

Library Board Minutes
July 19, 2016

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 Tuesday, July 19, 2016.

1. **Roll Call** Present: Linda Munson, Norb Aschom, Layne David, Drew Johnson, Mary Ann Stemper, Brenda Anderson, Mary Kuhn and Library Director, Nancy Ashmore. Absent was Jill Doll. The Library Board welcomed Mary Kuhn to the board as our new member representing Crawford County. Kuhn replaced Kersten Rocksvold who was a very dedicated member.
2. **Motion** by Stemper, second by David to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Aschom, second by Johnson to approve the May 17, 2016 board minutes. Motion carried. There were no minutes from June because there was not a quorum.
4. **Motion** by Stemper, second by Anderson to approve the monthly bills as recommended by the finance committee. Roll call vote was unanimous.
5. **President's Report**
 - A lot of planning has taken place for the Mardi Gras event on Sunday, July 24th from 1 to 4 pm outside the library. This event is to celebrate the end of the Summer Reading Program and to encourage donations to the Library expansion.
 - The Library Board wants to thank everyone that is helping with the event including Kwik Trip, True Value, Simply's, Rockweiler's, the Boy Scouts, the Girl Scouts, Mike McCoy, The Hardwoods, River City Ruckus, City Staff, Library Staff, the volunteers and the community for all their support of the library.
 - **Motion** by Stemper, second by David to pay Cheryl Tesar from Simply's for all the supplies and food she has purchased for the Mardi Gras event by Friday, July 22, 2016 not to exceed \$600. Roll call vote was unanimous.
6. **Update on council approval process for grant**

The City Council's approval of the grant to put a safe room in the basement of the expanded Library is on hold until there are new numbers from the architect.
7. **Building committee report**

The Library's electricity bill has gone up significantly the last two months and compared with this time last year. Nancy will be contacting MGE to see if they are having issues with their billings because the library is not using that much more electricity.

Since Kersten Rocksvold is no longer on the Library Board, Layne David was now

appointed by Linda Munson as the Chair of the Building Committee.

On another note, the milk weeds in the gardens around the fountain are not being pulled on purpose. They are being left to attract monarch butterflies.

8. Summer Reading update

307 children and teens signed up for the reading program this year, which is very comparable with 315 from last year. Both years have had a great turn out. The final numbers will be available after Friday, July 22nd which is the last day to turn in reading logs. This was exactly the type of summer program we like to see.

9. Discussion of potential staffing change

Nancy Ashmore brought up the idea of a substitute library technician that would work only 1 day a week to keep up on technology and procedures and then that person would be available to fill in when other staff members need to take time off. Current staff member Deb Goree would like to reduce her hours to one day a week.

Motion by Johnson, second by Stemper to create a Substitute Library Technician position that will work one day a week and then fill in for other staff members as needed, in addition, the director is authorized to post and fill the position of a Library Technician that will work 20 to 22 hours per week. Roll call vote was unanimous.

10. Director's Report

- The staff meeting was mostly about the Mardi Gras event. Staff will be taking shifts and they will be working inside checking out books and outside taking pictures of the event.
- Statistics jumped up during the month of June with the summer reading program.
- Ashmore attended a Southwest Library System technology committee meeting on Friday. They decided to use Southwest Library System reserve funds to provide tech support for the libraries for one year. If it works then the libraries would start paying for the service in the future.
- Our library currently has 2 laptops in circulation and they are keeping up with demand.
- Wisconsin Trustee Training Week for 2016 is Aug. 22 – Aug. 26th from 12 to 1 pm daily. Register online for the trainings and then even if you can't watch the training live you will be able to watch the recorded sessions.

11. August Agenda Items

- Update on the grant for a safe room
- Update on the summer reading program

12. Motion to adjourn at 6:25 p.m. by Johnson, second by David. Motion carried.

Submitted by Brenda Anderson
Secretary