

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 Monday, August 18, 2025, at the public library.
 - **Roll Call**
 - **Present board of trustees:** Linda Munson, Wendy Scherer, Jill Doll, Jennifer Miller, Kurt Smith, Ashley Erickson, Mark Gilberts–County Representative, and Brooke Teynor–School District Representative.
 - **Motion** by Doll, seconded by Teynor to certify the open meeting law agenda requirements. Roll call was unanimous.
2. **Approval** of July 21, 2025, Library Board Meeting minutes. Motion by Miller and seconded by Smith. Motion Carried.
3. **Approval** of Monthly Bills. Motioned by Doll and seconded by Miller. Roll call was unanimous. Motion Carried.
4. **President’s Report**
 - Linda went over the first two chapters of the Trustee Essentials Training with the board.
 - The book and pie sale held at the beginning of August raised a total of \$2335. \$1240, plus an additional \$30 from a check that came in afterwards, for a total of \$1270 came from the sale of pies. The sale of books raised an additional \$1065. The next book sale will be held in March 2026.
 - The board went over the hallway vinyl repair option from Leo.
 - **Motion** was made by Smith and seconded by Gilberts to approve the repair option for the hallway vinyl.

5. Director's Report

- New cameras have been installed in the community room, downstairs by the security room, in the young adult section, and in the non-fiction section. Due to the camera updates, the library needed to purchase a larger hard drive.
- The library is going into budget season. Elisabeth and Linda have talked quite a bit, and the budget is fine, but last year the library hit a freeze in November, so Elisabeth is trying to be a little better about spending to keep the budget on track.
- The budget for repairs and maintenance is in a good spot.
- The library will be hitting the contracted services part of the budget towards the end of the year, so right now it looks low.
- Elisabeth received a bill from Midwest Alarm for \$1920.28. This will be paid by insurance because the replacement board system needed was due to the lightning strike.
- The elevator inspection has been filed with the state. Otis Elevator will be in to check the whole elevator system in the next month or two.
- Elisabeth will be purchasing a new copier. The \$2595 cost will come out of the repairs and maintenance part of the budget.
- The county gave the library \$1000 for the use of the library rooms when their building flooded.
- Jen and Angela from the system visited the library on the last two Fridays to see if Elisabeth and her staff needed anything.
- Elisabeth is looking at holding an in-service day, so Jen from the system can go over library basics with the library staff. The library will need to be closed for either a partial or full day, so Elisabeth was looking for feedback from the board on the closure.
- Elisabeth had a "thank you" lunch for her staff because they did such a great job with summer reading and covering while Elisabeth was out.
- The new group that was using the community room has moved somewhere else because they needed a bigger meeting space.
- The Harry Potter birthday party held on July 31st went really well and had a good turnout.

- Teresa held an art show that went over really well.
 - Elisabeth will scan and send information on the library's circulation to the board members. This is something she runs monthly.
 - Elisabeth asked how often the board would like updates on the Schlect Family Foundation Endowment account.
6. **Motion** to adjourn at 5:36 p.m. by Erickson, seconded by Gilberts. Motion Carried.

Submitted by:
Brooke Teynor
Secretary