

Elm Grove Public Library Board of Trustees  
August 21, 2023 Approved 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, Tom Castile and Kristin Olson and. Also present: Sarah Muench, Library Director.

Excused: Patty Kujawa

Kim Irwin reported Teena Flanner resigned from the board and a new board trustee is anticipated to be appointed at the upcoming Village Trustee meeting.

**2. Approval of Agenda**

Upon motion made by Kim Irwin and seconded by John Alexander, the agenda was approved.

**3. Minutes of July 17, 2023 meeting**

Upon motion made by Sally Cashin and seconded by John Alexander, the meeting minutes were approved as drafted.

**4. Hearing of the public. Laurie Leahy, FOEGL President**

- FOEGL membership drive continues with 2 new FOEGL Lifetime members
- \$1500 gift received
- Longtime FOEGL board members Dave & Jan Cronin will be missed as moving out of state
- new software Wild Apricot slated to be fully installed by spring 2024

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

- September 18, 2023, 5 p.m.
- October 16, 2023, 5 p.m.
- November 20, 2023, 5 p.m.
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Upon motion made by Kristin Olson and seconded by Sally Cashin, the future meeting dates were approved.

**6. Treasurer's report**

**a. O.B. accounts payable August 2023: \$6,523.81**

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 August 2023: \$6,009.05**

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

**c. FOEGL gift fund accounts payable August 2023: \$2,171.40**

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 August 2023: \$2,307.42**

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

**e. Status of accounts:**

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

- LGIP-4 = \$18,744.10
- FOEGL = \$29,850.72
- Total LGIP-4 Balance = \$48,594.82
- LGIP-10 = \$ 12,695.50
- Overall Gift Fund Total = \$61,290.32

## 7. Director's report

- Library statistics, staff activity, adult programming and other news
  - EGPL closures in August in order to start RFID implementation
  - 44 of 50 Wisconsin State Park day passes have been given away.
  - Adult Summer reading program ended
  - Passport program will end August 31st.
  - Adult program with author Pam Jenoff 9/14 at 7pm at EG Women's Club
- Youth report
  - Youth Summer reading program ended. July 2023 and July 2022 participation shared
  - Youth Program Schedule for Fall 2023 shared
- Gifts -Upon motion by Kim Irwin and seconded by Tom Castile, the board accepted a \$2,808 gift from Mary Agnes and Clarence Kuehmichel to be used at the library director's discretion.

## 8. Old business

- **Strategic Plan Update:** Our consultant Wils sent the planning team edits from the framework meeting, with any additional edits due by August 28. The Strategic plan will then be shared with the library staff, the planning team, additional edits incorporated, and then the Library board.
- **RFID:** Installation and training started on Friday Aug 18 and continues with EGPL closure on Tuesday Aug. 22, Wednesday Aug. 23 and Thursday Aug. 24, 2023. EGPL Closure information shared via various websites, social medias and notices at the library.

## 9. New business

- **Waukesha County Library Standards Certification**
- Reviewed and discussed terms of Waukesha County Library Standards certification for eligibility for exemption from Waukesha County library tax set forth in the memorandum dated May 2, 2023 to the Elm Grove Library Board of Trustees from the Bridges Library System Director. Upon motion by Kim Irwin and seconded by Kristin Olsen the board unanimously approved the responses related to the *Minimum to Exempt* and authorized library director Sarah Muench and library board president Kim Irwin to sign, date and submit the Library Board Certification of Eligibility for Exemption from County Library Tax no later than August 31, 2023 as required.
- **2024-2028 Capital Budget**  
Sarah Muench presented the 5-Year Capital Budget Plan for the years 2020-2024. Upon motion by Kim Irwin and seconded by Kristin Olsen the board approved the budget as presented.
- **Circulation Policy Amendments**  
Sarah Muench presented the need to amend the current EGPL Circulation Policy to accommodate the new forthcoming Experience Passes as they will have a higher daily fine than our current

policy and other unique considerations to address. The desire of amending the policy prior to the end of summer break was discussed.

**10. Convene into closed session**

Upon motion by Kim Irwin and unanimous roll call vote, the board convened 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, more specifically, personnel and staffing.

**11. Reconvene into open session**

**Reducing library's open hours for September and October 2023**

Upon motion by Kim Irwin and seconded by John Alexander, the board unanimously approved limiting weekly library hours during the months of September and October 2023, after which we will reevaluate our ability to return to normal hours, and specifically: Effective Aug 31, 2023 the library will close at 5 pm on Tuesdays and Thursdays and open at noon on Wednesdays. Monday, Friday and Saturday hours will remain as usual. The library will be open 47 hours per week, which still meets the 45 hour minimum required by the Waukesha County Library Standards.

**12. Adjournment**

Upon motion made by John Alexander and seconded by Kristin Olson, the board adjourned the meeting at 6:52 p.m.

Respectfully Submitted By:

Sally Cashin  
Acting Assistant Secretary