

# 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, September 19, 2023, at the public library.
  - **Roll Call**
    - **Present board of trustees:** Linda Munson, Jennifer Millier, Jill Doll, Wendy Scherer, Ashley Erickson, and Brooke Teynor–School District Representative. **Absent: Nancy DuCharme and Mark Gilberts**
    - **Motion** by Doll, second by Miller to certify the open meeting law agenda requirements. Roll call was unanimous.
2. **Approval** of August 15, 2023, Library Board Meeting minutes. Motioned by Doll and Second by Erickson. Motion Carried.
3. **Approval** of Monthly Bills. Motioned by Doll and Second by Miller. Roll call unanimous. Motion Carried.
4. **President’s Report**
  - Linda has asked all library board members to bring a large bag of candy to the October meeting for the library Trick-or-Treating events.
  - The library plans to have a special recognition for the Library Building Committee sometime in mid-November. She is looking for library board input on dates. We will discuss the suggested dates at the next board meeting.
  - The Friends of the Library are looking to recruit new “friends” of all ages. They will be hosting an upcoming event on October 19th to help explain the important role the Friends of the Library plays in helping our library and the reasons why community members should think about becoming a “friend.” This event will include a visit from Katie from By The

Spoonful. Katie will talk about charcuterie boards and attendees will be treated to charcuterie boards. The charcuterie board activities will be followed by a library scavenger hunt.

- Brianna will be updating the Friends of the Library brochures. There will also be additional advertisements to help recruit new members.

#### **5. Director's Report**

- Statistics for August looked pretty good.
- The library study rooms are becoming increasingly popular. There have been days when they are completely full.
- On Mondays, the library is also very full, from the community room to the basement.
- Budget wise everything is looking good. There are a few upcoming payments on contracts. Right now the maintenance and repairs portion of the budget looks low, but it will catch up once those contracts are paid in November.
- The library is getting a new updated phone system. Right now they are in the process of updating the box. This new system should last 5-7 years without being replaced.
- The last event of September is a Make Your Own Stamp and Craft Night on the 28th.
- There will be an October basket giveaway. The basket giveaway will be part of a month-long Who Done It Mystery theme. The more library patrons read the more clues they can collect to figure out the mysteries to earn entries. Elisabeth is hoping this event will help increase October's circulation.
- The library will be hosting the author Shawn McGuire on October 7th.
- A Solar Eclipse event will be held on Saturday, October 14th. Library patrons will be able to pick up their own pair of Solar Eclipse glasses.
- During the dates of October 16th-22nd, the library will be offering middle school-aged students "Science In A Bag" to coincide with the Wisconsin Science Festival.
- October 19th will be the date of the charcuterie board and scavenger hunt event hosted by the Friends of the Library.

- Spooky Storytime will be hosted on October 24th. A local community member will be bringing in a turkey vulture and a small owl for this event.
- Trick-or-Treating at the library will take place on October 31st.
- The library would like to be closed on the Saturdays before Christmas and New Year's Day for just this year.
  - **Motion** was made by Scherer, second by Doll that the library will be closed on December 23rd and 30th of 2023 due to the holidays. Roll call was unanimous.
- The library t-shirt order that was put in with a new company located in Iowa, Epic Wear, should be coming soon. Elisabeth will take into consideration the quality and look of the shirts before the library decides on using them for a bigger fundraiser.
- Elisabeth will be attending some upcoming trainings. Dates to be decided.
- Elisabeth has also started her last library class.

6. **Motion** to adjourn at 5:47 p.m. by Doll, second by Erickson. Motion Carried.

Submitted by:  
Brooke Teynor  
Secretary