

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 20, 2022, at the public library.
 - **Roll Call**
 - **Present board of trustees:** Linda Munson, Jill Doll, Ashley Erickson - City Representative, Brooke Teynor-School District Representative, Nancy DuCharme, and Wendy Scherer. **Absent Jennifer Miller and Mark Gilberts - County Representative.**
2. **Motion** by Doll, second by DuCharme to certify the open meeting law agenda requirements. Roll call was unanimous.
3. **Approval** of August 16, 2022, Library Board Meeting minutes. Motioned by Doll and Second by Scherer. Motion Carried.
4. Jen Miller arrived at 5:09 pm.
5. **Approval** of Monthly Bills. Motioned by Doll and Second by Scherer. Roll call unanimous. Motion Carried.
6. **President's Report**
 - Giving Tree Donation Leaves are added when someone makes a donation to the library in the memory of someone. There have been inquiries about just buying a leaf for the tree or making a purchase of a leaf in honor of someone.
 - Discussed all of the things that the Friends of the Library provide for the library and their upcoming meeting that includes a special event with Dan Moris on October 4, 2022.
 - We need to get the word out about the bricks for the library so the library can get them all sold.

- Library board member nametags are being kept in Elisabeth's office to wear at events they attend.
- Discussed the Community Reader signs cost, ideas on how the library will go about getting them out to patrons, and what time of year to run the promotion of the signs. Possible design contest for the community to design the sign. Other design ideas are also welcome.

7. **Director's Report**

- The budget is doing well.
- Winona Controls just came for preventative maintenance agreement. Things are going well because the library kept up on repairing things that were having issues right away.
- September is library card month. The library would like to work with the schools to promote new sign-ups. The library is giving away a goody bag weekly as a promotion.
- **Motion** was made by Doll and Second by Miller to approve the new library policies on library loan duration and fine fees. Roll call on this motion was unanimous. Motion Carried.
- **Motion** was made by Doll and Second by Scherer to update dates on policies that are in place, but need to be reviewed every five years. This includes holiday closures, library card policy, cell phone policy, emergency and hazardous events policy, cooperation with other libraries policy, and unattended children in the library policy. Roll call on this motion was unanimous. Motion Carried.
- Two author events are coming up on September 22 and 30, 2022.
- Red Cross will be holding a blood drive in the library basement on September 30, 2022.
- Lego night will be restarting.
- Monthly movie night events attendance has varied.
- Storytimes will start again on Fridays in October at 10 am.
- Kindergartners and their 3rd-grade reading buddies will be coming in from the school every 1st and 2nd Friday of the month.
- Elisabeth will be attending the WLA conference in November.
- Next year's library budget will be coming out soon.
- New hires Toni Doll and Beau Finley have started.

- Still waiting for updates on partnering with the hospital.
- Looking for suggestions on ways to help community members that need guidance filling out unemployment documents.

8. **Motion** to adjourn at 5:40 p.m. by Scherer, second by Miller. Motion Carried.

Submitted by:

Brooke Teynor

Secretary