

Library Board Minutes
February 13, 2018

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, February 13, 2018.

1. **Roll Call** Present: Linda Munson, Norb Aschom, Brenda Anderson, Mary Ann Stemper, Jill Doll, Kersten Rocksvold, county representative, and Library Director, Nancy Ashmore. Absent was Layne David. Lynn O’Kane, school representative arrived at 5:32 pm.
2. **Motion** by Stemper, second by Rocksvold to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Stemper, second by Aschom to approve the Board Minutes from January 16, 2018 and the Executive Committee Meeting from January 25, 2018. Motion carried.
4. **Motion** by Doll, second by Anderson to approve the monthly bills. O’Kane arrived at 5:32 pm. Roll call vote was unanimous.
5. **President’s Report** - Building expansion update; donations; ideas for fundraisers
 - Munson was excited to announce that Associated Bank made a donation of \$15,000 to support the renovation and expansion of the library. They also are willing to let the library use their parking lot for construction equipment.
 - A new fundraiser idea is to have Master Gardners give tours of gardens. There would also be an author in each garden. The goal would be to raise around \$1,000.
 - Another fundraiser could include bowling and a silent auction.
 - We need a little money from a lot of people. Still need to raise about \$200,000.
 - We also discussed selling tiles or bricks that could have names or designs on them. Children could decorate them and put them in the Children’s section.
6. **Travel/Training Policy**
 - The Travel and Training Policy includes information about paying mileage. Mileage will be paid at the city rate and will be calculated from the Library or the staff member’s home, whichever is less.
 - **Motion** by Stemper, second by Aschom to approve the Travel and Training Policy. Motion carried.
7. **Annual Report Review and Approval**
 - There is an interim director of the library system. Ashmore has questions about how to complete the annual report. Specifically, she has questions about the purchase of the book drop, newspapers that were converted to digital copies and reporting capital funds.
 - The report needs to be filed by Feb. 28th

- **Motion** by Stemper, second by Anderson to authorize Ashmore to send in the annual report with Munson's signature once the report is finalized. If Ashmore has any questions before filing the report an executive committee meeting will be called. **Motion carried.**

8. **Summer Reading Ideas**

- Aschom will help with the rock and roll dance party. Adding a limbo contest was discussed. The theme for the summer reading is Libraries Rock.
- Aschom will look to see if he can find a working 45 record player.
- There will be story hour at 9:30 am on Fridays for younger kids.
- The main summer programs will be on Thursdays at 12:30 pm. This way kids will be able to attend our programs after summer school.

9. **Director's Report**

- There was no staff meeting again, but the staff did meet to discuss summer reading.
- Statistics for January were low, but they were higher than November and December. DVD check outs were about half as many as they were in January of 2017.
- The South Central Library system helped do an assessment of our computers and technology.
- BadgerNet wants to upgrade their connection at the library. Because of the construction at our library this cannot happen right now. They would like 90 days' notice of when they could come and do the upgrade.
- The microfilm reader maintenance contract has been suspended while we are at our temporary location.
- Next Tuesday is Library legislative day.
- We will be doing a Hardees's breakfast fundraiser in March. It will probably be on St. Patrick's Day before the parade.

10. **March Agenda Items** – Next meeting is Tuesday, Mar. 20th at 5:30 pm

- Fundraiser Ideas
- Annual Report

11. **Motion** to adjourn at 6:30 p.m. by Stemper, second by Rocksvold. Motion carried.

Submitted by Brenda Anderson
Secretary