

**PRAIRIE DU CHIEN MEMORIAL LIBRARY BOARD OF TRUSTEES
NOVEMBER 19, 2013 MEETING MINUTES**

The monthly meeting of the Prairie du Chien Memorial Library Board of Trustees was held on Tuesday, November 19, 2013 in the Wisconsin Room of the library. President Linda Munson called the meeting to order at 5:15 pm.

1. Roll Call. In attendance – Board trustees Linda Munson, Mary Ann Stemper, Kersten Rocksvold, Norb Aschom, Brenda Anderson, Drew Johnson, and Layne David and Library Director Nancy Ashmore. Debbie Mara arrived at 5:17. Guests attending were City Administrator Aaron Kramer, City Planner Garth Fable, and City Mayor Dave Hemmer.
2. **Motion by** Mary Ann Stemper, **second by** Drew Johnson to certify the open meeting law agenda requirements were met. **Roll Call Vote carried unanimously.**
3. Discussion of Library Expansion. City Administrator Aaron Kramer provided a rough timetable for the financing of a possible expansion/renovation of the existing library. This timetable is dependent on a number of factors, including the success of the fundraising campaign by the Library. City Planner Garth Fable provided information on several grants that might be available for this project. Informational only, no action taken.
4. **Motion by** Norb Aschom, **second by** Layne David to approve the October 15, 2013 board minutes and the November 4, 2013 minutes of the joint meeting of the library board and the steering committee. **Motion carried.**
5. **Motion by** Mary Ann Stemper, **second by** Kersten Rocksvold to approve the monthly bills as presented. **Roll Call Vote carried unanimously.**
6. President's Report. Our existing library facility is 5,812 square feet (including basement storage and mechanical). The Space Needs Assessment shows a need for an additional 6,188 square feet of space to meet current and future program needs. Cameron Aslaksen Architects had provided 4 possible "footprints" of how this could be accomplished on our existing site. One option was ruled out because it was a two-story addition and would require a lift between floors. It would also be difficult for staff to monitor the 2nd level. Another option was ruled out because the fountain was in an enclosed courtyard. This again would interfere with staff's line of vision. **Motion by** Debbie Mara, **second by** Mary Ann Stemper to move forward with the expansion of our library on the existing site following Site Concept A, with minor variations and diagonal parking on South Wacouta Avenue and the alley as well. **Motion carried.**
7. Building Committee Report. We have enough money left in the 2013 budget to hire a structural engineer to evaluate how to repair the exterior foundation. The work will be done next spring/summer, because it is something that should not wait for the expansion project. **Motion by** Drew Johnson, **second by** Kersten Rocksvold to get bids from several structural engineers and to give authority to Library Board President Linda Munson and Library Director Nancy Ashmore to award the bid. **Roll call vote carried unanimously.**

8. Budget. Library funding comes from the City of Prairie du Chien, Crawford County, and fines & fees. No money from the state funds our library. The budget proposal provides for a 2% raise for all library staff. **Motion by** Mary Ann Stemper, **second by** Drew Johnson to approve the 2014 library budget. **Roll call vote carried unanimously.**
9. Library Director's Report.
- Tara Gramlich completed an online course in Children's Literature.
 - Nancy will contact Roger Dyer regarding the library's phone system.
 - The library will be purchasing a new router for the patrons' computers the end of November. This will cost \$1500, and is through the Southwest Wisconsin Library System.
 - A movie program was held on Halloween night. Turnout was not good. In the future, will try to schedule for Fridays or Saturdays after normal library hours.
 - Meet the Author session with Peggy Hale was well attended.
 - Lego Club is very well attended and lots of fun. Thanks to our patrons for their donations of gently used Legos!
 - Nancy will be meeting with high school teachers regarding cooperation between the school and the library.
10. **Motion by** Drew Johnson, **second by** Kersten Rocksvold to adjourn at 6:30 pm.
Motion carried. Our next board meeting will be Tuesday, December 10 at 5:30 pm. This is a week earlier than our normally scheduled 3rd Tuesday meeting, because of the holidays.

Respectfully submitted,
Debbie Mara, Secretary