

Elm Grove Public Library Board of Trustees
Approved May 22, 2023 Meeting Minutes

1. Call to order

The meeting was called to order at 5:03 p.m. Board members present: Kim Irwin, Sally Cashin, John Alexander, Kristin Olson, Tom Castile, Patty Kujawa and Teena Flanner. Also present: Sarah Muench, Library Director.

2. Welcome new trustees Patty Kujawa, Teena Flanner and Village Trustee Tom Castile

3. Approval of agenda

Upon motion made by Kristin Olson and seconded by Kim Irwin, the agenda was approved.

4. Minutes of the April 17, 2023 meeting

Upon motion made by Kim Irwin and seconded by Patty Kujawa, the meeting minutes from the meeting on were approved.

5. Hearing of the public

FOEGL report by Dave Cronin, FOEGL President. This was Dave's last board meeting; Laurie Leahy is the incoming president.

- FOEGL selected new software platform to be used for membership, fundraising and communications. The software will be used to track membership, process and acknowledge donations, communicate with members, process renewals and track event registrations. The software will be operational in the upcoming fiscal year.
- Thanks to the efforts of several FOEGL Board Members and the generosity of Great Harvest Elm Grove, Bookie Cookie is back for the 2023 Memorial Day Parade. After a six-year hiatus, 1,000 cookies are expected to be baked and sold during the parade. Proceeds will be used to support the Library.
- FOEGL has targeted funds for improvements and would like to help the board execute its vision for the future of the Library.

6. Election of officers for the Library Board of Trustees

Kim Irwin, President
Sally Cashin, Vice President
John Alexander, Treasurer
Kristin Olson, Assistant Treasurer
Patty Kujawa, Secretary
Teena Flanner, Assistant Secretary

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

- June 26, 2023

- July 17, 2023
- August 21, 2023

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

8. Treasurer's report

- a. O.B. accounts payable May 2023: **\$7422.44**

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

- b. LGIP4 gift fund accounts payable May 2023: **\$5,659.29**

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 May 2023: **\$2,554.55**

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

- d. Capital Budget accounts payable May 2023: **\$2,696.00**

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

- e. Status of accounts

The following Gift Fund Account balances as of April 30, 2023:

- LGIP-4 = **\$25,899.56**
- FOEGL = **\$35,995.59**
- Total LGIP-4 Balance = **\$61,895.15**
- LGIP-10 = **\$12,495.10**
- Overall Gift Fund Total = **\$74,390.25**

9. Director's report

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

-Sarah Muench reminded the board that the Library will be closed May 27-May 29, in honor of Memorial Day weekend.

-The Library will be offering 50 State Park Passes. The passes will be on a first come, first served basis.

-The Library is also exploring offering other types of passes, including The Milwaukee Art Museum, Riveredge Nature Center (in Saukville), Mitchell Park Domes in Milwaukee, and possibly the Milwaukee County Zoo. Sarah is looking for unique programs for families to check out and use these passes, just like they would a video or book. Logistics, such as time duration of the loan, are still being worked out.

- b. Youth report

- c. Gifts

Upon motion made by Kim Irwin and seconded by John Alexander, the board voted to accept the following gifts: \$16.44 reimbursement from the Elm Grove Woman's Club for a book: *Poetry Unbound: 50 Poems to Open Your World*, in memory of Dorothy Jane Beck.

10. Old business

- a. Strategic Plan Update: Kim Irwin reported that the new board members were briefed on the Strategic Plan by outgoing President Dave Hecker and Library Director Sarah Muench. The Planning Team will be reviewing a webinar made available by Wisconsin Library Services (WiLS). The Planning Team is expected to meet with WiLS either in June or July to review the webinar and give feedback.

11. New business

- a. No new business

12. Adjournment

Upon motion made by John Alexander and seconded by Sally Cashin, the board adjourned the meeting at 6:25 p.m.

Respectfully Submitted By:

Patty Kujawa
Secretary