

Library Board Minutes
July 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, July 16, 2019.

1. **Roll Call** Present: Linda Munson, Nancy DuCharme, Layne David, Brenda Anderson, Kersten Rocksvold, county representative, and Library Director, Nancy Ashmore. Absent was Jill Doll, Jennifer Miller, Janelle Mathies, county representative at large, and Lynn O’Kane, school representative.
2. **Motion** by Anderson, second by Rocksvold to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by David, second by DuCharme to approve the Board minutes from June 18, 2019 and the Executive Committee minutes from July 15, 2019. Motion carried.
4. **Motion** by Anderson, second by David to approve the monthly bills. Roll call vote was unanimous.
5. **President’s Report**
 - The Friends of the Library had a book sale that raised around \$480.
 - There are a lot of books that were not sold. Some we have had for a couple book sales. We need to figure out what to do with these books. Some can go to the Little Libraries around the city, some will go to the Jail, some can go to the Viroqua Library and La Crosse. We will investigate other options too.
 - The new air handler had an on and off switch that someone flipped off. It now has a padlock on it so that can’t happen again.
 - Munson was approached by someone wanting to give the library a quote for landscaping. Munson will follow up with them. It would be nice to see what someone would like to do and how much it would cost.
6. **Fundraising Ideas**
 - For the Basket Fundraiser we could sell tickets and then you would decide which basket you want to put your ticket in. We could sell tickets for \$1 each or 6 for \$5.
 - The committee will meet after David gets back from vacation on July 27th.
7. **Director’s Office**
 - The director was asked to clean and organize her office. She has made some good progress. It’s looking good but could still use some help.
 - Ashmore asked for help going through the construction documents. She only wants one copy of each document.
 - Every quarter we will check on her office and make sure it stays organized.
8. **Summer Reading and Other Program Updates**
 - Summer reading is going very well. The staff is so creative. The kids are having a great time.

- In June there was no adult program because no one would call Ashmore back.
- There is a whittling program tonight for the July adult program.

9. **Parking Lot Info**

- The mailboxes will move in the parking lot. We will lose 4 parking spots.

10. **Director's Report**

- There was a staff meeting. Next year they are going to change how teen activities are tracked for summer reading. All the staff were given their self-evaluation forms. They will be concentrating on education and training. Staff needs training on Libby and Overdrive.
- Statistics were good for June. We still haven't gotten back to the level of 2015. That was a watershed year. We did issue 65 new library cards in June which is great.
- The software that staff use is being upgraded. It might not impact patrons.
- A printer needs a new fuser unit because it prints lines.
- The Lakeside Library System will be our new tech company in a couple months. The Southwest Library System has a contract with them.
- The Library received some donations of Green Bay Packer items. We will use them in a youth program called Touchdown, Turnaround, and Read.
- Ashmore announced that Barb Toberman has given notice that she will resign effective July 31st, 2019. We are saddened by the news but wish her the best. She may come back to the library as a volunteer.

11. **August Meeting** – Next meeting is Tuesday, August 20th at 5:30 pm

- Fundraising Ideas/Baskets

12. **Motion** to adjourn at 6:16 p.m. by David, second by Rocksvold. Motion carried.

Submitted by Brenda Anderson
Secretary