

Prairie du Chien Memorial Library

Minutes of Prairie du Chien Memorial Library Board of Trustees Meeting

1. 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 21, 2023, at the public library.
 - **Roll Call**
 - **Present board of trustees:** Linda Munson, Jill Doll, Brooke Teynor–School District Representative, Mark Gilberts–County Representative, Ashley Erickson, Nancy DuCharme, and Wendy Scherer. **Absent: Jennifer Miller**
2. **Motion** by Doll, second by Gilberts to certify the open meeting law agenda requirements. Roll call was unanimous.
3. **Approval** of February 28, 2023, Library Board Meeting minutes. Motioned by DuCharme and Second by Erickson. Motion Carried.
4. **Approval** of Monthly Bills. Motioned by Doll and Second by Teynor. Roll call unanimous. Motion Carried.
5. **President's Report**
 - All the leaves for the tree are ordered from Sports World.
 - The library will be ordering a plaque in honor of Garth Frable's retirement. The cost will be covered by President Linda Munson. Garth was a great supporter of the library while employed with the city of Prairie du Chien. We wish Garth the best in his retirement.
 - The library made over \$866 dollars from the book sale held on March 17th and 18th. Hardcoverd books sold for \$1, paperback books sold for \$0.50, and books were ½ price on the second day of the book sale. There was also a little more money earned from donations that is not included in the total at this time. The money made through the book sale goes to Friends of the Library.

- The Friends of the Library have chosen for the book sale money to go towards two events the library plans to host during Summer Reading. The first event will bring sharks to the library on June 30th. In July, turtles will be brought in for the second event.
- The library board discussed design ideas, slogans, and incentives for Super Reader yard signs for the Summer Reading program.

6. **Director's Report**

- Elisabeth added last year's library statistics to the bottom of the 2023 monthly statistics for comparison.
- March's library events included a Dr. Seuss Party and Fun with String. Book March Madness is continuing through the end of March.
- At the end of April, the library will host a Money-Smart Week. The library is hoping to partner with a local bank for this event.
- The last week of April is National Library Week. The Prairie du Chien Memorial Library will take part in the celebration.
- Elisabeth will be on vacation at the end of April. Brianna will be in charge of the library director's duties while Elisabeth is gone.
- At the April meeting, the library board will discuss, and vote on, a \$1.00/hour pay increase for Brianna when she assumes the director's duties while Elisabeth is away.
- Elisabeth has gone through and updated outdated library policies. Motion was made by Scherer and Second by Doll to approve the following four updated policies. Roll call on this motion was unanimous.
 - Internet Use Policy
 - Conduct & Behavior Policy
 - Library Computer & Laptop Policy
 - Collection Development Policy
- Elisabeth is now working on updating the Library Mission/Vision Statement. She presented two options and is open to the board offering their suggestions.

7. **Motion** to adjourn at 5:46 p.m. by Erickson, second by Gilberts. Motion Carried.

Submitted by:

Brooke Teynor-Secretary