

Elkhart Lake Library Board of Trustees
Meeting Minutes of Monday February 12, 2024

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on Monday February 12, 2024. Members present included Mary Farron, Patti Zuelke, Terri Knowles, Sarah Rudnick, Rob Orth with Adam Engelbertson attending via MS Teams. Rachel Montes, Library Director, was also present. Nan Siebert and Lisa Doebert were absent.

President Sarah Rudnick called the meeting to order at 9:08. Motion was made and seconded (Patti / Rob) to approve the agenda as posted. Motion passed unanimously.

PUBLIC COMMENTS/TRUSTEE COMMENTS - Terri reported that the facilities study would be ready soon.

DISPOSITION OF MINUTES - Motion was made and seconded (Rob / Patti) to approve the minutes as presented for the January 8, 2024 meeting. Motion passed unanimously

LIBRARY DIRECTOR'S REPORT -

- I. The Income and Expense report - Rachel reported several donations totaling \$226.80. Normal expenses were reported with the exception of \$1000 to Hoopla. Motion was made and seconded (Mary / Rob) to approve income and expense report. Motion passed unanimously.
- II. Circulation Report - Rachel reported that circulation was up 11%. Digital usage was up 55%. Programs continued steady. Schnee Days Cocoa and Crafts brought in 23 kids and 32 adults. After hours locker pick up has increased.
- III. Director's Written Report - Rachel reported on the many ongoing projects happening in the library that kept the staff busy for the month of January, Projects of note were Cozy Crafts and Cocoa hosted in conjunction with Schnee Days, a program about landscaping for bees, birds and the environment, book club, movie for kids, weeding of books, etc. Rachel also worked on the annual report.

NEW BUSINESS - Annual Report Review and Approval - Rachel presented the annual report to the board and explained various sections of the yearly statistical report. Motion was made and seconded (Terri / Adam) to approve the report. Motion passed unanimously.

OLD BUSINESS - a. Lighting Project - Discussion continued as to whether to wait for the facilities study or to move forward. Since lighting is important to the daily function of the library, the board agreed that there was a need to update the lighting. Motion was made and seconded (Terri / Rob) to move forward on the lighting project. Motion passed unanimously.

b. Hammann Donation - Patti reported that the Cleveland State Bank was offering the best CD rates. Motion was made and seconded (Terri / Rob) to move the Hammann donation money to a CD at CSB. Motion passed unanimously.

NEXT MEETING - March 11 at 9am

CONFIRM ACTION ITEMS - Patti will move gift money to cd. Rachel will talk to Jessica about how facilities might affect the lighting project. She will contact Deans about moving the project forward.

ADJOURNMENT - Motion to adjourn was made and seconded (Patti/ Rob). Motion passed unanimously. Meeting was adjourned at 9:50.

Respectfully Submitted
Mary Farron, Secretary