

Minutes of Prairie du Chien Memorial Library Board of Trustees Meeting

President Linda Munson called the meeting of the Prairie du Chien Memorial Library Board of Trustees to order at 5:02 p.m. on Tuesday, April 19, 2022, at the public library.

- 1. Roll Call** Present: Linda Munson, Ashley Erickson, Jill Doll, Jen Miller, Wendy Sherer, Mark Gilberts, county representative, Brooke Teynor, School Representative, and Co-Library Directors Caitlin Bittner and Elisabeth Byers.
Absent was Nancy DuCharme.

Motion by Doll, second by Miller to certify the open meeting law agenda requirements. Roll call was unanimous.

- 2. Approval** of March 15, 2022, Board Meeting minutes. Motioned by Miller and Second by Gilberts. Motion Carried.
- 3. Motion** by Doll, second by Sherer to approve the monthly bills. Roll call vote was Unanimous, motion carried.
- 4.** Introducing 2 new Library Board members; Ashley Erickson appointed by the city and Brooke Teynor as the School representative. Thank you to Layne David who served on the Board of Directors. He will be missed.
- 5. Election of Officers:**
Linda Munson as President
Jen Miller as Vice President
Brooke Teynor as Secretary
Jill Doll as Treasurer
Motioned by Gilberts and Second by Sherer. Roll call vote was unanimous, motion carried.

6. President's Report -

- The Trustee Handbook is located on-line. DPI.gov Trustee handbook
- Handed out packet on how the Library receives funding from the county. The library does not get credit toward our circulation numbers for E-books, books on-line. City funding for the Library varies on budget.
- The Library Bill of Rights falls under the First Amendment of the Constitution of the United States of America.
- The American Library Association has a web page. This web page is a great source of information for Libraries. Example of how to properly Label books and the importance of Patron Privacy.

- Friends of the Library looking for window coverings for the Conference room.
- The Genealogy room Table needs to go. It is a big table with 2 extra leaves and large chairs. Southwest Tech is looking at using that room for computer Classes. We are waiting on that contract.
- Celebrating 150 years of Prairie du Chien this year. Pictures of County Building before and Now.

5. Co-Director's Report

- Check outs are up. Study rooms and Community rooms are being used a lot. Usage is up and good foot traffic coming into the Library.
- Take home Crafts went well.
- The Orphan Train had about 30 people. Good attendance.
- Budget update. Winona Controls replaced the fan and fixed the motor problem in the old part of the Library building. We will be billed for parts.
- Printer Replacement. The printer will be under contract and include paper and toner. Same company we have the other printer from.
- Fountain will be started again when the weather gets warmer. Still too cold to start it.
- Staff meeting will be the Friday before the monthly Board meetings. Have all staff open and close. Work on getting the staff Training for processing all books. Create a guide for this process.
- 3 of the Magazines we have on prescription have stopped printing. They will now be on-line only. Received notice from the company. Waiting to see if the company gives us a refund or credit.

6. Went into Closed Session at 5:51 p.m. motion by Sherer and Second by Erickson. Entered Closed Session per State Statutes 19.85 (1) (c) (d). Considering employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility.

7. Reconvene into OPEN Session at 6:30 p.m.

8. Motion by Miller and Second by Doll to Refocus our library activities to Reading and increasing our circulation. We are looking into our staffing structure.

9. May Agenda Items - Next meeting is Tuesday, May 17, 2022 at 5:00 pm.

Room Agreement - updated Verbiage

Policy Reviews

10. Motion to adjourn at 6:32pm by Gilberts, second by Erickson. Motion Carried

Submitted by Jill Doll

Treasurer