

Elkhart Lake Library Board of Trustees
Meeting Minutes of September 11, 2023

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on September 11, 2023. Members present included Mary Farron, Nan Siebert, Patti Zuelke, Terri Knowles, Sarah Rudnick, Adam Engelbertson, Lisa Doebert with Nan Siebert attending via MS Teams. Rachel Montes, Library Director, was also present. Rob Orth was absent.

President Sarah Rudnick called the meeting to order at 9:05. Motion was made and seconded (Lisa / Terri) to approve the agenda as posted. Motion passed unanimously.

PUBLIC COMMENTS/TRUSTEE COMMENTS - Village continues to work on a development project. The village board is working a budget and will get the facilities study back on track.

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

NEW BUSINESS - The Library Board went into closed session according to Wisconsin Statute 19.85 (l) 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/ Patti), roll call vote taken. Motion passed unanimously. Board went into closed session at 9:10. Meeting resumed open session at 9:21. Rachel presented 2 budget proposals. Most items remained the same as in 2023. Items adjusted upward were wages, salaries, insurance, electricity, phone, programs and audiobooks. Items reduced were office supplies and expenses. The only difference between the two proposals is the village contribution. Motion was made/seconded (Mary/Adam) to approve budget #1, but #2 is possible.

LIBRARY DIRECTORS REPORT -

- I. The Income and Expense report - Expenses to note : mobile shelving unit at \$3,226.46. Otherwise normal expenses remain within budget. Motion was made and seconded to approve income and expense report (Terri / Adam). Motion passed unanimously.
- II. Circulation Report - Total circulation was down by 12% overall from the previous August. Digital use was up by 12% overall. Program attendance remained strong with Storytime, Downtown Night, Take & Makes and Scavenger Hunt leading the way.
- III. Directors Written Report - Items to note: Elkhart Lake will tentatively host Memory Cafe in May 2024. Artist Talk with Leovardo Aguilar (Chair Project) scheduled for October 12 at 6pm, launched new after hours pick-up lockers. ELPL will participate in the next round of test libraries for VEGA Program.

OLD BUSINESS - Lighting update: Waiting for an estimate from KW.

ADJOURNMENT - Motion to adjourn was made and seconded (Terri / Patti)Motion was unanimously approved at 9:43.

Respectfully Submitted
Mary Farron, Secretary