

## 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 5:04 p.m. on Tuesday, April 22, 2025, at the public library.

**Roll Call** Present: Linda Munson, Ashley Erickson, Jill Doll, Jen Miller, Mark Gilberts, county representative, and Library Director Elisabeth Byers.

Absent were Brooke Teynor, School Representative, Wendy Sherer, and Nancy DuCharme

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

**Approval** of March 18, 2025, Board Meeting minutes. Motioned by Miller and Second by Gilberts. Motion Carried.

**Motion** by Doll, second by Miller to approve the monthly bills. Unanimous, motion carried.

**Motion** by Erickson, second by Doll to approve the annual Southwest Wisconsin Library System bill for \$25,633.43.

Digital Media Buying Pool	2,940.60
Advantage Pool	1,055.78
Net SW Agreement	18,252.64
NetSW Reserve	850.77
Technology Services	2,058.64
Spanish Rotating Collection	100.00
Audio Book Circuit	375.00
<hr/>	
	\$25,633.43

### Election of Officers:

Linda Munson as President  
Jen Miller as Vice President  
Brooke Teynor as Secretary  
Jill Doll as Treasurer

A Motion was made by Gilberts to re-elect the officers as they are currently and Second by Erickson. Roll call vote was Yea's, Linda Munson was a nay, motion carried.

### President's Report -

Friends of the Library Board voted at their last meeting authorizing funds, \$1,600.00, from the Friends to pay for shades on the windows located in the front meeting space. The Friends of the Library had a book sale in March that raised \$1,183.50. We are thankful for the Friends of the Library's support.

## Director's Report

- Went over the Quarterly report for the budget. We are on track
- New Library cards continue to go up
- Generator was fixed. Thank you to the city for coming and helping with that. We appreciate the assistance. Thank you.
- Leo fixed the carpet stains in the front. Thank you Leo • The outside water fountain is going again • Elevator was checked and is all good.
- Leo swapped out the door handles and locks. Changed the door locks so people cannot enter the Main library during non-business hours. People have been looking to use the Library meeting rooms due to the upstairs of City Hall meeting space being taken over and used by the City Police Department. Library Board looking into options and availability for the usage of the Community room.
- Next cookbook club meeting will be May 22. That is going well.
- Elisabeth will be on Vacation May 1 - 10.
- The Summer Reading Program is "Color your world". We watched a slideshow that will go to the schools in our area.
- Discussed doing the Community Foundation of Southern WI - Library Endowment Fund. This is an opportunity to raise funds and have those dollars matched up to \$3,750.00. We would have up to June 30, 2026 to raise funds.
- County reimbursement request for 2026. Per Wisconsin 43.12(b), the minimum amount of reimbursement to your library from each county is 70% of the cost of each circulation. The information in the chart includes the higher reimbursement rates for counties who have agreements in place.

<u>County</u>	<u>Reimbursement Amount for 2026</u>
Crawford	\$96,468.78
Grant	\$8,419.52
Iowa	\$35.00
Lafayette	\$33.00
Richland	\$70.33

## Policy updates and additions

**Employment Policy** - Voted to follow the City Separation of Employment Policy motion made by Miller, second by Erickson. All in favor, Motion carried.

**Conduct & Behavior Policy** - Approved updated policy. Motion by Doll, second by Miller. All in favor, Motion carried.

**Confidentiality & Privacy Policy** - approved New Policy. Motioned by Gilberts, second by Doll. All in favor, Motion carried.

**Safety of Children in the Library Policy** - formally known as children in the Library policy. Approved updated policy. Motion by Miller, second by Erickson. All in favor, Motion carried.

**Art Gallery Agreement** - New Agreement. An agreement between the Artist and the Library. Motioned by Munson, second by Gilberts. All in favor, Motion carried.

**All PdC Memorial Library policies can be found at**  
<http://www.pdcpubliclibrary.org/information-and-faq.html>

**May Agenda Items** - Next meeting is Tuesday, May 20, 2025 at 5:00 pm.

**Motion** to adjourn at 6:08 pm by Erickson, second by Gilberts. Motion Carried

Submitted by Jill Doll  
Treasurer