

Library Board Minutes  
August 15, 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, August 15, 2017.

1. **Roll Call** Present: Linda Munson, Layne David, Mary Ann Stemper, Brenda Anderson, Norb Aschom, Kersten Rocksvold, county representative and Library Director, Nancy Ashmore. Absent was Jill Doll. Lynn O’Kane, school representative, arrived at 5:40 pm.
2. **Motion** by Stemper, second by Aschom to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Stemper, second by Rocksvold to approve the Board Minutes from July 18, 2017. Motion carried.
4. **Motion** by Anderson, second by Rocksvold to approve the monthly bills as recommended by the finance committee. Roll call vote was unanimous.
5. **President’s Report** - Building expansion update
  - The US Geological Survey came to look at the well. They found that the well was about 840 feet deep and at places it was 20 inches in diameter.
  - The DNR was also present and said they were comfortable with the process.
  - Capping the well could be done by Friday, August 18<sup>th</sup>.
  - On Monday, August 21<sup>st</sup>, an advertisement for requests for bids will be placed in the Courier Press.
  - Tuesday, August 22<sup>nd</sup> will be the release for bidding.
  - Thursday, August 31<sup>st</sup> will be required GC attendance at a Pre-Bid Conference on Site.
  - Thursday, September 21<sup>st</sup> bids are due – conditional upon FEMA review completion.
  - Wednesday, October 11<sup>th</sup> will be the ground breaking.
  - Lynn O’Kane arrived at 5:40 pm.
  - **Motion** by Stemper, second by David to authorize the Library to put out a proposal for bids in the Courier Press and to approve the timeline as stated. Roll call vote was unanimous.
6. **Summer Reading Program and DIY update**
  - 20 kids have completed everything in the summer reading program as a of last week. More will still be coming in.
  - The last day to turn in summer reading points is Friday, August 18<sup>th</sup>.
  - The “Make Your Mark” end of summer reading party will be on Saturday, August 19<sup>th</sup> from 10 am to 1 pm. There will be games and some snacks.
  - 257 kids registered for the summer reading program.
  - The Do-It-Yourself stations were very popular but it is hard to count how many participated.

- They will start thinking about the summer reading program for next year. It will be at the library but construction will not be finished.

#### 7. **Preliminary Budget Numbers**

- Ashmore presented some preliminary budget numbers for 2018.
- She didn't have all the numbers to finalize the budget. She still needs the numbers from the Southwest Library System and for employee salaries.

#### 8. **Enter Closed Session**

**Motion** by Stemper, second by David to enter closed session at 5:51 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 Stemper, second by Rocksvold to reconvene into open session at 6:02 pm. Roll call vote was unanimous.

**Motion** by Aschom, second by Stemper to pay Ruth Check-Gates an additional \$2.00 per hour while the director is on vacation from September 20<sup>th</sup> to October 10<sup>th</sup>. All other salary requests are on hold until further information is available. Roll call vote was unanimous.

#### 10. **Director's Report**

- Staff meeting was about Summer Reading.
- There will be a teen drawing for a Kindle Fire. There were other nice prizes donated by local businesses. Thank you notes will be going out.
- The Library very much appreciates all the help this year from Fort Crawford and Jan Stephanopolus.
- The statistics for July are slightly up compared to June of this year. But overall the statistics are down compared to prior years.
- 10 new Acer Cloud Books have been purchased. They will be used by patrons in the building. They will be put into use once the charging cube arrives and after they have security software installed.
- On August 21<sup>st</sup> there is the Great American Eclipse event at the library with Mark Otteson of the Starsplitters of Wyalusing. He will bring a telescope for specialized viewing. The Starsplitters will be donating a telescope to the library.
- Author Shirley Cunningham will be at the library on September 28<sup>th</sup>.
- The Library will also have a booth at Senior Fest on September 28<sup>th</sup>.

#### 11. **September Agenda Items** – Next meeting is Tuesday, September 19<sup>th</sup> at 5:30 pm

- Budget

#### 12. **Motion** to adjourn at 6:19 p.m. by Stemper, second by Rocksvold. Motion carried.

Submitted by Brenda Anderson  
Secretary