

Elm Grove Public Library Board of Trustees
APPROVED November 10, 2022 MEETING MINUTES

1. Call to order

The meeting was called to order at 5:01pm. Board members present were: Kim Irwin, Kristina Sayas, John Alexander, Kristin Olson, Sally Cashin, Kayte Parkin, and Dave Hecker. Also present: Sarah Muench, Library Director

2. Welcome new Trustee, Kim Irwin

3. Approval of Agenda

Upon motion made by Kayte Parkin and seconded by Sally Cashin, the agenda was approved.

4. Confirm future meeting dates in the Village Hall - Park View Room

Following a motion by Kristina Sayas and a second by Kristin Olson, the board approved following meeting dates:

November 21, 2022 at 5pm

December 19, 2022 at 5pm

January 16, 2023 at 5pm

5. Old business

- a. Strategic planning services - review and decision

Report by Dave Hecker: He & Sarah spoke with consultants who had submitted bids to gain further information about their proposals. They reviewed the proposal timelines and contract specifics and heard from references from each submitting organization.

Sarah & Dave recommend moving forward with WiLS. The motion below was proposed by Dave Hecker and seconded by John Alexander. The Board voted unanimously to approve:

Following review and discussion of the bids received in response to the Library's Request for Proposal (RFP) for strategic planning services, upon motion made by David Hecker and seconded by John Alexander, the Board unanimously (1) approved the selection of Wils (fka Wisconsin Library Services) subject to the negotiation and execution of a mutually agreed contract, (2) authorized the Library Director to negotiate and finalize a contract with Wils for the performance of such strategic planning services within the range quoted by Wils and subject to such other terms and conditions as are mutually agreed and (3) requested that the Library Director inquire about Wils ability and practice of benchmarking against libraries outside of Wisconsin in connection its with strategic planning engagements and to apprise the Board at a subsequent meeting.

6. Adjournment

Upon motion made and seconded by the Board, the meeting adjourned at 5:44pm.

Respectfully Submitted By,

**Kayte Parkin
Secretary**