

Elkhart Lake Library Board of Trustees  
Meeting Minutes of October 9, 2023

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on Monday October 9, 2023. Members present included Mary Farron, Nan Siebert, Patti Zuelke, Terri Knowles and Adam Engelbertson with Lisa Doebert attending via MS Teams. Rachel Montes, Library Director, was also present. Sarah Rudnick and Rob Orth were absent.

Nan Siebert, acting as presider in Sarah's absence and Lisa's delay, 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 - Terri reported on the start of the new housing development, facility study is back on track and village board is working on the preliminary budget. Patti reported the election of new officers for Friends of the Library.

DISPOSITION OF MINUTES - Motion was made and seconded (Terri / Patti ) to approve the minutes as presented for the September 11, 2023 meeting. Motion passed unanimously.

TREASURER'S REPORT - Patti reported expenditures for staff appreciation and awards for 1000 books before Kindergarten. Total assets as of September 30, 2023 were \$29,779.00. Motion was made and seconded (Terri / Mary) to approve the treasurer's report. Motion passed unanimously.

LIBRARY DIRECTORS REPORT -

- I. The Income and Expense report - Rachel reported normal expenses for the month of September. Expenses of note were \$350.00 for an Author presentation, \$710.53 for WLA Conference fees and hotel, \$267,95 for Wonderbooks. Motion was made and seconded to approve income and expense report ( Terri / Adam ). Motion passed unanimously.
- II. Circulation Report - Rachel reported that circulation was down 15%, but digital use was up 28%. Program attendance continues strong.
- III. Directors Written Report - Rachel reported on a variety of activities held in September and planned for the future including Crazy 8s Club, Halloween Photo Shoot and an Author talk. Rachel shared her review of 2023 Goals and Objectives with comments/completion of each goal. She also presented 2024 Goals and Objectives for the board to review. Discussion and adoption of goals will be on the agenda for the November meeting.

NEW BUSINESS - 1. Board reviewed proposed closing dates for 2024 and revision of 2023 closing dates. Motion was made and seconded to amend 2023 closed dates to add Tuesday, December 26 (Christmas Eve observed) (Terri / Patti). Motion passed unanimously.

Motion was made / seconded to approve proposed closed dates for 2024. (Terri / Patti). Motion passed unanimously.

2. The board discussed the retirement of an outdated E-reader policy. The E-reader will be covered by adding it to another existing policy.

OLD BUSINESS - Budget Update - The village appropriation will be \$131,385.00.

Lighting update - Rachel received 1 proposal from KW Electric and will seek out another bid.

Action items - Review 2024 Goals and Objectives. Try to get a second bid for lighting.

ADJOURNMENT - Motion to adjourn was made and seconded ( Lisa / Mary ). Motion passed unanimously at 9:42.

Respectfully Submitted  
Mary Farron, Secretary