

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 5:04 p.m. on Tuesday, February 25, 2025, at the public library.
 - **Roll Call**
 - **Present board of trustees:** Linda Munson, Jill Doll, Wendy Scherer, Jennifer Miller, Nancy DuCharme, 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 5:09 p.m.
2. **Approval** of January 21, 2025, Library Board Meeting minutes. Motion by Teynor and Seconded by Doll. Motion Carried.
3. **Approval** of Monthly Bills. Motioned by Doll and Seconded by Teynor. Roll call unanimous. Motion Carried.
4. **President's Report**
 - The Soup To-Go event was so well attended it only lasted 45 minutes before the soup ran out. The event raised \$778. Due to this event being so successful, the Friends of the Library plan to host an event like this again.
 - Friends of the Library Book Sale will take place March 13, 14, & 15, 2025.
 - Friends of the Library will shop the book sale early, from 4-6 p.m. on Thursday, March 13th. Library patrons will be able to shop the sale from 9 a.m.–5 p.m. on Friday, March 14th, and 9 a.m.–12 p.m. on Saturday, March 15th.

- This year there will be a banner displayed on each side of a fire truck during the St. Patrick's Day parade on Saturday, March 15th advertising the book sale. This was arranged by library board member and Friend of the Library, Jennifer Miller.
- The library will be selling bricks at a discount of \$10 off again this year. Patrons may purchase bricks at the discounted price from March 15th–March 31st.
- Linda discussed the many grants that impact the library. Due to the uncertainty of grants at this time, the library will be keeping a close eye on library funds and spending for the time being.

5. Director's Report

- Elisabeth introduced the new full-time library employee, Teresa Champion, to the library board. Teresa's first day with the library was February 24th.
- Elisabeth and Linda signed the annual report before the February 25th board meeting. Elisabeth offered a copy of the report to the board members to look over.
- One thing Elisabeth highlighted in the report was that circulation increased from 2023 to 2024 even though the population size of Crawford County went down.
- Another item Elisabeth highlighted was the revenue increase from 2023 to 2024. This increase allowed the library to increase staff pay and gave an increase to library funding.
- Elisabeth went over the statistics sheet put out by Crawford County Libraries. This statistics sheet was put together by Jen from the System.
- Elisabeth spoke with the library board about what they would like to see on an updated budget and statistics form. There are items listed that Elisabeth has to keep track of for the annual budget that the board doesn't necessarily have to see. Taking the unnecessary items off will highlight the important items. However, Elisabeth wants to remain transparent with the board and will work with what they would like to see included when editing the form.

- Elisabeth is getting the door counter fixed. This count is something that can be added back to the statistics update.
 - Study rooms have still been busy. They are full almost every morning.
 - The library takes reservations for the study rooms, and last month the library had over 50 calls for those reservations.
 - The monthly movie events have been very popular. These events have been attended by all adults.
 - Elisabeth is continuing to take courses to keep up to date with her library director requirements. Elisabeth is required to log 100 hours over five years, 20 hours per year. She has already logged 18 hours for this year.
 - The first Cookbook Club meeting will be held on February 26th from 5-6 p.m.
 - Blind Date with a Book event has gone very well.
 - There was also a Make a Valentine station event held for kids.
 - Elisabeth went over the update to the employment policy which includes the addendum for employee resignations discussed at last month's meeting.
 - **Motion** was made by Doll, and seconded by DuCharme to approve the update to the employee resignation policy. Motion carried.
 - The library's digital audio and playaway checkouts came out ahead of the books on CD checkouts.
 - Elisabeth would like to celebrate former library board member Norb Aschom. The city declared March 1st Norb Aschom Day when Norb retired from radio, so Elisabeth would like to do a library event to go along with Norb Aschom Day. Elisabeth suggested a Facebook live interview on the library Facebook page or a cake day. Elisabeth was looking for feedback on event ideas and dates for the event before she approached Norb about being involved.
6. *Enter CLOSED SESSION per state statute 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. Motioned by Miller and Seconded by Gilberts at 5:32 p.m. Roll call unanimous.

7. Reconvene into OPEN SESSION. Motioned by DuCharme and Seconded by Gilberts at 5:47 p.m. Roll call unanimous.
8. **Motion** was made by Erickson, seconded by Doll to give Teresa five days of vacation. Roll call on this motion was unanimous.
9. **Motion** to adjourn at 5:53 p.m. by Gilberts, seconded by Erickson. Motion Carried.

Submitted by:

Brooke Teynor

Secretary