

Library Board Minutes
January 16, 2018

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 5:30 pm on Tuesday, January 16, 2018.

1. **Roll Call** Present: Linda Munson, Norb Aschom, Brenda Anderson, Mary Ann Stemper, Layne David, Lynn O'Kane, school representative, and Library Director, Nancy Ashmore. Absent was Jill Doll and Kersten Rocksvold, county representative.
2. **Motion** by Stemper, second by Aschom to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Stemper, second by David to approve the Board Minutes from December 19, 2017. Motion carried.
4. **Motion** by Stemper, second by Aschom to approve the monthly bills that have been signed by the treasurer and secretary. Roll call vote was unanimous.
5. **President's Report** - Building expansion update; donations; ideas for fundraisers
 - Munson had a good meeting with the Courier Press.
 - The contractors want to start tearing up the old basement. Originally this was planned after the new basement was done. We may have to move some items that are down there.
 - There is a revised schedule for the building expansion. They are going to start working on Saturdays. This is a rolling time table. Right now, they are estimating the work will be done the first part of August.
 - We received utility bills for St. John's. We will need to watch the budget closely.
 - We are excited to announce that the library expansion received a very generous donation from Bruce and Pat Dillman for \$250,000. They will have the naming rights for the new wing. The Library Board wishes to express their gratitude for this generous gift.
 - Some fundraising ideas that were discussed were a Beer/Wine tasting, a Euchre tournament, Faith in Action, Radio Auction and Painting Pictures.
 - We would ideally like to raise around \$5,000 for each fundraiser.
6. **2017 Budget Update**
 - The 2018 Budget increased around \$4,000 compared to the 2017 Budget but we will be receiving \$14,000 less from the County. So, we already have a \$10,000 deficit.
 - Kim Warpinski has announced that she will be leaving the library in May as she will be having her third child. The board is very excited for her and her family.
 - This will leave the library without someone to run the summer reading program. We may not hire someone right away when she leaves in order to save money. We can use the pages and volunteers to help with the summer reading program.

7. **Policy/Position Description**

- The Travel and Training Policy was tabled until the next meeting to allow the board members time to read and review the policy.
- **Motion** by Stemper, second by O’Kane, to approve the Senior and Limited Duty Library Page Policy. Motion carried.

8. **Enter Closed Session**

- **Motion** by Stemper, second by Aschom to enter closed session at 6:21 pm per state statutes 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 re: pages. Roll call vote was unanimous.

9. **Reconvene into Open Session, and any action on the aforesaid closed session**

- **Motion** by Aschom, second by David to reconvene into open session at 6:26 pm. Roll call vote was unanimous.
- **Motion** by Aschom, second by Stemper to increase the page salary to \$8.25 per hour after they have worked for one year and an additional \$0.25 per hour for every year after that, at the discretion of the director. Roll call vote was unanimous.

10. **Summer Reading Ideas**

- The theme is Libraries Rock.
- The executive committee will meet on Thursday, Jan. 25th at 4:30 pm to discuss ideas.

11. **Director’s Report**

- There was no staff meeting while Ashmore was gone. She asked staff for summer reading ideas instead.
- Statistics were low for December. The Overdrive statistics are now in the report. We can use those numbers when we talk about statistics but when the annual report is filed Overdrive statistics are not included.
- There have been minor issues for staff with computers.
- The library has received the tax forms.
- Library Legislative Day in Madison is coming up Feb. 20th.
- There is a Friends meeting tomorrow at 4:00 pm.

12. **February Agenda Items** – Next meeting is Tuesday, Feb. 20th at 5:30 pm

- Summer Reading
- Fundraiser Ideas
- Travel/Training Policy

13. **Motion** to adjourn at 6:38 p.m. by Stemper, second by Aschom. Motion carried.

Submitted by Brenda Anderson
Secretary