

Prairie du Chien Memorial Library

Minutes of Prairie du Chien Memorial Library Board of Trustees Meeting

1. President Linda Munson called the meeting of the Prairie du Chien Memorial Library Board of Trustees to order at 5:01 p.m. on Tuesday, December 19, 2023, at the public library.
 - **Roll Call**
 - **Present board of trustees:** Linda Munson, Jill Doll, Wendy Scherer, Nancy DuCharme, Jennifer Miller, Mark Gilberts–County Representative, and Brooke Teynor–School District Representative. **Absent: Ashley Erickson**
 - **Motion** by Doll, seconded by Miller to certify the open meeting law agenda requirements. Roll call was unanimous.
 - Ashley Erickson arrived at 5:18 p.m.
2. **Approval** of November 21, 2023, Library Board Meeting minutes. Motioned by Doll and Seconded by DuCharme. Motion Carried.
3. **Approval** of Monthly Bills. Motioned by Miller and Seconded by Gilberts. Roll call unanimous. Motion Carried.
4. **President’s Report**
 - Due to the increased usage of space in the library for meetings or group gatherings, Linda is looking for input from board members on changes that should be made when reserving meeting space in the library.
 - Right now, non-profit groups are not charged. This policy would remain the same. All other groups are charged a \$10 fee. Input on the possibility of a fee increase is needed.
 - How does the board feel about adding a cleaning fee deposit, which will be used if the group does not clean up after the gathering? If the group cleans up after themselves, the deposit will be refunded.

- In January, Elisabeth will be meeting with all groups that meet regularly to renew their contract agreement with the library. This agreement will include updated changes to meeting space usage.

5. **Director's Report**

- Craft nights have been going well
- Study room usage continues to increase.
- The holiday photo opportunity offered to the public was very popular. Patrons loved bringing in their pets for photos.
- Elisabeth is still looking for ideas or suggestions from board members on how to celebrate the library's 60-year event.
- Elisabeth plans on reaching out to patrons with expired library cards at the start of the new year.
- The library tried out a free trial of Kanopy. Kanopy is a streaming service that will possibly be offered for patron use if it has positive feedback after the trial period.
- Elisabeth's budget meeting with Tina at City Hall went well.
- The library would like to install a new door counter that would provide a more accurate count of library patrons. The current door counter is useful but does require some level of guessing or estimates for the count each day.

6. **Motion** to adjourn at 5:48 p.m. by Scherer, second by Doll. Motion Carried.

Submitted by:
Brooke Teynor
Secretary