

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 5:34 p.m. on Tuesday, November 27, 2018.

1. **Roll Call** Present: Linda Munson, Norb Aschom, Jill Doll, Layne David, Kersten Rocksvold, County Representative, and Library Director Nancy Ashmore. Lynn O'Kane, school representative arrived at 5:36pm. Absent were Brenda Anderson and Mary Ann Stemper.
2. **Motion** by Aschom, second by Rocksvold to certify the open meeting law agenda requirements. Roll call was unanimous.
3. **Approval** of October 18, 2018 Board Minutes will be done during the December 18, 2018 Board meeting.
4. **Motion** by Doll, second by O'Kane to approve the monthly bills. Roll call vote was unanimous.
5. **President's Report - Library Grand Opening**
 - o Grand opening of the newly renovated Prairie du Chien Memorial Library will be Saturday, December 1, 2018 from 1 - 3 pm.
 - o Ceremony will start with the ribbon cutting and then Linda Munson will speak on behalf of the library Thanking the donors. The Mayor will speak, Aaron Kramer will be her and speak, and then Nancy will speak and introduce the staff and the Friends of the Library Board.
 - o Cake will be from Linda Hanson, Ice Cream will be provided by Culvers, and then coffee and Cider will be provided as well.
 - o There will be greeters at the doors and Library Board members in all sections of the library to answer any questions people may have.

6. Time Capsule

Handouts will be available to people to fill out to put in the time capsule. Try to have everyone sign the Guestbook at the Grand opening. The guest book and the Capsule sheets will go in the time capsule which will be buried next spring as part of the summer reading program.

7. Article in The Courier Press

There was a good article in the Courier press about the library. This brought about discussion on the Parking lot. Linda clarified the facts. Rural Development Authority purchased

the Parking lot from Parkers and cleaned it up. Rural Development Authority will lease the parking lot to the library for use. It is geared to have 27 parking spots with No overnight parking allowed. There will be no parking directly behind the library, like before. Directly behind the library will be used for Deliveries only. Can call Linda Munson with any questions regarding this matter.

8. Director's Report

- No Staff meeting this month due to the arrival of the new shelves.
- All Staff, except Nancy, went to the WALC conference meeting.
- Progress on Library Organization. Working on setting things up so the library is working for staff and Patrons. Genealogy is still needing some work. Bulletins are up in the entryway now, Thank you City workers.
- Statistics are up. October Library cards doubled, even due to the week of closure.

9. Budget

Do not have finalized numbers yet. Looks as though the Library Budget will be less. Nancy had to cut back on supplies and book due to Budget cuts.

10. Birdhouses

Lynn O'Kane Brought in 2 more birdhouses to show us. The inmates that are part of the Building and Maintenance Program constructed 18 birdhouses for us. Looks like Lynn spent \$120.00 on materials for the bird houses. Library Board will discuss how much to sell them for.

11. December Agenda Items - Next meeting is Tuesday, December 18, 2018 at 5:30 pm.
Budget and Staff Pay

12. Motion to adjourn at 6:28 pm by O'Kane, second by Rocksvold. Motion Carried

Submitted by Jill Doll
Treasurer