's Report

(a) Operating Budget Accounts Payable

December 2019 Part 2

- On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$3,040.41 in December 2019.

(b) Gift Fund Accounts Payable.

(1) LGIP-4

December 2019 Part 2

- On a motion by John Alexander and seconded by Kim Irwin, the board approved the expenditure of \$484.31 in December 2019.

(c) Operating Budget Accounts Payable

January 2020

- On a motion by John Alexander and seconded by Karen Sopik, the board approved the expenditure of \$2,573.44 in January 2020.

(d) Gift Fund Accounts Payable

(1) LGIP-4

January 2020

- On a motion by John Alexander and seconded by Sally Cashin, the board approved the expenditure of \$384.71 in January 2020.

(e) Gift Fund Status of Accounts. The following Gift Fund account balances were announced:

January 2020

i. LGIP-4	\$38,625.47
ii. LGIP-10	\$23,756.52

7. Director's Report

- Library programming and staff activities
- Statistics
- Youth report
- Gifts

1) Upon motion by Bonnie Klamik and seconded by John Alexander, the board accepted the following gifts in memory of Patrick Dunn:

- \$100 from Timothy and Susan Young
- \$100 from Mark and Pat Ruttum
- \$50 from Patricia Moyer
- \$25 from the Friends of the Elm Grove Library Used Book Crew

2) Upon motion by John Alexander and seconded by Sally Cashin, the board accepted \$100 from the Elm Grove Garden Club, for the purchase of garden-related materials.

3) Upon motion by John Alexander and seconded by Karen Sopik, the board accepted \$500 from an anonymous donor, for the purchase of new chairs for the children's area.

8. Old Business

No old business

9. New Business

No new business

10. Convene into closed session.

At 5:25 p.m. the board unanimously agreed to 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 6:10 p.m. the board unanimously agreed to reconvene into open session. Upon motion by Dave Hecker and seconded by Kim Irwin, the board approved the following proposed library staff salary adjustments:

Rachael Fealy-Layer – 5% increase in salary

Sharon Long - \$.50/hour increase in salary

Noah Weckwerth – One time \$500 bonus

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

Respectfully submitted,

Karen Sopik
Secretary

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Payments

Current Period: FEBRUARY 2020

Payments Batch Lib 02-2020 \$34,384.11

Refer	0 AQUATIC REALMZ	-		
Cash Payment	E 004-5513500 Lib Gift Expenses	Aquarium maintenance		\$113.98
Invoice	S86388 1/17/2020			
Transaction Date	2/4/2020	Town Bank	1110300	Total \$113.98
Refer	0 AWE LEARNING	-		
Cash Payment	E 007-5970600 5 yr Capital Library	computer		\$2,686.00
Invoice	EGPL19001-1 1/2/2020			
Transaction Date	2/11/2020	Town Bank	1110300	Total \$2,686.00
Refer	0 BAKER & TAYLOR COMPANY	-		
Cash Payment	E 006-5513103 Children/Young Adult	Books		\$80.41
Invoice	2035051725 1/15/2020			
Cash Payment	E 006-5513134 Books Non Fiction	Books		\$52.28
Invoice	2035045327 1/13/2020			
Cash Payment	E 006-5513105 Adult Audiobooks	Books		\$76.97
Invoice	2035045328 1/13/2020			
Cash Payment	E 006-5513105 Adult Audiobooks	Books		\$16.49
Invoice	2035045329 1/13/2020			
Cash Payment	E 006-5513136 Books Travel	Books		\$59.11
Invoice	2035045330 1/13/2020			
Cash Payment	E 006-5513135 Books Non Fiction	Books		\$16.80
Invoice	2035045331 1/13/2020			
Cash Payment	E 006-5513131 Books Adult Fiction	Books		\$15.70
Invoice	2035045332 1/13/2020			
Cash Payment	E 006-5513137 Books NF 800	Books		\$15.71
Invoice	2035045333 1/13/2020			
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$173.34
Invoice	2035054082 1/16/2020			
Cash Payment	E 006-5513134 Books Non Fiction	Books		\$15.71
Invoice	2035056729 1/17/2020			
Cash Payment	E 006-5513136 Books Travel	Books		\$15.72
Invoice	2035056730 1/17/2020			
Cash Payment	E 006-5513135 Books Non Fiction	Books		\$14.58
Invoice	2035056731 1/17/2020			
Cash Payment	E 006-5513131 Books Adult Fiction	Books		\$16.24
Invoice	2035056732 1/17/2020			
Cash Payment	E 006-5513131 Books Adult Fiction	Books		\$436.28
Invoice	2035056733 1/17/2020			
Cash Payment	E 006-5513134 Books Non Fiction	Books		\$297.81
Invoice	2035058997 1/18/2020			
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$136.93
Invoice	2035060336 1/20/2020			
Cash Payment	E 006-5513103 Children/Young Adult	Books		\$178.32
Invoice	2035063857 1/22/2020			
Cash Payment	E 006-5513130 Books-Reference	Books		\$219.00
Invoice	5015976973 1/22/2020			
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$191.46
Invoice	2035076079 1/28/2020			

