

Library Board Minutes
February 15, 2022

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 February 15, 2022, at the public library.

1. **Roll Call Present:** Linda Munson, county representative Mark Gilberts, Jennifer Miller, Wendy Scherer, Nancy DuCharme, and Directors Caitlin Bittner and Elisabeth Byers. Absent was Andy Banasik, school board representative, Jill Doll, and Layne David.
2. **Motion** by DuCharme, second by Gilberts to certify the open meeting law agenda requirements. Motion was unanimous.
3. **Motion** by Miller, second by Gilberts to approve the Board minutes from January 18, 2022. Motion carried.
4. **Motion** by Miller, second by Scherer to approve the monthly bills. Roll call vote was unanimous.

5. President's Report

- a. A representative from Southwest Technical College would like to use one of our rooms to hold classes in. More information will follow when details are determined.
- b. Friends of the Library will be having a Booksale on March 11, (10am-5pm) and 12 (9am-1pm).

6. Directors' Report

- a. *Statistics* - Elisabeth and Caitlin have revised our statistic's form. Total items checked out climbed in January. The study rooms are used frequently but down slightly from December. Also discussed the approximation of door counts. Door counts were up in January.
- b. *Activity Report* - There were many activities in January. We had at least 106 people for the Kevin Kluesner book signing. In total there were 367 program attendees. Also 64 crafts were put together and all 64 taken. Blind Date with a book has been very popular with adults and kids. There is a faster turn around in the juvenile section. The Friends of the Library is helping cover the cost of prizes.
- c. *Budget Update* - January was a big month due to magazine order. Caitlin and Elisabeth canceled some subscriptions based on check out status. Another consideration is patrons can check out many of these magazines on Libby. This saves money in our budget for other resources and opens up shelf space. Discussed why we haven't seen any utility bills yet.

7. Friends Brick Fundraiser Update - We now have bricks at the library to view along with order forms. These bricks will be placed around the fountain. All profits will go toward our capital campaign. 8.

Library Board Name Tags - We want to order name tags for new or existing members who don't have one. We want to wear these at library functions and events.

9. New Business - Discussed the cleaning of the book drop area. We need window measurements for room darkening blinds on the south side of the library.

10. Annual Report

11. Motion by DuCharme, second by Gilberts to approve the Annual Report. Motion

carried. 12. **Enter Closed Session**

13. **Motion** by Miller, second by DuCharme at 5:45 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. Roll call vote was unanimous.

14. **Reconvene into Open Session**

15. **Motion** by Gilberts, second by Scherer to reconvene into open session at 5:55 pm. Roll call vote was unanimous.

16. **Motion** by Scherer, second by Miller that all pages are capped at \$8.75 per hour. Motion carried. Roll call vote was unanimous.

17. **February/Early March Events**

a. Munson asked about participation in the Saint Patrick's Day Parade. If we are participating then we need to have something on sign celebrating Prairie du Chien's 150th anniversary.

b. We have many events/activities planned for these months. Including book signings, Nerf Night, Yarn club, and Friends Booksale.

18. **Motion** to adjourn at 6:10 pm by Miller, second by DuCharme. Motion carried.

Submitted by Jennifer Miller

Board Member