

# Library Board Minutes

December 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 5:33 pm on Tuesday, December 15, 2020 at the public library and via a Zoom Meeting.

1. **Roll Call** Present: Linda Munson, Brenda Anderson, Nancy DuCharme, Layne David, Jennifer Miller, Jill Doll, and Library Director, Nancy Ashmore. Absent were Lynn O’Kane, school representative, Janelle Mathies, county representative, and Edward Hayes-Hall, county representative.
2. **Motion** by David, second by Doll 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 Nov. 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 and Landscaping Update**
  - 3M employees are making donations to the library’s landscaping fund.
  - All but \$71,000 of the outstanding capital campaign pledges have been paid.
  - We still owe about \$100,000 on the capital campaign.
6. **Fundraising Update**
  - We discussed doing baskets in January and bingo in February at the last meeting, but now we think we should switch them around.
  - It might be hard to get donations for baskets from businesses so we will push that off to February.
  - We will have a special meeting in January to discuss the bingo fundraiser.
7. **Budget Update**
  - We have our 2021 budget information from the city.
  - There are some significant cuts to the budget for maintenance, books, and equipment, along with some other line items.
  - Some of the cuts may be because we have not spent as much money this year because of Covid.
  - The library has not been cleaned as often this year without as many patrons in the building.
  - We still have some outstanding 2020 bills to pay that may change our 2020 totals.
  - Caitlin Bittner has not been able to take all her vacation with Ashmore gone. Normally staff can only carry over 40 hours, but she still has 80 hours of vacation.
  - **Motion** by Munson, second by David to authorize Caitlin Bittner to carry over 80 hours of vacation into 2021 with 40 hours to be used by July 1, 2021. Roll call vote was unanimous.
  - These are some equipment and furniture items that we would like for the library.
    - i. Replacement printers – up to \$1,200
    - ii. Microfilm readers – purchase cost is \$11,000 but there are lease options
    - iii. Door (people) counter - \$1,500 + annual license cost
    - iv. Storage Cart - \$1,200

- v. Donation wall – up to \$4,000
- vi. 4 Upholstered chairs - \$4,000
- vii. Room reservation software - \$2,000 + annual license cost
- viii. 3D printer - \$3,000

**8. Evaluation of Library Open Status/Hours**

- The library's open hours are Mondays 1 pm to 6 pm, Tuesdays and Thursdays 9 am to 5 pm, and Wednesdays and Fridays from 1 pm to 5 pm.
- The library is closed on Saturdays and Sundays.
- There were not a lot of patrons that came in on Saturday and with being short-staffed it makes sense at this point not to open on Saturdays.
- There will be no Saturdays until next year.

**9. Library Director's Report**

- Ashmore had a Zoom meeting with staff.
- There are no statistics at this time.

10. **Motion** to adjourn at 6:38 pm p.m. by Anderson, second by Miller. Motion carried.

Next Meeting is Tuesday, January 19<sup>th</sup> at 5:30 pm

Submitted by Brenda Anderson  
Secretary