

Library Board Minutes

February 18, 2021

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 5:03 pm on Thursday, February 18, 2021 at the public library.

1. **Roll Call** Present: Linda Munson, Jill Doll, Layne David, Jennifer Miller, Brenda Anderson, Janelle Mathies, county representative, Gary Koch, county representative, and Library Director, Nancy Ashmore. Absent was Lynn O’Kane, school representative. Nancy DuCharme joined the meeting at 5:35 pm.
2. **Motion** by Doll, second by David to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Miller, second by Doll to approve the Board minutes from Jan. 19, 2021, the special board meeting minutes from Jan. 25, 2021 and the notes from Feb. 8, 2021. Motion carried.
4. **Motion** by Doll, second by Anderson to approve the monthly bills. Roll call vote was unanimous.
5. **President’s Report**
 - Gary Koch is the library’s newest board member from the county board. We all welcomed him to the library board.
 - There is an issue with our roof. There is a lot of snow this year and it created an ice dam on the roof. There is a gap between the front walkway and the roof.
 - When the snow melted, the water ran into the gallery and the basement.
 - The water has frozen again so no more water is coming in now, but this issue needs to be addressed.
 - Ashmore will send pictures to our contractor to see if they have a solution for our problem.
6. **Bingo Update and Planning**
 - We have been selling bingo cards; approximately 100 cards have been sold so far.
 - We are all anxious to see how popular the event will be. We will wait until after our first bingo event to see if we want to have another bingo fundraiser.
 - Our Zoom account can have 100 people on a meeting at a time.
 - We would like board members at the library around 3:15 to help set up the event.
 - We decided that every bingo winner will receive \$5. If there are three winners for one game, each winner will still receive \$5 each.
 - Winners can donate their winnings back to the Library’s fundraiser.
7. **Approval of Library Annual Report**
 - All the board members present had an opportunity to review the annual report.
 - The financial section of the annual report will change slightly with the addition of more 2020 bills.
 - The report is different than previous reports because of having to report information about Covid. A lot of calculations were needed to figure out the hours that curbside pick-ups were available and the hours the library was closed due to Covid.

- **Motion** by David, second by Miller to approve the Annual Report after changes to the financial information. Roll call vote was unanimous.

8. **Library Director's Report**

- There was a nice staff meeting this month on a Thursday after the library closed. The meeting lasted 2 hours and they received training on their new payroll software. They will be using MyPay to track their hours.
- We are hoping to open back up on Saturdays when our staff member comes back to work from leave. There is no plan to change our other hours yet.
- Our statistics were up slightly for January compared to December.
- Our new microfilm reader is ready to be set up. Ashmore needs to schedule a time for the company to set it up with the new laptop.
- DuCharme joined the meeting at 5:35 pm.
- Ashmore will be doing about 2 webinars a week to earn her CEU (continuing education units) credits. She needs 100 CEUs by October for her library director recertification. She is required to recertify every 5 years.
- Anderson will not be able to attend the March meeting. Doll will take the minutes instead.
- It was agreed that our meeting start time will change to 5:00 pm for all future meetings.

9. **Topics for Next Month – Tuesday, March 16th at 5:00 pm**

- Fundraising and Basket Update
- Update of Roof Issue

10. **Motion** to adjourn at 5:42 p.m. by David, second by Doll. Motion carried.

Submitted by Brenda Anderson
Secretary