

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, August 16, 2022, at the public library.
 - **Roll Call**
 - **Present board of trustees:** Linda Munson, Jill Doll, Ashley Erickson - City Representative, Mark Gilberts - County Representative, and Brooke Teynor-School District Representative, and Wendy Scherer. **Absent Nancy DuCharme and Jennifer Miller**
2. **Motion** by Doll, second by Teynor to certify the open meeting law agenda requirements. Roll call was unanimous.
3. **Approval** of July 19, 2022, Library Board Meeting minutes. Motioned by Doll and Second by Scherer. Motion Carried.
4. Nancy Ducharme arrived at 5:05 pm.
5. **Approval** of Monthly Bills. Motioned by Doll and Second by Erickson. Roll call unanimous. Motion Carried.
6. **President's Report**
 - The Pie and Book Sale went well.
 - The Pie Sale sold out. There were 46 six pies sold. \$1700 was made, this included a couple of donations.
 - The Book Sale made \$585. Money made goes to the Friends of the Library account.
 - We just received 22 more bricks to sell. All money goes towards the capital campaign. There is a landscaping meeting to make recommendations about brick placement.
 - Blinds were reordered, and they go all the way to the bottom of the windows now.

7. Director's Report

- Statistics were really good for July.
- Library just received another people counter for the doors. Elisabeth is waiting to put it up just in case the grant to pay for them doesn't go through. The new door counter should count each person, unlike the older model already installed on the other door.
- The budget is doing well. The library is trying to get more books ordered and has been taking recommendations. Patrons are really enjoying seeing their recommendations on the shelves.
- The only thing the library was over budget on was the library system contract, but this was known beforehand. Elisabeth has a breakdown for next year's budget so they can plan accordingly.
- The Summer Reading program ended really well. The program ended up with between 370-375 participants. The entire \$1500 budget was spent.
- There was a large end-of-summer reading party. The Encanto party was popular. Everything was busy and a lot of fun.
- A couple of girls had a lemonade stand and donated the \$151 proceeds to the library.
- The library is looking to hire some part-time staff since the library is short two people. They met with other staff before the posting to make sure everyone was happy with their hours. They have received a few applications.
- Elisabeth met with Jen, Rosa, and David from the system. Elisabeth has two classes to take. They offer two classes in the fall, but Elisabeth would prefer to split them up and take one in the fall and one in the spring. She feels she can get more out of the classes by splitting them up. Her certificate is in good standing, she just wanted the board to be aware of her plan. The board agreed to this
- The library is thinking of developing a policy for library material loan duration and fines. Right now the duration is one month, and it has been working well. The library has had a fine-free policy for 2 years, but Jen would like a policy in place so she can change the library's system to not keep occurring fines. Elisabeth spoke to other libraries about their

policies. Donation jars would be an option. They have worked well in other libraries and they made more by offering the donation option. Lost items will still need to be replaced at cost. The policy will include checkouts that include large amounts of books for extended periods of time will possibly result in revoking library privileges. The library does make calls and letters go out at 30 days, 60 days, and 90 days. After 90 days it is considered lost and requires payment to be replaced. Elisabeth will develop some type of policy written up to present before the next board.

- Library pages have been helping rearrange children, adult, and large print sections. They have made the children's section simpler. They have also been helping in other ways when they can. They were treated with cookies to say, "Thank you."
- Oktoberfest button contest being co-sponsored with Parks & Rec. The winner can win a button basked the can win.
- Upcoming Downton Abby movie night. The library will be providing snacks.
- Andrea will be starting Lego Club back up.
- The library has upcoming author events. They will host John Armbruster and Jeff Nania in September. In October, the library will host a graphic novelist.
- SWAL event coming up in October. It is an annual training day for Southwest Wisconsin Libraries. Elisabeth and the library staff will attend.

8. **Motion** by Doll, second by Gilberts to close the library on the Saturday that directly follows the Thanksgiving holiday every year from this year forward. Roll call was unanimous.
9. **Motion** to adjourn at 5:25 p.m. by Gilberts, second by Scherer. Motion Carried.

Submitted by:
Brooke Teynor
Secretary

