

Library Board Minutes
November 15, 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 5:31 on Tuesday, November 15, 2016.

1. **Roll Call** Present: Linda Munson, Jill Doll, Mary Ann Stemper, Brenda Anderson, Norb Aschom, School Board Representative, Lynn O’Kane, and Library Director, Nancy Ashmore. Absent were Layne David, and County Representative, Mary Kuhn.
2. **Motion** by Stemper, second by Doll to certify the open meeting law agenda requirements. Motion carried.
3. **Motion** by Stemper, second by Doll to approve the minutes from October 18, 2016. 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**
 - Donors to the capital campaign for the Prairie du Chien Memorial Library will be published on the library website.
 - New donations are still being accepted. Donations may be made in memory or in honor of someone.
 - Our library has a new Friends of the Library group that will be a 501(c)3 organization. This will allow them to accept tax-deductible donations.
 - There are 6 members on the Friends of the Library Board. They are still looking for more members.
 - The Friends of the Library will have a book sale early next year as their first fundraiser.
 - On November 1st City Council unanimously voted to approve the architectural contract. The library board is very excited to enter this new phase.
 - Tomorrow, Nov. 16th, there are several meetings to discuss the building expansion. There will be a meeting to look at the fountain and a Steering Committee meeting to set the timeline for the expansion project.
 - On Saturday, Nov. 19th at 9:30 am there is a book discussion about John Muir.
6. **Building committee report**

Ashmore contacted Alliant Energy to discuss the electrical bills that were higher than normal this past summer. An energy audit would not be able to determine the cause for the increase. The current electrical bill was higher than last year at this time but not as significantly as it was this summer. We will continue to monitor the electrical bills.

The Library is looking at where to put a drive-up book drop-off when the building is renovated.

7. **Update on disposition of plants from Library garden**

Tom Nelson and the Master Gardeners of Crawford County took most of the library's plants to various city gardens. They needed to be moved before the library expansion project begins in the spring. They will need equipment to take out three larger shrubs. Some of the plants may return after construction is completed.

8. **Budget Update**

Ashmore met with City Administrator, Aaron Kramer, about the budget. Final numbers are not available yet so the **budget approval will be postponed until next month**. The Library's budget will go up slightly because of an increase from the county. The county must pay at least 70% of the cost of library services provided to residents of the county who do not maintain a public library.

9. **Director's Report**

- There will be changes to the library cards effective the first of the new year.
- Ashmore will send letters to those patrons that are affected.
- Statistics are down slightly for this year compared to last year. But this October the numbers are higher than they were for last October.
- New computers still need to be purchased. The Southwest Wisconsin Library System has a contract with a company through which Ashmore will purchase the computers but they have not returned her calls. She will follow up with them to make sure the equipment is purchased before the end of the year.
- Ashmore is required to take 100-hours of continuing education every 5 years to maintain her Librarian Director Certification as required by state law. Ashmore announced at the meeting that she has received her new certificate so she is good for another 5 years. Everyone was very pleased with her accomplishment.
- While at WLA, Ashmore was not able to attend a meeting titled, "How to Run a Library Without a Building." She will contact the libraries that were leading the meeting to see if she can get some tips for our library renovation.
- The library is still looking for another Page to work at the library.

10. **December Agenda Items**

- Closed Session – Staff Salary and the Director's Salary
- 2017 Budget
- Library Card Policy

11. **Motion** to adjourn at 6:11 p.m. by Stemper, second by Doll. Motion carried.

Submitted by Brenda Anderson
Secretary