

Elkhart Lake Library Board of Trustees  
Meeting Minutes of October 14, 2024

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on Monday October 14, 2024. Members present included Mary Farron, Rachel Karras, Patti Zuelke, Terri Knowles, Sarah Rudnick, Lisa Doebert, with Adam Engelbretson and Rob Orth attending via MS Teams. Rachel Montes, Library Director, was also present.

President Sarah Rudnick called the meeting to order at 9:02. Motion was made and seconded (Terri / Rachel K) to approve the agenda as posted. Motion passed unanimously.

PUBLIC COMMENTS/TRUSTEE COMMENTS - Terri commented on various village projects and that the board will be working on their preliminary budget.

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

TREASURER'S REPORT - Patti presented the treasurers report for the third quarter showing interest accrued for the savings and checking accounts. Also the report showed the current status of 2 CDs. 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 - Director Rachel reported that the library had incurred the usual expenses for September with the additional payment toward training to the Wisconsin Library Association. Motion was made and seconded to approve income and expense report ( Lisa/ Patti ) . Motion passed unanimously.
  - i. 3rd Quarter Report - Most of the items in the '24 budget remain on target with the exception of the following items: Phone service, Internet-web Page, and insurance.
- II. Circulation Report - Director Rachel reported that overall circulation for September was up 2% and Digital circulation was up 3%. Programs had good attendance with the Elktoberfest Art Project leading the way! The POW/MIA exhibit drew in 19 visitors who came to the library just to see the exhibit.
- III. Director's Written Report - The new library website is up and operational because of the preparation of content and training that occurred during September. Staff was also busy organizing and leading activities, managing the library collections and training.
  - i. Review of Director's 2024 Goals and Objectives - The board reviewed the annotated list for 2024 showing most goals and objectives had been successfully achieved.
  - ii. Review of Director's 2025 Goals and Objectives - Director Rachel presented her list of Goals and objectives for 2025. The board felt it needed time to study and discuss the list.

NEW BUSINESS - 1. Proposed closing dates for 2025. The board reviewed a list of proposed closing dates for 2025.

OLD BUSINESS - Website update - As previously noted the new website is up and running. Much effort was made to make the site user friendly.

NEXT MEETING - November 11th at 9am.

CONFIRM ACTION ITEMS - 2025 Goals and Objectives to be put on November agenda for discussion.

ADJOURNMENT - Motion to adjourn was made and seconded ( Terri / Patti ). Motion was approved unanimously. Meeting adjourned at 9:44.

Respectfully Submitted  
Mary Farron, Secretary