

Library Board Minutes Executive Committee
September 30, 2020

Minutes of Prairie du Chien Memorial Library Board of Trustees

Executive Committee Meeting

President Linda Munson called the meeting of the Prairie du Chien Memorial Library Board of Trustees Executive Committee to order at 5:30 pm on Wednesday, September 30, 2020 at the public library.

1. **Roll Call** Present: Linda Munson, Jill Doll, Brenda Anderson, Layne David and Library Director, Nancy Ashmore.
2. **Motion** by Doll, second by Anderson to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **COVID-19 Pandemic Library Hours**
 - We want to update the hours the library is open.
 - We had a patron who had a book on hold, but they couldn't get it because of the limited hours, and they live in a different city.
 - We are still limited to only 10 patrons in the library at one time according to the Department of Public Instruction's guidelines.
 - We have had different hours for open hours, pickups at the door, and family hours by appointment, but would like to change to all open hours.
 - **Motion** by David, seconded by Doll to have open hours Monday, Tuesday, Wednesday, and Friday from 10 am to 5 pm, Thursday from 10 am to 6:30 pm and Saturday from 9 am to 1 pm beginning by the next board meeting on October 20th. Motion carried.
4. **Page Policy Considerations**
 - We currently have one page. We are hoping to hire two more pages now. We will re-evaluate our needs for pages in January.
 - Pages must be 15 years old, or a sophomore in high school.
 - Applications will be kept for 6 months. If the applicant is not hired in 6 months, they will need to reapply for any open positions.
 - **Motion** by Munson, seconded by Anderson to attach the Page Policy to the Page Application. The Page Policy will include the age that applicant must be, how long the application will be kept, and the potential duration of the page's employment. Motion carried.
5. **Motion** to adjourn at 6:05 pm p.m. by David, second by Anderson. Motion carried.

Submitted by Brenda Anderson
Secretary