

Library Board Minutes

Oct. 16, 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, September 18, 2018.

1. **Roll Call** Present: Linda Munson, Norb Aschom, Mary Ann Stemper, Brenda Anderson, Layne David, Jill Doll, Kersten Rocksvold, county representative and Library Director, Nancy Ashmore. Absent was 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 September 18, 2018. Motion carried.
4. **Motion** by Doll, second by Anderson to approve the monthly bills, including the authorization to pay the Holy Family Parish \$400 for 10 days at \$40 per day that the library rented St. John’s school in October 2018. Roll call vote was unanimous.

Motion by Stemper, second by Aschom that we send an official thank you letter to the Holy Family Parish for the use of St. John’s school during the library renovation. We are so grateful that they allowed us to use their facility that benefited the entire community. Motion carried.

5. **President’s Report**

- We need to send a thank you letter to Luke at the school for use of the trailer.
- We need to thank the Prison. The inmates were amazing and so helpful. There were 12 there the first day and 8 on the second day.
- We have received some more donations. We received \$2,500 from Spahn and Rose and \$500 from Casey’s General Store.
- We still need to fundraise about \$200,000. We have raised \$1.3 million.
- The Friends of the Library donated a refrigerator to the library and Rockweiler took \$100 off the cost.
- We are checking with the Walmart Foundation to see if we can get a Smart TV for the conference room.
- We will make a wish list of items that the library could still use.
- The entire board wants to thank Linda Munson and Nancy Ashmore for their dedication to this project. They had a lot of great help from the staff, the library board and volunteers. We did it!
- The library has gone back to the old hours now that we are back in our new space. The hours are Monday through Thursday 9 am to 8 pm. Friday 9 am to 5 pm. Saturday 9 am to 1 pm.

6. Director's Report

- There was no staff meeting because of the move.
- Statistics are still down but we expect that to change.
- Computers and Technology –The internet bandwidth was very low. The technician tried another switch but it powers itself off, so a new switch is on order.
- Other items
 - i. On Saturday, Oct. 27th the library will stay open until 4 pm so we can participate in the Downtown Trick-or-Treat.
 - ii. The Wisconsin Library Association Annual Conference is next week in La Crosse. Two staff will be attending on Wednesday, Oct. 24th and three will attend on Thursday, Oct. 25th.
 - iii. The new parking lot is not ready yet. They will be putting down another layer of gravel. We are hoping to still have asphalt put down this fall.
 - iv. We will plan a Public Open House for Saturday, Dec. 1st from 1 to 3 pm. This is a way to honor everyone that helped make our renovated library possible. There will be a time capsule, a ribbon cutting, and some refreshments will be served.
 - v. We still need an estimate for what it will cost to clean the library. We are hoping it will still only need to be cleaned twice a week.
 - vi. The basement will be for programs. Patrons are not allowed to wander down there alone without a staff member.
 - vii. We still need to purchase supplies for the safe room.

7. November Agenda Items – Next meeting is Tuesday, November 20th at 5:30 pm

- Finalize Open House plans

8. Motion to adjourn at 6:19 p.m. by Stemper, second by Rocksvold. Motion carried.

Submitted by Brenda Anderson

Secretary