

Library Board Minutes

November 16, 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 5:00 pm on Tuesday, November 16, 2021, at the public library and via Zoom.

1. **Roll Call Present:** Linda Munson, Nancy DuCharme, Layne David, Brenda Anderson, Mark Gilberts, county representative and Interim Directors Caitlin Bittner and Elisabeth Byers. Jill Doll was present via Zoom. Absent was Andy Banasik, school board representative. Jennifer Miller arrived at 5:03 pm.
2. **Motion** by David, second by DuCharme to certify the open meeting law agenda requirements. Motion was unanimous.
3. **Motion** by DuCharme, second by Doll to approve the Board minutes from October 21, 2021. Motion carried.
4. **Approval of the monthly bills**
 - **Motion** by Doll, second by David to approve the monthly bills. Roll call vote was unanimous.
5. **President's Report**
 - Miller arrived at 5:03 pm.
 - Munson attended a Southwest Library System meeting.
 - Anderson will be leaving the board because she is moving to South Dakota.
 - Wendy Whitney Scherer will be appointed to the board in December. She attended the meeting tonight to meet the board.
6. **Interim Report**
 - Statistics – Total items checked out climbed slightly in October. The computers were used a lot and so were the study rooms. We have laptops that need to be fixed so they could be used in study rooms.
 - Bittner is tracking the budget to make sure we have enough funds for this year.
 - Transition Update – The transition is going well. The Genealogy Room has been cleaned up.
 - Old MicroFilm Machines Update – We tried several times to sell or give away the two old machines. The Historical Society has agreed to take them, at no charge. They are very happy to get the machines.
 - Activity Report – There were a lot of activities in October. We had over 200 people for Trick or Treating. In total there were 792 program attendees.
 - Little Library – Parks and Rec will take the Little Library to Wells Street near the high school.
7. **December Board Meeting Change of Date**
 - The December Board meeting will stay on December 21st. The start time will change to 4:30 pm.
 - Please bring a snack to share.
8. **Printer and copies**
 - We will wait to buy a new printer so we can see how much money there is in the budget.
 - We have been charging \$0.25 per copy and there hasn't been any push back.
9. **Hours to Carry Over**
 - We have had several employees out with different issues which meant that Bittner could not take vacation days.

- **Motion** by David, second by Miller to allow Bittner to carry over 40 hours of vacation into the next year, to be used by July 1, 2022. Motion carried.

10. **Use of Community Room for parties/celebrations**

- Other libraries allow their community rooms to be used for celebrations, with some exceptions, like not allowing birthday candles.
- The cost for use would be \$10 and it could only be used during normal library hours.

11. **Winter Hours**

- We have heard of one complaint about the Winter Hours, but most patrons haven't complained.
- It has helped with staffing issues.

12. **Winona Controls Contract**

- We have signed a contract with Winona Controls for preventative maintenance. They have been at the library for the last two days maintaining the equipment.

13. **November Events**

- There are many events planned for November.
- Munson mentioned that Prairie du Chien's 150th anniversary will be in 2022. Lots of activities will be planned throughout the city.
- Jill Doll will take minutes at the December board meeting.

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

Submitted by Brenda Anderson
Secretary