

# Library Board Minutes

June 15, 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 2:00 pm on Tuesday, June 15, 2021, at the public library.

1. **Roll Call** Present: Linda Munson, Jill Doll, Nancy DuCharme, Layne David, Brenda Anderson, Janelle Mathies, county representative, Gary Koch, county representative, and Library Director, Nancy Ashmore. Jennifer Miller arrived at 2:05 pm. The school representative position is vacant.
2. **Motion** by David, second by Doll to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Koch, second by David to approve the Board minutes from May 18, 2021. Motion carried.
4. **Approval of Monthly Bills**
  - **Motion** by Doll, second by Mathies to approve the monthly bills. Roll call vote was unanimous.
5. **Budget Update**
  - Our book budget is less this year than last year by \$8,000.
  - Ashmore believes she has found around \$7,000 in other accounts that we will be able to use to purchase books.
6. **President's Report**
  - Munson picked Koch as the board member of the month for his help with the summer reading program. Thanks to everyone else as well that helped ask for prizes and donations.
  - There will be a Pampered Chef raffle fundraiser that will start around the 4<sup>th</sup> of July. There will be about 600 tickets with tickets selling for \$5 each. If people join the Friends of the Library which costs \$15, they will get three raffle tickets.
  - Koch announced he will be leaving the library board. He has taken a position on the County's Finance Committee which is a big commitment. Everyone enjoyed having him on the board and wish him luck. A new person will be appointed to the library board from the county board.
  - Officers were not elected in May, like we were supposed to do.
  - **Motion** by Mathies, second by Miller to elect the current slate of officers to the same positions for another year. Motion was unanimous.
  - We would like to have a Business After 5 Chamber event in August with refreshments. We might do the Pampered Chef raffle drawing that day.
  - On August 11<sup>th</sup> there will be a book sale in the basement. There will also be a pie sale by Fort Crawford upstairs along with a display of the Pampered Chef items.
  - **Motion** by Miller, second by Doll to pay \$50 to the Holy Family Parrish from the Marine Credit Union account for use of their bingo equipment. Roll call vote was unanimous.
7. **Fundraising Discussion – updates?**
  - We are going to do a Pampered Chef raffle as a fundraiser.
  - We have received almost all of our Capital Campaign pledge payments.

**8. Employee Break Policy-tabled from last meeting**

- **Motion** by Miller, second by DuCharme to approve the Employee Break Policy. Motion carried.
- Ashmore will inform the staff of the policy.

**9. Summer Reading Update**

- 100 people are signed up for summer reading which is less than normal.
- There was a great turn-out for the Hill Billy Science program, about 60 turned out.
- Next week the adult program will start. There will be weekly drawings for small prizes and they will still be entered in the big drawing.
- The bigger prizes for summer reading still need to be labeled with amounts.

**10. Enter Closed Session**

- **Motion** by David, second by Doll at 2:38 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 Director's Office. Roll call vote was unanimous.

**11. Reconvene into Open Session**

- **Motion** by Mathies, second by DuCharme to reconvene into open session at 2:42 pm. Roll call vote was unanimous.

**12. Library Director's Report**

- Staff Meeting – They discussed operational items like when to open the bathrooms and putting out seats. Some people did not know the library was open and had overdue books.
- Statistics are improving. The Adult Non-fiction section was weeded to make room for more kits. We do not think the weeding will impact our circulation numbers.
- The hot spots got used a lot, one came back damaged, but it is being replaced free of charge.
- The bus museum will be coming to the library July 8<sup>th</sup>. It ties European history to the Midwest. It has information about German prisoners of war that were held in Wisconsin.
- In Mid-September there will be a 2-day carving workshop.
- There are questions about how expensive Hoopla would be to add to our library services. Hoopla is a digital media service for libraries that allows patrons to borrow movies, music, audiobooks and ebooks.
- Overdrive acquired Kanopy, which is video streaming service for libraries. That might mean we will not need Hoopla.

**13. Topics for Next Month – Tuesday, July 20th at 2:00 pm**

- Hoopla
- Library Fines

**14. Motion** to adjourn at 2:57 p.m. by Koch, second by DuCharme. Motion carried.

Submitted by Brenda Anderson  
Secretary