

Elkhart Lake Library Board of Trustees
Meeting Minutes of Monday November 11, 2024

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on Monday November 11, 2024. Members present included Mary Farron, Rachel Karras, Patti Zuelke, Terri Knowles, Sarah Rudnick, Adam Engelbretson and Lisa Doebert with Rob Orth attending via MS Teams. Rachel Montes, Library Director, was also present.

President Sarah Rudnick called the meeting to order at 9:00. Motion was made and seconded (Terri / Rachel K) to approve the agenda as posted. Motion passed unanimously.

PUBLIC COMMENTS/TRUSTEE COMMENTS - Director Rachel commented that a kitchen set had been purchased from the Nan Seibert memorial donations and a special sign has been made for the space. Terri reported that the village board will be approving the next budget, work continues on the workforce housing project with the addition of a leasing trailer.

DISPOSITION OF MINUTES - Motion was made and seconded (Lisa/Adam) to approve the minutes as presented for the October 2024 meeting. Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT -

- I. The Income and Expense report - Director Rachel reported normal expenditures for October with the exception of the purchase of 3 new computers. Funding came from the Tech replacement plan. A kitchen set was purchased from donation funds to create a play area to honor Nan. Motion was made and seconded to approve income and expense report(Terri / Patti) . Motion passed unanimously.
- II. Circulation Report - Overall circulation was up 5% in October with YA showing the greatest increase. Overall digital usage was down. Libby use was down 28%, but Kanopy was up 200%. Computer usage increased over 2023. Programs had good attendance. Halloween activities had great participation.
- III. Director's Written Report - Director Rachel reported that staff has been busy with a variety of projects and doing some program planning to get ahead of the game.

NEW BUSINESS

- I. Staff Evaluations
 - I. The Library Board will go into closed session in accordance with Wisconsin Statute 19.85(1) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction or exercise responsibility. Motion was made and seconded (Terri / Rachel K) to move into closed session. Roll call vote was taken and the board went into closed session at 9:11. Board returned to open session ended at 9:31

OLD BUSINESS -

- I. 2025 Goals & Objectives - Director Rachel presented her goals with a focus on communication and training for staff, innovative ways to expand library use, and to

consistently promote programs to school and community. The board gave Rachel a thumbs up for her ideas.

- II. 2025 Closed Dates - The board viewed the list of library closing dates. Motion was made and seconded (Lisa/Rachel K) to approve the list of closing dates. Motion passed unanimously.

NEXT MEETING - January 13th, 2025 at 9:00am.

CONFIRM ACTION ITEMS - None

ADJOURNMENT - Motion to adjourn was made and seconded (Mary / Patti) to adjourn. Motion passed unanimously. Meeting adjourned at 9:42.

Respectfully Submitted
Mary Farron, Secretary