

Library Board Minutes
Dec. 18, 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 5:33 pm on Tuesday, December 18, 2018.

1. **Roll Call** Present: Linda Munson, Norb Aschom, Brenda Anderson, Layne David, Jill Doll, Lynn O’Kane, school representative, and Library Director, Nancy Ashmore. Absent was Mary Ann Stemper, and Kersten Rocksvold, county representative.
2. **Motion** by Aschom, 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 Oct. 16, 2018 and Nov. 27, 2018. Motion carried.
4. **Motion** by Doll, second by O’Kane to approve the monthly bills. Roll call vote was unanimous.
5. **President’s Report**
 - There will be a meeting between the library, the architects and the contractor to discuss what was raised vs. what was spent on the project.
 - The safe room needs supplies and a committee to manage it.
 - We need to move books from the safe room and misc. items.
 - The generator needs to run once a month in the safe room. We need a checklist of everything that needs to be done.
6. **Pages**
 - Pages need to have a dress code that is school casual.
 - They need to be self-starters and outgoing.
 - **Motion** by O’Kane, second by Aschom to revise the page policy to allow recent high school graduates to hold the position. Motion carried.
7. **Policy Review and Approval – fines and fees**
 - Our patrons get blocked from checking out materials in the library and on Overdrive if they have fines that reach \$5.
 - Studies show that blocking patrons for fines owed, especially small amounts, causes embarrassment and deters many people including children from using the library.
 - Other libraries in our system, including Boscobel, have raised their amount to \$20, which means patrons can check out materials even if they potentially have lost one item.
 - **Motion** by Aschom, second by David to raise the fine to \$20 before a patron is blocked from checking out materials. Motion carried.
8. **Budget Update**
 - We are doing okay for the 2018 year.

- We will be short about \$14,000 for the year but we have \$11,000 in the Homme Fund and around \$8,000 in the Marine Credit Union account.
- We will wipe out the Homme Fund. We are spending all this money for books.

9. **Enter Closed Session**

- **Motion** by Anderson, second by Doll at 5:57 pm to enter closed session 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 staff salaries. Roll call vote was unanimous.

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

- **Motion** by David, second by Doll to reconvene into open session at 6:12 pm. Roll call vote was unanimous.
- Deb Rider will leave her library technician position to become a sub for the library.
- **Motion** by Doll, second by O’Kane to advertise for a part-time library technician that will have 15-20 hours. Motion carried.

11. **Coffee Bar**

- A donation box will be set up by the coffee bar.
- Ashmore has found a coffee maker that will cost about \$270.
- Help will be needed once a day to clean the coffee pot and make new coffee.

12. **Director’s Report**

- There was a staff meeting with pizza from Munson.
- Ashmore will be participating in the Wild Wisconsin Winter Web Conference in January 2019. She is interested in the meeting about library signage.
- Statistics are still low but that is expected to change. 34 new library cards were issued which is more than October. The number of library visitors might be low because they still have to be hand counted and some people were missed. The study rooms have great usage. They are tracking how much they are used along with the conference room.
- The public school kids in 2nd through 4th grade came to the library for a tour last week.
- The light in the back parking lot needs to be fixed. There is also a problem with some Dinoc.
- Computers and Technology –Bob will come after Christmas to help connect the Media Com DSL line to the heating and cooling systems, the elevator and patron computers.
- The Beary Christmas event had a good turn out.

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

- Safe Room

14. **Motion** to adjourn at 6:26 p.m. by Aschom, second by David. Motion carried.

Submitted by Brenda Anderson
Secretary