

Library Board Minutes
September 20, 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 5:27 on Tuesday, September 20, 2016.

1. **Roll Call** Present: Linda Munson, Jill Doll, Layne David, Mary Ann Stemper, Brenda Anderson, Drew Johnson and Library Director, Nancy Ashmore. Absent was Norb Aschom, and Mary Kuhn. Johnson left the meeting early at 6:00 pm.
2. **Motion** by Stemper, second by David to certify the open meeting law agenda requirements. Motion carried.
3. The August 16, 2016 minutes were corrected to say WLA is Oct. 25th -Oct. 28th, not WAL. **Motion** by Stemper, second by Doll to approve as corrected the August 16, 2016 board minutes. Motion carried.
4. **Motion** by Anderson, second by Doll to approve the monthly bills as recommended by the finance committee. Roll call vote was unanimous.
5. **President's Report**
 - Meeting attendance by Library Board Members was discussed. We have quorum issues if people cannot attend the board meetings and don't tell us they can't attend.
 - The Board requires minimum notification if you can't attend the monthly meeting.
 - At the next School Board meeting they will address the issue of who will attend Library Board Meetings if Drew Johnson cannot attend.
 - \$953,431 has been pledged to the building renovation.
 - The Board is asked to think about more ways to raise money.
6. **Building committee report**

There has been a lot of rain lately so we all need to keep an eye on the library grounds to see if it causes any issues. The City has not been able to mow as often as normal.
7. **Director's Goals Review**

Mary Ann Stemper and Nancy Ashmore met to go over Ashmore's 6-month review.

 - Overdrive numbers were added to the statistics to more accurately reflect the library's circulation numbers.
 - Agendas and minutes are online but the headings need to be updated. Some additional changes need to be made to the website including updating the Staff page, and updating the Library Renovation page. The Calendar and Children's Page are looking very good.

- Staff meetings are scheduled every Friday before Library Board meetings.
- Emails to staff are becoming more detailed and is working well. Nancy will start putting upcoming events on the bottom of the agenda.
- Nancy has purchased a board for posting the schedule of the workroom. She is looking at software to use as well.
- Discussing new program ideas at staff meetings does not work as it does not leave time to discuss anything else. Nancy has created a Google document for program ideas. Kim Warpinski and Elisabeth Byers have come up with an idea of a book club for adults to read children's books. This idea was met with great enthusiasm from the board.

8. **Budget Update**

It will be mid-October before the city will meet with the library to amend the current budget. It will then not be until November that the city will meet with each department to discuss next year's budget.

9. **Summer Reading Update**

There were similar numbers enrolled in the Summer Reading program this year as last year. More books were read last year but the program lasted longer. This year there were three performers that added an additional \$400 to the cost of the program. More money was spent on teens this year too. Overall it was another great summer reading program. We hope to continue this successful program next summer even during the library renovation.

10. **Approval of library closure for October 7 training**

Motion by Johnson, second by Stemper to allow the closure of the library on Friday, October 7th so the staff may attend the SWAL training in Lancaster. Motion carried.

The closure will be posted on Facebook, the website and there will be signs on the doors to ensure that as many people as possible know about the closure.

11. **Director's Report**

- Google documents were discussed at the staff meeting. Nancy and the staff are trying to learn how to make folders and convert old documents into Google documents.
- This was the first month this year that the statistics were higher when compared to the same month last year.
- WisCat allows patrons to place holds. Ruth Check-Gates still does the management at the front desk.
- Nancy will be on vacation next week.
- The senior expo will be Thur. September 29th. Layne David will help set-up.
- WLA is Oct. 25th – 28th in Milwaukee

12. October Agenda Items

- Plant sale from the Library's garden
- Evaluation Committee
- Fundraising Ideas

13. **Motion** to adjourn at 6:13 p.m. by Stemper, second by Doll. Motion carried.

Submitted by Brenda Anderson
Secretary