

Library Board Minutes
October 15, 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 5:33 pm on Tuesday, October 15, 2019.

1. **Roll Call** Present: Linda Munson, Jill Doll, Nancy DuCharme, Layne David, Jennifer Miller, Brenda Anderson, Janelle Mathies, county representative at large, and Library Director, Nancy Ashmore. Absent were Kersten Rocksvold, county representative, and Lynn O’Kane, school representative.
2. **Motion** by Doll, second by Miller to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by David, second by Doll to approve the Board minutes from September 17, 2019. Motion carried.
4. **Motion** by Doll, second by Anderson to approve the monthly bills. Roll call vote was unanimous.
5. **President’s Report**
 - The library is having a Halloween Carnival on Wed. October 30th from 4:30 to 7:00 pm. Library Assistant, Caitlin Bittner, would like help at the event. Board members Mathies, DuCharme, Miller, Doll and David said they would help. They will arrive at 4:15 to learn their duties.
 - We still have not heard back about our grant request for the landscaping.
 - Donors to the library renovation have their names posted in the main meeting room.
 - We are still discussing where to put the donor names permanently. We would like to put the donor names on the spines of signs that look like books. There will probably be three different size fonts. Large donors will possibly get plaques that look like open books.
6. **Fundraising Ideas**
 - We are going to do another fundraiser for the library involving bricks. People can purchase bricks and then have them individually engraved. The bricks will go around the fountain. Miller will talk with her sister about the bricks at Fort Fun.
 - The library put in a request for \$5,000 in capital funds from the City. The City gave us \$2,000 in funds. We are going to use the funds to purchase 30 chairs for the basement.
 - The bowling fundraiser will be on Sunday, Nov. 10th. Registration is from noon to 1 pm. We would like at least 10 teams to bowl. Each 4-person team will pay \$100 to bowl. The library will get \$19 per person that bowls. There will be prizes for the top three teams. There will also be a meat raffle, 50/50 raffles and a silent auction.
 - Miller, Doll and Mathies are going to organize the baskets.
 - We will have a meeting on Monday, Nov. 4th at 4:30 pm about the bowling fundraiser.
7. **Staffing/Hiring and City Handbooks**
 - An updated City Handbook will come out next year. They have been working on it for a while.
 - Part-time library technician Jane Orr has resigned. We need to post that there is an opening.

- The job will have 16-20 hours per week, the person will have to work one Saturday out of five, and one night a week. The pay rate is \$11 per hour.
- **Motion** by Miller, second by David to post a job opening for a part-time library technician. Roll call vote was unanimous.

8. **Budget Update**

- The City is providing a 2% increase for full-time staff. The full-time staff at the library are Ashmore and Bittner.
- The Library Board would like information on the Library's part-time staff, including their longevity and current wages.
- Ashmore will get that information for the next meeting, along with the staff evaluations.
- The City will give us the amount Ashmore requested for next year's budget, along with a 2% wage increase for the full-time staff.

9. **Policy Update**

- Ashmore made revisions to the Teen Library Page Policy. After some discussions the policy was updated to say: Teen pages will be in high school or the equivalent in home schooling. Teens must be at least at the sophomore level and/or 15 years old to apply. Upon high school graduation, pages may be transitioned to the adult page policy at the discretion of the Library Director.
- **Motion** by Mathies, second by Doll to accept the revisions to the Teen Library Page Policy. Motion carried.
- Ashmore brought copies of the Prairie du Chien Memorial Library Room Use Agreement for all the board members. No changes are being made. She just wanted everyone to know that rooms at the library will not be used for purely social purposes such as parties or weddings. Everyone agreed that this is appropriate.
- Ashmore has started a draft of a new policy about staff training. She will finalize it and bring it to the November meeting.
- DuCharme left the meeting at 6:48 pm.

10. **Director's Report**

- At the staff meeting the Catholic Charities collection was discussed. We had to talk to the Southwest Library System about entering the collection. It is almost ready to be entered.
- Statistics are down in September compared to August but that is normal every year.
- Computers – there was a system update that is now complete. The new update impacted some patrons that had expired library cards.
- On Thursday, Oct. 17th will be a Sunshine and Vitamin D lunchtime program.

11. **November Meeting** – Next meeting is Tuesday, November 19th at 5:30 pm

- Staff Training Policy
- Salary of Staff and evaluations

12. **Motion** to adjourn at 6:58 p.m. by David, second by Miller. Motion carried.

Submitted by Brenda Anderson
Secretary