

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 5:02 p.m. on Tuesday, November 21, 2023, at the public library.
 - **Roll Call**
 - **Present board of trustees:** Linda Munson, Jill Doll, Wendy Scherer, Ashley Erickson, Mark Gilberts–County Representative, and Brooke Teynor–School District Representative. **Absent: Nancy DuCharme and Jennifer Miller.**
 - **Motion** by Scherer, seconded by Erickson to certify the open meeting law agenda requirements. Roll call was unanimous.
 - Nancy DuCharme arrived at 5:12 p.m.
2. **Approval** of October 17, 2023, Library Board Meeting minutes. Motioned by Teynor and Seconded by Gilberts. Motion Carried.
3. **Approval** of Monthly Bills. Motioned by Doll and Seconded by Scherer. Roll call unanimous. Motion Carried.
4. **President's Report**
 - All of the rooms at the library are being utilized a lot more. Due to the increase in usage, Linda would like input from the board on coming up with and implementing new policies to keep a schedule and updated contacts list for groups that use the rooms regularly. She would also like input for a checklist to make sure the library is kept clean and put back in order after the rooms are used.
 - Linda checked with the board to make sure the December 19th meeting date worked for a majority of members.

5. Director's Report

- Elisabeth has an upcoming budget meeting with Tina at City Hall. The meeting will be to make sure the library is on track for spending.
 - October statistics have done well.
 - The library tried doing an event similar to February's Blind Date With A Book for Halloween. It didn't do as well as the February event.
 - The library hosted a couple of craft nights.
 - Holiday pet pictures are booked pretty solid. Patrons can bring their pets in for photos on Tuesdays and Wednesdays. Wednesdays tend to be the busier night for photos. Families are also welcome.
 - Lego Club has been switched to a Monday night in the Kids' Section. The change has done very well. It was one of the most attended Lego Clubs in a while.
 - Elisabeth is looking for feedback on ideas and dates for the library's 60th anniversary. The first of the two options is December 6th. The library would host a low-key event with simple treats, bookmarks, and some type of photo op. The second option is a January date, with a theme along the lines of "Looking forward, looking back." The library would incorporate looking back on the library's last 60 years and taking a look forward to the future of the library.
 - The January date seems like a better option due to the busy holiday events season.
 - This also gives the library time to possibly have another online store open to the public to order library merchandise.
 - Elisabeth will be gone for a volleyball tournament and vacation over the next couple of weeks.
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 Gilberts and Second by Scherer at 5:24 p.m. Roll call unanimous.
7. Reconvene into OPEN SESSION. Motioned by Erickson and Second by Scherer at 5:43 p.m. Roll call unanimous.

8. **Motion** was made by Gilberts and seconded by Doll to increase Elisabeth's salary to be on line with what other City of Prairie du Chien department heads, with the same level of responsibilities, make per year. This salary increase follows city guidelines and is comparable to the salaries of those in the same position in surrounding cities of similar size. Roll call on this motion was unanimous.
9. Brianna's pay will also see an increase due to the same guidelines.
10. The hourly pay for part-time library employees will increase from \$13.39 to \$13.79. This follows city employee raise guidelines.
11. The pages' pay will increase from \$9.50 to \$10.40. This is also in compliance with city employee raise guidelines.
12. **Motion** to adjourn at 5:56 p.m. by Erickson, second by Doll. Motion Carried.

Submitted by:
Brooke Teynor
Secretary