

# 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 5:04 p.m. on Tuesday, May 17, 2022, at the public library.
  - **Roll Call**
    - **Present board of trustees:** Linda Munson, Nancy DuCharme, Wendy Scherer, Jennifer Miller, Mark Gilberts – County Representative, and Brooke Teynor–School District Representative. **Absent Jill Doll and Ashley Erickson**
2. **Motion** by Ducharme, second by Gilberts to certify the open meeting law agenda requirements. Roll call was unanimous.
3. **Approval** of April 19, 2022 Library Board Meeting and April 27, 2022, Library Board Special Meeting minutes. Motioned by Miller and Second by Ducharme. Motion Carried.
4. **President's Report**
  - Update on the progress of purchasing blinds for the Community Room. There are calls in to different businesses to line up a professional to take window measurements.
  - SWTC still plans on using the library as a location beginning in June 2022. We have yet to receive a contract.
  - We are looking to find ways to get the word out to a wider range of people in the community about the ability to purchase Bricks for the Library. Suggestions have been made to ask local businesses to include informational flyers in food order bags and have the schools send out a Skylert to families.

- Price comparisons came in from local businesses for Summer Reading Program yard signs. The yard signs will be one of the incentives for reading during the summer months.
5. **Motion** was made by Ducharme and seconded by Gilberts to support a library usage contract with SWTC when presented. Roll call was unanimous.
6. Ashley Erickson was present at the Library Board Meeting at 5:15 pm
7. **Director's Report**
- The book signing that was held for local author, Genevieve Kirchman, was a very successful library event.
  - The library's circulation numbers were right on track for the month of April.
  - Budget wise the library is doing well, but a seal in the basement broke and will need to be fixed by Winona Controls. Unsure of the costs for parts and labor at this time.
  - The library purchased a new printer. There are now two printers available for use.
  - The recent staff meeting went well. Summer reading ideas were discussed and summer reading events were in the process to be finalized.
  - Bags were ordered with the library logo. The library is hoping by having these bags seen being used by members of the community will promote an increase in circulation.
  - The Dino Dimensions exhibit will be held on June 10th in the Library Community Room.
  - Amazing Library Adventure will be held on June 14th
  - Regular storytimes will resume on Thursdays at 3:30 beginning in June.
  - The Whittling Workshop group would like to hold a larger event in the Library Community Room in October 2022.
8. \*Enter CLOSED SESSION per state statute 19.85(1)(c)(d). Considering employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility. Motioned by DuCharme and Second by Scherer at 5:33 p.m. Roll call unanimous.

9. Reconvene into OPEN session. Motioned by Miller and Second by DuCharme at 6:07 p.m. Roll call unanimous.

- Motion was made by Gilberts and Second by Scherer to open internal interviews for a full-time library position. The starting wage for the full-time library position will start at \$14/hour, with an increase to \$15/hour after a six-month probationary period. There will also be a wage increase for part-time library staff, from \$12/hour to \$13/hour. The wage for a Library Page will increase from \$8.25/hour to \$9.00/hour. There will also be a wage increase for Library Director, Elisabeth Byers, from \$17.05/hour to \$19/hour. The new pay increases will be effective May 29, 2022. Roll call on this motion was unanimous.

**10. Motion** to adjourn at 6:11 p.m. by DuCharme, second by Erickson. Motion Carried.

Submitted by:  
Brooke Teynor  
Secretary