

## **Minutes of Prairie du Chien Memorial Library Board of Trustees Meeting**

President Linda Munson called the January 19, 2016 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, Jill Doll, Norb Aschom and Kersten Rocksvold. Absent Drew Johnson and Brenda Anderson .
2. **Motion** by Aschom second by Rocksvold to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Stemper second by David to approve the corrected December 15 board minutes. Motion carried.
4. **Motion** by David second by Doll to approve the monthly bills as recommended by the finance committee. Roll call vote was unanimous.
5. **President's Report**
  - A draft of a letter from the board to potential donors for library expansion was presented. Names of people with known support for the library who might be approached were suggested.
  - By February, we should have some word about the FEMA grant for a basement shelter in the renovated library.
  - The fundraising is on track and going well.
6. **Update on Library Transition Preparations**

The meeting on January 11 regarding the use of the library during the building process was very helpful and gave the board the understanding that it would be possible to expand the library without moving to a different location. There would be some times when the library would be closed for a few days during the 10 month building phase. Closings can be kept to a minimum with careful planning.
7. **Methods of Keeping Public Informed**
  - A sketch of the proposed large outdoor sign showing the progress of the fundraising was shown.
  - Bookmarks and buttons and contests were discussed again.
  - The redesigned website should be the first source of update on the expansion.
8. **Building Committee Report**
  - Rocksvold reported that the furnace worked well during the recent sub zero weather which was a good test.
  - The ice in the back parking lot is an issue which can probably be removed as the weather warms up in the next week.
9. **Website Update**
  - Harold Waterman has transferred all the existing material on the website to the new Weebly software, which is more user friendly especially for phone and tablets.
  - The director said it will take her and staff another two weeks before she can ask Harold to publish it.
  - The board indicated that the website is a top priority with them.

**10. Annual Library Schedule**

The director gave the board the 2016 month-by-month schedule of programs including date, the age group targeted, the cost of each program and the activities planned. The board was pleased but wants to review it and discuss it at the February meeting. Programs can be added as opportunities present themselves.

**11. Director's Report**

- Each staff member is researching one aspect of Badger Link and then explaining it to the other staff. Elizabeth Byers did a report on what Badger Link offers on auto mechanics.
- The board members were given executive summaries of the Aspen Report *Rising to the Challenge: Re-envisioning Public Libraries*. The full is available for any trustee wanting to read it.
- The board received SWLS Strategic Plan for 2016-2018
- The annual calendar of events was presented and discussed. The director was asked to post it on the website.
- The library now has three high school pages who work a few hours a week. Alanna Lawrence was recently hired. The director reports the program is successful and is planning more training for the pages.
- The biggest change in the use of materials is in the use of eBooks going from 1,600 a couple of years ago to over 6,000 in 2015. Unfortunately, eBooks are not counted in the official statistics, which affects funding. The use of books has been dropping slightly each year. The board suggested that programs should be created for the months when the statistics seem to be trending downward.
- Library Legislative Day is February 9. The director and one other staff member plan to attend.

**12. February agenda items**

- Yearly program schedule
- Book Club
- Website
- Progress with the big sign, bookmarks and other ways to keep the public informed and involved.

**13. Motion** to adjourn 6:39 by Rocksvold second by Aschom. Motion carried

Submitted by Mary Ann Stemper  
Secretary