

Library Board Minutes
August 21, 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 5:31 pm on Tuesday, August 21, 2018.

1. **Roll Call Present:** Linda Munson, Norb Aschom, Mary Ann Stemper, Brenda Anderson, Lynn O’Kane, school representative and Library Director, Nancy Ashmore. Absent was Jill Doll, and Layne David. Kersten Rocksvold, county representative arrived at 5:37 pm. Guests in attendance were Caitlin Bittner and Garth Frable.
2. **Motion** by Stemper, second by O’Kane to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Aschom, second by Stemper to approve the Board Minutes from July 17, 2018 and the Special Board minutes from August 10, 2018. Motion carried.
4. **Motion** by Anderson, second by Munson to approve the monthly bills. Roll call vote was unanimous.
5. **Introduction of new Library Assistant Caitlin Bittner**
 - Bittner starts work on Monday, August 27th. She has a master’s degree in English and Creative Writing.
 - 31 people applied for the full-time position.
 - 9 people have applied for the part-time position. The deadline for applications for the part-time position closed today at 5 pm.
6. **President’s Report - Building expansion update**
 - The staff from the McGregor Library came through our library.
 - Rocksvold arrived at 5:37 pm.
 - Mathie Iverson made a donation to pave the public parking lot. There will be 27 spaces.
 - We will be moving into the library before the new shelves arrive. The shelving will not be coming until Halloween.
7. **Information on Building Move**
 - We need to coordinate volunteers.
 - Friday, September 28th will be the day to move non-book items.
 - The library will be closed the first full week of October which is October 1st through October 6th. We will plan to be out of the church by October 6th.
 - We will wait to have our Grand Opening until the shelves are in place. Grand Opening will be around Thanksgiving.
 - We will wait to have the City Council tour the library until closer to the opening of the library.

- **Motion** by Stemper, second by O’Kane to give permission to grant amnesty to patrons for 2 weeks after opening the new library so they don’t receive fines and to rent 25 carts for 2 months that will cost a little over \$2,631, but not more than \$2,700, to move the books and hold them until the new shelves arrive. Roll call vote was unanimous.
- We will get a committee together to plan the move. Will talk to 3M about moving the trailer to the new building to unload and then take it back to get books and carts.

8. Preliminary Budget Numbers

- Ashmore has not heard from the City yet. Last year there was no input from the library for our budget. They thought we would get more money from the county than we did.
- From 2010 until now the City contribution to the library has done down.
- The new building is very efficient. It should cost the same for utilities even though the building is bigger.

9. Director’s Report

- The staff meeting was at noon with a page at the front desk. If the page had questions they could be interrupted. The staff got to meet Caitlin Bittner. They planned what could be packed now.
- Statistics were down slightly. It could be because of the 4th of July week.
- Computers and technology were not discussed.
- Other topics – Need a sign to thank city planner, Garth Frable. He has been tireless in helping with the new library building.
- We are still sending out requests for donations and asking foundations for donations.
- Friends of the Library are getting more members. They want to sell soup to go as a fundraiser once the new building is open.
- Interviews for the new part-time position will start next week.

10. September Agenda Items – Next meeting is Tuesday, September 18th at 5:30 pm

- Move Details

11. Motion to adjourn at 6:23 p.m. by Aschom, second by Rocksvold. Motion carried.

Submitted by Brenda Anderson
Secretary