

Minutes of Prairie du Chien Memorial Library Board of Trustees Meeting

President Linda Munson called the September 15, 2015 meeting of the Prairie du Chien Memorial Library Board of Trustees to order at 5:30.

1. **Roll Call** Present: Linda Munson, Mary Ann Stemper, Layne David, Brenda Anderson Norb Aschom and Jill Doll. Absent were Drew Johnson and Kersten Rocksvold. Anderson left at 6:15
2. **Motion** by Anderson second by Doll to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Doll second by David to approve the minutes of the August 18, 2015 meeting and the minutes of the August 31 Executive Committee meeting . Motion carried.
4. **Motion** by Doll second by Anderson to approve the monthly bills as recommended by the finance committee. Roll call vote was unanimous.
5. **President's Report**
 - The board saw the five minute promotional video entitle Ready, Set, Grow and received a campaign folder with the brochure also Ready, Set, Grow.
 - Contacts have been made with donors for fundraising for the renovation. More will continue.
 - Positive feedback on the FEMA grant was reported; it has passed at state level and moves on to the federal level.
 - The city is applying for grants for the library renovation from MGE Foundation, BNSF Railroad Foundation, Otto Bremer Foundation, Woodward Foundation, Grainger Foundation, Burmester Charitable Foundation.
6. **Budget Update**

The board received an amended budget for 2015 and expects to work on a budget for 2016 in November.
7. **Page Policy Motion** by Stemper, second by David to pass the Senior and Young Adult Page Policies. Motion carried **Motion** by Stemper second by Munson to hire one more page. Motion carried
8. **Motion** to enter closed session per state Statue 19.85 (1) (c) (d). Motion by Aschom second by Doll . Roll call vote was unanimous **Motion** to reconvene in open session by Aschom second by David. Roll Call vote unanimous.

Summer Reading Program

The board discussed the summer reading program and asked for numbers and a statement of how much it cost. A preliminary figure around \$2300 was given. No number of participants was given. Both will be provided in October.

It came to attention of the board that Elizabeth Byers had not received the additional pay they had authorized in May. **Motion** by Stemper second by Doll to pay Elizabeth

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Byers \$1 more per hour for the time she was involved with the summer reading program; from April through the second week in August.

Motion by Doll second by David that a successful reading program like the one we had in 2015 is a priority of the board; with that in mind, the board wants set in place, procedures, policies and resources to ensure the program is successful every year.

Motion carried.

The president asked Mary Ann Stemper to conduct an exit interview with Elizabeth Byers about the Summer Reading Program. Board members were encouraged to suggest questions for Elizabeth.

9. **Director's Report**

- The staff had very little to say about the summer reading program.
- The statistics for August were down some.
- Catalog computers had to be moved so they were visible to the staff at the desk.
- The director attended the opening of the renovated Lancaster Library September 12
- Director asked to close the Library October 9 so the staff could attend the SWAL Conference

Motion by Stemper second by David to close the library Friday October 9 so the staff can attend the SWAL conference with the public to be notified in a timely manner using various media.

10. **October agenda items**

- Summer Reading Final Report including itemized list of costs and numbers of participants
- Preliminary Budget Information
- Update on Strategic Planning Committee

11. **Motion** to adjourn at 6:45 by Doll second by Rocksvold. Motion carried.

Submitted by Mary Ann Stemper
Secretary