

Elkhart Lake Library Board of Trustees
Meeting Minutes of August 14, 2023

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on Monday August 14, 2023. Members present included Mary Farron, Patti Zuelke, Terri Knowles, Sarah Rudnick, with Adam Engelbertson and Rob Orth attending via MS Teams. Rachel Montes, Library Director, was also present. Lisa Doebert and Nan Siebert were absent.

President Sarah Rudnick called the meeting to order at 9:06. Motion was made and seconded (Patti / Terri) to approve the agenda as posted. Motion passed unanimously.

PUBLIC COMMENTS/TRUSTEE COMMENTS - Village continues to work on apartment development.

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

LIBRARY DIRECTORS REPORT -

- I. The Income and Expense report - Income and expenses report remain as expected. Several items to note were a \$489.31 reimbursement from Prairie Lakes Library System as part of a grant for the WAPL Conference attended by Director Rachel, 323.06 expense for a new copier contract, 507.15 for vinyl wrap for lockers, 600.00 for Internet. Motion was made and seconded to approve income and expense report. (Mary/Patti) Motion passed unanimously.
- II. Second quarter report: Trustees viewed the report for the first half of the year. Most items remain within budgeted amounts. A few exceptions were phone service and insurance. Adjustments will be made in the next budget.
- III. Circulation Report - Circulation for July remained relatively unchanged from 2022. Digital use increased by 30%. Programs continue to draw good numbers. The summer reading programs were VERY well attended!
- IV. Directors Written Report - July programs included Drawing 101 for adults and older teens, Pop-tarts, Pop-tart pillows and Teen Clash for middle school and older. Quigby's sleepover and booklet for kids. Staff members were also taking on extra duties and shifts to help cover Angela's absence and cover for vacations.

NEW BUSINESS -

- I. Appointment of Budget Committee: Volunteers to meet to discuss budget were Mary and Patti. Sarah will reach out to Lisa to see if she could be part of the committee.
- II. Lighting: Old lighting needs to be replaced. One option was quite extensive and expensive. A recommendation to get a second electrician in to possibly look at other options was made.
- III. Trustee Training Week: Rachel shared the schedule of training sessions which will take place the week of August 21.

OLD BUSINESS - None

Confirm action items: Sarah will contact Lisa about the Budget Committee. Rachel will continue to look into what can be done to improve / fix lighting.

ADJOURNMENT - Motion to adjourn was made and seconded (Terri/ Patti). Motion was approved unanimously. Adjournment at 9:31.

Respectfully Submitted
Mary Farron, Secretary