

Library Board Minutes

September 21, 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 5:06 pm on Tuesday, September 21, 2021, at the public library.

1. **Roll Call** Present: Linda Munson, Jill Doll, Nancy DuCharme, Jennifer Miller, Brenda Anderson, and Interim Directors Caitlin Bittner and Elisabeth Byers. Layne David was absent.
2. **Motion** by Doll, second by DuCharme to certify the open meeting law agenda requirements. Motion was unanimous.
3. **Motion** by Miller, second by Doll to approve the Board minutes from August 17, 2021, the Executive Meeting from August 31, 2021, and Special Meetings from September 9, 2021, and September 13, 2021. Motion carried.
4. **Approval of the monthly bills**
 - **Motion** by Doll, second by Anderson to approve the monthly bills. Roll call vote was unanimous.
5. **President's Report**
 - The school representative position will be filled by Andy Banasik.
 - The county representative position will be filled by Mark Gilberts.
 - Janelle Mathies has resigned as a county representative. We appreciate all her service to the library. We will miss her.
 - Caitlin Bittner and Elisabeth Byers will be sharing the Interim Director position. They will be checking Nancy Ashmore's emails for bills and other important information.
 - Dave from the Southwest Library system will be coming next week to help with the transition.
6. **Fundraising**
 - The Pampered Chef raffle tickets raised \$2,324.18.
 - The book sale raised \$729.
 - The Friends' Annual meeting will be October 11th.
7. **Enter Closed Session**
 - **Motion** by Doll, second by DuCharme at 5:28 pm to enter closed session 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. Roll call vote was unanimous.
8. **Reconvene into Open Session, and any action on the aforesaid closed session**
 - **Motion** by Miller, second by Doll to reconvene into open session at 5:31 pm. Roll call vote was unanimous.
 - **Motion** by Doll, second by DuCharme to give the part-time staff a \$0.50 per hour raise effective September 20, 2021. The wages of the part-time staff will be revisited after January 1, 2022. Roll call vote was unanimous.

9. **Budget Approval and special project request discussion**

- Nancy Ashmore joined the meeting to discuss the budget.
- The technology budget was increased for the cell phone lines needed for the fire lines and data for the hotspots.
- For special projects, we need a new printer that can print ledger size paper. We also need new exterior door locks with keypads and card readers.
- We want to discuss ideas for the fountain next month. Instead of a fountain maybe we make it a tiered garden.
- The book budget seems low.
- The budget request is being turned in on Friday to the City.

10. **Library Director's Report**

- The statistics for August are down compared to July.
- Nancy Ashmore has some files on OneDrive and is wondering if they can be transferred to another email user. This will be a question for Brad and TechShores.

11. **Topics for Next Month – Tuesday, October 19th at 5:00 pm**

- Fountain Ideas
- Fundraising Bricks
- Budget

12. **Motion** to adjourn at 6:08 p.m. by Miller, second by Anderson. Motion carried.

Submitted by Brenda Anderson
Secretary