

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

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

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

PUBLIC COMMENTS/TRUSTEE COMMENTS - Terri talked about the village budget and work being done in committees.

DISPOSITION OF MINUTES - Motion was made and seconded (Lisa/Terri) to approve the minutes as presented from the November 2022 meeting. Motion passed unanimously.

TREASURER'S REPORT - Patti reported an addition of \$2.27 in interest to savings account. No activity during the 4th quarter in checking and ending balance of \$30,595.00 in total assets. Motion was made and seconded (Terri/Lisa) to approve treasurer's report. Motion passed unanimously.

LIBRARY DIRECTORS REPORT :

- I. Income and Expense Report: The Income and Expense report was presented. Rachel reviewed expenses from November, December and final expenses for 2022. Highlights include a donation from FOL for \$3,570.00 which allowed the library to purchase memberships to Farm Wisconsin Discovery and Above and Beyond, music and movement supplies, Hotspot service and movie license from Monarch. Using surplus money from the budget, year end purchases of Colibri Covers, easels and bookends, lockers for no contact pick up were made. A surplus of \$37,000 was added to library pool. Motion to approve Income and Expense Report was made and seconded (Mary/Patti). Motion passed unanimously.
- II. Circulation Report - Total circulation was up for November. Existing program attendance remained steady. Reading Dragon incentive was launched with 50 kids participating. Digital usage was down 15%. December's total circulation was down slightly. Digital resource usage was up 16%. Program attendance remained consistent.
- III. Director's written report - Highlights include: First grade visit, securing a NASA display created by local resident, Beverly Drees. Current programs will expand to include a genealogy interest group starting the third Tuesday in January and a music and movement class for babies and toddlers beginning in February. Staff is weeding the adult non-fiction in order to update. Expanded STEM kits, updating US States Collection and adding Ancestry Library Edition are other items in the report. Rachel also reported on staff activities to maintain and improve the collection and make the library inviting to patrons

NEW BUSINESS - Rachel presented a review of library programming, a listing of library activities for 2022. This will be both a reflective tool and an overview to look for areas of new focus.

Secondly, Rachel proposed prorated sick pay for part-time employees. After discussion the board directed Rachel to write up an addendum to present at the February meeting.

OLD BUSINESS - Directors 2023 Goals and Objectives: Rachel pointed out some changes she had made to her proposed Goals and Objectives having add some measurable goals. Motion was made and seconded (Terri/Patti) to approve Goals and Objectives. Approval was unanimous.

Prioritization of Projects: Discussion about some future projects for the library, Updating bathroom will be pushed back for future expansion. Patio is top priority as the pavement is irregular and a hazard. Someone from the village will be contacted to look at what it will take to fix it.

CD - Discussion continued on how to invest the money in cd to get a better return. As there are better interest offerings, the board authorized treasurer Patti to negotiate for a higher rate. Motion was made and seconded (Terri / Lisa) to authorize treasurer Patti to move the CD to a bank offering a higher rate.

CONFIRM ACTION ITEMS - Rachel will write and addendum to prorate sick pay for part time employees.

ADJOURNMENT - Motion was made and seconded (Patti / Lisa) to adjourn at 10:12. Motion was approved unanimously.

Respectfully Submitted
Mary Farron, Secretary