

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 4:55 p.m. on Tuesday, November 19, 2024, at the public library.
 - **Roll Call**
 - **Present board of trustees:** Linda Munson, Jill Doll, Wendy Scherer, Nancy, DuCharme, Ashley Erickson, Jennifer Miller, Mark Gilberts-County Representative, and Brooke Teynor-School District Representative.
 - **Motion** by Scherer, Seconded by Miller to certify the open meeting law agenda requirements. Roll call was unanimous.
2. **Approval** of October 15, 2024, Library Board Meeting minutes. Motion by Gilberts and Seconded by Erickson. Motion Carried.
3. **Approval** of Monthly Bills. Motioned by Doll and Seconded by Teynor. Roll call unanimous. Motion Carried.
4. **President's Report**
 - There were funds allotted to help pay down the library improvement bill. There is approximately \$20,000 left to pay on the bill. The library board is looking for donations and other ways to continue to pay down the remaining amount.
 - The library board will take its annual picture at the December 17th meeting.
 - There was a Friends of the Library meeting held on November 12th. The Friends talked about different things they plan on doing for the library.
 - The Friends have decided to plant a few new trees, plants, etc. on the south side of the building. They are also looking for input on ideas.

5. Director's Report

- The City has put the library on a slight spending freeze. Only items that are necessary and monthly bills will be approved. This is why we have fewer bills needing board approval at this time.
 - The library will close at 5 p.m. on December 19th for the library staff holiday party.
 - **Motion** was made by Doll, and seconded by DuCharme to close the library at 5 p.m. on Thursday, December 19th for the staff party. Motion carried.
 - The library will be closed on Thanksgiving and the day following Thanksgiving, Friday, November 29th.
 - The library is normally closed on the Saturday following Thanksgiving. However, due to the Kevin Kluesner book event falling on Saturday, November 30th, the library will be open from 10 a.m. to 1 p.m.
 - The library will have spots for family and pet holiday photos again this year.
 - Elisabeth's WLA Conference went really well. She learned a lot and enjoyed hearing from other librarians from around the state. She also got ideas from other librarians that she plans on using at the Prairie du Chien library.
 - The library held a staff in-service and ALICE Training on October 29th.
 - Elisabeth was scheduled for Jury Duty but it was cancelled twice.
 - Someone was in to do the annual elevator check and found that the sump pump under the elevator was not hooked up to electricity. Leo came in and hooked it up.
 - Elisabeth was also given an extra elevator key for emergencies.
 - There have been several days that the study rooms and computers are being used non-stop by community members and community groups.
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 DuCharme and Seconded by Erickson at 5:11 p.m. Roll call unanimous.

7. Reconvene into OPEN SESSION. Motioned by Scherer and Seconded by Gilberts at 5:46 p.m. Roll call unanimous.
8. **Motion** was made by Teynor, seconded by Miller that upon further review the library board will be making decisions regarding raises based on performance reviews for all part-time and full-time library staff. The library pages will receive a \$0.10 raise to provide competitive wages. These changes will take effect January 1, 2025. Roll call on this motion was unanimous.
9. **Motion** to adjourn at 5:48 p.m. by Scherer, seconded by Miller. Motion Carried.

Submitted by:
Brooke Teynor
Secretary