

Minutes of Prairie du Chien Memorial Library Board of Trustees Meeting

President Linda Munson called the May 19, 2015 meeting of the Prairie du Chien Memorial Library Board of Trustees to order at 5:30.

1. **Roll Call** Present: Linda Munson, Mary Ann Stemper, Layne David, Kersten Rocksvold. Brenda Anderson came at 5:35 and left at 6:15. Absent were Jill Doll, Drew Johnson and Norb Aschom.
2. **Motion** by David second by Rocksvold to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Stemper, second by Munson to approve the minutes of the April 21, 2015 meeting. Motion carried.
4. **Motion** by David second by Anderson to approve the monthly bills as recommended by the finance committee. An additional amount of \$551.50 was added to the already approved bills for a new door pressure bar and lock. Roll call vote was unanimous.
5. **Act 150**
Director Ashmore informed the board of the County Payments required under Act 150 for 2016. From Crawford County \$73, 294.09 The number for 2015 was \$75, 368,93. From Grant County for 2016, \$15,354.51 compared to \$15,087.03 in 2015. Negligible amounts come from Iowa, Lafayette and Richland Counties.
6. **Select Reads**
Motion by Munson second by Anderson to table action on the Select Reads Program until June so more information can be provided. If a decision is required before then to get the rate offered, the executive committee can make the decision. Motion approved 4 to 1 with Stemper voting no.
7. **Motion to adjourn to closed session** per State Statute 19.85(1) (c) (d) at 5:55 by Anderson, second by Rocksvold. Roll call vote was unanimous. **Motion to reconvene in open session** at 6:15 by Anderson second by Rocksvold. Roll Call vote was unanimous
8. **Additional Compensation**
Motion by Munson second by Stemper to pay Elizabeth Byers an additional \$1 per hour for April and May while she was planning the summer reading program. Roll call vote was unanimous.
9. **Staff Directive about Customer Service**
Motion by Stemper second by Munson to issue a formal written directive from the board to the staff regarding customer service. Motion carried.
When a patron enters the library, the regular employee(s) on duty should be fully trained and willing to assist the patron to access all services the library offers.
While this directive specifically addresses the board's concern with electronic devices such as cell phones and tablets used to access Overdrive and similar digital programs, this is meant to include all services that the library offers now and any new services that may be added.
Employees are encouraged to ask for the training they need to feel comfortable delivering the full range of library services.

Employees should understand that while each has specific assigned duties and responsibilities that make the library run smoothly, the board of trustees considers the first responsibility of each employee is to provide excellent service to all patrons and to work cooperatively with other staff and volunteers to make sure that happens every day.

10. **Motion** by Munson second by David that the director be allowed to dispose of the excess chairs in the basement by first offering them to other departments that may have a need or space for them. Motion carried

11. President's Report

- The library is waiting to hear from the school on the pilot page program .
- Munson forwarded information to the director about memorials for the library as done in Oelwein funeral homes.
- Frontier will be in town and will give the library an estimate for weed control and fertilizer. The board asked the director to inquire about using the most environmentally friendly product that are available.

12. Director's Report

- The circulation for the first quarter of 2015 is up slightly from the 4-year average. Check outs from young people and children may account for the growth. DVD circulation continues to drop, but overall circulation does not.
- The director has applied with the state to begin the digitalization of local newspapers that will be able to be accessed by computer when that is finalized. At first, a limited number will be available with more to be added each year.
- The director informed the board that she had completed two staff evaluations and would complete the others when the two new staff members had been employed 6 months.

13. June agenda items

- Election of officers tabled from the May meeting due to lack of quorum at the end of the meeting.
- Update on Summer Reading Program
- Update on Sweeney Group Capital Campaign

14. **Motion** to adjourn at 6:30 by David second by Rocksvold. Motion carried.

Submitted by Mary Ann Stemper
Secretary