

Library Board Minutes
May 15, 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, May 15, 2018.

1. **Roll Call** Present: Linda Munson, Jill Doll, Norb Aschom, Mary Ann Stemper, Brenda Anderson, Kersten Rocksvold, county representative and Library Director, Nancy Ashmore. Absent was Layne David, and Lynn O’Kane, school representative.
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 Aschom to approve the Board Minutes from April 17, 2018. Motion carried.
4. **Motion** by Doll, second by Stemper to approve the monthly bills. Roll call vote was unanimous.
5. **President’s Report** - Building expansion update; ideas for fundraisers
 - We planned to have a fountain in front of the library. There is not room for the pipes to go where they thought. To re-route the pipes could add \$30,000 to the project. Munson will get more information to see if we could have a water feature that is not a fountain and save money.
 - There were wooden trusses exposed above the circulation desk that we wanted to keep but they had to be cut off. They could be bolted back on for decoration, but it was decided that we don’t want them put back up.
 - There is an exposed silver conduit pipe in the library. Munson wants the board to see it so everyone can give an opinion on if we should leave it silver or paint it to blend in with the rest of the library.
 - Munson will try to arrange a time to give the board a tour of the library. One date suggested was May 31st at 1:00 pm. But she would like to try to meet next week if possible.
 - The Garden Tour fundraiser is scheduled for Saturday, July 14th from 1 to 4 pm. The cost will be \$20 per person, including children. The fundraiser will start at the visitor center. It will end at the memorial garden.
 - Design Home and the construction site at the library donated lumber to make Mason Bee houses that will be sold during the garden fundraiser.
6. **Approval of Safe Room Operations and Management Plan**
 - **Motion** by Stemper, second by Doll to approve the Safe Room Operations and Management Plan. The Board has reviewed and discussed the Safe Room Operations and Management Plan and will consider appointing a committee to oversee the efficiency of the safe room. Motion carried.

7. **Election of Officers**

- **Motion** by Aschom, second by Rocksvold to keep the present slate of officers which is Munson as president, Stemper as vice president, Doll as treasurer and Anderson as secretary. Motion was unanimous.

8. **Enter Closed Session**

- **Motion** by Rocksvold, second by Doll to enter closed session at 6:00 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.

9. **Reconvene into Open Session, and any action on the aforesaid closed session**

- **Motion** by Stemper, second by Doll to reconvene into open session at 6:49 pm. Roll call vote was unanimous.
- No action was required.

10. **Summer Reading Update**

- Each program for summer reading has been assigned to a library staff member.
- Ashmore will contact the schools to set up a date to talk to the students about summer reading.

11. **Director's Report**

- The summer reading program was discussed at the staff meeting.
- Statistics were low for April. It is typical for statistics to be low in April and May.
- Ashmore has not purchased a replacement for Ruth Check-Gate's laptop yet.
- Ashmore has put together information on the shelves we will need for the new library.
- **Motion** by Stemper, second by Doll to ask the public to make donations of \$500 for book shelves that are 66 inches tall and 3 feet long that are double-faced. Motion carried.

12. **June Agenda Items** – Next meeting is Tuesday, June 19th at 5:30 pm

- Policy updates for Summer Reading and the Page Policy
- Book shelves for the new library
- Closed Session for Director's Evaluation
- Summer Reading
- Plans for moving the library

13. **Motion** to adjourn at 7:05 p.m. by Stemper, second by Rocksvold. Motion carried.

Submitted by Brenda Anderson
Secretary