

Library Board Minutes
May 16, 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 5:30 pm on Tuesday, May 16, 2017.

1. **Roll Call Present:** Linda Munson, Jill Doll, Mary Ann Stemper, Brenda Anderson, Norb Aschom, Layne David, Drew Johnson, school representative, and Library Director, Nancy Ashmore. Absent was the County Representative.
2. **Motion** by Stemper, second by Doll to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Aschom, second by Stemper to approve the Board Minutes from April 18, 2017. Motion carried.
4. **Motion** by Munson, second by Anderson to approve the monthly bills as recommended by the finance committee. Roll call vote was unanimous.
5. **Election of officers**
Per bylaws, the election of officers is to take place in May.

Motion by Munson, second by Johnson to select the current slate of officers to the same positions. Munson is president, Stemper is vice president, Doll is treasurer and Anderson is secretary. Motion carried.

6. **President's Report.**

- Part of the new addition to the library is a Community Safe Room for which we received a FEMA grant. The project requires a third-party review to certify design compliance with all regulations.
- This peer review may be performed "in-house" by Architectural Design Consultants, Inc. (ADCI), the firm that developed the design documents, as long as those professionals that perform the review had no involvement with the initial design development.
- **Motion** by Munson, second by David to approve the FEMA Community Safe Room peer review to be performed by Architectural Design Consultants, Inc. for a total of \$9,860.00. Roll call vote was unanimous.
- We must resolve the well issue before the library expansion project can go out for bid. The timeline for the project has not been settled.

7. **Building committee report**

The air conditioner was not working. It was determined that the wiring is very old but a temporary fix is working.

8. Closed Session

Motion by Stemper, second by Doll to enter closed session at 5:50 pm per State Statutes 19.85(1)(c)(d). Considering employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility re staff compensation. Roll call vote was unanimous.

9. Reconvene into Open Session

Motion by Johnson, second by Doll to reconvene into open session at 6:06 pm. Roll call vote was unanimous.

No action was taken at this time.

10. Summer Reading Program Update

- The 2017 Summer Reading Schedule is now available.
- Sign up starts on June 5th. The programs will be on Wednesday afternoons at 1:30 pm either at the Library or Fort Crawford.
- The last day to turn in points is August 18th.

11. Director's Report

- Summer reading was discussed at the staff meeting.
- Statistics for April were down compared to the last few years.
- Ashmore will be replacing 4 patron computers soon.
- Staff evaluations are complete.
- 6:30 pm on May 17, 2017 there will be a program at the library called Social Security Basics with Becky Kirchberg.
- The Master Gardeners will be having meetings some Saturdays at the library.
- The Friends of the Library will have a book sale during Crazy Days at City Hall in the Mezzanine. They are accepting book donations.
- The newspaper digitization project has been completed up to 1922.

12. June Agenda Items

- Library's position on being open during construction

Next meeting is scheduled for Tuesday, June 20th at 5:30 pm

13. Motion to adjourn at 6:23 p.m. by Johnson, second by Aschom. Motion carried.

Submitted by Brenda Anderson
Secretary