

Library Board Minutes
April 17, 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, April 17, 2018.

1. **Roll Call** Present: Linda Munson, Jill Doll, Norb Aschom, Layne David, Mary Ann Stemper, Brenda Anderson, Lynn O’Kane, school representative, and Library Director, Nancy Ashmore. Absent was Kersten Rocksvold, county 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 David to approve the Board Minutes from March 20, 2018 with the correction that the executive committee meeting was on April 9th not April 10th. Motion carried.

The executive committee meeting minutes will be approved after the closed session.

4. **Motion** by Doll, second by Anderson to approve the monthly bills. Roll call vote was unanimous.
5. **President’s Report** - Building expansion update; ideas for fundraisers
 - The library will only use the Jaywalker room at St. John’s for board meetings and using the microfiche. The door will be locked when it is not in use.
 - Trusses were delivered. The roof could possibly go on next week. The timeline for completing the project is still around the first of September.
 - The Capital Campaign Fundraiser - Tour of Prairie du Chien Gardens will be on Saturday, July 14th from 1 to 4 pm. The fundraiser will start at the Chamber of Commerce. No strollers or pets will be allowed. It will end at the memorial garden. There are 8 gardens that will be on the tour. Each garden will receive a Mason Bee house to attract Mason Bees. Extra bee houses will be sold.
 - We should try to organize a golf fundraiser.
6. **Enter Closed Session**
 - **Motion** by Stemper, second by Doll to enter closed session at 5:40 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: Director’s evaluation. Roll call vote was unanimous.
7. **Reconvene into Open Session, and any action on the aforesaid closed session**
 - **Motion** by Doll, second by David to reconvene into open session at 6:40 pm. Roll call vote was unanimous.

- **Motion** by Stemper, second by David to approve the executive committee minutes from April 9th. Motion carried.

8. **Summer Reading Update**

- The elementary programs will be on Thursdays at 12:30 pm.
- The Toddler/Pre-K program will be on Fridays at 9:30 am instead of Thursdays.
- The program for Metal Detectors will be on Thursday, June 21st. The program should last a half hour to 45 minutes. Anderson has contacted Todd Knapp and Ryan Koresh to lead this program.
- On July 25th we will take the kids on a tour of the new library. The program will start at St. John's and then they will walk to the library. They will have hard hats for the kids.

9. **Approval of Job Posting for Library Technician for children's programming**

- It was discussed that the position to be posted should be listed as Library Technician, not Library Technician/Children's Librarian. The person hired should be comfortable working with all ages.
- **Motion** by Stemper, second by Doll to approve the job posting for a Library Technician. Motion carried.

10. **Director's Report**

- The summer reading program was discussed at the staff meeting.
- Statistics were up slightly in March compared to February.
- Ashmore will be replacing Ruth Check-Gate's laptop. It is five years old.
- Ashmore is concentrating on the Summer Reading program and the library move.
- She will be on vacation June 25th through July 3rd for her daughter's wedding.
- She will come up with a policy about Summer Reading. It is the responsibility of all regular staff to plan and execute the reading program.
- She will also update the Page Policy to indicate that pages should never be the responsible staff person for any library activity.

11. **May Agenda Items** – Next meeting is Tuesday, May 15th at 5:30 pm

- Election of Officers
- Policy updates for Summer Reading and the Page Policy
- Closed Session for Director Evaluation

12. **Motion** to adjourn at 7:01 p.m. by Aschom, second by David. Motion carried.

Submitted by Brenda Anderson
Secretary