

# Library Board Minutes

October 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 5:03 pm on Thursday, October 21, 2021, at the public library and via Zoom.

1. **Roll Call Present:** Linda Munson, Nancy DuCharme, Jennifer Miller, Brenda Anderson, and Interim Directors Caitlin Bittner and Elisabeth Byers. Layne David and Jill Doll were present via Zoom. Absent were Andy Banasik, school board representative and Mark Gilberts, county representative.
2. **Motion** by Miller, second by DuCharme to certify the open meeting law agenda requirements. Motion was unanimous.
3. **Motion** by DuCharme, second by Miller to approve the Board minutes from September 21, 2021. Motion carried.
4. **Approval of the monthly bills**
  - **Motion** by Anderson, second by David to approve the monthly bills. Roll call vote was unanimous.
5. **President's Report**
  - The library has been short-staffed due to injuries and illnesses.
  - The other staff are doing a great job covering the absences.
6. **Interim Report**
  - Statistics – Some numbers were adjusted from previous months after Bittner and Byers generated the statistic reports. The September statistics are down after summer reading, but they believe they will start picking up since we have more activities planned.
  - Fountain – The fountain was fixed by a volunteer, Leo Gerlach. He was able to fix the fountain using all the existing parts. We will need to budget \$350 for a new timer. And we may need a new pump motor at some point. The fountain has already been winterized. We will wait to power wash it in the spring before we re-open it.
  - **Motion** by Miller, second by David to thank Leo Gerlach for rehabilitating the fountain, and to give him a leaf on the donor wall for his service. Motion was unanimous.
  - Other topics – the library has an entry in the Downtown Scarecrow contest. The library is also part of the downtown trick-or-treating event happening on Saturday, October 30<sup>th</sup> from 1 to 3 pm.
  - We have a “Little Library” that has never been installed. There are concerns that people might think it is a place to return books.
  - **Motion** by Munson, second by DuCharme to find a new home for the Little Library. Motion carried.
7. **Budget Update**
  - The library's 2022 budget will be the exact same amount as we received for 2021, which was \$278,459.90.
  - There is less money in the summer reading line item. We hope to get more donations.
  - The line item for electricity will almost double in 2022 since the price of electricity is going up.
  - Winona Controls taught Byers how to manage the heating and cooling system; this could help control energy costs next year.
8. **Printer and copies**

- We want a new printer that can hold ledger size paper. There are several options. Bittner and Byers would prefer a machine from Tri-State, which is the company that handles our other printer.
- They like the smallest option which would cost \$1,795 and would have a service plan of \$126.
- During Covid, we stopped charging for copies. We want to start charging for copies again.
- **Motion** by Anderson, second by Munson to begin charging \$0.25 per page for copies starting on November 1<sup>st</sup>. Motion carried.

#### 9. **SWLS Contract**

- We have a tech service agreement with SWLS for email and internet, among other things.
- **Motion** by Miller, second by David to approve signing the SWLS tech service agreement for \$1,927.11. Roll call vote was unanimous.

#### 10. **Thanksgiving Weekend**

- The library will be closed the Thursday and Friday of Thanksgiving week.
- This year we are short-staffed and would like to close the Saturday after Thanksgiving.
- **Motion** by DuCharme, second by Doll to approve closing the library on Saturday, November 27<sup>th</sup>, the Saturday after Thanksgiving. Motion carried.

#### 11. **Winter Hours**

- The library is averaging only 1 to 2 people in the evening between the hours of 6 and 7 pm.
- The library is busiest on Mondays and Thursdays. Saturdays after noon are not very busy.
- **Motion** by David, second by DuCharme, to start Winter Hours on November 1<sup>st</sup>. Winter Hours will be Monday 9 am to 7 pm, Tuesday, Wednesday, and Thursday 9 am to 6 pm, Friday 9 am to 5 pm, and Saturday 9 am to Noon. Motion carried.

#### 12. **Winona Controls Contract**

- We have had a lot of service done on library equipment by Winona Controls.
- We can get a contract for \$3,000 a year with Winona Controls that would include preventative maintenance 3 times a year, and we would not be charged mileage.
- This is informational only this month. Next month we will have a contract to review.

#### 13. **October Events**

- Nerf Night was October 18<sup>th</sup>. Around 90 people showed up.
- ADRC movie – October 26<sup>th</sup> from 1 to 3 pm
- Amazing Race – October 26<sup>th</sup> 5:30 to 7 pm
- Downtown Trick-or-Treating – October 30 1 to 3 pm
- Haunted Hike – October 30 1 to 3 pm and 5 to 8 pm. We have to pay our staff to help at the Haunted Hike.
- There are other activities at the library too. There is story time on Tuesdays, there is a book club, there is Tai Chi in the basement.

14. **Motion** to adjourn at 6:09 p.m. by David, second by Doll. Motion carried.

Submitted by Brenda Anderson  
Secretary