

Elm Grove Public Library Board of Trustees  
September 18, 2023 Meeting Minutes  
For Approval at the October 16, 2023 Meeting

**1. Call to order**

The meeting was called to order at 5:06 p.m. Board members present were: Kim Irwin, Sally Cashin, John Alexander, Tom Castile, Kristin Olson, Patty Kujawa, Jennifer Morris. Also present: Sarah Muench, Library Director.

**2. Approval of Agenda**

Upon motion made by John Alexander and seconded by Kristin Olson, the agenda was approved.

**3. Welcome New Board Member Jennifer Morris**

**4. Staff recognition: Sue Daniels**

Sue Daniels updated the board on the status of the two computers in the Children's department. Neither is connected to the internet. One computer has 43 programs geared toward younger children, and the second has 69 programs suited for older children. Programs include school prep modules (naming colors, telling time, etc.), internet safety, keyboarding techniques and more. Currently there are no time limits on the computers; users can spend as much time as they would like. The computers are quite frequently in use, but children aren't usually waiting to take their turn.

Sue looked into the usage of these computers to get a better sense of their value to patrons and to start exploring ways to better connect families to the information found on the computers.

**5. Minutes of the August 21, 2023 meeting**

Upon motion made by Kim Irwin and seconded by John Alexander, the meeting minutes from the meeting on August 21, 2023 were approved.

**6. Hearing of the public,**

There were no public comments at the meeting.

**7. Election of Assistant Secretary**

Upon motion made by Patty Kujawa and seconded by Sally Cashin, the board elected Jennifer Morris to be assistant secretary.

## 8. Confirm future meeting dates in the Village Hall - Park View Room, 5 p.m.

- October 16, 2023
- November 20, 2023
- December 18, 2023

## 9. Treasurer's report

- a. O.B. accounts payable September 2023: **\$5,125.80**  
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 September 2023: **\$ 8,146.92**  
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 September 2023: **\$5,253.17**  
On a motion made by John Alexander and seconded by Tom Castille, the board approved the expenditure of the amount noted above.
- d. Capital Budget accounts payable September 2023: **\$975.00**  
On a motion made by John Alexander and seconded by Patty Kujawa, the board approved the expenditure of the amount noted above.
- e. Status of accounts

The following Gift Fund Account balances as of August 31, 2023:

- LGIP-4 = \$ 16,056.38
- FOEGL = \$ 27,679.72
- Total LGIP-4 Balance = \$43,736.10
- LGIP-10 = \$12,756.63
- Overall Gift Fund Total = \$56,492.73

## 10. Director's report

- Library statistics, staff activity, adult programming and other news

Because of a power outage in August, the old people counter did not accurately tally the number of patrons at the library.

Upcoming adult programs:

- o Art history lecture, John Singleton Copley: Tuesday October 3rd at 6:30pm
- o First Friday film The Little Mermaid (live version) Friday October 6th at 1pm
- o Social Security: Understanding Your Benefits, Wednesday October 11th at 10:30am
- o EG Beautification Committee lecture: "Prune Smaller Trees & Shrubs with Confidence": Wednesday October 11th at 6:30pm

- Youth report  
Monthly Program statistics
  - Summer reading totals

- Participation in Other Youth Programs Comparison Chart 2019-2023 was reviewed.
- Upcoming youth programs: Morning and evening story times; Build It club; therapy Pet reading program
- Gifts –no gifts this month

#### 11. **Old business**

Kim Irwin reported that distributing the strategic plan to the board has been delayed because of staff shortages and plan committee members' busy schedules. The planning team is taking the next month to review the edits and Melissa McLimans will submit the draft report soon.

Sarah presented edits to the EGPL Circulation Policy. The board discussed the edits, and added changes. On a motion made by Kristin Olson and seconded by John Alexander, the board approved the edits and adopted the amended policy.

#### 12. **New business**

On a motion made by Kim Irwin, each member 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, specifically, personnel and staffing.

On a motion made by Kim Irwin and seconded by John Alexander, the board agreed to end the closed session.

Upon motion made by John Alexander and seconded by Sally Cashin, the board adjourned the meeting at 6:30 p.m.

Respectfully Submitted By:

Patty Kujawa  
Secretary