Elkhart Lake Library Board of Trustees
Meeting Minutes of May 12, 2025

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on May 12. 2025. Members present included Mary Farron, Rachel Karras, Patti Zuelke, Terri Knowles, Sarah Rudnick, Lisa Doebert, Mark Landgraf. Rachel Montes, Library Director, was also present. Rob Orth and Adam Engelbretson were absent.

President Sarah Rudnick called the meeting to order at 9:02. Motion was made and seconded (Patti/Mary F) to approve the agenda as posted. Motion passed unanimously.

Introduction of New Trustee: Mark Landgraf was introduced to the board as the new rep from the village board.

PUBLIC COMMENTS/TRUSTEE COMMENTS - Terri handed off her position on the library board to Mark and discussed various projects and ordinances that the village board has in progress.

DISPOSITION OF MINUTES - Motion was made and seconded (Lisa/Rachel K) to approve the minutes as presented for the April 14 meeting. Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT -

I. The Income and Expense report - Director Rachel reported normal expenditures during April. ElkhartCares paid for the Zoo Pass and summer backpacks project with the school reading specialist. Friends of the Library paid for summer reading programs. The county reimbursement was added to the budget. Motion was made and seconded to approve income and expense report(Mary / Lisa) . Motion passed unanimously.
II. Circulation Report - Director Rachel reported that circulation numbers were down but patron visits were up. Programs were well attended. Digital resource usage was up slightly.
III. Director's Written Report - Two new experience passes were added for the summer: Fireman's Park Pass and Green Bay Packer Hall of Fame passes. Director Rachel reported that staffing was in place for summer. Planning continued for the author event on May 20th. Staff members continue to create and support programs for all ages!

NEW BUSINESS -

I. Program Policy - Director Rachel presented her program policy as the library did not have one in place. Board members were asked to take a second look and send any feedback to Director Rachel.
II. Friends of the Library Representative - Current rep Rachel K asked to step aside as rep. Mary F volunteered to become the rep.

OLD or Unfinished BUSINESS -

I. Election of Officers - As per the binder: The April meeting will be designated as a nomination meeting with elections at the May meeting. Motion was made to elect the current slate of candidates (Mary / Rachel K). Motion passed unanimously.
II. STEAM activity wall - The new STEAM wall and Nano's kitchen are set up. They are being well received by children and adults.

NEXT MEETING - The next meeting is set for June 9, 2025 at 9am.

CONFIRM ACTION ITEMS - 1. Update binder for election policy. 2. Board members should take a second look at the program policy. Send any feedback to Director Rachel.

ADJOURNMENT - Motion to adjourn was made and seconded (Mary / Rachel K)Meeting was adjourned at 9:40.

Respectfully Submitted
Mary Farron, Secretary