

Library Board Minutes
June 20, 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, June 20, 2017.

1. **Roll Call** Present: Linda Munson, Jill Doll, Mary Ann Stemper, Brenda Anderson, Layne David, Lynn O’Kane, school representative, and Library Director, Nancy Ashmore. Absent was the County Representative. Norb Aschom and Drew Johnson arrived at 5:34 pm.
2. **Motion** by Stemper, second by Doll to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Stemper, second by Doll to approve the Board Minutes from May 16, 2017. 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. **Introduction of City Administrator Art Osten, Jr.**
This was moved to next month. A Public Works meeting moved that Osten needed to attend.
6. **President’s Report.**
 - Aschom and Johnson arrived at 5:34 pm.
 - Friends of the Library can now accept stock donations.
 - We are still working on the DNR variance for the well.
 - We will still be doing more fundraisers for the expansion.
7. **Circumstances for building closure during construction**
Ashmore discussed with the architects the times the library may need to be closed during construction. These are estimates of when and how long the library will need to close:
 - Capping of the well – 1 day
 - Covering windows – half a day
 - Move to new construction – 4 days
 - Move to renovated area – 7 days
 - Transfer of utilities – possibly a half day, but will try to be done outside library hours

Motion by Stemper, second by David to adopt the information from Ashmore on when the library will need to be closed. Additional days may be added or subtracted as needed. The safety of the public is of the utmost concern when considering whether to be open or closed during construction. Motion carried.

8. **Placement of statue, benches and geocache; addition of Little Free Library**

The statue, benches and geocache will be moved near the book drop on the northside of the library during construction. A Little Free Library will also be in the same area. This is a new addition to the outside of the library.

9. **Summer Reading Program updates**

There are currently 197 kids registered for the summer reading program. 40 are in the 0-5 age range, 137 in the 6-12 age range and 20 in the 13-18 age range. This is a little lower than last year but the numbers will go up because kids can continue to register until the end of the program.

Jan Stephanopolus at the Fort Crawford Museum is hosting some of the summer reading programs.

Motion by Stemper, second by David to authorize Ashmore to reimburse Stephanopolus an appropriate amount for her fees and time to help with the summer reading program. Motion carried.

10. **Director's Report**

- Summer reading was discussed at the staff meeting. They also discussed Zinio, a company that offers downloadable magazines.
- Statistics were down for May.
- Ashmore is looking for laptops to use to teach classes.
- Some events that will be happening include:
 - i. Writer's Open Forum - July 15th 10 am to 3 pm at City Hall Community Room
 - ii. Karst Geology Exploration – July 15th 1 to 4 pm at City Hall Council Chambers
 - iii. Debt Do's and Don'ts with Becky Kirchberg – July 19th 6:30 pm at the Library
 - iv. The Great American Eclipse – July 22nd 10 am at the Library

11. **July Agenda Items**

- Introduction of the City Administrator

Next meeting is scheduled for Tuesday, July 18th at 5:30 pm

12. **Motion** to adjourn at 6:06 p.m. by Aschom, second by David. Motion carried.

Submitted by Brenda Anderson
Secretary