

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 5:00 p.m. on Tuesday, January 21, 2025, at the public library.
 - **Roll Call**
 - **Present board of trustees:** Linda Munson, Jill Doll, Wendy Scherer, Jennifer Miller, Mark Gilberts–County Representative, and Brooke Teynor–School District Representative. **Absent: Nancy DuCharme and Ashley Erickson**
 - **Motion** by Doll, Seconded by Miller to certify the open meeting law agenda requirements. Roll call was unanimous.
2. **Approval** of November 19, 2024, Library Board Meeting minutes. Motion by Miller and Seconded by Teynor. Motion Carried.
3. **Approval** of Monthly Bills. Motioned by Doll and Seconded by Scherer. Roll call unanimous. Motion Carried.
4. **President’s Report**
 - The February Library Board Meeting will be changed from February 18, 2025, to February 25, 2025. This change is due to elections being held on February 18th.
 - Elisabeth’s reviews were handed out to library board members to fill out and return to Linda in the provided envelope before the next board meeting.
 - Friends of the Library will host a Soup to Go fundraiser at the library on Thursday, January 30th from 11 a.m. to 1:30 p.m. Purchases for this fundraiser include soup and a cornbread muffin for \$5.00. Funds raised will go towards library programming.

- Linda discussed putting board-approved policies in place for events held in the community rooms.

5. **Director's Report**

- After looking at the last couple of months of statistics, checkouts and renewals did well. E-books have done really well. New library cards have been opened on a more than steady basis.
- Study rooms have been extremely busy. They are booked out almost daily.
- One of the new computer chairs was broken. It is currently being fixed.
- The library is hiring for full and part-time positions.
- Full-time position applications will be accepted until Friday, January 24, 2025.
- After the full-time application process closes, the library will start the part-time application process.
- Elisabeth talked to Jen from Library Systems about our personnel policies. Jen suggested an addendum to our policy regarding resignations and gave Elisabeth some verbiage to use. Elisabeth will draft an updated policy to present to the board.
- The Kevin Kluesner author event was very well attended. The room was packed and the crowd was very happy.
- The library came in under budget by \$15,000.
- The Blind Date With A Book event is coming up in February. This event is a favorite. Patrons that participate have a chance to win a basket.
- The library sections have new signage.
- Elisabeth is back to ordering new books.
- Elisabeth threw out the idea of the library hosting a monthly Cookbook Club.

6. **Motion** to adjourn at 5:52 p.m. by Miller, seconded by Gilberts. Motion Carried.

Submitted by:
Brooke Teynor
Secretary