

**PRAIRIE DU CHIEN MEMORIAL LIBRARY BOARD OF TRUSTEES  
DECEMBER 10, 2013 MEETING MINUTES**

The monthly meeting of the Prairie du Chien Memorial Library Board of Trustees was held on Tuesday, December 10, 2013 in the Wisconsin Room of the library. Library Board 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, Brenda Anderson, Drew Johnson and Layne David and Library Director Nancy Ashmore. Norb Aschom arrived at 5:40 pm.
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 Expansion Progress. David Cameron and Patrick Cleary from Cameron Aslaksen were there to discuss wrapping up the first phase of the library expansion project. They will add names of the committee members interviewed for the Space Needs Assessment to the final copy of the Library Assessment Report. They will also add 5 reasons for staying at our current location to this final copy. Also discussed was a 1-page (front and back) marketing brochure to be distributed to the public. They will have this finalized and to Library Board President Linda Munson by next Tuesday, December 17. **Motion by** Drew Johnson, **second by** Mary Ann Stemper to approve this work to complete the first phase of our library expansion project. **Motion carried.**
4. Concept Design Agreement with Cameron Aslaksen. David Cameron and Patrick Cleary presented their proposal for the second phase of our library expansion project. The second phase includes full concept design. **Motion by** Drew Johnson, **second by** Brenda Anderson to approve Library Board President Linda Munson signing this agreement one week from today providing no board members have any concerns. **Motion carried.**
5. **Motion by** Kersten Rocksvold, **second by** Layne David to approve the November 19, 2013 board minutes. **Motion carried.**
6. **Motion by** Mary Ann Stemper, **second by** Debbie Mara to approve the monthly bills as presented. **Roll Call Vote carried unanimously.**
7. There is still money left in the 2013 budget. Library Director Nancy Ashmore plans to spend this money on a structural engineer's report on how to repair the exterior foundation, completing carpet installation in the children's area, replacing some children's seating, one row of metal shelving, and possibly part of the new agreement with Cameron Aslaksen. Informational only – no action taken.
8. Library Equipment Checkout Policy. **Motion by** Debbie Mara, **second by** Layne David to approve the Library Equipment Checkout Policy. This pertains to the portable PA system and a close range projector for a laptop. These items are only available for

checkout for group activities, with preference given to educational and non-profit groups. **Motion carried.**

9. Library Director's Report. Overdrive usage has more than doubled this year. DVD checkouts are down. Staff member Elisabeth Byers will be making sure the library website and Facebook page are up-to-date.

10. Motion by Drew Johnson, second by Kersten Rocksvold to adjourn at 6:40 pm. Motion carried. Our next board meeting will be Tuesday, January 21 at 5:30 pm.

Respectfully submitted,  
Debbie Mara, Secretary