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Payments

Current Period: FEBRUARY 2020

Cash Payment	E 006-5513134 Books Non Fiction	Books	\$15.14
Invoice	2035076758 1/28/2020		
Cash Payment	E 006-5513105 Adult Audiobooks	Books	\$32.99
Invoice	2035076759 1/28/2020		
Cash Payment	E 006-5513105 Adult Audiobooks	Books	\$19.24
Invoice	2035076760 1/28/2020		
Cash Payment	E 006-5513136 Books Travel	Books	\$13.85
Invoice	2035076761 1/28/2020		
Cash Payment	E 006-5513135 Books Non Fiction	Books	\$16.10
Invoice	2035076762 1/28/2020		
Cash Payment	E 006-5513131 Books Adult Fiction	Books	\$25.77
Invoice	2035076763 1/28/2020		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$192.25
Invoice	2035088533 2/4/2020		
Cash Payment	E 006-5513106 Adult DVDs	DVDs	\$17.27
Invoice	H43559660 1/27/2020		
Cash Payment	E 006-5513106 Adult DVDs	DVDs	\$112.00
Invoice	H43717090 1/30/2020		
Cash Payment	E 006-5513107 Adult Music	DVDs	\$11.88
Invoice	H43812610 2/4/2020		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$82.47
Invoice	2035097163 2/7/2020		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVDs	\$21.59
Invoice	H43825800 2/5/2020		
Cash Payment	E 006-5513106 Adult DVDs	DVDs	\$21.59
Invoice	H43825801 2/5/2020		
Cash Payment	E 006-5513135 Books Non Fiction	Books	\$305.33
Invoice	2035091233 2/5/2020		
Cash Payment	E 006-5513134 Books Non Fiction	Books	\$15.74
Invoice	2035091107 2/5/2020		
Cash Payment	E 006-5513105 Adult Audiobooks	Books	\$65.98
Invoice	2035091108 2/5/2020		
Cash Payment	E 006-5513131 Books Adult Fiction	Books	\$253.32
Invoice	2035091109 2/5/2020		
Cash Payment	E 006-5513137 Books NF 800	Books	\$75.17
Invoice	2035091110 2/5/2020		
Cash Payment	E 006-5513105 Adult Audiobooks	Books	\$19.24
Invoice	2035098752 2/11/2020		
Cash Payment	E 006-5513136 Books Travel	Books	\$36.05
Invoice	2035098753 2/11/2020		
Cash Payment	E 006-5513136 Books Travel	Books	\$175.55
Invoice	2035098754 2/11/2020		
Cash Payment	E 006-5513131 Books Adult Fiction	Books	\$9.44
Invoice	2035098755 2/11/2020		
Cash Payment	E 006-5513134 Books Non Fiction	Books	\$332.70
Invoice	2035098751 2/11/2020		
Cash Payment	E 006-5513106 Adult DVDs	DVDs	\$28.78
Invoice	H43956330 2/10/2020		
Transaction Date	2/4/2020	Town Bank	1110300
			Total
			\$3,928.30
Refer	0 BOSWELL BOOK COMPANY		

