

**JOINT MEETING OF THE
PRAIRIE DU CHIEN MEMORIAL LIBRARY BOARD OF TRUSTEES
AND THE STEERING COMMITTEE
NOVEMBER 4, 2013 MEETING MINUTES**

A special joint meeting of the Prairie du Chien Memorial Library Board of Trustees and the Steering Committee was held on Monday, November 4, 2013 in Conference Room #2 of City Hall. Library Board President Linda Munson called the meeting to order at 6:30 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 was absent. Steering Committee members Kurt Smith, Angela Yender, and Terry Meyer. Members Jean Titlbach, Aaron Kramer, and Garth Frable were absent.
2. **Motion by** Mary Ann Stemper, **second by** Brenda Anderson 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 presented their completed Space Needs Assessment and Library Needs Assessment report. Our existing library facility is 5,812 square feet (including basement storage and mechanical). The completed Space Needs Assessment shows a need for an additional 6,188 square feet of space to meet current and future program needs. No action taken at this time – informational only. There will be a meeting in the future to share this report with the public. No date set. The library board will discuss this report at our regularly scheduled November 19 board meeting.
4. **Motion by** Brenda Anderson, **second by** Layne David to adjourn at 8:30 pm.

Respectfully submitted,
Debbie Mara, Secretary