

**Minutes of the Prairie du Chien Memorial
Library Board of Trustees – October 17, 2011**

The meeting of the Prairie du Chien Memorial Library Board of Trustees was called to order at 5:00 PM on Monday, October 17, 2011 in the Wisconsin Room of the Memorial Library. President Stemper relinquished the chair to Mara.

1. **Roll call** – Rocksvold absent. (School Superintendent, Drew Johnson is filling school district vacancy until an appointment can be made to replace Nancy Trautsch) – No public members present.
2. Motion by Stemper, seconded by Munson to certify the **open meeting law agenda requirements** were met – Roll Call – carried.
3. Motion by Davis, seconded by Henna to approve the **minutes** of September 19, 2011 – Voice vote – carried. ***Johnson present at 5:03 PM**
4. Motion by Stemper, seconded by Davis to approve the **monthly bills** as presented – Roll call – carried.
5. **President's Report-**
 - **Historic signage** – The Design & Preservation Committee is reviewing a historic sign for the Library. It will be the prototype for future historic signs in the City. The Main Street program will provide a sketch for free, once the design has been worked out. Currently there are no cost estimates for the sign. No action.
6. **Building Committee** – No report this month.
7. **Strategic Planning Committee** – Nancy reported that the Committee met with Jane Schaff and were discussing how to proceed with the process. Nancy believes we should move forward and simplify the process. The Committee wants to make sure we get out of the process good information on what the stake holders believe we need to be doing now and in the future. The group will meet with Jane again. No action.
8. **Budget Information** – City Administrator Kramer gave the Board an update on where the Library stands in the 2012 budget preparations. It appears that if nothing changes drastically, the Library budget as whole will be reduced by \$3,500 from the amended 2011 budget, or \$19,000 from the original 2011 budget. The Director is concerned about reductions in the County contribution, our largest revenue, particularly in 2013 and beyond.
9. Motion by Johnson, seconded by Munson to **approve the contract with the Southwest Library System** – Roll call – carried.
10. Motion by Stemper, seconded by Henna to **approve the volunteer policy** for the Library – Voice Vote – carried.

11. **Library Director's Report** –

Staff meeting - Discussed volunteer policy and the implementation of the new laws as it pertains to staff.

Statistics – Director stated that DVD's were again down, but books were holding their own and normal for this time of year.

Computer/Tech. – Overall things are going good. A new copier maybe in the works, Johnson suggested the Library look at the School's lease to get a better deal.

12. Motion by Koch, seconded by Stemper to convene in **Closed session**- Roll call- Carried.

13. Motion by Koch, seconded by Davis to reconvene into **Open session**- Roll call – Carried.

14. Motion made by Mara, seconded by Koch to approve the Director's 2012 goals – Voice vote – carried.

15. Motion made by Stemper, seconded by Koch to approve the early closure of the Library on October 20th for staff to attend SWAL Conference – Voice vote – carried.

16. **Book Houses** – The Prison would like to construct 'book houses' that house donated books for anyone to pick up and read. The Board discussed possible locations and our involvement in the project. No action taken.

17. Motion made by Henna, seconded by Johnson to **adjourn** at 6:27 PM - Voice vote – Carried.

Respectfully submitted,

Gary Koch, Secretary