

**Elkhart Lake Board of Trustees Minutes
October 11, 2021**

The monthly meeting of the Elkhart Lake Public Library Board of Trustees was held on October 11, 2021. Members present included Ann Buechel-Haack, Lisa Doebert, Mary Farron, Terri Knowles, Fred Kraemer, Patti Zuelke and Director Rachel Montes. Members not present: Sarah Rudnick and Nan Siebert.

Ann Buechel-Haack chaired the meeting and called it to order at 9:02 a.m. (Patti/Terri) moved to approve the agenda as posted. The motion received unanimous approval.

Public Comments and/or Trustee Comments: A thank-you note from retired director Betty McCartney was circulated. Patti reported on the fundraising projects of the Friends of the Library, and that the group would welcome additional members.

Disposition of the Minutes: It was moved by (Terri/Mary) to approve the minutes of the September 13th regular and closed session meetings. The motion received unanimous approval.

Treasurer's Report: Ann reported that the Memorial Fund has total assets of \$30,869.26. It was moved by (Terri/Patti) to approve the report as presented. The motion received unanimous approval.

Library Director's Report: The director reported that our income was \$211.46 and expenses were \$2,420.13. It was moved by (Lisa/Terri) to approve the report. The motion received unanimous approval. The income received included a gift in memory of Betty Weber.

- Circulations increased 6% compared to last year and digital resource use was up 23%.
- Sixty-seven youth and adults participated in in-person library programs.
- Rachel visited 11 Elkhart Lake Elementary/middle school classrooms to promote library card sign-up month.
- Rachel reported on the day-to-day management of the library. She also shared her 2022 Library Director goals and objectives and solicited comments from the board. The goals/objectives were well-received.

New Business: It was moved by (Patti/Mary) to approve the Adoption of the General Records Schedule. The motion received unanimous approval. This document offers guidelines on how long state agencies should hold "public records" before destroying them.

Old Business: Rachel reported that the Village Board mask requirement policy remains in force.

It was moved by (Patti/Lisa) to adjourn our meeting at 9:50 a.m. The motion received unanimous approval. Our next meeting is scheduled for November 8th, 2021.

Respectfully submitted,
Fred Kraemer, secretary