

## Library Board Minutes

Mar. 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 5:30 pm on Tuesday, March 19, 2019.

1. **Roll Call** Present: Linda Munson, Norb Aschom, Brenda Anderson, Layne David, Mary Ann Stemper, Jill Doll, Kersten Rocksvold, county representative and Library Director, Nancy Ashmore. Absent was Lynn O’Kane, school representative.
2. **Motion** by Stemper, second by Rocksvold to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by David, second by Stemper to approve the Board minutes from Feb. 19, 2019. Motion carried.
4. **Motion** by Doll, second by Anderson to approve the monthly bills. Roll call vote was unanimous.

**Motion** by Aschom, second by Doll to approve signing the Technology Services Agreement with the Southwest Library System that has already been paid, and to approve the 3-year maintenance agreement for the Safe-Room generator with Cummings Sales and Services which totals \$2,545.99 and will be paid in full this year. Roll call vote was unanimous.

#### 5. **President’s Report**

- The manufacturer of the flooring came to look at how dirty it is. They are going to create a report with ideas on how to clean it. Unfortunately, the flooring also easily scratches so we will need to buy protectors to put on the bottoms of the tables and chairs.
- Portzen will be coming to fix some Di-noc.
- We still need to raise \$200,000 for the renovation project. Installing the fountain will be an additional \$50,000 on top of that.
- The Hardee’s Fundraiser was great. It raised around \$1,500.
- When other organizations want to use the services of the library, they need to make their requests to Ashmore and then she will bring these requests to the library board.
- Next Wednesday, March 27<sup>th</sup>, Kiwanis will be having their monthly lunch meeting at the library. Donna Heilmann, Terri Connell, Mary Novey and Linda Munson will sell soup and sandwiches for \$6 as a fundraiser.

#### 6. **Introduction of school administrator, Mr. Smudde**

- He was unable to attend the meeting.

#### 7. **Safe Room Update**

- FEMA was very happy with our safe room. The inspection went well.

#### 8. **Library Director’s Yearly Goals**

- Ashmore gave the board her personal goals for 2019. She has goals including library usage, adult programming, education, communication, budget, policies.
- She will be focusing on programming and managing the new spaces. The library does not have software to manage the room reservations.
- The executive committee will meet to go over the Director's goals.
- The board would like to see more teens in the library.

#### 9. **Enter Closed Session**

- **Motion** by Anderson, second by Rocksvold at 6:00 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 Director's annual review. Roll call vote was unanimous.

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

- **Motion** by David, second by Rocksvold to reconvene into open session at 6:20 pm. Roll call vote was unanimous.
- The board would like to see the job description of the assistant librarian and how her time is allocated.

#### 11. **Upcoming programs**

- Craft night next Tuesday will be knitting. In April the craft will be paper flowers.
- The first brown bag lunch will be with Larry Scheckel.
- On April 13<sup>th</sup> there will be a kickoff for the Dolly Parton Imagination Library program. To participate you just need to have a zip code of 53821.
- Another brown bag lunch will have Dr. Michael Luick-Thrams discussing the Flu Epidemic of 1918. The cost for him to come will be \$400.

#### 12. **Director's Report**

- The staff meeting was on Pi day (3/14) so they had pizza pie and apple pie and discussed the progress around the library.
- Statistics are up, including the Overdrive statistics which pleases Ashmore.
- There are new computer tables, but we still need longer cables.
- There is a program in La Crosse to find jobs for retired people. They have a person that is going to help do genealogical work when people need help. The program pays the wages, not the Library.
- Nancy DuCharme will be the new board member.
- Ashmore's cell phone was stolen from the Library on Friday, March 15<sup>th</sup> between 9 am and 11 am.

#### 13. **April Agenda Items** – Next meeting is Tuesday, April 16th at 5:30 pm

- Substitute Job Description
- Meet Andrea Wright

#### 14. **Motion** to adjourn at 6:46 p.m. by Stemper, second by David. Motion carried.

Submitted by Brenda Anderson  
Secretary