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Payments

Current Period: FEBRUARY 2020

Cash Payment	E 006-5513131 Books Adult Fiction	Elmbrook Intergenerational book club		\$9,376.15
Invoice	3992	1/31/2020		
Transaction Date	2/12/2020	Town Bank	1110300	Total \$9,376.15
Refer	0 CENTER POINT LARGE PRINT			
Cash Payment	E 006-5513132 Books Large Print	Books		\$29.21
Invoice	1755004	1/3/2020		
Transaction Date	2/4/2020	Town Bank	1110300	Total \$29.21
Refer	0 COMPUTYPE, INC.			
Cash Payment	E 006-5513300 Library Supplies	Library labels		\$369.50
Invoice	654351	1/17/2020		
Transaction Date	2/4/2020	Town Bank	1110300	Total \$369.50
Refer	0 DEMCO			
Cash Payment	E 006-5513300 Library Supplies	3 ring binder		\$45.09
Invoice	6759646	1/27/2020		
Transaction Date	2/11/2020	Town Bank	1110300	Total \$45.09
Refer	0 GALE/CENGAGE LEARNING			
Cash Payment	E 006-5513132 Books Large Print	Books		\$56.56
Invoice	69453278	1/22/2020		
Cash Payment	E 006-5513132 Books Large Print	Books		\$25.41
Invoice	69200883	1/10/2020		
Cash Payment	E 006-5513132 Books Large Print	Books		\$62.30
Invoice	69788728	2/5/2020		
Cash Payment	E 006-5513132 Books Large Print	Books		\$25.41
Invoice	69826941	2/7/2020		
Transaction Date	2/4/2020	Town Bank	1110300	Total \$169.68
Refer	0 LONG, SHARON			
Cash Payment	E 004-5513500 Lib Gift Expenses	January 20 Memory Café supplies		\$52.14
Invoice		1/24/2020		
Transaction Date	2/4/2020	Town Bank	1110300	Total \$52.14
Refer	0 OFFICE COPYING EQUIPMENT			
Cash Payment	E 007-5970600 5 yr Capital Library	Copy bill & coin system		\$2,583.25
Invoice	AR104894	1/21/2020		
Transaction Date	2/12/2020	Town Bank	1110300	Total \$2,583.25
Refer	0 OFFICE DEPOT INC			
Cash Payment	E 006-5513300 Library Supplies	Name badges		\$7.98
Invoice	423552121001	1/6/2020		
Cash Payment	E 006-5513300 Library Supplies	Paper		\$67.24
Invoice	429916217001	1/17/2020		
Cash Payment	E 006-5513300 Library Supplies	blade trimmer		\$12.59
Invoice	427066613001	1/11/2020		
Transaction Date	2/4/2020	Town Bank	1110300	Total \$87.81
Refer	0 VIDEO LIBRARIAN			
Cash Payment	E 006-5513110 Magazines/newspapers	online subscription		\$50.00
Invoice	3231	1/15/2020		
Transaction Date	2/4/2020	Town Bank	1110300	Total \$50.00
Refer	0 WAUKESHA CO TREASURER			

Payments

Current Period: FEBRUARY 2020

Cash Payment	E 006-5513320 computer Maintenance	Advantage Program		\$814.00
Invoice	2020-00000118	1/20/2020		
Cash Payment	E 006-5513320 computer Maintenance	Flipster e-magazine		\$454.00
Invoice	2020-00000094	1/20/2020		
Cash Payment	E 006-5513320 computer Maintenance	CAFÉ annual support		\$12,411.00
Invoice	2020-00000166	1/20/2020		
Cash Payment	E 006-5513320 computer Maintenance	Share of database cost		\$297.00
Invoice	2020-00000070	1/20/2020		
Cash Payment	E 006-5513320 computer Maintenance	Gale Courses		\$664.00
Invoice	2020-00000142	1/20/2020		
Cash Payment	E 006-5513499 Printing & Miscellaneous	Movie Licensing		\$118.00
Invoice	2020-00000046	1/20/2020		
Cash Payment	E 006-5513499 Printing & Miscellaneous	CAFÉ cards		\$79.00
Invoice	2020-00000023	1/20/2020		
Cash Payment	E 006-5513300 Library Supplies	Cooperative circulation paper purchase		\$56.00
Invoice	2020-00000192	1/22/2020		
Transaction Date	2/4/2020	Town Bank	1110300	Total \$14,893.00

Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$964.16
006 Library Operating Fund		\$28,150.70
007 5 Year Capital Fund		\$5,269.25
		<u>\$34,384.11</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$34,384.11
Total	<u>\$34,384.11</u>

