Elkhart Lake Library Board of Trustees

Meeting Minutes of October 10, 2022

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on October 10, 2022. Members present included Nan Siebert, Patti Zuelke, Terri Knowles, Sarah Rudnick, Lisa Doebert, with Rob Orth attending via MS Teams. Adam Engelbertson was not in attendance. Rachel Montes, Library Director, was also present.

President Sarah Rudnick called the meeting to order at 9:07. Motion was made and seconded (Terri/ Patti) to approve the agenda as posted. Motion passed unanimously.

PUBLIC COMMENTS/TRUSTEE COMMENTS - Terri reported that the village board has been working on the budget for 2023.

DISPOSITION OF MINUTES - Motion was made and seconded (Terri/ Lisa) to approve the minutes as presented for the September 12 meeting. Motion passed unanimously.

TREASURER’S REPORT - As of the end of the third quarter:

* Savings- $18,034.20 (includes 2.27 interest)
* Checking- $1,396.11
* CD - $11,164.69

Motion made and seconded (Nan/Lisa) to approve Treasurer's report. Motion passed unanimously.

LIBRARY DIRECTORS REPORT-

 Income and Expense report - Total income reported was $115.79. Expenses reported were $3,216,88 including $565.40 for book covers and poster and $400 to replenish Kanopy. Motion made and seconded (Terri/ Lisa) to approve Income and Expense. Motion passes unanimously.

* Total circulation for September was up over previous year by 12%. This was on the strength of a 30% increase in Juvenile usage.
* Digital usage showed Overdrive down slightly, but Kanopy usage up significantly and Hoopla up 25%.
* In person programs showed consistent numbers through September with the added story hours and the addition of Ukulele Club.
* Outreach to Cedar Communities leaving flyers for upcoming programs
* Updated FOL website and logo.
* Provided treats for FOL annual meeting to recognize the group’s efforts to support library

Reviewed 2022 goals and objectives. Though many goals had been accomplished, Rachel felt a few were vague and needed more specific outcomes. Draft of 2023 goals will be shared in November with finalization set for January meeting.

NEW BUSINESS: Reviewed changes made to Mobile Hotspot Policy. Return patron wait period was proposed for change from 5 library business days to two calendar weeks. After discussion it was decided to adopt as modified with a review of policy at the February board meeting. Motion made to approve and seconded (Terri/Lisa). Motion approved unanimously.

OLD BUSINESS:  Discussed I bonds as a way to better invest money currently in CD. Patti is continuing to work with bank to have access to funds. Add I bonds to next agenda.

Action items:  Check on evaluation schedule.

ADJOURNMENT - Motion made and seconded to adjourn (Patti/Nan) at 10:15. Motion was approved unanimously.