

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 5:02 p.m. on Tuesday, December 20, 2022, at the public library.
 - o **Roll Call**
 - **Present board of trustees:** Linda Munson, Jill Doll, Ashley Erickson, Brooke Teynor-School District Representative, Mark Gilberts-County Representative, Nancy DuCharme, Jennifer Miller, and Wendy Scherer.
2. **Motion** by Doll, second by Miller to certify the open meeting law agenda requirements. Roll call was unanimous.
3. **Approval** of November 15, 2022, Library Board Meeting minutes. Motioned by Doll and Second by DuCharme. Motion Carried.
4. **Approval** of Monthly Bills. Motioned by Doll and Second by Gilberts. Roll call unanimous. Motion Carried.
5. **President's Report**
 - o The library will be closed on Friday, December 23, 2022, and Monday, December 26, 2022, for the holidays.
 - o The library may also be closed Thursday, December 22, 2022, pending inclement weather.
 - o If the library chooses to close, Linda and Elisabeth will check on the library though out the day to check on the library systems.
 - o \$2000 from the bricks sold was put towards the Capital Campaign.
 - o All of the leaves for the tree will be updated by the end of December.
 - o The library would like to do an article with the Courier about the tree in the near future.

- The library would like to discuss better lighting options for the library alleyway with the city.
- Looking into scheduling updated Alice training with the police department.

6. **Director's Report**

- Elisabeth is reworking her informational reports for 2023 to present numbers and information in a more interesting way.
- If anyone wants specific stats added or removed, Elisabeth will add or remove that information to her reports upon request.
- The library budget had a surplus of \$9,000-\$11,000. Elisabeth spent just under \$10,000 after consulting with the city to keep the library in a comfortable spot budget-wise.
- The surplus was spent on tables, so the library no longer have to borrow from Hoffman Hall, books, including more Wonder books for the kids' section because of popularity, audiobooks, DVDs, video games, security cameras, a larger hard drive to support the cameras, summer reading materials, and adult kits from the ADRC dementia program.
- All library staff went through Narcan and fentanyl training.
- Narcan is now being kept in emergency spots in the library.
- The front door is fixed.
- New cameras will be installed soon.
- Library events include Beary Merry Christmas, craft and ornament nights, Lego Club, which continues to do very well, whittling, and movie nights.
- Upcoming end-of-the-month events include activities that go along with Hoffman Hall events. This includes movie nights and game nights for kids to attend during the school break.
- The library is going to start prepping for the Summer Reading Program in January.
- Library fundraising ideas were discussed.

7. **Motion** to adjourn at 5:33 p.m. by Scherer, second by Miller. Motion Carried.

Submitted by:

Brooke Teynor-Secretary

