

Library Board Minutes
March 15, 2022

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 p.m. on Tuesday, March 15, 2022, at the public library.

- 1. Roll Call** Present: Linda Munson, Layne David, Jill Doll, Jen Miller, Nancy DuCharme, Mark Gilberts, county representative, and Co- Library Directors Caitlin Bitner and Elisabeth Byers.
Absent were Wendy Scherer and a school representative.

Motion by Gilberts, second by DuCharme to certify the open meeting law agenda requirements. Roll call was unanimous.

- 2. Approval** of February 15, 2022, Board Meeting minutes. Motioned by DuCharme and Second by David. Motion Carried.

- 3. Motion** by Doll, second by Miller to approve the monthly bills. Roll call vote was Unanimous, motion carried.

4. President's Report -

- The city Administrator has asked Linda, the Library board President, to consider allowing the Design and Preservation Committee to use the Library meeting room. They meet the 3rd Wednesday of each month starting at 5 p.m. These are public meetings. The library closes at 6 p.m. This may cause scheduling issues. Our upstairs meeting room is 48 at capacity and the basement is 98 at capacity for meetings. Linda will have to take this information back to Chad.
- Fundraising ideas, we still need to raise about \$125,000.00.
- Update the donor book and the leaves on the donor tree.
- Friends of the library doing a Brick fundraiser.
- Policy reviews - we need to look at our policy's and review them every 5 years. Need to revise and update verbiage on the Room agreements for the conference room and the study rooms.

5. Co- Director's Report

- On December 10th 2021 the Prairie du Chien Memorial Library received a Certificate of Commendation Honoring the Prairie du Chien Memorial Library From Governor Evers. **"Certificate of Commendation Honoring Prairie du Chien Memorial Library on Behalf of the People of the State of WI, I am pleased to commend Prairie du Chien Memorial Library for its service to**

our State." Congratulations to the Library and staff!!!

- Statistics are up a bit. More people are coming into the library. Study rooms and the Community are being used more.
- Ebooks statistics are down. There is no more overdrive; it has been switched over to Libby. Overdrive will be phased out to the end of this year.
- Looking for Ideas from kids for movie nights. Suggestions on what movies kids would like to see.
- Book sale - Joe to go donated coffee and Dunkin donuts donated munchkins. Total dollar raised is not in yet.
- Caitlin and Elisabeth found bills from BlackStone back to October 2020 that had not been paid. Invoices had been received but not forwarded to Megan for payment prior to current co-directors. It is the intention to cancel BlackStones contract. It is an audio book company. Motion to Terminate contract with BlackStone made by Miller, second by David. Roll call vote Unanimous, motion carried.
- Budget - utilities are now split into different General ledgers, phone, water, and gas.
 - Contract for Generator \$2,667.83 maintenance and replacement includes full service. This bill will be split up for the next 3 years. Bill will come in August. ● Library is cultivating a new relationship with the Radio station with Mike Johnson.

6. February Agenda Items - Next meeting is Tuesday, April 19, 2022 at 5:00 pm.
Board of Trustee Elections
Room Agreement - updated Verbiage
Policy Reviews

12. Motion to adjourn at 6:06 pm by David, second by Gilberts. Motion Carried

Submitted by Jill Doll
Treasurer