

**PRAIRIE DU CHIEN MEMORIAL LIBRARY BOARD OF TRUSTEES  
JANUARY 21, 2014 MEETING MINUTES**

The monthly meeting of the Prairie du Chien Memorial Library Board of Trustees was held on Tuesday, January 21, 2014 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, Norb Aschom, Brenda Anderson, and Layne David and Library Director Nancy Ashmore. Drew Johnson arrived at 5:40 pm.
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. **Motion by** Norb Aschom, **second by** Kersten Rocksvold to approve the December 10, 2013 board minutes. **Motion carried.**
4. **Motion by** Mary Ann Stemper, **second by** Kersten Rocksvold to approve the monthly bills as presented. **Roll Call Vote carried unanimously.**
5. President's Report.  
The Steering Committee's Kick-off Meeting on Concept Design was held on January 7. They discussed design styles, materials, and initial budget impacts for different systems for our library expansion project. They will meet again on February 18 to continue discussions.

The Prairie du Chien Historical Society, the Villa Louis, Fort Crawford, and our library are planning activities to celebrate the 200<sup>th</sup> anniversary of the Battle of Prairie du Chien in 2014. (This was part of the War of 1812). This will be a year-long celebration, with most of the activities happening in July. Fort Crawford Museum has a cannon, there will be a dance at the Villa Louis, some type of book discussion at the library, and the local Boy Scouts and Cub Scouts will be planning their annual Day Camp around the theme of the War of 1812. Any other organizations wishing to participate are more than welcome.

We have received our structural engineer's report on how to repair the exterior foundation. Structural Integrity of Middleton, WI recommended a temporary solution that will protect the steel until the column can be enclosed in interior spaces as part of our library expansion project. Other repairs can wait until the new addition is constructed. **Motion by** Mary Ann Stemper, **second by** Layne David to receipt in this structural engineer's report. **Motion carried.**

6. Library Director's Report.

Our statistics for 2013 show a 2.76% increase in circulation from 2012. Overdrive downloadable materials are more than double last year's total. And 42.93% of all checkouts for 2013 were juvenile or young adult materials.

Nancy is looking into a way to label the high school level "Reading Counts" books to make them easier for the high school students to identify.

Ruth Check-Gates is taking the online course "Basics of Library Instruction". Her reading materials from the course are being shared with the other library staff as well, so all 4 staff members are receiving the training for the cost of one.

The library has purchased a US Cellular phone to call out on when informing patrons that their interlibrary loan books have arrived. This will help to free up the library's regular land line for patrons calling the library.

Our library needs to prepare for the digitization of microfilm files to digital PDF files. Technology is changing. It won't be long before the microfilm machines are extinct. We would need to hire a company to do this for us. One estimate was for \$20,000 to do all of the digitization at once. We will probably do it in small increments as we can afford to, but need to start this year.

Nancy and Tara Gramlich will attend Library Legislative Day in Madison on February 11.

Donations were made by Prairie Industries and Hardees for this year's Summer Reading Program. Thanks to both local businesses!

7. Motion by Mary Ann Stemper, second by Kersten Rocksvold to adjourn at 6:30 pm. Motion carried. Our next board meeting will be Tuesday, February 18 at 5:30 pm.

Respectfully submitted,  
Debbie Mara, Secretary