

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, July 18, 2023, at the public library.
 - **Roll Call**
 - **Present board of trustees:** Linda Munson, Jill Doll, Brooke Teynor–School District Representative, Mark Gilberts–County Representative, Ashley Erickson, Jennifer Miller, Wendy Scherer, and Nancy DuCharme.
2. **Motion** by Doll, second by Gilberts to certify the open meeting law agenda requirements. Roll call was unanimous.
3. **Approval** of June 28, 2023, Library Board Meeting minutes. Motioned by Miller and Second by Erickson. Motion Carried.
4. **Approval** of Monthly Bills. Motioned by Doll and Second by Teynor. Roll call unanimous. Motion Carried.
5. **President’s Report**
 - T-shirt fundraiser update: 38 items sold through the online store.
 - The library would like to possibly do another t-shirt and tote bag sale or giveaway to go along with the library’s 60th anniversary. The library is looking at another business option to purchase through due to the item costs of the previous sale.
 - The library book and pie sale will take place on Wednesday, August 9th.
 - The library is looking for pie and book donations for the sale.
6. **Director’s Report**
 - Library statistics were awesome for June.
 - The last few weeks of library events have been very busy.
 - The door count was at 5,279 as of July 18th.

- Between 60-64 new library cards were opened without an advertisement push. Last year the library only had 74 new cards opened, and that was with a big advertisement push.
- Craft bags were very popular. The library couldn't keep them on the shelves.
- The Shark Event was a huge success. Library workers lost count at 350 people.
- If the library decides to host this event again next year, there will be some changes made to make everything run a little smoother due to the large turnout.
- 347 kids signed up for summer reading so far. This count does not include teens and adults signed up. The library will start counting those demographics sometime next week. The prediction is that count will probably be a record too.
- Prizes for Summer Reading are going fast. If you need to spend points, please do so soon.
- The Fire Department stopped at the library, and they gave away two bikes. This giveaway was unexpected, so the library was extra grateful for the Fire Department's visit.
- The library also hosted an event with Lt Casey Cox and K9 Rico and storytime with Police Chief Teynor.
- The author event with Sue Berg, on July 15th, included a Facebook live event that had over 200 views.
- Couleecap will be hosting an event next week on social media marketing for small businesses.
- The turtle event on Friday, July 21st will end summer reading. There will be a little party in addition to the turtles, which will include a face-painting station, ice cream sandwiches, and freezy pops.
- There will be an upcoming Spooky Bird event in October sponsored by the Friends of the Library.
- The Friends of the Library have been very generous with donations for all of the events this year. The library is very grateful for all they do.
- If you or someone you know would be interested in joining the Friends of the Library, they are always looking for new members.

- Elisabeth updated the Emergency Operation & Maintenance Plan. It hadn't been updated for five years.
- The library has been experiencing phone issues. The phone system is around 20 years old, so it will need to be updated sometime in the next year. The phone system update will cost between \$1000-\$2000. Elisabeth is in the process of getting quotes.

7. **Motion** to adjourn at 5:32 p.m. by Erickson, second by Scherer. Motion Carried.

Submitted by:

Brooke Teynor-Secretary