



OFFICE OF THE CITY CLERK

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**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
THURSDAY, DECEMBER 8, 2011
5:00 PM
CONFERENCE ROOM**

1. Call to Order, Roll Call
 - Hooser called the meeting to order at 5:05pm.
 - Roll Call, Present: Don Hooser, Christine Fugelseth(left 5:38), Patricia Harrington, Brent Benjamin(arrived 5:15), Margene Anderson, and Jacki Martindale.
 - Absent: Anne Kienitz, Mike Kostelnik, and Rebecca Renk.
 - Also present: Tracy Herold, Ryan Hellenbrand, and Diane Hermann-Brown.
2. Approval of minutes from November 10, 2011 meeting
 - Motion: to approve the November 10, 2011 minutes
 - Harrington (1); Anderson (2); motion passed unanimously.
3. Bills presented for payment (To Be Distributed)
 - Motion: to approve payment of bills.
 - Anderson (1); Harrington (2); motion passed unanimously.
4. Citizen Appearances/Public Comment
 - Joe Goss asked about the library's decision on the Meeting Rooms Policy. No changes were made.
5. Business of Board President
 - None.
6. Staff Reports
 - Lynn Montague presented at the city council meeting about the summer reading program. Margaret Powers commented on the great job the library does with within their budget.
 - Library staff In-Service is set for Friday, January 13. The library will be closed from 9am to 1pm and will reopen to the public at 1pm.
 - Tracy handed out brochures from the last Foundation mailing. The Foundation website is now directly linked to the library's website.
 - Ryan Hellenbrand presented the new library history webpage.
7. Consideration and Discussion of Meeting Rooms Policy
 - Motion: to move discussion of the Meeting Rooms Policy to before Committee Reports.
 - Anderson (1); Martindale (2); motion passed unanimously.
 - Concern over proper use of the library's meeting rooms has been raised over the recall petitioners. Tracy specifically spoke with five concerned individuals and staff has interacted with numerous others.
 - City hall does not restrict their room rentals based on content. Public entryways are considered open to public use and the library can only control the hours and the amount of people that can be there.
 - Attorney Bill Morgan (Murphy Desmond) was asked his opinion on the matter but has not sent a full reply yet. He has deferred to the GAB in prior conversations.
 - Margene feels that the meeting rooms are for the community to use and should not be severely restricted. She suggests posting the policy outside of the rooms.
 - No action was taken

8. Committee Reports

- a. Finance Committee
 - Did not meet; will meet in January.
- b. Policy Committee
 - Did not meet; will set up a date.
- c. PR/Marketing Committee
 - Will meet on Monday, December 12.
- d. Garden Committee
 - Met prior to the board meeting. Jacki and Joe Chase presented their findings.
 - The committee is focusing on the prairie areas right now. They are exploring interactive signs, paths, and benches. Local students will hopefully be used in gathering information on the prairie. The committee is also investigating how to market the changes.
 - Margene will check into using local Eagle Scouts to make materials for the prairie.
- e. Friends
 - Had their annual meeting on Monday, November 7. Frank Pennypacker and Anne Bauer are coming off the board and Sally Campbell and Mollie Elliott are coming on.
 - Election of officers took place at their meeting on Monday, November 21. Dick Wanless is president, Mollie Elliot is vice president, Paul Mestelle is treasurer, and Sally Campbell is secretary.
 - The Friends will not have a meeting in December. They will meet again on Tuesday, January 17.
- f. Foundation
 - The winter mailing has gone out.
 - The Foundation is having a strategic planning session on Thursday, December 15.
 - They are looking for new members. Nick Conrad and Pam Klute will be leaving at the end of the year.

UNFINISHED BUSINESS:

9. Consideration and Discussion of Trust Fund Investment Policy

- The board appreciates Brent's work in creating a new policy.
- The policy talks about the history of the Kind Trust, the need to diversify, and lays out the rules for future investment strategy.
- Brent feels that the entire library board should vote for the manager of the fund and oversee him/her. The manager needs to be accredited and be a member of a corporation. They also need to report to the finance committee no less than quarterly and they need to be held to fiduciary responsibility. Restricting the manager too much would be poor strategy as well.
- The goal of the policy is to maximize long term profitability without regard to short term gains.
- Brent selected a moderate risk threshold because anything too much higher or lower would be irresponsible.
- Change policy to state that 'no less than two' applicants need to be interviewed by the library board when review of the manager is up every three years.
- Motion: to accept the Trust Fund Investment Policy with the aforementioned change.
- Harrington (1); Martindale (2); motion passed unanimously.
- At the January meeting the board will review the city's form letter for RFP's and decide if it is suitable for our purposes.

10. Consideration and Discussion of 2012 Budget

- The city council approved the 2012 budget at their November 15 meeting.
- Benefits and retirement were reduced.
- The budget included a one-time cut of \$15,000 from the Library Materials account and \$19,500 from IT Replacement with the understanding that we would use our carryover funds to replace the cuts. The 2013 budget is expected to go back to their full amounts.
- Carryover is expected from 2011.

-Motion: to allocate \$15,000 earmarked for collection from the carryover fund to bring the Library Materials account back to full for 2012, and allocate \$19,500 from the facility replacement fund in carryover to bring IT Replacement back to full in 2012.

-Martindale (1); Benjamin (2); motion passed unanimously.

-Margene would like to see a larger budget allocated for youth programming in the future.

NEW BUSINESS:

11. Consideration and Discussion of Beyond the Page kickoff event

-A public kickoff event is being explored to be held at a public library on the evening of Friday, April 13. Our library is one of the possible locations. We would not do any of the major planning. Tracy feels it is a good idea with no downside.

-Motion: to allow the hosting of the Beyond the Page kickoff event at the library if chosen to do so.

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

12. Consideration and Discussion of Foundation funds available to the library

-The Foundation has \$1,298.23 available for the library upon request.

-At the request of staff, Tracy is exploring the possibility of a staff laptop that is not locked down by security, and an iPad for staff to use and be familiar with in order to better help patrons.

-Motion: to request the \$1,298.23 from the Foundation.

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

13. Consideration and Discussion of yearly sorter maintenance agreement

-Tracy was not able to get a response quick enough from ITG in order to provide discussion.

-Motion: to table discussion of the yearly sorter maintenance agreement till January.

-Benjamin (1); Anderson (2); motion passed unanimously.

REFERRALS:

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

-None.

15. Adjournment

-Motion: to adjourn the meeting at 6:57pm.

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

Submitted by:

Ryan Hellenbrand, Library Secretary

Don Hooser, Library Board President: _____