

**Elkhart Lake Board of Trustees Minutes**  
**August 9, 2021**

The monthly meeting of the Elkhart Lake Public Library Board of Trustees was held on August 9, 2021. Members present included Sarah Rudnick, Ann Buechel-Haack, Lisa Doebert, Mary Farron, Terri Knowles, Fred Kraemer, Patti Zuelke and Director Rachel Montes. Member not present: Nan Siebert

President Rudnick called the meeting to order at 9:05 a.m. (Terri/Patti) moved to approve the agenda. The motion received unanimous approval.

**Public Comments and/or Trustee Comments:** Terri thanked Nan for hosting Director McCartney's retirement party. She also reported that the Village is reviewing its COVID safety protocols.

**Disposition of the Minutes:** It was moved by (Terri/Mary ) to approve the minutes of the July 12th regular meeting. The motion received unanimous approval.

**Library Director's Report:** The director reported that our income was \$157.43 and expenses were \$4,145.66. Rachel also shared the 2nd quarterly report. Fifty-six percent of the budget is unspent.

- Circulations are up 10% compared to last year.
- The Summer Library Program continues to go well, with 143 readers registered and participating. One hundred ninety-eight patrons participated in other library programs. Over 300 of the ever-popular Take & Make kits were distributed.

Jessica Monson has been hired as a library assistant.

Rachel also shared the day-to-day operational activities of the library.

**New Business:** It was moved by (Ann/Terri) to approve the staff wage adjustment proposal. The motion received unanimous approval.

Ann, Nan and Mary have been appointed to the budget committee with Terri serving as an alternate.

**Old Business:** It was moved by (Terri/Lisa) to approve the revised Circulation Policy and the Institutional Pass Policy. The motion received unanimous approval.

It was moved by (Ann/Terri) to approve the bid for replacement furniture for the director's office. The motion received unanimous approval.

Rachel reported that it is recommended that all patrons wear masks when using the library. As the Village updates its policy, the library will comply with their requirements.

It was moved by (Patti/Terri) to go into closed session at 9:52 a.m. in accordance to Wisconsin Statute 19.85 (1) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility. Aye votes: Sarah Rudnick, Ann Buechel-Haack, Lisa Doebert, Mary Farron, Terri Knowles, Fred Kraemer, and Patti Zuelke. Nay votes: none.

It was further moved by (Terri/Ann) to return to open session at 10:06 a.m. The motion received unanimous approval.

(Ann/Mary) moved to adjourn our meeting at 10:07 a.m. The motion received unanimous approval. Our next meeting is scheduled for September 13, 2021.

Respectfully submitted,  
Fred Kraemer, secretary