

Library Board Minutes  
September 19, 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, September 19, 2017.

1. **Roll Call Present:** Linda Munson, Jill Doll, Layne David, Brenda Anderson, Norb Aschom, Kersten Rocksvold, county representative and Library Director, Nancy Ashmore. Absent were Mary Ann Stemper and Lynn O’Kane, school representative.
2. **Motion** by Anderson, second by Doll to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Aschom, second by Rocksvold to approve the Board Minutes from August 15, 2017. Motion carried.
4. **Motion** by Doll, second by Rocksvold to approve the monthly bills as recommended by the finance committee. Roll call vote was unanimous.
5. **Introduction of Robert Smudde, PdC School Administrator**  
Smudde was not able to attend this meeting so this will take place at another time.
6. **President’s Report** - Building expansion update
  - Thursday, September 21<sup>st</sup> bids for the project will be opened.
  - The Library board will need to meet to discuss the bids before the City Council meeting on Oct. 3<sup>rd</sup>.
  - The capping of the well is finally completed.
  - Friends of the Library will be hosting a “Fall Color Cruise” on Tuesday, September 26<sup>th</sup> on the Maiden Voyage. This a fundraiser for the expansion project. Tickets cost \$30.
  - More donations have been received but we still need to do more fundraising.
7. **Budget Presentation Numbers**
  - Ashmore presented information on how the money we pay to the Southwest Wisconsin Library System is spent.
  - Almost half of the \$13,027 fee is spent on programming and maintaining the Integrated Library System (ILS) software. Our fee also pays for cataloging, database management, technology service fees and putting money in reserve for future ILS purchases.
  - City funds to the Library have fluctuated over the years.
  - The City department heads will meet on Oct. 17<sup>th</sup> to discuss their budgets.
8. **System Agreements for Signature**  
**Motion** by Aschom, second by Doll to allow the Director and Library board president to sign the Sustaining Membership Agreement to Participate in Shared Integrated Library System and

the Technology Service Agreement between the Prairie du Chien Memorial Library and the Southwest Wisconsin Library System. Motion carried.

**9. Director's Report**

- The staff meeting was mostly about Ashmore's vacation. Arrangements while Ashmore is gone were discussed. Kim Warpinski is back from maternity leave and Deb Goree will help cover as needed.
- The statistics for August were down compared to July but slightly higher than August 2016. Computer usage has mostly gone up for the year.
- 2 of the new Acer Cloud Books are being used. The other laptops are still being configured. They are being worked on remotely so it takes time.
- Author Shirley Cunningham will be presenting her second book, "Kissed by God – Holy Women Create!" at City Hall on September 28<sup>th</sup> at 6:30 pm.
- The Lego Club will be starting in October during normal library hours.

**10. October Agenda Items** – Next meeting is Tuesday, Oct 17<sup>th</sup> at 5:30 pm

- Budget

**11. Motion** to adjourn at 6:15 p.m. by David, second by Rocksvold. Motion carried.

Submitted by Brenda Anderson  
Secretary