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Payments

Current Period: FEBRUARY 2020

Payments Batch LibCC02-202 \$1,773.47

Refer	0 AMAZON		-		
Cash Payment	E 006-5513106 Adult DVDs	CDs			\$275.95
Invoice	5677020	1/13/2020			
Cash Payment	E 006-5513106 Adult DVDs	CDs			\$17.96
Invoice	2183455	1/15/2020			
Cash Payment	E 006-5513106 Adult DVDs	CDs			\$117.25
Invoice	2183455	1/15/2020			
Cash Payment	E 006-5513106 Adult DVDs	refund			-\$0.02
Invoice	2183455	1/16/2020			
Cash Payment	E 006-5513106 Adult DVDs	CDs			\$32.68
Invoice	1668237	1/16/2020			
Cash Payment	E 004-5513500 Lib Gift Expenses	CDs			\$12.99
Invoice	7180202	1/16/2020			
Cash Payment	E 004-5513500 Lib Gift Expenses	CDs			\$22.99
Invoice	7180202	1/16/2020			
Cash Payment	E 004-5513500 Lib Gift Expenses	CDs			\$35.79
Invoice	6909035	1/10/2020			
Cash Payment	E 004-5513500 Lib Gift Expenses	CDs			\$17.96
Invoice	6909035	1/10/2020			
Cash Payment	E 004-5513500 Lib Gift Expenses	CDs			\$29.95
Invoice	5669059	1/29/2020			
Cash Payment	E 004-5513500 Lib Gift Expenses	CDs			\$17.96
Invoice	1353822	1/30/2020			
Cash Payment	E 006-5513106 Adult DVDs	DVDs			\$341.10
Invoice	1105010	1/30/2020			
Transaction Date	2/12/2020	Town Bank	1110300	Total	\$922.56
Refer	0 AMERICAN LIBRARY ASSOCIATIO		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	supplies			\$38.00
Invoice	2130172	1/17/2020			
Transaction Date	2/12/2020	Town Bank	1110300	Total	\$38.00
Refer	0 EBSCO SUBSCRIPTION SERVICES		-		
Cash Payment	E 006-5513320 computer Maintenance	Kwikboost - type C cable			\$29.00
Invoice	5e2f5998a1283	1/27/2020			
Transaction Date	2/12/2020	Town Bank	1110300	Total	\$29.00
Refer	0 GREAT HARVEST		-		
Cash Payment	E 006-5513103 Children/Young Adult	Juv program supplies			\$6.00
Invoice					
Cash Payment	E 006-5513103 Children/Young Adult	Story time			\$7.00
Invoice					
Cash Payment	E 006-5513103 Children/Young Adult	Story time			\$6.50
Invoice					
Transaction Date	2/12/2020	Town Bank	1110300	Total	\$19.50
Refer	0 LAKESHORE LEARNING		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	8 chairs			\$597.91
Invoice		1/9/2020			
Transaction Date	2/12/2020	Town Bank	1110300	Total	\$597.91

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Payments

Current Period: FEBRUARY 2020

Refer	0 LIBRARY WORKS		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	supplies			\$49.00
Invoice	1859-0776	1/30/2020			
Transaction Date	2/12/2020	Town Bank	1110300	Total	\$49.00
Refer	0 SENDIKS		-		
Cash Payment	E 006-5513430 Miscellaneous Programs	Friday movie supplies			\$5.49
Invoice					
Cash Payment	E 006-5513103 Children/Young Adult	Storytime			\$15.98
Invoice					
Cash Payment	E 006-5513300 Library Supplies	Water			\$15.98
Invoice					
Cash Payment	E 006-5513300 Library Supplies	Water			\$7.99
Invoice					
Transaction Date	2/12/2020	Town Bank	1110300	Total	\$45.44
Refer	0 STEVES, RICK EUROPE		-		
Cash Payment	E 006-5513106 Adult DVDs	DVDs			\$22.06
Invoice	4321900	1/24/2020			
Transaction Date	2/12/2020	Town Bank	1110300	Total	\$22.06
Refer	0 WISCONSIN LIBRARY ASSOC, INC		-		
Cash Payment	E 006-5513200 Dues/Memberships	Sharon Long membership			\$50.00
Invoice	8999	1/27/2020			
Transaction Date	2/12/2020	Town Bank	1110300	Total	\$50.00

Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$822.55
006 Library Operating Fund		\$950.92
		<u>\$1,773.47</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$1,773.47
Total	<u>\$1,773.47</u>