



OFFICE OF THE CITY CLERK

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**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
THURSDAY, MAY 13, 2010
5:00 PM
CONFERENCE ROOM**

1. Call to Order, Roll Call
 - Monika Van Rossum called the meeting to order at 5:04 pm.
 - Board Members Present: Don Hooser, Christine Fugelseth, Patricia Harrington, Monika Van Rossum, Brent Benjamin, Mary Polenski, Barbara Reindl (5:11), Rebecca Renk, Susan Young.
 - Absent: Anne Kienitz.
 - Tracy Herold, Ryan Hellenbrand, Frank Pennypacker
2. Approval of minutes from April 8, 2010 meeting
 - Motion: to approve the April 8, 2010 minutes.
 - Young (1); Renk (2); motion passed unanimously.
3. Bills presented for payment (To Be Distributed)
 - Motion: to approve payment of bills.
 - Renk (1); Polenski (2); motion passed unanimously.
4. Citizen Appearances/Public Comment
 - Mary Polenski and Brent Benjamin are both new board members. Brent will be an official member at next month's meeting.
5. Business of Board President
 - The Volunteer Appreciation Evening was held last month. Board members are encouraged to attend next year if possible.
 - This is Monika Van Rossum's last board meeting as president and as a trustee.
6. Staff Reports
 - The second public copier has lower quality printing and could use replacing. Tracy Herold is looking for quotes and the possibility of consolidating service for both public machines to reduce the overall cost. The copier CD comes due in October.
 - Bill Burns is leaving Sun Prairie for a great opportunity as Finance Director of Verona. Tracy will report to Pat Cannon. Paul Evert remains as the sole Assistant City Administrator.
 - LibLime was bought out by PTFs, which has raised concern over the upcoming KOHA migration. PTFs made a presentation to several library directors, which helped build confidence in the migration process. To ensure that the migration goes well, it will be put off till the beginning of 2011.
7. Committee Reports
 - a. Finance Committee
 - Met prior to the board meeting.
 - The portfolio is up 3.59% YTD.

-Davis Appreciation and Income is being sold along with \$15,000 in prorated equities in order to buy Blackrock Global Allocation I.

- b. Policy Committee
 - Will meet in July
- c. PR/Marketing
 - Will meet in June
- d. Plan of Service
 - Did meet. Will discuss under New Business.
- e. Friends
 - On April 26th the Friends hosted the Jazz Ensemble.
 - Sponsored Joseph Hanneman coming to talk about his book.
 - Trivia will be hosted this Saturday at the library from 2-4pm.
 - The Friends are looking at having an advocacy workshop in June.
- f. Foundation
 - Will meet next Tuesday at 11:45pm.

UNFINISHED BUSINESS:

- 8. Consideration and discussion of 2009 carryover
 - Tracy Herold provided an updated RFID plan, including automated handling at Check-In and installing an RFID antennae at the shared station this summer. Automated handling was initially scheduled for November installation, but will instead be put off till after the KOHA migration in early 2011. Payment of automated handling will come mainly from the Trust checking account as well as from carryover.
 - Patricia Harrington asked what the maintenance costs of automated handling will be, as well as any other additional fees that might arise. Tracy will look into the details.
 - Tracy will work to provide a cost benefit analysis of automated handling.
 - Don Hooser asked if any other plans for use of the carryover have been seriously considered.
 - Motion: to table the discussion of the 2009 carryover until we gather more information on the RFID plan as well as brainstorm other ideas for use of the carryover.
 - Hooser (1); Harrington (2); motion passed unanimously.

NEW BUSINESS:

- 9. Consideration and discussion of appointments to the Personnel Committee
 - The new president, to be elected at the next meeting, will make appointments to the personnel committee next month.
 - Motion: to table appointments to the Personnel Committee till next month's board meeting.
 - Young (1); Harrington (2); motion passed unanimously.
- 10. Consideration and discussion of appointments to the Nominating Committee
 - Appointments made to the Nominating Committee by the president are deemed unnecessary.
 - Motion: to reject the appointments to the Nominating Committee by the president and hold free nominations at next month's board meeting.
 - Hooser (1); Harrington (2); motion passed unanimously
- 11. Consideration and discussion of Unique Management Services
 - DPI has raised concerns over privacy issues with UMS.

-Tracy Herold will check into the language of UMS' confidentiality rules, as well as find out DPI's specific objections and ask Paul Evert's opinion on the matter.

12. Consideration and discussion of Plan of Service

- Susan Young reports that goals 1, 2 and 3 did not change. The objectives have been reconsidered and new activities have been created with the help of staff.
- The new pamphlet will contain the goals and objectives, but not a list of the activities.
- Several small word changes made.
- Motion: to approve the Plan of Service with word changes.
- Renk (1); Fugelseth (2); motion passed unanimously.

REFERRALS:

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

- Tracy Herold will look into the maintenance costs of automated handling and any other miscellaneous fees.
- Tracy will work with Brent Benjamin to provide a cost benefit analysis of automated handling.
- Officers will be elected at next month's meeting; Tracy will make sure it is positioned correctly in the agenda.
- Prepare ideas for use of the carryover.

14. Adjournment

- Motion: to adjourn the meeting at 6:30 pm
- Young (1); Harrington (2); motion passed unanimously.

Submitted by:

Ryan Hellenbrand, Library Secretary

Monika Van Rossum, Library Board President:_____