

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

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

President Sarah Rudnick called the meeting to order at 9:03. Motion was made and seconded ( Lisa / Patti ) to approve the agenda as posted. Motion passed unanimously.

PUBLIC COMMENTS/TRUSTEE COMMENTS - Terri updated the board on activities in the village.

DISPOSITION OF MINUTES - Motion was made and seconded ( Terri / Patti ) to approve the minutes as presented for the June 10 meeting. Motion passed unanimously.

TREASURER'S REPORT - Patti reported on second quarter activity in the various library accounts. Patti asked the board for input concerning a CD that matures in September. The thoughts were to check on interest rates around that time then make a decision.

LIBRARY DIRECTOR'S REPORT -

- I. The Income and Expense report - Director Rachel reported on various donations in memory of Nan Siebert. (More discussion later in the minutes) Expenses for June outside of the normal expenses were mostly for the summer reading program. Motion was made and seconded to approve income and expense report( Terri / Rob ) . Motion passed unanimously.
  - A. Second quarter report : Director Rachel reporte that second quarter expenses were within budget with the exception of an increase in insurance and expenses in phone service.
- II. Circulation Report - Director Rachel reported that June circulation was up by almost 9%. Digital usage was up 22% overall, and program attendance was strong. She was pleased that teen participation was also strong.
- III. Director's Written Report - Director Rachel reported that the two new staff members were working out quite well and that they are already contributing ideas and talents to the library. The staff is very busy with summer reading programs and the 233 summer reading participants that are taking advantage of the reading program. The Monarch Library System is switching to a new catalog in mid-August. It is available to try now by going to [monarchcatalog.org](http://monarchcatalog.org) and look for the "Try our new catalog" button on the left.

OLD BUSINESS - 1. Website update - Director Rachel reported that the migration to the new website has been completed. She is working on other website content, but that will take a little time to complete before the new website is launched.

2. With the many donations that have come to the library in memory of Nan Siebert, Director Rachel suggested that the money go to create a space for imaginative play in Nan's memory. She suggested the purchase of a heavy duty all in one kitchen set. Board members agreed that the idea was something that Nan would have loved.

NEW BUSINESS - Staff wage Adjustment Proposal - Director Rachel proposed raising the starting wage range by \$2.00 at each level. This adjustment has not been made in several years and is necessary to keep wages competitive. Motion was made and seconded to raise the starting range for Library Clerk to \$12-14.00, Library Assistant I to \$15-18.00 and Library Assistant II to \$18-21.00. ( Terri / Patti ) Motion was unanimously approved.

NEXT MEETING - August 12, 2024 at 9:00 am

CONFIRM ACTION ITEMS

ADJOURNMENT - Motion to adjourn was made and seconded ( Terri / Patti ). Motion was approved unanimously. Meeting adjourned at 9:40.

Respectfully Submitted  
Mary Farron, Secretary