

Library Board Minutes  
January 24, 2017

**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 5:29 on Tuesday, January 24, 2017.

1. **Roll Call** Present: Linda Munson, Jill Doll, Mary Ann Stemper, Brenda Anderson, Norb Aschom, Layne David, and Library Director, Nancy Ashmore. Absent were a School Board Representative and a County Representative.
2. **Motion** by Stemper, second by Doll to certify the open meeting law agenda requirements. Motion carried.
3. The Library Board Notes from December 20, 2016 were amended to say: 4. Motion by *Munson*, second by Doll to approve the monthly bills as recommended by the finance committee. **Motion** by Aschom, second by Stemper to approve the amended notes from Dec. 20, 2016. Five voted to approve, Stemper opposed. She thought there should not have been a meeting without a quorum. Motion carried.
4. **Motion** by Doll, second by Munson to approve the monthly bills as recommended by the finance committee. Roll call vote was unanimous.
5. **President's Report**
  - The Artesian Well outside the library has some major issues. The well is leaking and we don't know where the water is going.
  - The well is extremely deep and very old. Because the well is so deep there is a lot of pressure. The fountain was originally created in 1876. It was recased in about 1917. Usually wells of this type last only 50 years.
  - The steering committee is investigating our options. No one wants to see the well head placed under the expanded library with the issues it is having.
  - We have two bids to film the well to see where the water is going. The most likely solution will be to cap the well.
  - The library board strongly supports the concept of capping the artesian well.
  - Friends of the Library Book Sale – volunteers are needed.
    - i. Thursday, Feb. 16<sup>th</sup> 1 to 7 pm
    - ii. Friday, Feb. 17<sup>th</sup> 9 to 5 pm
    - iii. Saturday, Feb. 18<sup>th</sup> 9 to noon
  - The book sale will be at City Hall. Book donations can be taken to City Hall on Monday, Feb. 13<sup>th</sup>.
  - Aschom, Anderson and David said they would be able to volunteer for some of the time. Others will check their schedules.
  - Hot Cocoa and Cookies will be served at the Library during the book sale.

6. **Building committee report**

The furnace needed to be repaired. On a Saturday it was having a hard time keeping the temperature steady. No one could come and look at the problem. Then on a Monday the library was extremely cold. Ashmore got a person from Dable Heating and Air Conditioning to look at the furnace. A relay had gone out. They got it working temporarily and ordered a new part. The part came a couple days later and everything is fine again.

7. **Library card policy review and approval**

Ashmore presented an updated Library card policy. The main change was to residents of local institutions, who are from outside the Southwest Library System borders, and are able to come to the library on their own, will have their cards renewed monthly, and may only have two items checked out at any one time. **Motion** by Stemper, second by Munson to approve the revised policy. Motion carried.

8. **2017 Budget Update**

There was no update to the 2017 budget at this time.

9. **Closed Session**

**Motion** to enter closed session at 5:57 pm per State Statues 19.85(1)(c)(d). Motion by David second by Stemper. Roll call vote was unanimous.

10. **Open Session**

**Motion** at 6:16 pm to reconvene in open session by David second by Stemper. Roll call vote was unanimous.

**Motion** to give raises to the library staff at the same rate as the City of Prairie du Chien employees. The library director, who will have more demands on her time and will have extra duties and responsibilities with the library expansion, will have a 6% increase in her wages starting on March 1, 2017, less the increase that began on January 1, 2017. Motion by Stemper second by Doll. Roll call vote was unanimous.

11. **Director's Report**

- Staff meeting was spent mostly discussing Summer Reading. The building will not be able to be used much this year with the expansion. There will be more Do It Yourself activities and puzzle sheets that won't require everyone to be in the building at one time.
- There will be a Lego Club all three months.
- The theme of the reading program is Build a Better World. We will possibly bring in Magic Lantern and do a program at City Hall with a construction themed party.
- Statistics are down slightly but the numbers need to be checked.
- There are some new computers that we cannot use right now because they do not fit in our current furniture but they will work in the expanded library.
- Ashmore provided a calendar of events at the Library for 2017. The schedule will have to be flexible since we do not know the full construction schedule yet.

- Ashmore has requested vacation starting approximately September 20. She will let us know how long it will last.

12. **February Agenda Items**

- Summer Reading

13. **Motion** to adjourn at 6:34 p.m. by Stemper, second by Doll. Motion carried.

Submitted by Brenda Anderson  
Secretary