

Library Board Minutes

January 19, 2021

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 5:34 pm on Tuesday, January 19, 2021 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, Janelle Mathies, county representative, and Library Director, Nancy Ashmore. Absent were Lynn O’Kane, school representative, and Edward Hayes-Hall, county representative.
2. **Motion** by Doll, second by Anderson to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by DuCharme, second by Miller to approve the Board minutes from Dec. 15, 2020. Motion carried.
4. **Motion** by Doll, second by Anderson to approve the monthly bills. Roll call vote was unanimous.
5. **President’s Report**
 - Munson sends thank you notes that are also donation receipts to the library donors twice a year. She sends letters in July for donations received in the first half of the year and in January for donations received in the second half of the year.
 - We have received all but about \$70,000 of the money pledged to the capital campaign.
6. **Fundraising Update**
 - We made a payment to Sports World for the tree for our donor wall.
 - We are still finalizing the donor names we will initially put up, but then we will update the names once a year for other donations.
 - Munson will be finding out more information about a bingo fundraiser.
 - We will have a meeting on Monday, January 25th at 5 pm to discuss our bingo and basket fundraisers.
7. **Enter Closed Session**
 - **Motion** by David, second by Doll at 5:47 pm to enter closed session per State Statutes 19.85(1)(c)(d). Considering employment, promotion, compensation, or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility re Staff Salaries. Roll call vote was unanimous.
8. **Reconvene into Open Session, and any action on the aforesaid closed session**
 - **Motion** by DuCharme, second by David to reconvene into open session at 5:58 pm. Roll call vote was unanimous.
 - **Motion** by Doll, second by Miller to approve a 2% raise, retroactive to January 1, 2021, for Nancy Ashmore, Caitlin Bittner, and Elisabeth Byers. Roll call vote was unanimous.
9. **Library Open Hours Update**

- There has been some confusion about our open hours since they have changed frequently with the pandemic.
- The hours are on the Website and Facebook. If a patron calls, the hours are not listed on the answering machine. The phone system used to be difficult to update but we should be able to update the hours now because we have directions to update the answering machine.
- Our open hours are:
 - i. Monday and Wednesday 10:00 am to 6:00 pm
 - ii. Tuesday and Thursday 9:00 am to 1:00 pm
 - iii. Friday 10:00 am to 5:00 pm
- We are not open on Saturdays because of staffing issues, but we might open on Saturdays soon.

10. **Library Director's Report**

- There was not a staff meeting this month.
- Ashmore will recognize our volunteers by putting something in the newspaper.
- Our statistics were okay for the month of December. They are typically a little lower in December compared to November. We did have the best month for Overdrive.
- Ashmore will start working on the Annual Report. The report opens next Monday. The report will need to be approved at our February Meeting.
- We are getting a new ScanPro Microfilm reader. It will require a computer. We are replacing a Minolta that was no longer supported. It will take some time to teach patrons how to use the ScanPro.
- We have three hotspots that are not being utilized very much yet. They can be checked out for 2 weeks.

11. **Topics for Next Month**

- Approve the Annual Report
- Donor Tree Update
- Fundraising Update

12. **Motion** to adjourn at 6:23 p.m. by David, second by DuCharme. Motion carried.

Next Meeting is Tuesday, February 16th at 5:30 pm

Submitted by Brenda Anderson
Secretary