

Library Board Minutes

November 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 5:32 pm on Tuesday, November 17, 2020 at the public library and via a Zoom Meeting.

1. **Roll Call** Present: Linda Munson, Brenda Anderson, Nancy DuCharme, Layne David, Jennifer Miller, and Library Director, Nancy Ashmore. Jill Doll and Janelle Mathies, county representative at large, were present via Zoom. Absent was Lynn O’Kane, school representative, and Edward Hayes-Hall, county representative.
2. **Motion** by David, second by Miller to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Miller, second by David to approve the Board minutes from Oct. 20, 2020. Motion carried.
4. **Motion** by Anderson, second by DuCharme to approve the monthly bills. Roll call vote was unanimous.
5. **President’s Report and Landscaping Update**
 - We are still getting money for the Capital Campaign from memorial donations and the recent donation from Ken Birrenbach’s family.
 - The Friends of the Library had a meeting on Zoom last night with a speaker.
 - There were over 2,500 bulbs planted for the library’s landscaping this year. The plants should start to bloom in March and continue through May.
 - We have the sign to mount for the donated boulders.
 - Donor Tree Update – Miller went to Sports World. They have a tree in their book that is bronze that would cost between \$6,500 and \$7,000.
 - Sports World could make something similar that would be less expensive. The cost for 336 leaves, plus 100 extra leaves, a vinyl board and the tree would be between \$3,000 and \$4,000.
 - We would have 4 leaf colors: gold, silver, bronze, and cooper, along with gray rocks for larger donors. The categories would be a gray rock for donations of \$249,999 to \$25,000. Gold leaves for donations of \$24,999 to \$10,000. Silver leaves for donations of \$9,999 to \$1,000. Bronze leaves for donations of \$999 to \$1. The last color would be for memorial donations.
6. **Fundraising Update**
 - We would like to do a basket fundraiser virtually after the holidays in January to raise money for the donor wall. The last time we had baskets we had about 20 baskets.
 - We could ask online for donations for the baskets. We could also ask that each board member get donations for 2 baskets.
 - We should send Christmas thank you cards to the businesses that donated last year to our baskets.
 - We might do the Virtual Bingo in February to continue doing fun activities after the holidays.

7. **Budget Update**

- We are still waiting for information from the City.
- We are hoping to have the same budget for next year.
- We have some other items we would like to purchase this year.
 - i. Down payment on the donor wall – total cost around \$4,000
 - ii. Storage Cabinet outside the office in the Children’s section – no estimated cost yet
 - iii. People Counter for the doors – estimated cost \$1,500
 - iv. Room Reservation software – estimated cost \$1,500

8. **Library Open Hours Update**

- The library’s open are Monday, Wednesday, and Friday from 1 pm to 6 pm, and Tuesday, and Thursday from 9 am to 1 pm.
- The library is also open on the odd Saturdays from 9 am to 1 pm.
- Patrons can still make appointments to come into the library.
- We might have to go back to curbside pick-ups because of staffing issues. A staff member is quarantining, and another is out for other health reasons.
- We have hired Brianna Kinley as a part-time Library Technician. She is working on a library degree. Kinley worked as a page at our library, so she will not need a lot of training. We are very excited to have on staff.

9. **Library Director’s Report**

- There was no staff meeting this month.
- The stats are very similar to last month. There were 21 new cards issued.
- The printer needs some work. TriState Business will be in to do the work.
- They will also work on the new laptops.

10. **Topics for Next Meeting** – Next Meeting is Tuesday, Dec 15th at 5:30 pm

- Wages for part-time and full-time staff – action required
- Donor Wall Payment – action required
- Fundraising Baskets

11. **Motion** to adjourn at 6:31 pm p.m. by Miller, second by David. Motion carried.

Submitted by Brenda Anderson
Secretary