

Library Board Minutes

April 20, 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 5:00 pm on Tuesday, April 20, 2021 at the public library.

1. **Roll Call** Present: Linda Munson, Jill Doll, Nancy DuCharme, Layne David, Jennifer Miller, Brenda Anderson, Janelle Mathies, county representative, Gary Koch, county representative, and Library Director, Nancy Ashmore. Absent was Lynn O’Kane, school representative.
2. **Motion** by Anderson, second by Doll to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Miller, second by Koch to approve the Board minutes from March 16, 2021. Motion carried.
4. **Approval of Monthly Bills**
 - There were some larger bills this month including bills from the Junior Library Guild, SW Library System, printer contract, AG Electric to reset the pump, Portzen, and Winona Controls for when the power went out and we had alarms.
 - **Motion** by Doll, second by Miller to approve the monthly bills. Roll call vote was unanimous.
 - We are changing how we earmark donations. There will be a general ledger account for Grants and Donations and then there will be subaccounts for how the donation must be used.
 - The subaccounts for Grants and Donations will be: Furnishing, Technology, Maintenance and Materials.
 - The City is changing their Accounts Payable system which will impact how the library pays our bills. The bills will be mailed to the City. They will scan the bills into the new system. The library director will approve the General Ledger accounts. Then two board members will approve the bills online.
 - **Motion** by Doll, second by Koch to approve the new City of Prairie du Chien Accounts Payable bill paying system. The library will create two designated library Gmail accounts which will have the authority to approve the monthly bills. Roll call vote was unanimous.
5. **President’s Report**
 - There is a design flaw in our roof. We also have a lot of leaves accumulating in our gutters at certain times of the year. We need gutter leaf guards.
 - **Motion** by Miller, second by Doll to give a goodwill gesture to Holy Family Parish of \$50 for use of their bingo machine. Roll call vote was unanimous.
 - Lynn O’Kane has resigned as the School Board Representative to the Library Board. We will miss her on the board and wish her luck.
 - Munson has contacted the School District Superintendent, Andy Banasik, to appoint a replacement.

6. **Fundraising Update**

- There will be a book sale in July. We discussed that it would be possible to do the sale in the basement. Some books are already down there.
- We have some funds from prior fundraisers that need to be earmarked in the new General Ledger account.
- **Motion** by DuCharme, second by David to divide all current unallocated funds equally among the four earmarked accounts of Furniture, Technology, Maintenance and Materials. Roll call vote was unanimous.

7. **Update on hours**

- There needs to be a checklist on everything that needs to be updated after we change the library's hours.
- The hours need to be changed on the front and back door, the phone system, the website, and Facebook.

8. **Building Update**

- Stones were used to make a path to the staff door. There is a liability issue with our insurance company because it is not a real path.
- **Motion** by David, second by Doll to remove the stone path and have the staff and patrons use the existing sidewalk to enter the building. Motion carried.
- The people counters for the doors have been difficult to mount. Ashmore's spouse will make mounts for the counters.
- We would like the front and back doors to make different sounds.
- Portzen needs to look at the roof issue.

9. **Employee Break Policy**

- We were presented with a Draft of an Employee Break Policy.
- Approval of the policy will be tabled until next month.

10. **Library Director's Report**

- There was no staff meeting this month. They need a page to cover the desk to have a meeting.
- Statistics are slowly going up. Pleased with Overdrive numbers.
- Computers and Technology – We have the new ScanPro microfiche machine.
- Other topics – Ashmore completed 3 webinars. Her recertification needs to be completed by October.

11. **Topics for Next Month – Tuesday, May 18th at 5:00 pm**

- Employee Break Policy

12. **Motion** to adjourn at 5:55 p.m. by DuCharme, second by Miller. Motion carried.

Submitted by Brenda Anderson
Secretary