

Library Board Minutes
January 18, 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 p.m. on Tuesday, January 18, 2022, at the public library.

- 1. Roll Call** Present: Linda Munson, Jill Doll, Nancy DuCharme, Layne David, Wendy Sherer, Mark Gilberts, county representative, and Co-interim Library Directors Caitlin Bitner and Elisabeth Byers.
Absent was Jen Miller and a school representative.

Motion by David, second by Gilberts to certify the open meeting law agenda requirements. Roll call was unanimous.

- 2. Approval** of December 21, 2021, Board Meeting minutes. Motioned by Gilberts and Second by DuCharme. Motion Carried.

- 3. Motion** by Doll, second by David to approve the monthly bills. Roll call vote was Unanimous, motion carried.

- 4. Treasurer** Doll had questions about the Winona Controls bill, Cell Phone Bill, and the bill from WISCAT. Winona Control bill was from before we were on contract with them. Cell Phone Bill is still incorrect due to the payment cycle. WISCAT is payment for the ability to use books from the Wisconsin Library System. The city's new bill pay system allows for the library to see all bills that affect its day to day operations. We will now be seeing the electric bill as well.

5. President's Report -

- As Some people know, the friends are selling Bricks for the Library as part of the Capital Campaign to raise funds for the expansion and remodel. We have 36 bricks arriving this week. We will be making a display for the public to see. Approximately \$800.00 will go towards the Capital Campaign. We are still looking at ways to raise more money for the Capital Campaign.
- The Library is honored to host a book signing for Kevin Kluesner and his new book The Killer Sermon. This will take place Saturday, January 29th from 11 a.m. to 2 p.m. We have copies of the book at the library that can be purchased for \$20.00. The Library is looking into ordering more copies of the book to have for the event.

7. Co-Interim Director's Report

- Caitlin and Elisabeth have updated the statistics report to include attendance for events.
- Budget update: Caitlin has started a spreadsheet so she can keep track of spending.
- Water Bill: water bill was very high last quarter due to a leak that the Library had outside of the building. This has been found and fixed so our next water bill should be lower.
- We will start to see the Electric bill now from Megan.
- Study rooms and the Community room have been highly used.
- 70 Craft items have been taken and used by library patrons. Brianna is making them up.
- Fire Alarm: Maintenance on Fire alarms is yearly. We are on the same schedule as the city buildings are.
- Defibrillator pads are good until May, then they expire. We will have one upstairs and one downstairs in the safe room. Staff will be familiar with their locations. ● Will have a board as you enter into the library with weekly events listed. ● On the library website will create a "Upcoming Events" spot.
- Library will be having a book sale March 11 and 12. Please bring donated books into the library no sooner than March 1st.

8. *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 DuCharme and Second by David at 5:23 p.m. Roll call unanimous

9. Reconvene into OPEN session. Motioned by Gilberts and Second by DuCharme at 5:45 p.m. Roll call unanimous.

Motion was made by Sherer and Second by Gilberts to make Elisabeth Byers and Caitlin Bittner Co-Directors of the Prairie du Chien Memorial Library and as such their salaries should be equal. This increases Elisabeth Byers hourly rate by \$1.30 to be retroactive to January 1, 2022. Roll call on this motion was unanimous.

Congratulations on your new positions Caitlin and Elisabeth!!

10. Up Coming events

- Puzzle and Game Exchange program to launch this week
- Kevin Klueser Book Talk/Signing, Saturday, January 29th, 11a.m. to 2 p.m.
- February 1st Start Blind Date with a Book
- February 5th, Garden talk with Ed Block at 10 a.m.
- February 10th, Ben Rowland Book Talk/Signing 1 p.m.
- February 14, Blood Drive, all day long event

- February 24, Sue Berg Book Talk/Signing 2-4 p.m.
- March 9, Russ Fry Book Talk/ Signing - Time to be determined
- March 11th and 12th Library book sale
- March 23, Larry Scheckel Book Talk/Signing Time to be determined

11. February Agenda Items - Next meeting is Tuesday, February 15, 2022 at 5:00 pm.

Building report update

Book signing updates

Summer of 150 years in Prairie du Chien

Summer Reading - theme Oceans of Possibilities

12. Motion to adjourn at 6:04 pm by DuCharme, second by Gilberts. Motion Carried

Submitted by Jill Doll

Treasurer