

Elkhart Lake Library Board of Trustees  
Meeting Minutes of April 8, 2024

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on Monday April 8, 2024. Members present included Mary Farron, Patti Zuelke, Terri Knowles, and Sarah Rudnick with Adam Engelbretson and Lisa Doebert attending via MS Teams. Rachel Montes, Library Director, was also present. Rob Orth was absent.

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

PUBLIC COMMENTS/TRUSTEE COMMENTS -

DISPOSITION OF MINUTES - Motion was made and seconded ( Terri / Mary) to approve the minutes as presented for the February and March meetings. Motion passed unanimously.

TREASURER'S REPORT - Treasurer Patti Zuelke presented the 1st quarter report. Hammann Estate money was transferred to a CD at National Exchange Bank. Deils Estate bequest was deposited. Motion was made and seconded ( Terri / Mary) to approve the treasurer's report. Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT -

- I. The Income and Expense report - Rachel reviewed March and April income and expenses. As discussed in the treasurer's report, a bequest from Mark G Diels Estate was recorded as income March. Expenses to note: summer reading program speakers, supplies, promos, reimbursement to Rachel for training (WLA Conference Fee), Sound bar for movie/video programs. Motion was made and seconded to approve income and expense report for both March and April. ( Patti / Lisa ). Motion passed unanimously.
  - I. 1st Quarter Financial Report: Rachel reported that spending is within budget.
- II. Circulation Report - Circulation was up slightly from 2023. Digital use continues to increase. Programs were well attended.
- III. Director's Written Report: Rachel announced the retirement of Anne Hatas. Anne's final day would be Friday, April 19. An open house is planned from 1-3 on that day. Other items of note were Spring Break events for kids, attending webinars on various topics, continuing on-going programs.

NEW BUSINESS -

- I. Review of strategic plan: The current plan was approved in 2020. The board discussed the necessity of revising the plan or specifying a timeline to revisit and update the plan. The board decided to have yearly feedback from the staff, then updating the plan if necessary. An extensive survey will go out to patrons for 2030, at which time the plan will be updated.
- II. Diels Bequest: This money was designated for the purchase of audiobooks on CD. As the technology is no longer popular, Rachel sought clarification with the estate attorney and was

told that the library could use the money as it wishes. Rachel suggested using money for Hoopla audio expenses. The board suggested honoring the spirit of the request by looking into materials or services to help older patrons.

III. Website proposal : After discussing pros and cons of two different website design firms the board decided to go with Firespring. Motion was made and seconded (Lisa / Adam) to hire Firespring to create the library website. Motion was approved unanimously.

#### OLD BUSINESS -

- I. Lighting Project Update : Rachel reported that the new lighting was in and the library was so much brighter, but that some of the older lights that hadn't been replaced needed to be matched to the new lights.
- II. Election of officers: All existing officers are willing to continue in their roles for another year. The election of officers will be on the May 13th agenda.

NEXT MEETING- Next meeting is set for Monday May 13, 2024 at 9:00 am.

CONFIRM ACTION ITEMS : Contact Firespring to work on new website, Anne retirement on April 19, and check on clarification for use of Diels bequest money.

ADJOURNMENT - Motion to adjourn was made and seconded ( Terri / Patti ). Motion passed unanimously. Meeting was adjourned at 9:57.

Respectfully Submitted  
Mary Farron, Secretary