

**PRAIRIE DU CHIEN MEMORIAL LIBRARY BOARD OF TRUSTEES
OCTOBER 15, 2013 MEETING MINUTES**

The monthly meeting of the Prairie du Chien Memorial Library Board of Trustees was held on Tuesday, October 15, 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 Linda Munson, Debbie Mara, Mary Ann Stemper, Kersten Rocksvold, Norb Aschom, Brenda Anderson, and Layne David and Library Director Nancy Ashmore. Drew Johnson arrived at 5:40.
2. **Motion by** Mary Ann Stemper, **second by** Kersten Rocksvold to certify the open meeting law agenda requirements were met. **Roll Call Vote carried unanimously.**
3. Library RFP Progress. David Cameron and Patrick Cleary from Cameron Aslaksen gave us a progress report on our library remodeling/expansion plan. Our existing library facility is 5,812 square feet (including basement storage and mechanical). The preliminary Space Needs Assessment numbers are showing a need for an additional 5,000 – 7,000 square feet of space to meet current and future program needs. No action taken at this time – informational only. There will be a Special Library Board meeting on November 4 to go over their completed Comprehensive Space Needs Assessment, and a meeting for the public on November 12.
4. Overdues Policy and Procedure. The board reviewed our Overdues Policy and Procedure for clarity, as a patron was confused by our current policy. Several phrases were added to make it clearer that once a payment for a lost item has been made, no refunds will be given if the patron finds the lost item. This is because a replacement will already have been purchased and processed. Instead, the patron will be instructed to keep the item. **Motion by** Debbie Mara, **second by** Drew Johnson to accept the amended Overdues Policy and Procedure. **Motion carried.**
5. **Motion by** Drew Johnson, **second by** Kersten Rocksvold to approve the September 17, 2013 board minutes. **Motion carried.**
6. **Motion by** Mary Ann Stemper, **second by** Brenda Anderson to approve the monthly bills as presented, with one addition. The board agreed to pay an additional fee of \$750 to Cameron Aslaksen to complete Concept Design options to expand at our current location (a sketch showing basic blocks of spaces in conjunction with the existing building footprint as well as showing the maximum allowable onsite parking that can be accommodated). **Roll Call Vote carried unanimously.**
7. Building Committee Report. We have decided to delay any masonry repairs until we hear the completed site review and plan for the future expansion. At that time, we will come up with a timeline for any necessary repairs.
8. Bylaw Review. Tabled until our January board meeting.

9. Budget. Nancy will be meeting with City Administrator Aaron Kramer on Monday to begin budget discussions.
10. Library Director's Report.
 - No staff meeting this month, because staff attended the Southwest Wisconsin Library Association's annual conference on October 3.
 - The library will be purchasing a new router for the patrons' computers in November. This will cost \$1500, and is through the Southwest Wisconsin Library System.
 - Nancy will be attending the Wisconsin Library Association Conference in Green Bay October 23-25.
 - The library is going to have our first "brown bag" lunch event on Tuesday, October 22. Author Nancy Scheibe began a journey kayaking down the Mississippi River from the headwaters to the Gulf of Mexico at age 50. Along the way she interviewed older women. In her books Nancy shares an outstanding and diverse collection of heartwarming, challenging and inspiring stories. Nancy and her fellow paddlers found new ways to appreciate the Great Mississippi and the people who live with it, and also confirmed that everyday people can make dreams come true. Bring your lunch and come to City Hall at noon on October 22 for a great experience. The Library will supply water and cookies.
11. Acknowledgments. The library board enjoyed a very good dinner at the Annual Chamber of Commerce Dinner on September 24. We were honored with a plaque for being in our current building 50 years. Also, the Friends of the Library reimbursed the library account the \$723 for our new PA system. Last but not least, welcome to our new library board trustee, Brenda Anderson!
12. **Motion by** Kersten Rocksvold, **second by** Drew Johnson to adjourn at 6:40 pm. Motion carried. Our next board meeting will be a special meeting held Monday, November 4 at 6:30 pm. That will be followed on November 12 with a meeting for the public to share our completed Comprehensive Space Needs Assessment and Concept Design.

Respectfully submitted,
Debbie Mara, Secretary