



OFFICE OF THE CITY CLERK

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**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
THURSDAY, SEPTEMBER 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, Rebecca Renk, Anne Kienitz, Christine Fugelseth, Patricia Harrington and Brent Benjamin.
 - Absent: Mike Kostelnik, Jacki Martindale and Margene Anderson
 - Tracy Herold and Ryan Hellenbrand also present.
2. Approval of minutes from August 11, 2011 meeting
 - Motion: to approve the August 11, 2011 minutes
 - Renk (1); Harrington (2); motion passed unanimously.
3. Bills presented for payment (To Be Distributed)
 - Motion: to approve payment of bills.
 - Harrington (1); Fugelseth (2); motion passed unanimously.
4. Citizen Appearances/Public Comment
 - None.
5. Business of Board President
 - Don requests that the new interim city administrator, Margaret Powers, be invited to the next board meeting.
6. Staff Reports
 - Pat Cannon, Paul Evert, Bob Holling and Ed Baerwolf have all left the city's employment, or will soon. -- Margaret Powers has been hired as the interim city administrator.
 - The library has a new collection called Buzz Books. Buzz Books are books for all ages that have lasting appeal to readers. Walk-in collection only; 28-day check out period; located on the Children's side of the new books shelving; sponsored by the Friends.
 - The library will be offering a Kindle and a Nook for checkout in October. The Nook is compatible with Overdrive and hopefully the Kindle will be too. Both are preloaded with titles.
 - Complications have delayed Elizabeth Aime's return. She is currently expected back on the 20th of September.
 - A representative from ITG visited the library and discussed options with automated handling. We are working with ITG on the possibility of a straight conveyor system instead of one with a turn. This will save us money. The book drop will need to be raised and it is possible that the donor wall will need to be moved to implement the new drop. Will work with Dennis Allen on the changes that would be needed.
 - City council approved the 2011 exemption from Dane County librarytax.
 - The new Dane County Standards will be on the October agenda.
7. Committee Reports
 - a. Finance Committee
 - Did not meet. Will meet in October to discuss the investment policy. The portfolio will be put out to bid after this discussion.

- b. Policy Committee
 - Did not meet. Need to schedule an appointment in October.
- c. PR/Marketing Committee
 - Did not meet. Will meet at the end of the year.
- d. Garden Committee
 - Met and discussed the two areas of focus: the front entrance and the prairie grounds.
 - Jacki Martindale and Joe Chase volunteered to work on options for improving the prairie grounds. They hope to have a report by November.
- e. Friends
 - Will meet on Monday, September 19.
- f. Foundation
 - Will meet on Tuesday, September 20.

UNFINISHED BUSINESS:

- 8. Consideration and Discussion of 2012 budget
 - Tracy submitted three budget reduction initiatives to the city along with a 0% budget. The initiatives are: known reductions, cost shifting/reductions to budget lines, and personnel reductions.
 - This has been in an effort to achieve a 3% budget reduction before looking at any loss in retirement, benefits, etc. and before a reduction in hours of operation.
- 9. Consideration and Discussion of 2012 Friends Wishlist
 - The wishlist will be officially approved by the Friends at their annual meeting in November.
 - Wishlist includes an overdrive download station, ebooks and possibly more ereaders, BuzzBooks, end panels for the youth area, replacement dolls and trains, 'bling bling' style lighting in the teen area, and smart-boards for computers.
 - The Friends continue to fund e-newsletters and Book Pages.
 - Motion: to approve the submittal of the wishlist to the Friends for their approval.
 - Kienitz (1); Fugelseth (2); motion passed unanimously.
- 10. Consideration and Discussion of purchasing replacement rooftop unit from Facility Replacement Fund
 - A large rooftop unit had a coil fail. The unit is slated to be replaced in 2012-2013. While a new coil would allow the unit to function, further inspection shows that it is in need of other part replacements and may not last much longer. The cost of a new coil would be roughly \$5,000, and a new unit would be about \$14,000.
 - Dennis Allen received 4 bids.
 - The board questions if the scrap value of the unit is worthwhile, thus eliminating the removal fee on the bids.
 - Motion: to accept the bid from Service Specialists after pursuing information about the scrap value of the unit and what the reduction in charge would be from Service Specialists to remove disposal from the quote.
 - Harrington (1); Kienitz (2); motion passed unanimously.
- 11. Consideration and Discussion of Madison Community Foundation Memo of Understanding for the National Endowment for the Humanities Grant with Dane County Libraries
 - The Friends have signed the document and the Foundation gave their president authorization to sign.
 - Motion: to sign the Memo of Understanding for the National Endowment for the Humanities Grant.
 - Harrington (1); Fugelseth (2); motion passed unanimously.

NEW BUSINESS:

REFERRALS:

- 12. Items to be referred to staff or committees for review or action.
 - None.

13. Adjournment

-Motion: to adjourn the meeting at 6:06 pm.

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

Submitted by:

Ryan Hellenbrand, Library Secretary

Don Hooser, Library Board President: _____