

Minutes of Prairie du Chien Memorial Library Board of Trustees Meeting

President Linda Munson called the July 21, 2015 meeting of the Prairie du Chien Memorial Library Board of Trustees to order at 5:33.

1. **Roll Call** Present: Linda Munson, Mary Ann Stemper, Layne David, Brenda Anderson and Jill Doll. Norb Aschom came at 5:55. Absent were Drew Johnson, Kersten Rocksvold.
2. **Motion** by Anderson second by Doll to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by David second by Anderson to approve the minutes of the June 16, 2015 meeting. Motion carried.
4. **Motion** by Doll second by Anderson to approve the monthly bills as recommended by the finance committee. Roll call vote was unanimous.
5. **President's Report**
 - An application is being made to the Wisconsin Economic Development Corporation for a grant to remediate and redevelop the Parker Site. Various letters were sent in support of that grant including one signed by the director and the president of the library board.
 - The plan is that the local redevelopment authority will own the property and lease it to the library board for 50 years.
 - A second FEMA grant has been applied for that would provide a safe room in the basement to shelter 200-300 people in an emergency. FEMA would pay 75% and the library campaign would have to provide 25% around \$200,000. This would include the cost of an elevator and generator. This is a preliminary action. The board would still have to approve the grant if it was offered. **Motion** by David second by Doll to support the grant application. Roll call vote was unanimous.
 - A lengthy discussion ensued about the details of a brochure being created by the Campaign Planning Committee. The committee is also producing a 5-minute video to be aired on YouTube as well as the library's web and Facebook pages. The committee is working with Harold Waterman to create the brochure and video
6. **Summer Reading Update**
 - To date 140 students have completed the program. 350 have signed up and more will complete the program by August 5 when the program ends. In 2014, 120 children signed up, so 2015 has been very successful. Programs have been well attended. The theme *Every Hero Has a Story* has been popular.
 - Other factors contributes to the success of the program. The close cooperation between the school and the library was important. Several programs were held at the school; school personnel have been most supportive. The board planning committee who worked with Elizabeth was also important.
 - More than half the programs have been provided by community members, our local heroes. Businesses have again been generous in their support. The board is

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pleased with this effort and commends the entire staff especially Elizabeth Byers for her leadership.

7. **Policy Review** The director presented two drafts about the library page position. The board asked her to consolidate the two making a short policy statement and a more detailed job description for their consideration at the August meeting.
8. **Closed Session** At 6:20 motion to go into closed session per statute 19.85 (1) (c) (d) by Aschom second by David. At 6:40 motion by Anderson second by Doll to reconvene in open session. The board asked the director to offer a plan for a Youth Services Coordinator at the August meeting.
9. **Director's Report**
 - Most of the staff meeting was about the summer reading program, what went well and what could be improved
 - The director's computer crashed and has been replaced. Also added was a high speed scanner.
 - The August 5 summer reading program finale on August 5 and will also be the kick-off for *A Thousand Books Before Kindergarten*
 - The director asked to have a board committee to participate in the creation of the strategic plan she has been asked to do.
 - The director announced plans for upcoming programs. A program planned for September is a family story evening with John Chaffee telling Native American stories. August 1 a fantasy writer will be available. Marilyn Leys has a new nonfiction book and would be another good program. The director would like to have a proper Tea Party.
10. **August agenda items**
 - Page Policy Approval
 - Youth Services Coordinator Proposal
 - Preliminary Budget Information
11. **Motion** to adjourn at 6:50 by Anderson second by David. Motion carried.

Submitted by Mary Ann Stemper
Secretary