

Library Board Minutes
Feb. 19, 2019

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 5:04 pm on Tuesday, February 19, 2019.

1. **Roll Call** Present: Linda Munson, Norb Aschom, Brenda Anderson, Layne David, Mary Ann Stemper, and Library Director, Nancy Ashmore. Absent were Jill Doll, Lynn O’Kane, school representative, and Kersten Rocksvold, county representative.
2. **Motion** by Stemper, second by Aschom to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Stemper, second by David to approve the Board minutes from Dec. 18, 2018. Motion carried.
4. **Motion** by Stemper, second by Anderson to approve the monthly bills. Roll call vote was unanimous.
5. **President’s Report**
 - We are not happy with the new flooring in the library. It looks dirty all the time. We talked to the contractors to see what we can do about it. They recommend putting a polyurethane coating on top. We are getting a quote to do this upstairs and a separate quote to do it in the basement.
 - We still need to raise about \$250,000 for the library renovation.
 - Hardee’s is sponsoring a Breakfast Buffet on Saturday, March 16th from 7-10 am to benefit the Library. Tickets cost \$6. This is before the St. Patrick’s Day parade which starts at 10 am.
 - We are still looking for a 65-70” smart TV for the Conference Room.
6. **Safe Room Update**
 - The safe room is ready to be inspected thanks to volunteers Layne David, Pat Gasser, Linda Munson, and Garth Frable. The staff also helped when they had time.
 - All the supplies that are needed are now in the safe room.
 - FEMA is coming Wednesday, March 6th to inspect the Safe Room. We have already received the grant check.
7. **Budget Update**
 - We overspent the 2018 Budget. We covered the overspending with the Homme Fund and using money from our Marine Credit Union account.
 - Electricity and cleaning costs are 3 times higher in the new building compared to the old one.

8. Annual Report Approval

- **Motion** by Stemper, second by Aschom to approve the Annual Report pending final checks by the System Director. Motion carried.

9. Update from Friends' meeting

- The Friends are looking for more fundraisers for the Library. They might have a Euchre tournament and a Bowling event.
- The recent book sales raised between \$500 and \$600.

10. Approval of closure for future Martin Luther King, Jr. Days (new City holiday)

- **Motion** by Stemper, second by David that the library will follow the city policy on closures for Martin Luther King, Jr. Day. Motion carried.

11. Enter Closed Session

- **Motion** by David, second by Aschom at 5:31 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.

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

- **Motion** by Stemper, second by David to reconvene into open session at 5:43 pm. Roll call vote was unanimous.
- **Motion** by Stemper, second by Aschom to create a job description for a substitute Library staff position. Also, Elisabeth Byer's pay will increase to from \$12.16 to \$12.50, retroactive to the first of the year. Caitlin Bitner's pay will increase from \$12.50 to \$13.00 at the completion of her probation period. Roll call vote was unanimous.

13. Discussion and approval of free video signage

- Hoffman Hall has a free video signage in their lobby. We could have the same system. It shows ads and you put on it the programs you have to offer.
- **Motion** by Stemper, second by David approve getting the free video signage for the library. Motion carried.

14. Dolly Parton Imagination Library Program Kickoff

- The Library would like to be a sponsor of the Dolly Parton Imagination Library Program.
- Children from birth to 5 would receive a new book once a month if they are residents of the city of Prairie du Chien. There is no cost to the library.
- **Motion** by Stemper, second by David to support becoming a sponsor of the Dolly Parton Imagination Library program. Motion carried.

15. Director's Report

- At the staff meeting, summer reading was discussed. The theme is "A Universe of Stories." Planning for the summer reading program has already started.
- Ashmore informed the staff that the budget will be tight this year.
- Statistics are up in January. We are issuing about twice the number of new library cards.
- A flag has been purchased and should be up in a couple of weeks.
- There are new computer tables but now we need longer cords before they can be rearranged.
- We received a lot of items from Catholic Charities after they closed the Prairie du Chien location. It can not be checked out until it is put into our system.
- They continue to work on the Genealogy Room.
- Ashmore was pleased to announce that Andrea Wright was hired as the new part-time employee.
- Ashmore is working on organizing Brown Bag lunch programs.

16. March Agenda Items – Next meeting is Tuesday, March 19th at 5:30 pm

- Substitute Job Description
- Meet Andrea Wright
- Ashmore's yearly goals
- Closed Session for Ashmore's annual review

17. Motion to adjourn at 6:06 p.m. by Stemper, second by David. Motion carried.

Submitted by Brenda Anderson
Secretary