

Elkhart Lake Library Board of Trustees
Meeting Minutes of February 10, 2025

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on February 10, 2025. Members present included Mary Farron, Rachel Karras, Patti Zuelke, Terri Knowles and Lisa Doebert with Rob Orth attending via MS Teams. Rachel Montes, Library Director, was also present. Sarah Rudnick and Adam Engelbretson were absent.

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

PUBLIC COMMENTS/TRUSTEE COMMENTS - None

DISPOSITION OF MINUTES - Motion was made and seconded (Terri / Rachel K) to approve the minutes as presented for the January 2025 meeting. Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT -

- I. The Income and Expense report - Director Rachel reported normal expenses for January. Motion was made and seconded to approve income and expense report(Mary / Rachel K) . Motion passed unanimously.
 - a. Final Expenses 2024 - Director Rachel reported that the village office had some additional expenses for the end of the year library budget.
- II. Circulation Report - Overall physical circulation was down 7% over Jan 2024 with adult circ down 13%, YA up 6%. Digital usage was up slightly. Programs were well attended! Locker pick-up has increased.
- III. Director's Written Report - Director Rachel reported that staff has been working on various projects, Schnee Days activities, adult workshops, storytime, planning summer reading. Meetings have been held with Friends of the Library and Lakeland University to plan an author visit in May.

NEW BUSINESS - Annual Report Review and Approval -Director Rachel presented the draft of the annual report submitted to the DPI. Motion was made and seconded to approve the report with address updates (Terri / Patti). Motion passed unanimously.

OLD BUSINESS - A.. Mobile shelves update - Shelving has been ordered.
B. Activity wall - Director Rachel presented her plan to add a STEAM wall. Following discussion board members recommended the use of donation money to fund this project. Motion was made to use \$5000 of donation funds toward the purchase of activity wall (Terri / Mary)
Motion passed unanimously.

NEXT MEETING - March 10 at 9am

CONFIRM ACTION ITEMS - None

ADJOURNMENT - Motion to adjourn was made and seconded (Patti / Terri). Motion passed unanimously at 9:45.

Respectfully Submitted
Mary Farron, Secretary