

**PRAIRIE DU CHIEN MEMORIAL LIBRARY BOARD OF TRUSTEES
JULY 16, 2013 MEETING MINUTES**

The monthly meeting of the Prairie du Chien Memorial Library Board of Trustees was held on Tuesday, July 16, 2013 in the Wisconsin Room of the library. President Linda Munson called the meeting to order at 5:30 pm.

1. Roll Call. In attendance – Board trustees Kersten Rocksvold, Linda Munson, Mary Ann Stemper, Kristine Henna, Layne David, and Debbie Mara and Library Director Nancy Ashmore and City Planner Garth Fable. Absent were Norb Aschom and Drew Johnson. **Motion by** Mary Ann Stemper, **second by** Kersten Rocksvold to certify the open meeting law agenda requirements were met. **Roll Call Vote carried unanimously.**
2. **Motion by** Kristine Henna, **second by** Mary Ann Stemper to approve the June 18, 2013 board minutes. **Motion carried.**
3. **Motion by** Mary Ann Stemper, **second by** Debbie Mara to approve the monthly bills as presented. **Roll Call Vote carried unanimously.**
4. President's Report.
Library RFP. The Selection Committee recommended that the Board of Trustees execute a contract with Cameron Aslaksen for an amount not to exceed \$14,700 (\$12,700 plus reimbursable expenses of no more than \$2,000) to complete the space needs assessment with all work to be completed and the findings reported to the Board of Trustees no later than November 1, 2013. **Motion by** Mary Ann Stemper, **second by** Kristine Henna to accept the Selection Committee's recommendation. **Roll Call Vote carried unanimously.** Once the contract is signed, a copy of it will be placed on the library's website. President Linda Munson will be contacting those companies who were not selected to thank them for their time.
5. Policy and By-Law Review. The board discussed the bylaws of the Wachute Memorial Library Board of Trustees, but no action was taken.
6. Library Director's Report.
 - Summer Reading Program. Our numbers are up this year – 116 children and 28 teenagers are participating.
 - Staff evaluations have been completed.
 - Our website designer will be making some changes to our new website (www.pdcpubliclibrary.org), including separate web pages for children and teens.
 - We have 2 teen volunteers and 2-3 adult volunteers helping at the library. Volunteers read shelves (put books in correct order), mend books, add spine labels and jackets to new books, etc. Anyone interested in volunteering should contact Library Director Nancy Ashmore.
 - An Autism program will be presented for parents, friends, and caregivers of people with autism next Monday evening at 6:30 at City Hall.
 - The preliminary budget for 2014 was shown to the board. We will discuss in more detail at our August meeting.
 - Our 50th anniversary celebration of being in our current building will be held on September 7.

7. Friends of the Library meeting will be held after tonight's board meeting. This meeting is open to the public. The Friends support the growth of library services and aid in the promotion of the library.
8. Acknowledgements. **Motion by** Mary Ann Stemper, **second by** Kersten Rocksvold to regretfully accept the resignation of Library Trustee Kristine Henna. **Motion carried.** Kristine has been serving on the library board of trustees for over 2 years. She and her husband will be relocating. The board also wants to share their appreciation of the entire library staff for the wonderful summer reading program that will soon be ending for another year. Numbers are up, and their efforts are much appreciated!
9. **Motion by** Mary Ann Stemper, **second by** Layne David to adjourn at 6:30 pm. **Motion carried.** Our next board meeting will be held Tuesday, August 20 at 5:30 pm.

Respectfully submitted,
Debbie Mara, Secretary