

## Library Board Minutes

Apr. 16, 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, April 16, 2019.

1. **Roll Call** Present: Linda Munson, Norb Aschom, Brenda Anderson, Layne David, Mary Ann Stemper, Jill Doll, Kersten Rocksvold, county representative, Lynne O’Kane, school representative, and Library Director, Nancy Ashmore. Visitors present were Library volunteer, Diane Slotman, and Library Staff Member Andrea Wright.
2. **Motion** by Stemper, second by Doll to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Doll, second by David to approve the Board minutes from Mar. 19, 2019 and the Executive Committee minutes of April 8, 2019. Motion carried.
4. **Motion** by Doll, second by Anderson to approve the monthly bills. Roll call vote was unanimous.
5. **Discussion of Catholic Charities Collection**
  - The Family Resource Center had a lending library. When the Family Resource Center closed all the items went to Catholic Charities. Then Catholic Charities closed the Prairie du Chien location, and Ashmore said the library would take the collection.
  - Library Volunteer Diane Slotman will be helping to catalogue the items. There are approximately 200 units. Finding space for everything is challenging.
  - We don’t have the staff to sanitize the collection after it has been checked out and returned.
  - **Motion** by Stemper, second by David to have Ashmore create a policy for the Catholic Charities Collection by the next Board meeting. Motion carried.
6. **Introduction of new staff person Andrea Wright**
  - Wright is excited to work at the library and the board is excited to have her on staff.
7. **President’s Report**
  - Munson wanted to increase the size of the Board. She looked at the regulations and based on the size of Prairie du Chien we can’t add anyone to the Board from the City. But we could add another member from the County.
  - Munson talked to Tom Cornford from the Crawford County Board. The county has appointed a Citizen at Large to the Library. Janelle Mathies will be our new board member with a 2-year term.
  - Stemper will be retiring from the Board. Nancy DuCharme will finish out her 2-year term.
  - Aschom will also be leaving the Board. Jennifer Miller will be appointed to a 3-year term.
8. **Enter Closed Session**
  - **Motion** by David, second by Rocksvold at 5:53 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.

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

- **Motion** by O'Kane, second by Rocksvold to reconvene into open session at 6:33 pm. Roll call vote was unanimous.

**10. Upcoming programs**

- Dolly Parton Imagination Library Kickoff was on April 13<sup>th</sup>. 12 children attended the program. An additional 48 signed up online.
- Craft Night will be on April 23<sup>rd</sup> and will be book flowers.
- The next Brown Bag Lunch will be on May 2<sup>nd</sup>. The program will focus on the Flu Epidemic of 1918 with Dr. Michael Luick-Thrams. The last Brown Bag Lunch had 55-60 people attend.

**11. Job Descriptions, Library Assistant with time allocation and Library Technician substitute**

- **Motion** by Stemper, second by David to approve the Library Technician substitute job description. Motion carried.
- **Motion** by Stemper, second by David to increase Caitlin Bittner's wages by \$0.50 per hour as of March 1, 2019 which is when she completed her probationary period. Additionally, the Library Assistant job description will be updated to automatically increase the compensation by \$0.50 once the probationary period is over. Roll call vote was unanimous.

**12. Director's Report**

- The staff meeting talked about organization. Cabinets need to be put up in the children's storage closet. They also discussed summer reading. They are preparing to go to Bluff View for their Reading Palooza for 2<sup>nd</sup> through 4<sup>th</sup> graders to promote summer reading.
- March Statistics are down a slightly compared to February, the weather might have been a factor.
- We need to promote the study rooms.
- Computers and Technology – not much has changed.
- Deb Rider is working on a plan for landscaping around the library. She is a master gardener.
- There was a discussion on where to place the donor board. We decided it should go above the computers outside of Ashmore's office.

**13. Board and Staff Appreciation of Outgoing Board Members**

- Mayor Dave Hemmer briefly attended the Board meeting. He wished to thank Ms. Stemper and Mr. Aschom for their service to the Library Board. Stemper first joined the Library Board in 1997.
- Stemper donated a TV for the conference room as a parting gift to the library. Ashmore and the Board were very appreciative of the generous donation.

**14. May Meeting** – Next meeting is Tuesday, May 21st at 5:30 pm

**15. Motion** to adjourn at 6:58 p.m. by Stemper, second by Aschom. Motion carried.

Submitted by Brenda Anderson  
Secretary