

# Prairie du Chien Memorial Library

## Minutes of Prairie du Chien Memorial Library Board of Trustees Meeting

1. President Linda Munson called the meeting of the Prairie du Chien Memorial Library Board of Trustees to order at 5:00 p.m. on Tuesday, April 18, 2023, at the public library.
  - **Roll Call**
    - **Present board of trustees:** Linda Munson, Jill Doll, Brooke Teynor–School District Representative, Nancy DuCharme, Jennifer Miller, and Wendy Scherer. **Absent: Mark Gilberts and Ashley Erickson**
2. **Motion** by Doll, second by Teynor to certify the open meeting law agenda requirements. Roll call was unanimous.
3. Oath of Office for re-appointed board members Linda Munson, Wendy Scherer, and Jill Doll.
4. Ashley Erickson arrived at 5:02 p.m.
5. **Approval** of March 21, 2023, Library Board Meeting minutes. Motioned by Doll and Second by Miller. Motion Carried.
6. **Approval** of Monthly Bills. Motioned by Miller and Second by DuCharme. Roll call unanimous. Motion Carried.
7. **President's Report**
  - Linda will be attending the April 18, 2023 city finance meeting to discuss the \$115,000 the library still owes.
  - Linda met with the Friends of the Library on April 11, 2023 to discuss the signs, landscaping, and upcoming library events. They gave their \$400 yearly amount for landscaping and \$360 for the turtle event in July.
  - It has been decided the library will push out the library sign project until late August or early September to coincide with the library's 60th

anniversary of being on the current site. The Friends will work on getting donations to help with the cost of the sign project.

- The election of library officers will take place at the May 16th meeting.

## 8. **Director's Report**

- The library budget is on track for the year. They are actually under budget as of the April meeting.
- Elisabeth is having issues with the budget program, so the budget reports don't look the way they should at this time.
- **Motion** by Doll to give Brianna a \$1.00/hour raise while she is the acting director while Elisabeth is on vacation. Roll call on this motion was unanimous.
- Elisabeth discussed with the board either changing or keeping library hours the same on Good Friday and the Monday after Easter. It was decided to keep the hours the same, but the board will revisit the topic if needed.
- Changing Monday hours was also discussed. Elisabeth will keep stats for the next month and put out a survey to see if she can get any feedback from library patrons regarding hours of operation before a decision is made.
- There was an update to the page's pay. There were some discrepancies in the pay scale. Elisabeth came up with a way to make the wages as even and fair as possible. The max pay for library pages was set at \$10/hour.
- Winona Controls was in for annual maintenance. They did a generator check and found that when it kicks on there is a fuel oil smell in the library. Winona Controls will be adding a new pipe addition to keep this from happening.
- Crossing Rivers came to the library on April 14th with a donation of around 50 new mental health books. The library will be adding specific labels to these new books at the request of Crossing Rivers. The labeling inside the books will be specific to Crossing Rivers as well.
- Upcoming author events for May, July, August, and October, and the Summer Reading schedule have been finalized.

- Elisabeth is going to be sending out an informational video to the local schools to promote the Summer Reading Program. She will also be visiting schools on May 19th.
  - **Motion** by Scherer, second by Miller to approve the following as the library's new mission statement: "Our mission is to enrich the community, inspire humanity, and provide a safe, welcoming, and free space for all." Motion carried.
9. **Motion** to adjourn at 5:467p.m. by Doll, second by DuCharme. Motion Carried.

Submitted by:

Brooke Teynor-Secretary