

Minutes of Prairie du Chien Memorial Library Board of Trustees Meeting

President Linda Munson called the January 20, 2015 meeting of the Prairie du Chien Memorial Library Board of Trustees to order at 5:30 p.m.

1. **Roll Call** Present: Linda Munson, Mary Ann Stemper, Brenda Anderson, Kersten Rocksvold, Layne David and Library Director, Nancy Ashmore. Absent was Drew Johnson, Norb Aschom and Jill Doll
2. **Motion** by Anderson second by Rocksvold to certify the open meeting law agenda requirements. Roll call vote unanimous.
3. **Motion** by Aschom, second by Doll to approve the minutes of the December 16, 2014 meeting. Motion carried.
4. The director introduced recently hired staff member, Kim Warpinski.
5. **Motion** by Stemper second by Rocksvold to approve the monthly bills as recommended by the finance committee. Roll call vote unanimous.
6. **President's Report**
 - Munson reported that *Clans and Families of Ireland* was added to the collection in memory of Dale Boldt.
 - The Sweeney group began execution of the first part of their contract to determine financial feasibility of renovating the library. This phase should be completed within 90 days.
7. **Building Committee**
 - Rocksvold reported that he had tried to contact Rickleff Plumbing and Heating for an update on the furnace, but they had promised to get back to him but had not yet done so.
 - The board reviewed the Fire Inspection Report Form dated October 24, 2014.
8. **Approval of Policy Motion** by Stemper second by Rocksvold to approve the *Emergency and Hazardous Event Policy* with the date of passage added to the policy. Motion carried. President Munson asked the director to give the staff members a copy, to post it for the public to see and to add it to the website's policy section.
9. **Closed Session** At 6:00 Motion by Anderson second by Rocksvold to convene in closed session per state statute 19.85 (1) (c)(d). Roll call vote was unanimous. At 6:40 motion by David, second by Aschom to reconvene in open session. Roll call vote was unanimous.
 - **Motion** by Stemper second by Anderson that the board compensate the permanent part time employees for the accumulated sick leave they were entitled to; this is a one-time corrective action. Roll call vote was unanimous.
 - **Motion** by Munson second by David to approve the job description for Library Technician\Children's Library with minor modifications as specified and that the director be authorized to fill the position. Motion carried.
10. **Director's Task List**
 - The director gave the board a listing of activities for the year. The board asked her to attach a cost estimate and to flesh out plans for the summer reading program and the annual summer event at the library. Since people in town are

talking about the anniversaries of the 1965 Flood and the Closing of the Bridge in 1981, a focus on the river was suggested.

11. Director's Report

- The director asked to change the date of the February Board Meeting so she could attend the Library Legislative day in Madison scheduled for the same day as the regular board meeting. **Motion by Stemper, second by Munson to hold the February meeting Monday February 16 at 5:15 p.m. The March meeting will return to the regular 3rd Tuesday 5:30 schedule. Motion carried.**
- The director provided an inventory of the technology currently in use. The board asked that all documents such as the inventory be given a heading that is easily readable and that a date be attached .
- The director reported that the 2014 statistics were down slightly from 2013 because of the street work in the summer. The decline was not as much as she thought it might be.

12. Topics for the February Meeting

- Approval of the Annual Report to be sent by March 1
- The director will show the board where the essential documents are stored.
- The director's annual evaluation will begin.

13. Motion to adjourn at 7:00 by Anderson second by Rocksvold. Motion carried.

Submitted by Mary Ann Stemper
Secretary

**Please note this change in the February Meeting Date
Monday, February 16 at 5:15**