

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 4:58 p.m. on Tuesday, October 18, 2022, at the public library.
 - **Roll Call**
 - **Present board of trustees:** Linda Munson, Jill Doll, Jennifer Miller Ashley Erickson, Brooke Teynor–School District Representative, Mark Gilberts – County Representative, and Wendy Scherer.
Absent: Nancy DuCharme
2. **Motion** by Doll, second by Gilberts to certify the open meeting law agenda requirements. Roll call was unanimous.
3. **Approval** of September 20, 2022, Library Board Meeting minutes. Motioned by Doll and Second by Miller. Roll call unanimous Motion Carried.
4. Nancy DuCharme arrived at 5:07 pm.
5. **Approval** of Monthly Bills. Motioned by Doll and Second by Erickson. Roll call unanimous. Motion Carried.
6. **President's Report**
 - Elisabeth and Linda sat down together to come up with an updated Director's Position description.
 - A form will be going out to board members soon for Elisabeth's evaluation.
 - Elisabeth will be conducting library employee evaluations as well.
 - A new 70-inch television was donated to the library by the Finn Family.
 - The library would like to add plaques to the donated televisions to recognize all the donors.

- Jen is working on getting leaves on the donor tree up to date. The library would like to get all 2022 leaves added to the tree by January. She is also trying to find out if engraving is included in the cost.

7. **Director's Report**

- Library statistics for the fall have remained steady.
- E-books have been doing very well.
- Library account options are now available. You can now choose to get weekly email updates about your account. These updates can tell you how many books you have out, when they are due, fines, etc.
- The library took advantage of city-wide cleanup. Areas of the library and cupboards have space again now that unnecessary items were gotten rid of.
- Recent author events went well and were fun.
- Author events are on pause for the holiday season. Author visits will resume in the spring. The library has already started reaching out for possible events.
- Upcoming events are Book Club and Bad Art Night.
- The library will host two Halloween events. Downtown Trick-or-Treating on October 29th. The library will also host trick-or-treating on Halloween night.
- ARDC will host a play in the library basement on November 18th.
- Lego Club, Storytime, and Pokemon will start again in November
- Elisabeth has been working with the city on the 2023 library budget. The first meeting with Tina went well.
- Design ideas/contest for the library yard signs will start in February. March to May will be the running time.
- November's meeting will run a little longer due to the closed session, Elisabeth going over staff evaluations, and the approval of the 2023 budget

8. **Motion** to adjourn at 5:37 p.m. by Miller, second by Gilberts. Motion Carried.

Submitted by:

Brooke Teynor

Secretary