

## **Minutes of Prairie du Chien Memorial Library Board of Trustees Meeting**

President Linda Munson called the May 17, 2016 monthly meeting of the Prairie du Chien Memorial Library Board of Trustees to order at 5:35.

1. **Roll Call** Present: Linda Munson, Mary Ann Stemper, Brenda Anderson, Norb Aschom and Kersten Rocksvold. Absent Drew Johnson, Jill Doll and Layne David .
2. **Motion** by Anderson, second by Rocksvold to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Aschom second by Rocksvold to approve April 19 board minutes. Motion carried.
4. **Motion** by Anderson second by Munson to approve the monthly bills as recommended by the finance committee. Roll call vote was unanimous.
5. **FEMA grant**  
Garth Frable presented information about the FEMA grant which was approved for about \$263, 000 to fund a safe room in a basement addition. It would be an 1,800 square foot room in a 5,000 square foot basement space. **Motion** by Aschom second by Anderson to recommend to the city council to accept the grant. **Roll call.** Voting yes Munson, Anderson, Aschom, Rocksvold. Voting no was Stemper who did not object to the project but did not wish to vote on the grant until estimates of the library's additional cost for an added basement were available. They should be available for the June 7 meeting of the city council.
6. **President's Report**
  - Munson asked the board members to put July 24 on their calendars and to show up to help with the Family Mardi Gras event from 1:00- 4:00.
7. **First Merit Account**  
**Motion** by Stemper second by Anderson to move the library's First Merit account to Anchor Bank.
8. **Building Committee Report**  
A problem with the south library exit was being addressed by a locksmith. The lock, original with the building, was just worn.
9. **Take the Library Challenge Report**  
Stemper and Munson reported on the *Taking the Library Challenge* a monthly gathering of people who like to read and talk about books. It's been very popular with a dozen or so people which is about what the room can accommodate. People seem to like the informality of the format. In the fall, it may be expanded to another night and another group. It takes very little effort or staff time.
10. **Summer Reading Update**  
The director gave the board the schedule for the summer reading program from June 14- July 22 with registration to start June 7<sup>th</sup> and the end of the Summer Reading party to be held in conjunction with the Family Mardi Gras Event on July 24.

11. **Report on Staff Evaluations**

The director reported on the staff evaluation process and presented three of the four employees completed evaluations. The board was invited to look at them.

12. **Action on Director's Salary Adjustment**

**Motion** by Munson second by Stemper to increase the director's salary \$.30 hour retroactive to January 2016. Roll call vote was unanimous.

13. **Director's Report**

- Staff meeting was consumed by discussion of summer reading program and each staff member's role in it.
- The statistics have trended down all year which in line with what other SWLS libraries are experiencing. In the first quarter, there were 1,796 Overdrive, or eBook checkouts which is about 500 more than the same period last year. It was noted that The Prairie du Chien Library consistently send more loaned books out than it receives from other libraries. This library is one with a larger collection.
- The staff is troubleshooting an Autographics problem that has caused some errors in check outs.
- The staff took a class in Google Apps and will eventually use the program for storing documents and sharing files.
- The Library System is looking at Boopsie for Libraries an app that allows those using mobile devices to connect more easily with the libraries resources. Part of the cost would be picked up the systems and part by the individual libraries.

14. **Election of officer**

**Motion** by Anderson, second by Aschom to elect the following officers, Linda Munson, President, Mary Ann Stemper Vice President, Brenda Anderson, Secretary and Jill Doll Treasurer. Motion carried.

15. **Motion** to adjourn at 6:55 by Stemper second by Aschom. Motion carried.

Submitted by Mary Ann Stemper  
Secretary