

Minutes of Prairie du Chien Memorial Library Board of Trustees Meeting

President Linda Munson called the meeting of the Prairie du Chien Memorial Library Board of Trustees to order at 5:30 on Monday February 15, 2016.

1. **Roll Call** Present: Linda Munson, Mary Ann Stemper, Brenda Anderson Norb Aschom, Kersten Rocksvold and Drew Johnson . Absent were Jill Doll and Layne David
2. **Motion** by Anderson second by Rocksvold to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Aschom second by Johnson by to approve January 19 board minutes. Motion carried.
4. **Motion** by Andersen second Rocksvold by to approve the monthly bills as recommended by the finance committee. Roll call vote was unanimous. .
5. **President's Report**
 - Hardees has generously offered to sponsor a breakfast buffet to benefit the library expansion, Tickets for \$6 are available at the library or at the breakfast.
 - Munson distributed an estimated timetable for the expansion from August 2016 until February 2018 when it will be completed.
 - The auditors will be here February 29. Last year they recommended we get a cash register. The cash register needs to be in place by then.
 - Several more meet and greets will be hosted at the library as part of the fund raising campaign which has reached the half million mark.
 - Munson intends to involve Upper Iowa and Southwest Tech.
 - Munson discussed efforts to get a Friends Group activated.
 - Munson discussed the success of the first reading circle held on Saturday February 6. The next one is scheduled for March 5 at 9:30. There will also be an adult coloring opportunity on Wednesday February 17 from 6:30-7:30.
6. **Methods of Keeping Public Informed**
 - A generous donation provided 1,000 bookmarks that highlight the expansion.
 - Donation jars and an outside sign are underway.
 - The website is a key way to keep the public informed.
 - Johnson offered to distribute bookmarks with BA Kennedy students and inform the public about the Hardee's Breakfast Buffet by the school's email.
7. **Annual Report**

Motion by Stemper second by Johnson to approve the annual report. Motion carried.
8. **Website Update**
 - The website powered by Weebly which will allow staff to update the site should go on line this week. Weebly has two formats one for desk or lap tops and one for handheld devices so all computer users should have an easier time accessing the website.
 - A page will be devoted to information about the expansion.
 - The staff plans to a blog to see if there is interest.

9. **Adult Teen Book Club**

Elizabeth Byers is working to develop a book club for teens 12-18 with activities and incentives that may interest them. Hopefully this will be ready by summer time.

10. **Annual Library Schedule**

The board review the yearly schedule of events and requested that it appear on the website and that it be updated regularly.

11. **Director's Report**

- At the staff meeting, they discusses fundraising and the staff schedule
- Statistics are down slightly and this seems to be the trend in the area. The state still hasn't included ebooks in the count which is part of the reason for the decline but not all.
- Director has scheduled two vacation times February 25- March 1 and March 17-25.
- A Dollar General grant for up to \$3,000 is being pursued. It would target below level readers.

12. **March agenda items**

Evaluation preliminaries

13. **Motion** to adjourn at 6:30 p.m. by Rocksvold second by Aschom. Motion carried.

Submitted by Mary Ann Stemper
Secretary