

Library Board Minutes

March 17, 2020

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 Monday, March 17, 2020.

1. **Roll Call** Present: Linda Munson, Jill Doll, Brenda Anderson, Jennifer Miller, Layne David, Janelle Mathies, county representative at large, and Library Director, Nancy Ashmore. Absent were Nancy DuCharme, Kersten Rocksvold, county representative, and Lynn O’Kane, school representative.
2. **Motion** by Miller, second by David 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 February 17, 2020 with the correction of the date at the top from February 21, 2020 to February 17, 2020. Motion carried.
4. **Motion** by Doll, second by Anderson to approve the monthly bills. Roll call vote was unanimous.
5. **President’s Report**
 - The Novel Coronavirus (COVID-19) has impacted the library.
 - The library closed at 1 pm on Monday, March 16th to help curb the spread of the virus.
6. **Landscaping Update**
 - Mark Thornburg will donate 8 stones for the library’s landscaping from the Old Satter Building. He would like a plaque for the donation.
 - Blair Dillman will also be donating boulders for the landscaping.
 - The library board truly appreciates all the donations to our landscaping project.
 - Landscaping will start on the southside. The ground needs to be prepared for the rocks.
 - The city might help to move the rocks.
7. **Fundraising Update**
 - The brat sale at True Value is in limbo because of the virus.
 - A few bricks have been sold. Need 300 to have them shipped.
 - The master gardeners have molds for stepping-stones that might look nice in the landscaping too.
8. **Policy to review**
 - There were changes to the Library Hours Policy to eliminate the wording related to when there was a labor agreement. The hours stayed the same.
 - The Volunteer Policy was updated to add a section about volunteers that are paid by an outside entity and that they may be allowed access to the patron information, at the Director’s discretion.
 - The Emergency and Hazardous Event Policy was updated to include a paragraph about closing the library due to a declaration of emergency not involving the building itself. Services will be adapted to the conditions.
 - **Motion** by David, second by Mathies to approve the updated Library Hours Policy, Volunteer Policy, and Emergency and Hazardous Event Policy. Motion was unanimous.

9. **Enter Closed Session**

- **Motion** by David, second by Doll to enter closed session at 6:02 pm 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 Library staff. Roll call vote was unanimous.

10. **Reconvene into open session, and any action on the aforesaid closed session**

- David left the meeting at 6:28 pm.
- **Motion** by Doll, second by Miller to reconvene into open session at 6:31 pm. Roll call vote was unanimous.
- The board president and Ashmore signed the Director's 2020 Evaluation and Goals. A copy of the evaluation and goals will go to City Hall.

11. **Suggestion to Create Annex/Branch of the Prairie du Chien Memorial Library in Wauzeka**

- Tom Martin asked Ashmore about creating a branch library in the Wauzeka school.
- This has worked in other libraries in our library system such as Lancaster and Potosi. There are other areas where it isn't as successful.
- There will need to be more communication with the Department of Public Instruction, the school, and the community.
- This will be tabled until more information is gathered.

12. **Director's Report**

- Staff meeting –Discussed the Coronavirus and created a proposal for operations during the closure.
- The staff will be working their normal hours, except evening hours, if they choose to work.
- Patrons can request materials by computer, phone or email. Then the materials will be delivered at the door. The system van is not running so only local items can be checked out.
- Materials aren't being disinfected, instead they will be quarantined into study rooms. When the fourth room is filled the first room will be emptied.
- Limited computer usage will be attempted with a limit of 3 computer stations in the meeting room by appointment for one hour at a time.
- **Motion** by Doll, second by Anderson to approve the COVID-19 emergency operation proposal. Motion carried.
- The February statistics are down slightly from 2019.
- Computers have been ordered. Not sure when they will arrive.

13. **April Meeting** – Next meeting is Tuesday, Apr. 21st at 5:30 pm – unless there are still restrictions

14. **Motion** to adjourn at 7:00 pm p.m. by Miller, second by Doll. Motion carried.

Submitted by Brenda Anderson
Secretary