

Library Board Minutes  
September 17, 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 5:36 pm on Tuesday, September 17, 2019.

1. **Roll Call** Present: Linda Munson, Jill Doll, Nancy DuCharme, Layne David, Jennifer Miller, Brenda Anderson, Kersten Rocksvold, county representative, Janelle Mathies, county representative at large, Lynn O’Kane, school representative, and Library Director, Nancy Ashmore.
2. **Motion** by David, second by Doll to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Miller, second by Mathies to approve the Board minutes from August 20, 2019. Motion carried.
4. **Motion** by Doll, second by Miller to approve the monthly bills. Roll call vote was unanimous.
5. **President’s Report**
  - There is a Rural Development meeting tomorrow. The library would like to request that 15 spots in the parking lot be reserved for library patrons.
  - We would like to put a brick border along the sidewalk by the fountain. We are looking at different companies to get the bricks from. We would sell the bricks for possibly \$50 and then names could be engraved on the bricks.
  - We need to focus on getting up signs for who donated to the library building project.
  - Munson has received the landscaping plan for the library. She will pass it on to everyone. The library has requested a \$3,000 grant to help with the landscaping. The labor would be done by volunteers.
6. **Fundraising Ideas**
  - The bowling fundraiser will be on Sunday, Nov. 10<sup>th</sup> at noon.
  - There were many questions about how this will work. How many teams can we have? How many people per team? How much will we charge per team? Will there be a prize for the best team score?
  - O’Kane will contact the bowling alley and then will email out an update about the event.
  - We will also do a meat raffle with \$20 boxes from Mississippi Meats. We will ask the bowling alley how many boxes we should do.
  - We will also have a basket raffle. Doll will coordinate so we have 15 baskets that are ready by Friday, Nov. 1<sup>st</sup>.
  - We might also have a 50/50 raffle.
  - The poster will list that this is for the Library Landscaping project.
7. **Budget Update**
  - We are still waiting for the wages, health and benefits information from the City. The library typically follows what the city proposes for the other city staff.
  - We don’t have the final numbers for the budget yet.

8. **Request for closure for staff training – Southwest Wisconsin Association of Libraries Conference**

- The Southwest Wisconsin Association of Libraries has their annual meeting on November 8<sup>th</sup> at Southwest Tech in Fennimore.
- **Motion** by Doll, second by Miller to approve closing the library on Friday, November 8<sup>th</sup> so the staff can attend the Southwest Wisconsin Association of Libraries Conference. Motion carried.
- We will post the closing on the website and in the library to give patrons plenty of notice.

9. **Updated on Catholic Charities collection**

- There is a binder with pictures of the Catholic Charities collection. It is not in the database yet.
- It can only be checked out locally for 2 weeks.

10. **Director's Report**

- The staff meeting discussed the upcoming Wisconsin Science Festival which goes from Oct. 17<sup>th</sup> to Oct. 20<sup>th</sup>. There will be a Sunshine and Vitamin D lunchtime program on Thursday, Oct. 17<sup>th</sup>. Possibly Alex Mathies, a chemist at 3M, could do a program for kids on Saturday, Oct. 19<sup>th</sup>.
- Statistics were down for August but that is typical every year after the summer reading program.
- Computers and technology – Lakeshore finished their site assessment of our equipment. They do a bulk purchase of computers in February.
- Mathies left the meeting at 6:41 pm.
- Other topics – the director's office is looking good. The construction documents are not done yet.
- The Friends of the Library will have their annual meeting on Thursday, Oct. 24<sup>th</sup> at 6:30 pm.

11. **October Meeting** – Next meeting is Tuesday, October 15th at 5:30 pm

12. **Motion** to adjourn at 6:45 p.m. by DuCharme, second by Rocksvold. Motion carried.

Submitted by Brenda Anderson  
Secretary