

# Library Board Minutes

September 15, 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 5:31 pm on Tuesday, September 15, 2020 at the public library and via a Zoom Meeting.

1. **Roll Call** Present: Linda Munson, Jill Doll, Layne David, Brenda Anderson, Janelle Mathies, county representative at large, Lynn O’Kane, school representative attended via Zoom, and Library Director, Nancy Ashmore. Absent was Edward Hayes-Hall, county representative, and Nancy DuCharme. Jennifer Miller arrived at 5:59 pm after having problems trying to join the Zoom meeting.
2. **Motion** by David, second by Doll to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Doll, second by David to approve the Board minutes from Aug. 18, 2020. Motion carried.
4. **Motion** by Doll, second by David to approve the monthly bills. Roll call vote was unanimous.
5. **President’s Report**
  - We have the wording to put on a plaque for the rock donation by Mark Thornburg.
  - We will publish an article in the paper thanking everyone that helped with the library’s landscaping during this hot summer. Everyone did a fantastic job.
  - The Landscaping Committee consisted of Ed Block, Cindy Robertson, Deb Rider, Linda Munson, and Nancy Ashmore.
  - The library has received a grant of \$1,800 for one year for hot spots. We will have 3 hotspots with unlimited data in Wisconsin and 2 laptops.
  - The Friends of the Library have applied for an Alliant Energy Grant for a community read program to receive 200 books.
6. **Fundraising Update**
  - We will be doing a Bingo fundraiser to raise funds for our donor tree.
  - We have no prices yet on the tree or leaves.
  - Miller will have info at the October meeting about the Bingo Fundraiser. She will also get some quotes for the leaves for the donor tree.
7. **Landscaping Update**
  - The landscaping update was discussed during the President’s report.
8. **Summer Reading Update**
  - The summer reading party has not happened yet because some staff were out.
  - The Happily Ever After Party is scheduled for Sept. 26<sup>th</sup> from 11 am to 2 pm at the library.
  - There is a Jumanji family event on Friday, Sept. 18<sup>th</sup> from 4:30 to 6:30 pm.
  - The prizes for summer reading will be announced at the party.
  - Miller arrived at the meeting at 5:59 pm.

**9. Bylaws Review**

- We need to make some changes in the section titled Terms of Office.
- **Motion** by Miller, second by Mathies to make the changes to the bylaws so they can be approved at the October meeting. Motion carried.

**10. Budget Update**

- The meeting with the city to discuss the budget is scheduled for September 30<sup>th</sup>.
- The library has to calculate the time they spent on COVID-19 activities including delivering and serving people and creating videos so that we can be reimbursed from the state.

**11. Voting Assistance Discussion**

- The Darlington Library was asked to put in an absentee voter box.
- Our city will have an absentee voter box at city hall. There is no need to have one at our library too because we are so close to city hall.

**12. Library Director's Report**

- Staff Meeting - We had one person on staff test positive for COVID so there was no staff meeting.
- Statistics are climbing again.
- On Aug 6<sup>th</sup> we started getting Overdrive statistics again.
- Computers and technology – An outdoor wi-fi booster will be installed so the wi-fi can cover the parking lot.

**13. Topics for Next Meeting** – Next Meeting is Tuesday, October 20<sup>th</sup> at 5:30 pm

- Bylaw approval
- Fundraising and donor update

**14. Motion** to adjourn at 6:34 pm p.m. by David, second by Miller. Motion carried.

Submitted by Brenda Anderson  
Secretary