

Elkhart Lake Library Board of Trustees  
Meeting Minutes of April 14, 2025

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on Monday, April 14, 2025. Members present included Mary Farron, Rachel Karras, Patti Zuelke, Terri Knowles, Sarah Rudnick, Rob Orth, Lisa Doebert with Adam Engelbertson attending via MS Teams. Rachel Montes, Library Director, was also present.

President Sarah Rudnick called the meeting to order at 9:03. Motion was made and seconded (Patti/Terri) to approve the agenda as posted. Motion passed unanimously.

**PUBLIC COMMENTS/TRUSTEE COMMENTS** - Terri Knowles will be leaving as the village board representative. Mark Landgraff will assume her role at the May library board meeting. Terri also commented on the progress made by the village board on the upcoming building projects.

**DISPOSITION OF MINUTES** - Motion was made and seconded (Lisa/Rob) to approve the minutes as presented for the March 2025 meeting. Motion passed unanimously.

**TREASURER'S REPORT** - Treasurer Patti presented the quarterly report. One CD was renewed and interest was added to savings and checking. Motion was made and seconded (Terri/Rachel K) to approve the treasurer's report. Motion passed unanimously.

**LIBRARY DIRECTOR'S REPORT** -

1. The Income and Expense report - Director Rachel reported typical expenses for the month of March. Additional expenses for new shelving came partially from Friends of the Library with the remainder coming out of the budget at the end of the year. Secondly, STEAM wall materials funding came from donations. Motion was made and seconded (Mary/Lisa) to approve income and expense report . Motion passed unanimously.
  - A. 1st Quarter Financial Report - Director Rachel reported that expenses for the first quarter fell within the budget.
2. Circulation Report - Circulation was down 1%, but is showing that the downward trend of previous months is slowing. Digital usage was also down. Program attendance was strong. Story hour is picking up attendance. Special activities like the Potato Derby were well attended.
3. Director's Written Report - Director Rachel reported that one staff member had to leave because of health issues. With the help of past and present staff, Rachel was able to fill the vacated hours.

**NEW BUSINESS** - The board discussed shortening Saturday hours from 9-2 to 9-1. Motion was made and seconded (Terri/Rob) that starting Memorial Day weekend the library summer hours will be 9-1. Motion passed unanimously.

**OLD BUSINESS** -

1. Election of officers: Motion is made and seconded (Patti/Rachel K) to accept nominations for officers. Motion passed unanimously.
2. Review of revised Internet Acceptable Use Policy : Motion was made and seconded (Terri/Mary) to approve updated policy. Motion passed unanimously.
3. Mobile shelving & STEAM activity wall: New shelving is in and wall is in progress.

NEXT MEETING - May 12, 2025 at 9am

CONFIRM ACTION ITEMS: Update press and social media with new summer hours.

ADJOURNMENT - Motion to adjourn was made and seconded (Terri/Lisa) Adjourned at 9:41.

Respectfully Submitted  
Mary Farron, Secretary