



OFFICE OF THE CITY CLERK

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**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
THURSDAY, APRIL 8, 2010
5:00 PM
CONFERENCE ROOM**

1. Call to Order, Roll Call
 - Monika Van Rossum called the meeting to order at 5:05 pm.
 - Board Members Present: Susan Young, Don Hooser, Christine Fugelseth, Patricia Harrington, Monika Van Rossum, Anne Kienitz.
 - Absent: Rodney Weber, Barbara Reindl, Rebecca Renk.
 - Tracy Herold, Ryan Hellenbrand.
2. Approval of minutes from March 11, 2010 meeting
 - Motion: to approve the March 11, 2010 minutes.
 - Harrington (1); Fugelseth (2); motion passed unanimously.
3. Business of Board President
 - Motion: to move up in the agenda before bills presented for payment.
 - Young (1); Harrington (2); motion passed unanimously.
 - Motion: table personnel committee appointments till the May board meeting.
 - Kienitz (1); Fugelseth (2); motion passed unanimously.
 - The Volunteer Awards will be held next Friday, April 16th.
4. Bills presented for payment (To Be Distributed)
 - Motion: to approve payment of bills.
 - Harrington (1); Hooser (2); motion passed unanimously.
5. Citizen Appearances/Public Comment
 - None
6. Staff Reports
 - Circulation statistics are up by 5% y-t-d.
 - UMS shows a good return early this year with many patrons paying off their fines.
 - Chamber members attended a library program earlier today. They were provided with information on the library's databases, friends and foundation information and the advocacy sheet that was presented to the board last month.
 - The deadline for the National Endowment for the Humanities grant is due on May 5th. Tracy is involved in the process.
 - The library will be participating in the Park Crawl on September 19th.
 - Book'n It planning is underway; Demco is a \$1000 sponsor. We will be soliciting other businesses soon.
 - Library cleaning proposals have been received with very competitive prices. The library might be able to save money on cleaning services.

-The library's security video recorder and multiplexer will need to be completely replaced. The new recordings will be completely digital.

7. Committee Reports

a. Finance Committee

-Audit with Renee Meinholz went smoothly. Problems with the quarterly fees were addressed.

b. Policy Committee

-Checking into to the purchasing policy. Most libraries use their town's policy. The board needs to decide whether we need to adopt the city's policy with possible exception or create a new one.

c. PR/Marketing

-Will meet in June.

d. Plan of Service

-Plan of service may meet later this month. The professional staff will discuss activities at their meeting.

e. Friends

-None.

f. Foundation

-Will meet in May.

-The Foundation is currently looking for new board members to replace those leaving.

-A new fundraising mailing will be going out soon.

UNFINISHED BUSINESS:

8. Consideration and discussion of trustee recommendations to Mayor Joe Chase

-No new applications have been received since last meeting.

-Motion: to submit Stephanie Schneider and Brent Benjamin to Mayor Joe Chase.

-Harrington (1); Hooser (2); motion passed unanimously.

NEW BUSINESS:

9. Consideration and discussion of Circulation Policy

-Fixed typos and redundancies.

-Motion: to approve the Circulation Policy as amended.

-Hooser (1); Fugelseth (2); motion passed unanimously.

10. Consideration and discussion of Bulletin Board Policy

-Extra verbiage and redundancies fixed.

-Motion: to approve the Bulletin Board Policy as amended.

-Young (1); Fugelseth (2); motion passed unanimously.

11. Consideration and discussion of Gift Policy

-Clarifications made and redundancies fixed

-Motion: to approve the Gift Policy as amended.

-Young (1); Fugelseth (2); motion passed unanimously.

12. Consideration and discussion of Conduct Policy

- Section C added to address recent developments.
- Motion: to approve the Conduct Policy as amended.
- Kienitz (1); Fugelseth (2); motion

13. Consideration and discussion of 2009 Carryover

- The library currently has over \$30,000 in carryover from the City of Sun Prairie.
- Formal planning for the use of these funds will occur at next month's meeting.

14. Consideration and discussion of Library Director's 2010 Goals and Objectives

- Motion: to approve the Library Director's 2010 Goals and Objectives with suggested changes.
- Hooser (1); Kienitz (2); motion passed unanimously.

REFERRALS:

15. Items to be referred to staff or committees for review or action.

- None

16. Adjournment

- Motion: to adjourn the meeting at 6:56 pm.
- Young (1); Harrington (2); motion passed unanimously.

Submitted by:

Ryan Hellenbrand, Library Secretary

Monika Van Rossum, Library Board President: _____