

Elkhart Lake Library Board of Trustees
Meeting Minutes of August 11, 2025

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on August 11, 2025. Members present included Mary Farron, Rachel Karras, Mark Landgraf, Sarah Rudnick, Rob Orth, Lisa Doebert with Adam Engelbertson attending via MS Teams. Rachel Montes, Library Director, was also present. Patti Zuelke was absent

President Sarah Rudnick called the meeting to order at 9:01. Motion was made and seconded (Lisa / Rachel) to approve the agenda as posted. Motion passed unanimously.

PUBLIC COMMENTS/TRUSTEE COMMENTS - Mark reviewed discussion from the recent village board meeting.

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

LIBRARY DIRECTOR'S REPORT

- I. The Income and Expense report - Director Rachel stated that the library expenses were unremarkable. Most of the expenses support the Summer Reading Program. Motion was made and seconded (Mark/Rob) to approve income and expense report. Motion passed unanimously.
- II. Circulation Report - Director Rachel reported that circulation for July was up 10%, library visitor count was up 20% and digital resources usage was up 16%. The Summer Reading Program had 350 participants and program attendance was stupendous.
- III. Director's Written Report - Director Rachel reported on the variety of projects that involved the staff. She filled the opening for a Library Assistant I. Rachel reported that she will be out of the library for a couple of weeks late in August and early September.

NEW BUSINESS -

- I. Review of revised Library Assistant II job description - The board reviewed the draft of an updated job description for Library Assistant II. Following a brief discussion of changes and the rationale for the changes motion was made and seconded (Mark/Rob) to adopt the revisions. The motion passed unanimously.
- II. Review of Salary Schedule - The board also reviewed the current salary schedule and felt it to be competitive with no changes needed.
- III. Trustee Training Week - Director Rachel presented several online workshops available to board members.

OLD BUSINESS -

- I. Summer Library Program Update - Numbers to be available at next meeting.
- II. Budget Committee - meeting date Friday August 15 at 1:30.

NEXT MEETING - September 22, 2025 @9am.

CONFIRM ACTION ITEMS

ADJOURNMENT - Motion to adjourn was made and seconded (Mark/Rachel K). Motion was approved unanimously at 9:23.

Respectfully Submitted
Mary Farron, Secretary