



## OFFICE OF THE CITY CLERK

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**SUN PRAIRIE PUBLIC LIBRARY BOARD  
MEETING MINUTES  
THURSDAY, OCTOBER 13, 2011  
5:00 PM  
CONFERENCE ROOM**

1. Call to Order, Roll Call
  - Hooser called the meeting to order at 5:01pm.
  - Roll Call, Present: Don Hooser, Rebecca Renk, Anne Kienitz, Christine Fugelseth, Patricia Harrington, Brent Benjamin, Mike Kostelnik, Margene Anderson and Jacki Martindale.
  - Absent: None
  - Also present: Tracy Herold, Ryan Hellenbrand, Brenda Sukenik, Terry Heinrichs and Joe Goss.
2. Approval of minutes from September 8, 2011 meeting
  - Motion: to approve the September 8, 2011 minutes
  - Renk (1); Fugelseth (2); motion passed unanimously.
3. Bills presented for payment (To Be Distributed)
  - Motion: to approve payment of bills.
  - Kienitz (1); Harrington (2); motion passed unanimously.
4. Citizen Appearances/Public Comment
  - None.
5. Business of Board President – Margaret Powers
  - None
6. Staff Reports – guest Brenda Sukenik regarding updated City Grievances Policy
  - Tracy reports that Elizabeth Aime officially retired on October 3. Tracy is currently strategizing how to best fill that position.
  - Tracy handed out ‘Beyond the Page’ campaign materials to board members. Efforts are being made to increase internal awareness of the NEH grant prior to going public in the spring of 2012.
  - The new ILS agreement with SCLS will be on next month’s agenda. Tracy is concerned about aspects of the agreement and is investigating them.
  - Brenda reports that changes in the state law required the city to implement a new City Grievances Policy.
  - The Library Board is the final governing body to hear appeals for library employees. Training will be provided if this becomes a necessary event.
7. Committee Reports
  - a. Finance Committee
    - Will discuss under Unfinished Business
  - b. Policy Committee
    - Did not meet; will reschedule.
  - c. PR/Marketing Committee
    - Meets in December.

- d. Garden Committee
  - Was cancelled on account of too few members present.
- e. Friends
  - Will meet next Monday, October 17.
  - They have received our wishlist.
  - Nomination committee is working on finding new officers.
  - Newsletter and invitations to the annual meeting are coming up.
- f. Foundation
  - The essay contest will be revisited next year.
  - The Foundation is looking for new board members to fill vacancies.
  - The Book'n It Run is being reviewed to see if more money can be brought in.
  - The Foundation website is up and running and has an online donation option. SCLS is also working on including an online board registration form.
  - One more mailing will be sent out this year, and it will again publicize the website.

#### **UNFINISHED BUSINESS:**

- 8. Consideration and Discussion of Trust Fund Investment Policy and strategy
  - Terry presented his new investment strategy which focuses on consistency over large gains and losses.
  - Board agrees that the current investment policy does not reflect the goals of the Kind Trust.
  - Motion: to have the Finance Committee redraft an investment policy and bring to the board next month.
  - Kienitz (1); Harrington (2); motion passed unanimously.
  - The Trust Fund will go out for RFP's after a new investment policy is approved.
- 9. Consideration and Discussion of 2012 Budget
  - Don thanked Tracy and Rebecca for joining him during the meeting with Mayor Murray.
  - Murray unveiled his 2012 budget about a week ago, with emphasis on closing an \$860,000 budget gap. The biggest savings came from personnel benefits cuts.
  - The budget will be discussed in the coming weeks by the city council and department heads.

#### **NEW BUSINESS:**

- 10. Consideration and Discussion of request for local van pool parking
  - Joe Goss is a member of a local van pool who has a temporary agreement to park at the aquatic center. He is requesting to use the library parking lot as a permanent location.
  - The van pool currently has 4-13 riders with 2-12 cars that would be parked. The van leaves at 6:20am and returns 4:35pm.
  - Concern is raised over snow plow issues and parking availability during popular library programs and voting days. Precedence and liability are also issues.
  - The library denies the request because of the above issues.
- 11. Consideration and Discussion of concealed carry notice for the library
  - Motion: to move up in the agenda to (11).
  - Kostelnik (1); Fugelseth (2); motion passed unanimously.
  - If no action is taken, on November 1 it will become legal to carry concealed guns within the library. Permits within the state would not be issued until December most likely, but out of state permits that already exist would be permitted on November 1.
  - The library board has authority over concealed weapons in the facility, but cannot prohibit the possession of concealed weapons in private vehicles or the parking lot.
  - Motion: to table this argument until more information concerning what other libraries, especially in the Midwest, have done in this situation.
  - Renk (1); Fugelseth (2); motion passed

12. Consideration and Discussion of Dane County Library Standards

- The new Dane County Library Standards allow Sun Prairie as well as many other libraries to meet the standards when they would not have been able to in the prior standards.
- The Dane County Library Standards remain higher than the state standards.
- Motion: to approve the signing of the new Dane County Library Standards.
- Anderson (1); Kienitz (2); motion passed.

**REFERRALS:**

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

- None.

14. Adjournment

- Motion: to adjourn the meeting at 7:29pm.
- Kienitz (1); Benjamin (2); motion passed unanimously.

Submitted by:

Ryan Hellenbrand, Library Secretary

Don Hooser, Library Board President: \_\_\_\_\_