

Elkhart Lake Library Board of Trustees
Meeting Minutes of February 13, 2023

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on Monday February 13, 2023. Members present included Mary Farron, Terri Knowles, Sarah Rudnick, Adam Engelbertson, with Patti Zuelke, Rob Orth, and Lisa Doebert attending via MS Teams. Rachel Montes, Library Director, was also present. Nan Siebert was absent.

President Sarah Rudnick called the meeting to order at 9:06. Motion was made and seconded (Terri/Adam) to approve the agenda with 1 change, date and one addition, Discussion of CD under Old or unfinished business. Motion passed unanimously.

PUBLIC COMMENTS/TRUSTEE COMMENTS - Terri reported on a tour of libraries that are located in municipal buildings.

DISPOSITION OF MINUTES - Motion was made and seconded (Terri/Patti) to approve the minutes as presented for the January 8, 2023 meeting. Motion passed unanimously.

LIBRARY DIRECTORS REPORT -

- I. The Income and Expense report - Total income of 207.08. Expenses: 3,373.31. Expenses to note: 483.39 for printer toner, 403.93 for Summer Library Program , and 394.76 for magazine renewals. Motion was made and seconded (Mary/Adam)to approve income and expense report. Motion passed unanimously.
- II. Circulation Report - Circulation stats were similar to those of previous year. Program attendance remained strong with 129 participants. Passive participation was 57.
- III. Directors Written Report -
 - a. Launched genealogy work group. Angela planned and led the workshop.
 - b. Hosted 'Crafts and Cocoa' during Schnee Days.
 - c. Reading Dragons program continued with great participation.
 - d. Annual report was completed
 - e. New self check was set up
 - f. Drafted revisions to Employment Policies and Procedures
 - g. Launched Universal Classes

NEW BUSINESS - 1. Reviewed Annual Report. Motion was made and seconded (Terri/Lisa) to approve Annual Report. Motion passed unanimously.

2. Board reviewed the Employment Policies and Procedures. Changes included language of inclusivity comparable to the village policy, addition of sick leave to part-time employees and other work/behavior expectations of the employee. Revisions were last made in 2013. The board will revisit the policy and finalize approval in March

3. Self check machine has been set up in the library for patron use.

OLD BUSINESS - Patti reported that NEBAT will match the interest rate from Cleveland State Bank at 3.5% for the library's CD. Motion was made to direct Patti to invest the CD at 3.5% at National Exchange Bank. (Terri/Mary) Motion passed unanimously.

Confirm action items: 1. A question asked by trustee Rob concerning wait times on ebooks available on Libby ap. 2. Employment policy and procedures

ADJOURNMENT - Motion to adjourn was made and seconded (Adam/Terri). Motion was unanimously approved at 10:00.

Respectfully Submitted
Mary Farron, Secretary