

# 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 Monday, September 15, 2025, at the public library.
  - **Roll Call**
    - **Present board of trustees:** Linda Munson, Kurt Smith, Ashley Erickson, Mark Gilberts–County Representative, and Brooke Teynor–School District Representative. **Absent:** Jill Doll, Jennifer Miller, and Wendy Scherer.
    - **Motion** by Erickson, seconded by Smith to certify the open meeting law agenda requirements. Roll call was unanimous.
    - Wendy Scherer arrived at 5:05 p.m.
2. **Approval** of August 18, 2025, Library Board Meeting minutes. Motion by Gilberts and seconded by Teynor. Motion Carried.
3. **Approval** of Monthly Bills. Motioned by Erickson and seconded by Smith. Roll call was unanimous. Motion Carried.
4. **President’s Report**
  - Linda went over chapters 3 and 4 of the Trustee Essentials Training with the board.
  - The library board members present took a group photo.
  - The library is looking for volunteers to help lay the bricks in front of the library.
  - Leo brought in samples and is now in the process of starting the vinyl repair. “Thank you” to the Friends of the Library for paying for the repairs.
  - The Friends of the Library will be hosting a cheesecake demonstration at their October 16th meeting. This meeting will be open to the members

of the Friends and the members of the library board. Library board members should expect an invitation soon.

- Linda asked the library board members to bring in suckers this year for Halloween.

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

- Library statistics are still doing well.
  - The study rooms have been very busy. Due to this, Elisabeth had to put a reservation system in place.
  - The availability of the Community Room is more open.
  - The Prairie du Chien Memorial Library is now an officially registered Monarch Butterfly Habitat.
  - Elisabeth spoke with the board about strategic planning. The system suggested that Elisabeth start with a facility maintenance plan. Elisabeth will start rolling this out at the beginning of the new year since the library is going into budget season at this time.
  - Elisabeth is in the process of updating the contact information in the Operations and Maintenance guide so the correct contacts are listed in the event of an emergency.
  - The library store should be up and running soon. The store will include t-shirts, sweatshirts, and book bags.
  - Elisabeth ran circulation stats to present to the board. The numbers presented explain why the library makes the purchases they do.
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 Teynor and seconded by Smith at 5:25 p.m. Roll call unanimous.
  7. Reconvene into OPEN SESSION. Motioned by Gilberts and seconded by Teynor at 5:33 p.m. Roll call unanimous.
  8. **Motion** was made by Scherer, seconded by Gilberts to give Teresa Champion a \$0.50 per hour increase based on her six-month review. Roll call on this motion was unanimous.
  9. **Motion** to adjourn at 5:40 p.m. by Gilberts, seconded by Smith. Motion Carried.

Submitted by:  
Brooke Teynor  
Secretary