

**PRAIRIE DU CHIEN MEMORIAL LIBRARY BOARD OF TRUSTEES
AUGUST 20, 2013 MEETING MINUTES**

The monthly meeting of the Prairie du Chien Memorial Library Board of Trustees was held on Tuesday, August 20, 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, Layne David, Norb Aschom and Debbie Mara. Absent due to illness was Library Director Nancy Ashmore. Drew Johnson joined the meeting at 5:40. **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** Mary Ann Stemper, **second by** Layne David to approve the July 16, 2013 board minutes. **Motion carried.**
3. **Motion by** Mary Ann Stemper, **second by** Layne David to approve the monthly bills with 2 changes. We will table the bill from Prairie Ready Mix pending discussion with the parks department – we feel the bill should be split between the library and the parks department. Also, there are 3 more bills...Amazon, Bank Americard, and Wal-Mart, that the board approves paying, with the amount not to exceed \$1500. **Roll Call Vote carried unanimously.**
4. President's Report.
 - Library RFP Progress. A meeting with Cameron Aslaksen will be held Wednesday, August 21, at 6:30 in the evening at City Hall. This meeting is about remodeling or expanding our library, and is open to the public.
 - The War of 1812 Re-enactment will take place on July 14 next year. Mary Antoine will speak to the library board in the near future about this event.
 - The library has been located in our current building for 50 years. On Saturday, September 7 from 1-4 pm there will be a celebration on the Library lawn...music of the 60's with Board Member Norb Aschom as DJ, root beer floats, kids' games, and a 60's fashion show.
 - Linda will talk to the Courier Press about updating the meeting notice in the newspaper. It contains outdated information.
5. Budget.

A budget committee was appointed by Board President Linda Munson. Members include Kersten Rocksvold, Debbie Mara, and Linda Munson. They will be helping Library Director Nancy Ashmore with the 2014 budget.
6. Technology Contract.

Motion by Drew Johnson, **second by** Layne David to approve the Technology Services Agreement between the Prairie du Chien Memorial Library and Southwest Wisconsin Library System for the 2014 calendar year in the amount of \$2,272.06. **Roll call vote carried unanimously.**
7. Policy and By-Law Review.

This item was tabled by the board until Nancy is back. Mary Ann volunteered to look at sample board bylaws provided by the WI Department of Public Instruction and rewrite the library's board bylaws.

8. Library Director's Report. (given by Linda Munson in Nancy's absence)
 - Fancy Nancy Party
 - Stuffed Animal Sleepover
 - Nancy would like to take vacation in September.
 - SWAL Conference will be held on October 3 this year. More info in September.
 - WLA Conference will be held October 23-25 in Green Bay.

9. Request to close library on 2 dates.
 - Close the library all day on Wednesday, September 25 so staff can attend an educational workshop entitled "Can I Give You the Kitchen Sink?" at SWLS.
 - Close the library for part of the day on Thursday, October 3 for staff to attend the SWAL Conference for training.

Motion by Mary Ann Stemper, **second by** Drew Johnson to approve closing the library on both of the above listed dates. **Motion carried.**

10. Acknowledgements. The board also wants to announce that on August 29, Ruth Check Gates will have completed 2 years of employment at our library. Her efforts are much appreciated!

11. **Motion by** Mary Ann Stemper, **second by** Kersten Rocksvold to adjourn at 6:05 pm. **Motion carried.** Our next board meeting will be held Tuesday, September 17 at 5:30 pm.

Respectfully submitted,
Debbie Mara, Secretary