

Elm Grove Public Library Board of Trustees
July 17, 2023 Meeting Minutes
Approved at the August 21, 2023, Meeting

1. Call to order

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

2. Approval of Agenda

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

3. Minutes of June 26, 2023 meeting

Upon motion made by John Alexander and seconded by Kristin Olson, the meeting minutes from the meeting on were approved.

4. Hearing of the public

- FOEGL did not meet in July. No report submitted.
- There were no public comments at the meeting.

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

- August 21, 2023, 5 p.m.
- September 18, 2023, 5 p.m.
- October 16, 2023, 5 p.m.

Upon motion made by Tom Castile and seconded by John Alexander, the future meeting dates were approved.

7. Treasurer's report

- a. O.B. accounts payable July 2023: **\$5,041.40**

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

- b. LGIP4 gift fund accounts payable July 2023: **\$559.68**

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 July 2023: **\$1,340.89**

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

- d. Government grant funds accounts payable July 2023: **\$1,924.95**

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 June 30, 2023:

- LGIP-4 = \$21,016.95
- FOEGL = \$31,191.61
- Total LGIP-4 Balance = \$52,208.56
- LGIP-10 = \$ 12,626.78
- Overall Gift Fund Total = \$64,835.34

8. Director's report

- Library statistics, staff activity, adult programming and other news
 - Sarah submitted EGPL's 2Q Review:
 - 23,878 Adult, teen and children's materials were checked out
 - 2,628 Adults and youths attended library programs
 - 93 new cardholders
 - 4,963 EGPL materials were shipped to fill holds
 - 573 uses of EGPL public internet computers
 - 1,182 reference questions answered
 - June 13 saw the highest number of checked out items in one day (766).
- Youth report
 - There was an error in the June issue of *Elm Leaves* concerning programming. There are no August performers
- Gifts – (None)

9. Old business

- Strategic Plan Update: The planning team met June 29. A Draft Plan has been created; it will be circulated to staff first, then it will be taken up by the planning team.
- RFID installation and training dates:
 - EGPL closes noon, Friday Aug. 18, 2023
 - EGPL closed, Tuesday Aug. 22-Thursday Aug. 24, 2023

10. New business (None)

11. Adjournment

Upon motion made by John Alexander and seconded by Tom Castile, the board adjourned the meeting at 5:55 p.m.

Respectfully Submitted By:

Patty Kujawa
Secretary