

Library Board Minutes  
April 21, 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 5:39 pm on Tuesday, April 21, 2020 via a Zoom Meeting under the State of Emergency that was declared.

1. **Roll Call** Present: Linda Munson, Jill Doll, Brenda Anderson, Jennifer Miller, Layne David, Nancy DuCharme, 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 Anderson 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 March 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 library can reopen to curbside pick-up on Friday, April 24<sup>th</sup>. Patrons will have to call for a time to pick up materials they have requested. The library will be open for 3 hours, from 2-5 pm. Each person will be allowed a 10-minute time slot so we can serve 18 patrons on Friday.
  - The library will also be open on Tuesday, April 28<sup>th</sup> and Friday, May 1<sup>st</sup> from noon to 5 pm, 30 patrons can be served each day.
  - The materials that are checked out will not be due until May 27<sup>th</sup>. The extended Safer-at-Home Order is supposed to expire on May 26<sup>th</sup>.
  - If there is a big demand, the curbside pick-up might be offered every day.
  - Currently, the only employees working are Ashmore and Caitlyn Bitner. They may need an additional employee if they expand the curbside service.
  - **Motion** by Miller, second by Doll to allow Ashmore to call back employees if they are needed to handle the expanded curbside service. Roll call vote was unanimous.
6. **Fundraising Update**
  - The money the library receives from the county was originally deposited by the city as a donation, that was corrected.
  - Other fundraising has been put on hold with the COVID-19 pandemic.
7. **Landscaping Update**
  - Despite the pandemic, the landscaping is still being worked on.
  - Pete Prew volunteered his time to rototill the south and east side of the library.
  - We have the rocks donated by Mark Thornburg.
  - We received some donated plants from True Value.
  - Universal Forest Products donated some fencing for the northside.
  - Nelson Harwood Lumber donated mulch.

## 8. **Director's Report**

- Staff meeting – The staff have been meeting weekly on Zoom.
- Ashmore and Bitner have been doing the same things they normally do.
- They have been doing some prep for summer reading, even though we don't know what that will look like this summer. We might have to have small groups meet for summer reading.
- We might use an online program called Beanstacks that kids could use to track their summer reading goals. The program could still be used if the library is able to open.
- Statistics for March looked good until we had to shut down on March 16<sup>th</sup> for COVID-19.
- We don't have computers yet. We might still be able to get them.

## 9. **Board and Staff Appreciation of Outgoing Board Member**

- **Motion** by Anderson, second by DuCharme to honor Kersten (Rocky) Rocksvold for his outstanding service to the Library Board for the last fourteen years. Motion carried unanimously.
- Rocksvold's presence on the board will be missed by everyone.
- We might find out next week who will replace him.

10. **May Meeting** – Next meeting is Tuesday, May 19<sup>th</sup> at 5:30 pm, via Zoom.

11. **Motion** to adjourn at 6:19 pm p.m. by David, second by Miller. Motion carried.

Submitted by Brenda Anderson  
Secretary