

Elm Grove Public Library Board of Trustees
March 20, 2023 Meeting Minutes
For Approval at the April 17, 2023 Meeting

1. Call to order

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

2. Approval of agenda

Upon motion made by John Alexander and seconded by Sally Cashin, the agenda was approved.

3. Minutes of the February 20th, 2023 meeting

Upon motion made by Kristina Sayas and seconded by John Alexander, the meeting minutes from the meeting on February 20, 2023 were approved.

4. Hearing of the public

No FOEGL report was made

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

- April 17, 2023
- May 22, 2023
- June 19, 2023

Upon motion made by Dave Hecker and seconded by Kim Irwin, the future meeting dates were approved.

6. Treasurer's report

- a. O.B. accounts payable March 2023: **\$ \$23,956.02**

On a motion made by John Alexander and seconded by Kristin Olson the board approved the expenditure of the amount noted above.

- b. LGIP4 gift fund accounts payable March 2023: **\$ \$1,053.61**

On a motion made by John Alexander and seconded by Sally Cashin the board approved the expenditure of the amount noted above.

- c. FOEGL gift fund accounts payable March 2023: **\$715.21**

On a motion made by John Alexander and seconded by Kayte Parkin the board approved the expenditure of the amount noted above.

- d. Status of accounts:

The following Gift Fund Account balances as of February 28, 2023:

- LGIP-4 = \$ 27,328.34
- FOEGL = \$ 20,575.31
- Total LGIP-4 Balance = \$ 47,903.65

- LGIP-10 = \$ 12,373.30
- Overall Gift Fund Total = \$ 60,276.95

7. Director's report

- Library statistics, staff activity, adult programming and other news
- Youth report
- Gifts – none to report this month

8. Old business

- a. Strategic plan update – reviewed summary of Board responses to WiLS questionnaire, planning committee members can ask questions of Board based on these responses, if requested; WiLS contact Melissa spoke with Village Manager Dave DeAngelis, staff SOAR session occurred last week; Community Conversations also occurred last week with 12 participants.
- b. Wisconsin Public Library 2022 Annual Report – signed by Dave Hecker & Sarah in late February and was submitted to System Director and to the State

9. New business

- a. Allowable Costs Worksheet – reviewed and motion by Dave Hecker seconded by John to approve the form authorizing Sarah & Dave Hecker to sign the form & submit it.
- b. Trustee handbook chapter 26, "The Public Library System Board - the Broad Viewpoint" and chapter 27, "Trustee Orientation and Continuing Education"
- c. Term announcements – Trustee President Dave Hecker & Secretary Kayte Parkin have terms that expire May 1, 2023; both trustees will leave the Board following their respective terms at that time.

10. Adjournment

Upon motion made by Dave Hecker and seconded by Kim Irwin, the board adjourned the meeting at 6:08pm.

Respectfully Submitted By:

Kayte Parkin
Secretary