

# 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, January 23, 2024, at the public library.
  - **Roll Call**
    - **Present board of trustees:** Linda Munson, Jill Doll, Wendy Scherer, Ashley Erickson, and Brooke Teynor–School District Representative. **Absent: Nancy DuCharme, Jennifer Miller, and Mark Gilberts–County Representative**
    - **Motion** by Doll, seconded by Teynor to certify the open meeting law agenda requirements. Roll call was unanimous.
    - Jennifer Miller arrived at 5:11 p.m.
2. **Approval** of December 19, 2023, Library Board Meeting minutes. Motioned by Erickson 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 Friends of the Library will be hosting a Book Sale on Friday, March 15th, and Saturday, March 16th.
  - The Friends of the Library are still looking to recruit members.
  - The Friends asked the board for incentive suggestions to help entice new members
    - Some of the suggestions were letting Friends shop the book sales early, private meet and greets with our visiting authors, adding a recognition wall that lists the Friends, and let the Friends have the first option to reserve new books that are added to the library.
5. **Director’s Report**

- The Statistics and Budget Report that is presented to the board by Elisabeth each month will include the previous year's information for comparison to the current year. The board agreed that this presentation of the report would be sufficient.
- The new soap dispensers have been installed in the bathroom.
- Floor mats are now being taken and cleaned weekly due to the salt being tracked in from outside.
- The fire alarms were tested on Friday, January 19, 2024.
- The windows were cleaned.
- Elisabeth is going to start working on the annual report. She will attend an upcoming meeting in Fennimore to help her fill in the information. Once the report is prepared, she will present it to the library board.
- Craft, story, and movie night events are going well.
- The Blind Date with a Book event will start at the beginning of February and run the whole month.
- Elisabeth presented the policies for the security cameras and library patrons for the board's approval.
- Elisabeth explained the library card expiration information within the library patron policy to the board.
  - **Motion** was made by Doll and seconded by Miller to approve the Library Security Camera Policy and the Library Patron Policy. Roll call on this motion was unanimous.
- Elisabeth gave an update to the board on her meetings with the main contacts of the groups that utilize the library each month for their meetings/gatherings. The Community Room Usage Policy will be presented to the board at the February meeting for approval.

6. **Motion** to adjourn at 5:45 p.m. by Doll, second by Miller. Motion Carried.

Submitted by:  
Brooke Teynor  
Secretary

