

ELKHART LAKE LIBRARY BOARD OF TRUSTEES MINUTES
JULY 11, 2022

The monthly meeting of the Elkhart Lake Public Library Board of Trustees was held on July 11, 2022. Members present included Nan Siebert, Patti Zuelke, Adam Engelbretson, Terri Knowles, Sarah Rudnik. Lisa Doeberth appeared via Zoom at 9:30 a.m. Rachel Montes, Library Director, and Ann Buechel Haack were also present. Members not present: Rob Orth and Mary Farron.

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

PUBLIC COMMENTS/TRUSTEE COMMENTS – Terri reported the written report containing recommendations for the facilities study was distributed to all Department Heads and they will be meeting with the Village Administrator in August to review.

INTRODUCTION OF NEW TRUSTEE: Ann introduced Dr. Adam Engelbretson, the new Superintendent for Elkhart Lake-Glenbeulah School District who will be filling the seat on the Library Board going forward. Sarah welcomed him and board members individually introduced themselves.

DISPOSITION OF MINUTES – Motion was made and seconded (Nan/Patti) to approve the minutes as presented for the June 13, 2022 meeting. Motion passed unanimously.

TREASURER'S REPORT – Patti reported \$2.25 was earned in interest on the CD. She checked CD rates at Cleveland State Bank to compare to National Exchange Bank & Trust, where the CD is currently held. Discussion was held whether to research investment options for this account that's funded by donations. Rachel will check with the State whether there are regulations governing such. Motion was made and seconded (Terri/Adam) to approve the Treasurer's Report and maintain the CD at National Exchange Bank & Trust for the next year.

LIBRARY DIRECTOR'S REPORT – The Income and Expense report was presented. Income was \$158.30 and expenses were \$3,059.93. Rachel highlighted the expense to the state for the first payment for the T1 line (internet) of \$600, with the others being typical monthly expenses. Motion was made and seconded (Patti/Nan) to approve the Income & Expense Report. Motion passed unanimously.

- June was a VERY busy month. Circulation increased 40% over last June, with an 87% increase in Juvenile. Digital also increasing. Kanopy was down, but we don't pay a subscription fee for that so doesn't affect us financially. Hoopla also was up for audio books. Computer usage also increased.
- Program attendance remains strong and included two genealogy workshops.
- Rachel hosted weekly visits from the 3K & 4K summer school classes.
- Summer reading program continues through 8/16/22, with 225 people signed up. (Prepandemic was 156.) Staff working diligently with so many books going out/coming back. Rachel as well has been working the desk to keep up with the workload.
- New lighting was installed in the adult book section, DVDs and kids' section and above the desk. It's such an improvement, Rachel is going to request estimates for the other areas as well so it's all consistent.
- Monarch system AARP grant funds for the radiofrequency tagging has proven to be insufficient to fund all libraries. We will allow other libraries to tag our items as they're circulated rather than our staff tagging all items that may just sit on a shelf.

- Friends of Library book sale was 6/25/22, with a second one scheduled for 7/30/22. The Friends' cookie sale made over \$1700. Nan asked if there was something we could do for them in thanks, such as supplying sandwiches or refreshments at their September meeting. Sarah volunteered to attend. Rachel will follow up.

OLD BUSINESS – None.

NEW BUSINESS - Take & Make Projects continue to be successful, with 300 being distributed last month. However, the impact on staffing needs to be addressed. Discussed looking for more volunteers, a high school student or an intern for next summer. Staff is adjusting availability of those projects to time they have available. Considering changing it to Make & Take, activities to be done at the library.

ADJOURNMENT - Motion was made (Terri/Lisa) to adjourn at 9:50 a.m. Motion passed unanimously. The next meeting is scheduled for August 8, 2022 at 9:00 a.m., with action items being Investment regulations for library accounts that are strictly donated funds and the Friends of the Library appreciation item.

Respectfully submitted,
Terri Knowles, Acting Secretary