

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 4:55 p.m. on Tuesday, December 21,, 2021 at the public library.

1. **Roll Call** Present: Linda Munson, Jill Doll, Nancy DuCharme, Layne David, Jennifer Miller, Brenda Anderson, Wendy Sherer, Mark Gilberts, county representative, and Co-interim Library Directors Caitlin Bitner and Elisabeth Byers.
Absent was a school representative.
2. **Motion** by David, second by Miller to certify the open meeting law agenda requirements. Roll call was unanimous.
3. **Approval** of November 16, 2021, Board Meeting minutes. Motioned by DuCharme and Second by Gilberts. Motion Carried.
4. **Motion** by Doll, second by Miller to approve the monthly bills. Roll call vote was Unanimous, motion carried.
5. **Treasurer** Doll went over MG&E and Water Bills, these are new for the library to see due to the city usually just taking care of them. The city's new bill pay system allows for the library to see all bills that affect its day to day operation, including the phone bill.
6. **President's Report** -
 - School Representative still absent. We are looking for a School Representative to participate on the Library Board of Directors. This enables the library to work with our school to better serve our student population.
 - We would like to say Thank you to Brenda Anderson for her years of service on the Library Board of Directors. She was our trusted Secretary and will be greatly missed by all. We wish her and her family the best of luck on their move to South Dakota.
 - Holiday hours: Library will be closed December 24th, 25th, and 27th. Also closed on December 31st, January 1st, and January 3rd. The library will also be closed January 17th to observe Martin Luther King Jr day.
7. **Co-Interim Director's Report**
 - Statistics have dropped a little. Caitlin and Elisabeth are going to update the statistical report.
 - Nerf night was a success. Looking to do more of those in the future.

- Unity Adult daycare, Library does story time for them. It is a remote community outreach program Tuesday at 10 a.m.
- We now have Take and Make crafts. Brianna made them. They have all been taken. Library will be asking for specific items to be donated so we can make more of this type of thing for the public to enjoy.
- Little library on Wells Street is up and has books in it and is ready to be used.
- Meeting rooms and Safe Room are starting to fill up and have full usage. Those rooms are used by permission basis from the library staff.
- Going to start a Puzzle and Board Game Exchange program. This will start in January. It will be on an honor system.
- Pokemon Club to start in January.
- Spanish Classes begin Tuesday at 2 p.m. beginning January 4th in the Community room.
- Book clubs: there are 2. The 3rd Thursday of each month from 6-7 p.m. and The last Monday of each month at 2 p.m.
- Building report; Midwest alarm services will be here to check our Alarm system and fire inspection on January 10th. We have 2 Defibrillators in the library. Look into a place to have one for easy access to the patrons. Will look into having some staff get defibrillator certification. Getting a plan into motion with a calendar of all inspections that need to be done in the Library. Winona Controls was in to work with Elisabeth on the heating system and the humidifier. Elisabeth knows how to login daily to see how the tech equipment is working. Humidifier on the old side of the building has been shut off for years. That is getting fixed so that it is controlled. That may take a bit to get the humidity back into control.

8. January Agenda Items - Next meeting is Tuesday, January 18, 2022 at 5:00 pm.
Building report update

9. Motion to adjourn at 5:38 pm by Miller, second by DuCharme. Motion Carried

Submitted by Jill Doll
Treasurer