

Library Board Minutes
April 9, 2018

Minutes of Prairie du Chien Memorial Library Executive Committee Meeting

President Linda Munson called the meeting of the Prairie du Chien Memorial Library Executive Committee Meeting to order at 4:35 pm on Monday, April 9, 2018.

1. **Roll Call** Present: Linda Munson, Brenda Anderson, Mary Ann Stemper, and Layne David. Absent was Jill Doll.
2. **Motion** by Stemper, second by David to certify the open meeting law agenda requirements. Motion carried.

3. **Director's Evaluation**

The executive committee came up with some goals for the Director.

1. It is essential that all staff be able to perform all duties needed to support patrons of all ages. The director will report progress on the full implementation of this goal by the August board meeting.
 2. Hire a part-time replacement employee for Kim Warpinski by June 1st.
 3. Report to the board at the August meeting progress on all the director's goals for 2018.
 4. Improve circulation numbers to the highest levels achieved in the past five years.
 5. Restore the former library hours within a month of the new library's opening.
- Anderson, and possibly David, will interview the staff for the Director's evaluation.
 - Questions for the staff will include:
 - Do you feel you are getting enough direction? Do you need more training?
 - What would you like to see done differently?
 - Do you have any concerns about the move to the new library?
 - Any suggestions to make the move go more smoothly?
 - Are the pages and volunteers being used efficiently? Are they trained?
 - How is summer reading coming along?
 - Do you have any concerns about anything?

4. **Motion** to adjourn at 5:27 p.m. by Stemper, second by David. Motion carried.

Submitted by Brenda Anderson
Secretary