Library Board Minutes
June 16, 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 5:36 pm on Tuesday, June 16, 2020 at the public library and via a Zoom Meeting.

1. **Roll Call** Present: Linda Munson, Jill Doll, Brenda Anderson, Jennifer Miller and Library Director, Nancy Ashmore. Edward Hayes-Hall, county representative was present via Zoom. Absent was Layne David, Nancy DuCharme, Lynn O’Kane, school representative, and Janelle Mathies, county representative at large.
2. **Motion** by Doll, second by Miller to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Doll, second by Miller to approve the Board minutes from May 19, 2020 with the correction that Hayes-Hall was previously on City Council and is currently on the county board. 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 not open yet. We are trying to coordinate with the city and county when to re-open.
	* We will possibly open the week of June 29th.
	* We will need 3 people besides Ashmore and Caitlin Bittner to work when we re-open.
	* When we do re-open it will be a combined phase 2 and 3.
	* Only kids 14 and up will be allowed in the library.
6. **Fundraising Update**
	* The Friends of the Library gave a donation to the landscaping.
	* The Pampered Chef fundraiser by Nancy and George Eastman raised over $500.
	* Aside from those activities, not a lot of fundraising is happening with all the Covid restrictions.
7. **Landscaping Update**
	* A lot of the landscaping has been done. There is a little more to do on the north side.
	* There are only 2 waterspouts on the outside of the building.
	* We want rain barrels to attach to down spouts for watering the plants. We would like 4 rain barrels. 2 on the south side, 1 near the front and 1 on the north corner.
8. **Updates to draft plan for phased opening**
	* When the library re-opens, we will start with 2 days. We will probably do Tuesday and Thursday.
	* We would open from 9 am to 1 pm. Then close to sanitize. Then re-open 3-7 pm.
	* Monday, Wednesday, and Friday we would only be open for curbside pickup.
9. **Summer Reading Update**
	* The theme for summer reading is Imagine Your Stories.
	* Summer reading will primarily be online with BeanStacks.
	* The state purchased BeanStack for the next 3 years.
	* In BeanStacks you earn badges for doing activities.
	* We have not set a date to start yet. There is a lot of set up.
	* We might start the week of June 22nd and then it would go into August.
10. **Library Director’s Report**
	* There was a training for BeanStacks instead of a staff meeting. There will be a staff meeting tomorrow.
	* All the staff are willing to come back to work when the library re-opens.
	* There are no statistics for the month.
	* Ashmore’s computer is not connecting to the internet. The new computers are finally scheduled to come on June 25th.
	* Other topics: The Bylaws need to be reviewed by the next meeting.
11. **Topics for Next Meeting –** Next Meeting is Tuesday, July 21st at 5:30 pm
	* Update on library re-opening
	* Review the Bylaws
	* Attendance by board members
12. **Motion** to adjourn at 6:23 pm p.m. by Miller, second by Doll. Motion carried.

Submitted by Brenda Anderson
Secretary