

Elkhart Lake Library Board of Trustees
Meeting Minutes of April 10, 2023

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on Monday, April 10, 2023. Members present included Mary Farron, Nan Siebert, Patti Zuelke, Terri Knowles, Rob Orth, with Lisa Doebert attending via MS Teams. Rachel Montes, Library Director, was also present. Sarah Rudnick and Adam Engelbretson were absent.

In the absence of Sarah, motion was made and seconded (Terri/Mary) to appoint Nan Siebert to lead the meeting. Motion passed unanimously. Nan Siebert called the meeting to order at 9:01. Motion was made and seconded (Mary/Patti) to approve the agenda as posted. Motion passed unanimously.

PUBLIC COMMENTS/TRUSTEE COMMENTS – Rachel had submitted the written annual report to the Village board.

DISPOSITION OF MINUTES – Motion was made and seconded (Mary/Rob) to approve the minutes as presented for the March 13, 2023 meeting. Motion passed unanimously.

TREASURER'S REPORT – Motion was made and seconded (Mary/Rob) to approve the treasurer's report. Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT –

- I. The Income and Expense Report – Rachel reported usual expenses for March. Motion was made and seconded to approve the Income and Expense Report (Patti/Rob). Motion passed unanimously. Rachel presented the first quarter budget report. Most expenses fall within planned expenditures.
- II. Circulation Report – Overall circulation was down by 4.6%. The largest drop was by young readers. Overall digital use was also down by 12%. In person programs remained consistent.
- III. Director's Written Report – New at the library included new library assistant, Katie Walsh. Teens survey is being prepared. Rachel reports that staff members are busy with their individual projects including genealogy, story time, Libby workshops, summer programs, Reading Dragons.

NEW BUSINESS –

- I. Request was made to purchase a rolling shelving unit to free up space during various activities. Money would be taken from the library pool. Motion was made and seconded to authorize purchase of rolling shelf up to \$5500 (Terri/Rob). Motion passed unanimously.

OLD BUSINESS – none

Set date and time for next meeting: May 8, 2023 at 9am.

ADJOURNMENT: Motion to adjourn was made and seconded (Terri/Rob). Motion passed unanimously. Meeting adjourned at 9:26am.

Respectfully submitted,

Mary Farron, Secretary