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**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
THURSDAY, FEBRUARY 11, 2010
5:00 PM
CONFERENCE ROOM**

1. Call to Order, Roll Call
 - Monika Van Rossum called the meeting to order at 5:03 pm.
 - Board Members Present: Susan Young, Don Hooser, Christine Fugelseth(5:07) , Rodney Weber, Barbara Reindl, Patricia Harrington, Rebecca Renk, Monika Van Rossum.
 - Absent: Anne Kienitz.
 - Tracy Herold, Ryan Hellenbrand, Frank Pennypacker, Geoff McCloskey.
2. Approval of minutes from January 14, 2009 meeting
 - Motion: to approve the January 14, 2009 minutes.
 - Young (1); Renk (2); motion passed unanimously.
3. Bills presented for payment (To Be Distributed)
 - Motion: to approve payment of bills.
 - Harrington (1); Reindl (2); motion passed unanimously.
4. Citizen Appearances/Public Comment
 - None
5. Business of Board President
 - Monika Van Rossum will not seek a 3rd term as library trustee. Her term will end in May, along with Anne Kienitz's.
 - Tracy Herold will ask Anne Kienitz if she wishes to continue serving on the Board.
6. Staff Reports
 - Carol Iwanowski and Tracy Herold will host a business seminar on April 8th from 7:30-9pm.
 - SCLS is waiting to hear about a grant from the Department of Administration to upgrade all of their member libraries to fiber.
 - Library staff is discussing and planning the upcoming volunteer awards on April 16th. All board members are welcome to join the selection committee for special awards. This year's event will be held in the evening.
 - Tracy Herold attended an SCLS Administrative Council meeting along with an ILS committee that was held at the library. The new governance system has been productive.
 - Motion: to move the Foundation committee report up in the agenda.
 - Hooser (1); Harrington (2); motion passed unanimously.

7. Committee Reports

a. Foundation

- The Foundation Treasurer, Geoff McCloskey, presented a check in the amount of \$3610.00 to the library. Monika Van Rossum accepted the check on behalf of the library.
- Geoff hopes that with the current financial growth of the Foundation they will be able to make yearly contributions to the library.

b. Finance Committee

- Did not meet.

c. Policy Committee

- Did meet; will discuss under new business.

d. PR/Marketing

- Did meet; Rebecca Renk reports:
- The committee previously decided to remain focused on business groups and the 51+ demographic.
- The Friends and Foundation will advertise in the Around the Town supplement.
- Ideas for the Foundation's online presence to allow for online donations were discussed out.
- Will meet again in early June.

-The Plan of Service committee met; it came up in discussion that the Library Board does not have a policy regarding approvals of expenditures prior to them being made.

-The matter will be investigated and turned over to the Policy Committee, who will then report at April's meeting.

e. Friends

- The Friends continue to search for new ways to create revenue.
- Will meet next Monday, February 15th at 4:30pm.

UNFINISHED BUSINESS:

8. Adjourn to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) for consideration and discussion of Library Director's year-end review

- Motion: To adjourn to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) for consideration and discussion of Library Director's year-end review.
- Hooser (1); Reindl (2); motion passed unanimously.
- Roll call: Susan Young, Don Hooser, Christine Fugelseth, Rodney Weber, Barbara Reindl, Patricia Harrington, Rebecca Renk, Monika Van Rossum.

9. Return to open session for discussion and possible action regarding the closed session matter

- Motion: to return to open session
- Weber (1); Reindl (2); motion passed unanimously
- Motion: to approve the Library Director's year-end review
- Weber (1); Renk (2); motion passed unanimously!

NEW BUSINESS:

10. Consideration and Discussion of Meeting Room Policy

- Patricia Harrington reports:
- The Circulation Policy was tabled until they could meet with Pearl Mosier, and no changes were made to the Bad Weather Policy.

- Redundant statements taken out
- Section IV, line A was changed to state 'upon agreement with the director and the user'.
- Section V. b. Charge is changed from \$30 to \$20 per hour.
- Section X, line F was changed to say (e.g. inclement weather) at the end.
- Motion: to approve the changes to the Meeting Room Policy.
- Renk (1); Weber (2); motion passed unanimously.

11. Consideration and Discussion of 2010 Library Trust Fund Budget

- Rental DVD's are handled through the Trust now.
- Fax cards are an expense and an income.
- The audit with Renee Meinholz went well. The Finance meeting will be moved up to late March so Rebecca Renk can attend with Renee.
- Budgeted for possible RFID expense, such as automated handling. KOHA is to be implemented on Labor Day weekend.
- Library programming budget created to help with the increased costs of Children's and Adult programming.
- The library has purchased two Wii's for in-house use, and created a Gaming budget for expenses.
- Motion: to approved the 2010 Library Trust Fund Budget.
- Weber (1); Harrington (2); motion passed unanimously.

12. Consideration and Discussion of Children's Early Literacy Area

- Pictures will be provided at March's meeting. Dennis Allen has a contractor selected, just waiting on carpet selection.
- Focus of the new area will be on ages 0 to 5 with interactive play panels that will help teach literacy. Funding for the panels will come from the Friends and Foundation.
- Discussion of community art/fundraising activity to bring attention to the project.
- The hope is to get the deconstruction done before the summer reading program begins..

REFERRALS:

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

- Gather information on other library's policies for spending approval, along with the City of Sun Prairie's and present it to the Policy Committee.

14. Adjournment

- Motion: to adjourn the meeting at 6:20pm.
- Weber (1); Fugelseth (2); motion passed unanimously.

Submitted by:

Ryan Hellenbrand, Library Secretary

Monika Van Rossum, Library Board President: _____