

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 18, 2025, at the public library.
 - **Roll Call**
 - **Present board of trustees:** Linda Munson, Jill Doll, Wendy Scherer, Jennifer Miller, Ashley Erickson, Mark Gilberts-County Representative, and Brooke Teynor-School District Representative. **Absent: Nancy DuCharme**
 - **Motion** by Miller, Seconded by Doll to certify the open meeting law agenda requirements. Roll call was unanimous.
2. **Approval** of February 25, 2025, Library Board Meeting minutes. Motion by Doll and Seconded by Miller. Motion Carried.
3. **Approval** of Monthly Bills. Motioned by Doll and Seconded by Teynor. Roll call was unanimous. Motion Carried.
4. **President's Report**
 - The Friends of the Library Book Sale, which took place on March 13, 14, & 15, 2025, brought in \$1183.50.
 - There were a lot of book donations for this event.
 - The firetruck that displayed the book sale banner was at the library following the parade.
 - There were a lot of positive comments about displaying a banner for the book sale during the parade.
 - The library will continue selling bricks at a discount of \$10 off until March 31st.
 - Elisabeth is expecting to place an order for 15-20 bricks.

- Jen Miller gave a shout-out to Elisabeth for everything she did for the sale and for staying an hour later on the last day of the book sale.

5. **Director's Report**

- Elisabeth reported a dip in circulation for February on her statistics report.
- The dip wasn't major, but normally, Blind Date with a book keeps circulation steady for February.
- Elisabeth did report that the circulation does compare to past February numbers.
- Elisabeth thinks the possible reason for the dip in circulation could be related to the library having less new content added to the library for February.
- There have also been some patron complaints about Libby wait times.
- This complaint was addressed at the last directors' meeting. The directors will try to put more money towards buying more copies of popular books to lessen wait times.
- A technician was just in the library to do the annual elevator check
- There were updates made to the tech closet to improve ventilation. Leo also added more shelving and a back-up for the internet. The library now has two backups for the internet.
- The library hosted the COLAND (Council on Library and Network Development) meeting on Friday, March 14th. COLAND is a group out of Madison whose members are appointed by the governor. This group was developed to advocate for libraries.
 - The Prairie du Chien Memorial Library is the second library in the Southwest System to host this event.
 - The COLAND group was very impressed with how busy the library was during their visit.
 - The COLAND group discussed library policies.
 - They also discussed that library directors need to take new AI courses for a certification.

- The group spoke about a library apprentice program for teens. This is to get the younger generations interested in libraries, especially in rural areas.
 - They gave the library information about recouping money the library spends on items required to be on hand because of its community emergency shelter designation.
 - Some of the members shopped the book sale.
- Books that were not sold at the book sale will be gone through by library staff and sent to Better World Books. Elisabeth is estimating that the library will send around 20 boxes of books by the time they are done. The library does make money by sending used books to Better World Books. Last year, the library made around \$900.
- The next Cook Book Club will be held on April 2nd.
- April is Money Smart Month and Library Month.
- Elisabeth will be working with the Extension Office to plan events for Money Smart Week.
- Elisabeth will be having different events to celebrate library workers and the Friends.
- Summer Reading preparations are underway.
- The Summer Reading theme will be Color Our World, an art theme.
- Norb Aschom politely declined the library having an event for him.
- The library will continue to get the Wisconsin State Journal as a hard copy. Elisabeth has no plans to add an online subscription at this time.
- Paul Porvaznik has art on display in the library. Teresa posted information on his display on Facebook. This post has been very popular, with over 15,000 views.
- The library has previously participated in a paid volunteer outreach program. Elisabeth decided against participating again at this time because the 3-month contract is too long of a commitment, and the library has sufficient volunteers.
- Elisabeth will be updating the door counter soon. She is searching for a door counter within budget.
- Elisabeth was given the option to become a notary. She has decided not to pursue this option because there are other notary options in

town. The library will instead direct patrons to locations where notaries are available.

6. **Motion** to adjourn at 5:31 p.m. was made by Scherer, seconded by Gilberts.
Motion Carried.

Submitted by:

Brooke Teynor

Secretary