

Elkhart Lake Library Board of Trustees Meeting Minutes of August 12, 2024

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on Monday August 12, 2024. Members present included Mary Farron, Patti Zuelke and Sarah Rudnick, with Rob Orth and Terri Knowles attending via MS Teams. Rachel Montes, Library Director, was also present. Rachel Karras, Adam Engelbertson and Lisa Doeber were absent.

President Sarah Rudnick called the meeting to order at 9:05. Motion was made and seconded (Patti / Mary) to approve the agenda as posted. Motion passed unanimously.

PUBLIC COMMENTS/TRUSTEE COMMENTS - Terri commented on various village activities and projects.

DISPOSITION OF MINUTES - Motion was made and seconded (Patti / Terri) to approve the minutes as presented for the July 2024 meeting. Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT -

- I. The Income and Expense report - Director Rachel reported that typical expenses were incurred with the following exceptions: \$685.00 for carpet cleaning and \$205.15 to Monarch Library System for Envisionware. Motion was made and seconded (Mary / Rob) to approve income and expense report . Motion passed unanimously.
- II. Circulation Report - Director Rachel reported that circulation for July was the Highest since June 2016. Digital usage seems to have leveled off. The library has received very positive feedback for the summer programs and attendance has been great!
- III. Director's Written Report - Director Rachel reported on the departure of Angela for a full time job at Plymouth Public Library. Rachel was able to hire a part-time staff member to start at the end of August. She also reported that staff was busy with many summer activities held at the library.

NEW BUSINESS -

1. Appointment of Budget Committee : Mary , Patti and Terri volunteered. The committee will meet in August.
2. Trustee Training Week : Rachel shared information about sessions available online to trustees.

OLD BUSINESS -

NEXT MEETING - September 9, 2024 at 9am.

CONFIRM ACTION ITEMS

ADJOURNMENT - Motion to adjourn was made and seconded (Terri / Patti) at 9:20. Motion passed unanimously.

Respectfully Submitted
Mary Farron, Secretary