

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 Monday, May 19, 2025, at the public library.
 - **Roll Call**
 - **Present board of trustees:** Linda Munson, Wendy Scherer, Jennifer Miller, Mark Gilberts–County Representative, and Brooke Teynor–School District Representative. **Absent: Jill Doll and Ashley Erickson.**
 - **Motion** by Miller, seconded by Teynor to certify the open meeting law agenda requirements. Roll call was unanimous.
2. **Approval** of April 22, 2025, Library Board Meeting minutes. Motion by Miller and seconded by Scherer. Motion Carried.
3. **Approval** of Monthly Bills. Motioned by Miller and seconded by Teynor. Roll call was unanimous. Motion Carried.
4. **President’s Report**
 - Linda introduced the newest member of the library board, Kurt Smith, to the current library board members present. A big “welcome” to Kurt. Kurt will be replacing board member Nancy DuCharme. Thank you, Nancy, for your years of service on the library board.
 - Linda and Elisabeth discussed an endowment opportunity for the library with the Schlect Family Foundation. The foundation asks that the library raise \$3,750, and the foundation will match that amount. The foundation then invests the money in high–yield accounts. The \$3,750 match is a one–time offer, but the library can deposit more money at any time. The library then gets the funds earned from the investment. The library will have access to these funds at any time. They would like

the library's amount to be raised by the end of June. Jen said she will make a recommendation to the Friends to make a monetary donation to fund this opportunity.

- The remaining debt for the new library has been paid in full.
- The new blinds purchased by the Friends are up in the front windows of the library. Elisabeth purchased a plaque to recognize the donation.
- Linda is looking for suggestions for the landscaping on the South side of the library. The current landscaping isn't working because of the heat, traffic, and salt from winter on that side of the building. Linda is looking for ideas that would use less water and require less maintenance.
- There are several new artists' works being displayed in the library. The group displaying their art is planning on hosting a reception in the next couple of weeks.
- Library Board Meetings have been permanently moved to the third Monday of each month.

5. Director's Report

- Elisabeth pointed out that there are two cells missing data on the library statistics and budget spreadsheet for the month of April. The statistics missing are the Wiscat borrowing and lending numbers. This amount wasn't included due to a system glitch. The numbers will be updated once they are available.
- Elisabeth has been keeping better track of the study and community room usage. The rooms are always very busy. Elisabeth expects even more of an increase in usage once the City Hall meeting space is no longer available. The reservation system for these rooms has encountered very few hiccups.
- Elisabeth discussed the possibility of putting up cameras in the study and community rooms. The reason the library is considering the installation of cameras is that once City Hall's meeting space closes, people will be looking for new spaces to meet. If community members choose the library space to host these meetings, there is a chance the meetings may have to take place after regular library hours, and

Elisabeth will need a way to monitor the library if staffing isn't available. The library is responsible for the cost of the cameras. Elisabeth is open to suggestions on the camera installation and extending library hours to accommodate late meetings.

- The library hosted a Blood Drive.
 - There was a large professional services payment made in April, so the budget amount for April is high.
 - Items ordered for Summer Reading are coming in.
 - Elisabeth went over the planned events for this year's Color Your World Summer Reading program.
 - Summer Reading will run for 6 weeks. Sign-ups start on June 2nd, and the event will end on July 11th.
 - The library will host Summer Reading for adult patrons as well.
 - The library will host a Harry Potter birthday event on July 31st. River Valley Raptors will bring owls to coincide with this event.
 - Elisabeth will have two gift baskets for raffle only this year as a Friends fundraiser, in addition to the gift baskets given away to Summer Reading participants.
 - Decorations for Summer Reading will be going up next week.
 - The 15 bricks purchased in the spring will be installed in front of the library sometime this month.
 - Elisabeth will be attending the Prairie du Chien Senior Night on Wednesday, May 21st, to present scholarships to the library pages.
 - The library will be hosting Cook Book Club on Thursday, May 22nd.
 - Elisabeth updated the internet usage permission slip.
6. *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 Teynor and seconded by Gilberts at 5:50 p.m. Roll call unanimous.
7. Reconvene into OPEN SESSION. Motioned by Gilberts and seconded by Scherer at 6:00 p.m. Roll call unanimous.
8. **Motion** was made by Scherer, seconded by Miller, to give Teresa \$1.00/hour additional pay when Elisabeth is gone for over 40 hours, retroactive to May 1st.

9. **Motion** to adjourn at 6:02 p.m. by Scherer, seconded by Miller. Motion Carried.

Submitted by:
Brooke Teynor
Secretary