

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES
December 15, 2025 Meeting Minutes
For Approval at the January 19, 2026 Meeting

1. Call to Order

The meeting was called to order at 5:00 p.m. Board members present were: Jennifer Morris, Laurie Leahy, John Alexander, Tom Castile, Kristin Olson, Karen Steen. Also present: Sarah Muench, library director and Sue Daniels, incoming library director.

2. Approval of Agenda

Upon a motion made by John Alexander and seconded by Laurie Leahy, the agenda was approved.

3. Minutes of the November 17, 2025 Meeting

Upon a motion made by Tom Castile and seconded by Kristin Olson, the minutes from the November 17, 2025 meeting were approved.

4. Hearing of the Public

Kayte Parkin FOEGL president provided this update: Membership is remaining steady. The Lights of Love is on track for a successful fundraiser event. A writer's workshop is scheduled for January 31st. Kayte announced a few programs coming up in February and March. One of the FOEGL goals this year is growing the membership by reaching out to new residents in Elm Grove.

5. Confirm Future Meeting Dates in the Village Hall – Park View Room

January 19, 2026 at 5pm

February 16, 2026 at 5pm

March 16, 2026 at 5 pm

6. Treasurer's Report

a. O.B. accounts payable December (first half) 2025: \$2679.36

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

b. LGIP4 gift fund accounts payable December (first half) 2025: \$731.28

On a motion made by John Alexander and seconded by Laurie Leahy, the board approved the expenditure of the amount noted above.

c. LGIP10 gift fund accounts payable December (first half) 2025: \$-41.40

On a motion made by John Alexander and seconded by Tom Castile, the board approved the expenditure of the amount noted above.

c. FOEGL gift fund accounts payable December (first half) 2025: \$2355.35

On a motion made by John Alexander and seconded by Laurie Leahy, the board approved the expenditure of the amount noted above.

e. Status of Accounts

The Following Gift Fund Account Balances as of November 2025:

- i. LGIP-4 =\$10,766.03
- ii. FOEGL =\$51,818.21
- iii. Total LGIP-4 \$62,584.24
- iv. LGIP-10 \$5,010.17
- v. Overall Gift Fund Total = \$67,594.41

7. Director's Report

a. Gifts

A gift in the amount of \$50.00 from Mark and Pat Ruttum was made in memory of Don Tollefson. On a motion made by Tom Castile and seconded by John Alexander, the board voted to accept this gift.

A gift in the amount of \$10,000 was received from Judith Bultman to use for library needs. On a motion made by Kristin Olson and seconded by John Alexander, the board voted to accept this gift.

- b. Library statistics, staff activity, adult programming, and other news as noted in the monthly report. Adult programs and upcoming library closing dates were noted.
- c. Youth Report—statistics, staff activity, youth programming and other news as noted in the monthly report.
- d. Project Updates - Sarah has been onboarding the new director. This has been going well. Sarah is also preparing the office space so that Sue is able to move into that office after January 2nd.

8. Old Business

a. Operating budget update - The finance committee meetings have been completed and the 2026 budgets were approved at the November meeting. The finance committee approved the amount of \$554,078 for the 2026 library operating budget.

b. Director retirement update - Sarah's retirement party is in the library on Friday at 5:00 PM. Board members, FOEGL members and community members are encouraged to attend.

9. New Business

a. Incoming Director's report - Sue Daniels reported that she has been busy learning the library director's role and responsibilities. Her library director certification from the DPI was approved. The youth services librarian position has been posted and will be open until January 9th. Sue has signed up for a web based WI library conference in January.

10. Adjournment

On a motion made by John Alexander and seconded by Kristin Olson, the board adjourned the meeting at 5:58 p.m.

Respectfully Submitted By:

Karen Steen

Secretary