

Elkhart Lake Library Board of Trustees  
Meeting Minutes of January 8, 2024

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on Monday January 8, 2024. Members present included Mary Farron, Patti Zuelke, Terri Knowles, and Lisa Doebert with Adam Engelbertson attending via MS Teams. Rachel Montes, Library Director, was also present. Sarah Rudnick, Nan Siebert and Rob Orth were absent.

Terri made a motion to have Lisa run the meeting in place of Sarah. Patti seconded. Motion was approved.

Vice president Lisa Doebert called the meeting to order at 9:05. Motion was made and seconded (Lisa / Patti) to approve the agenda as posted. Motion passed unanimously.

PUBLIC COMMENTS/TRUSTEE COMMENTS - Terri reported the village board discussed year end budget items and the new construction project.

DISPOSITION OF MINUTES - Motion was made and seconded (Patti / Terri) to approve the minutes as presented for the November 13 meeting. Motion passed unanimously.

TREASURER'S REPORT - Patti reported the deposit from the Hammann estate of \$36,345.16 to savings account until decisions are made on how to use this donation. Patti will look into current CD interest rates. Motion was made and seconded (Terri / Mary) to approve the treasurer's report. Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT -

- I. The Income and Expense report - Rachel presented income and expense reports for November, December and end of year reports. Expenses of note include a computer and monitor from Tech Fund and \$546.00 for self-checkout maintenance contract. Donations from Friends of the Library allowed the purchase of Toniebox, membership in the Farm Discovery Center, Hotspot service and Swank Movie Licensing. The final quarter budget report showed most items at or below budgeted amounts resulting in \$21,889.60 remaining. That money will be moved from Village Pool to Library Pool. Rachel reported that a \$500 donation made to the library was intended to go to the Friends of the Library. The board agreed that the money should be deposited into the library board's checking account and a check in that amount should be issued to the Friends of the Library. Motion was made and seconded to approve income and expense report( Terri / Lisa ) . Motion passed unanimously.
- II. Circulation Report - Rachel presented the Circ reports for November and December. Although circulation numbers continue to drop, digital usage continues to move upward. Program attendance remains strong although there has been a drop in Story Time attendance. A weekend slot for Story Time has been added for additional opportunities for families to attend.

III. Director's Written Report - Rachel reported on the many events and activities that have been happening within and connected to the library during November and December.

NEW BUSINESS -

- a. Review of Library Programming - Rachel presented a list of the many programs that the library offers. Her list is divided up by age groups and shows an abundance of opportunities offered to the public.
- b. Discussion : Memorial Donation - As previously mentioned, the Dorien Hammann estate recently made a \$36,345.16 donation to the library. The money has been deposited in the library board's memorial savings account. The discussion focused on whether to put the donation into a CD or leave it in savings until the decision has been made as to how to best use the money. Information will be gathered as to best interest rates.

OLD BUSINESS -

- a. Library of Things Lending Policy - second reading. No additional discussion was required. Motion was made and seconded ( Terri / Lisa ) to approve the policy. Motion passed unanimously.
- b. Lighting project - After seeking further clarification, Rachel shared two final (or maybe not) proposals for changing to LED lighting in the library. As many of the board members did not feel they knew enough about what is needed, Rachel will talk to Pat (village maintenance) about the project.

NEXT MEETING - February 12, 2024 at 9:00 am.

CONFIRM ACTION ITEMS: Patti will check on CD rates for Hammann donation.  
Rachel will continue to work on the lighting project.

ADJOURNMENT - Motion to adjourn was made and seconded ( Terri / Lisa ) Motion was approved unanimously. Adjournment at 9:55.

Respectfully Submitted  
Mary Farron, Secretary