

ELKHART LAKE LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES OF AUGUST 8, 2022

The monthly meeting of the Elkhart Lake Public Library Board of Trustees was held on August 8, 2022. Members present included Nan Siebert, Patti Zuelke, Terri Knowles, Sarah Rudnick, Lisa Doebert, with Mary Farron and Adam Engelbertson appearing via MS Teams, and Rob Orth absent. Rachel Montes, Library Director, was also present.

President Sarah Rudnick called the meeting to order at 9:02 a.m. Motion was made and seconded (Nan/Lisa) to approve the agenda as posted. Motion passed unanimously.

**PUBLIC COMMENTS/TRUSTEE COMMENTS** – Terri updated on progress of the Facilities Study, and Rachel provided further details from the Department Heads meeting she had attended. They will continue to report on decisions concerning the Civic Center and Library building.

**DISPOSITION OF MINUTES** – Motion was made and seconded (Patti/Mary) to approve the minutes as presented for the July 11, 2022 meeting. Motion passed unanimously.

**LIBRARY DIRECTOR'S REPORT** – The Income and Expense report was presented. There was \$98.67 in copier income. Breakdown of expenses included the \$1,542.50 for the lighting upgrade, UW Madison for Rachel's final certification class, mileage for travel to meetings that are now being held in person, and the balance mostly summer reading expenses. There was a fraudulent charge made to the credit card. Rachel explained the expenses listed with her name are for reimbursement for purchases made with her personal card until the replacement card is received. Motion was made and seconded (Terri/Nan) to approve the Income and Expense report. Motion passed unanimously.

- Second quarter financial report: Most expenses are in line at the 50% level, with the exception of the copier and natural gas costs. Will make a note to increase those amounts for next year's budget. Rachel did order a new laptop. \$94,704.93 (59%) spent of the \$136,477.61 budget.
- Circulation numbers for July were more typical numbers, but still up 8% from last July. The construction on Lake Street caused some confusion for patrons.
- Program attendance is strong. Digital usage continuing to increase.
- Following a Gale marketing piece, five new class enrollments received.
- A retired preschool teacher is interested in helping with story time; considering an evening time for the future.
- Friends of the Library book sale was held. Unsold books went to various donation centers.
- Staff did a purge of patrons who haven't used their cards in three years.
- Monarch is considering adding a platform that would enhance customer service by using targeted marketing after patrons complete a survey. Rachel will continue to monitor those details.

**OLD BUSINESS** - Rachel followed up on the issue of investing memorial fund dollars by contacting other area directors and also talked to the Village Administrator. The two options are a local bank or the Village account in the State Investment Pool. We would have limited access to that as the Village only transfers money from that account once a year to avoid transaction fees, and the interest rate is only .9%.

Friends of the Library meeting is September 12, 2022. Rachel has ordered a platter of desserts which we will provide to thank them for their efforts. Sarah will also attend on behalf of the Board.

**NEW BUSINESS** - Rachel asked for volunteers for a budget committee. (Sarah/Nan) moved and seconded to appoint Patti, Lisa and Terri to the Budget Committee and they will meet before the September board meeting.

Rachel included information of the yearly Library Trustee Training Week, August 22<sup>nd</sup> – 26<sup>th</sup>. These are virtual sessions sponsored by DPI.

**ADJOURNMENT** - Motion was made (Lisa/Terri) to adjourn at 9:57 a.m. Motion passed unanimously. The next meeting is scheduled for September 12, 2022 at 9:00 a.m. Action items will include the 2023 budget.

Respectfully submitted,  
Terri Knowles, Acting Secretary