

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 4:59 p.m. on Tuesday, November 15, 2022, at the public library.
 - **Roll Call**
 - **Present board of trustees:** Linda Munson, Nancy DuCharme, Ashley Erickson, Mark Gilberts - County Representative, and Brooke Teynor-School District Representative. **Absent Jennifer Miller and Wendy Scherer**
2. **Motion** by Doll, second by Erickson to certify the open meeting law agenda requirements. Roll call was unanimous.
3. **Approval** of October 18, 2022 Library Board Meeting minutes. Motioned by Munson and Second by Doll. Motion Carried.
4. Wendy Scherer arrived at 5:01 pm.
5. **Approval** of Monthly Bills. Motioned by Doll and Second by Erickson. Roll call unanimous. Motion Carried.
6. **President's Report**
 - President Munson requested the input of library board members on having Narcan, and possibly fentanyl testing strips, on hand at the library in case of emergency situations. Training would also be available for library employees.
 - The library would like to add a camera to the front of the library with any extra money in the budget.
 - The next Suicide Awareness Program will be held on December 8th at 5:00 pm.
7. **Director's Report**

- The statistics and budget are still doing well. The library is keeping an eye on the budget to make sure it stays where it should be. The library may be over in some categories, but under in other categories to keep everything balanced.
 - Events are doing well. Two craft nights, a bad art night, and a watercolor event have brought in community members that have never been in the library. They were excited to come back.
 - Added four new computers to the library for staff.
 - The library has brought in two new volunteers but has put a hold on bringing in any more than that for the time being.
 - Both Trick-or-Treat events held at the library were a fun time.
 - Lego Club has been very popular.
 - The programming for the doors got screwed up causing some issues, but everything has been fixed.
 - Partners of Crossing Rivers will be purchasing, and then donating mental health-related books to the library soon. The library and the partners are trying to figure out a good system for labeling so the new titles can be easily found by patrons. The library will put up a display to show the new book offerings before they are shelved.
 - Upcoming events for December include holiday photos and a Beary Christmas Sleepover.
 - The Mike Mezera family is donating a couple more radon testing kits. They are a very popular checkout item. The library currently has a waiting list for these kits.
 - Elizabeth will be gone for a few days at the end of November.
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 Doll and Second by Erickson at 5:33 p.m. Roll call unanimous.
9. Reconvene into OPEN session. Motioned by Scherer and Second by DuCharme at 5:43 p.m. Roll call unanimous.
- Elisabeth was presented with her director review. The review will need to be looked over, and signed by Elisabeth.

- Elisabeth informed the board that she also held reviews for her staff,, and updated the library board about how the reviews went.
- Motion was made by DuCharme and second by Doll to give Library Staff a 3% raise at the beginning of the year. This raise does not include Library Pages. Roll call on this motion was unanimous.

10. Motion to adjourn at 5:55 p.m. by Gilberts, second by Doll. Motion Carried.

Submitted by:

Brooke Teynor

Secretary