



OFFICE OF THE CITY CLERK

300 East Main Street
Sun Prairie, WI 53590-2227
(608) 837-2511
FAX (608) 825-6879
Website www.cityofsunprairie.com

**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
THURSDAY, JANUARY 14, 2010
5:00 PM
CONFERENCE ROOM**

1. Call to Order, Roll Call
 - Don Hooser called the meeting to order at 5:01 pm.
 - Board Members Present: Susan Young, Don Hooser, Christine Fugelseth (5:03), Rodney Weber, Barbara Reindl (5:05), Anne Kienitz, Patricia Harrington, Rebecca Renk.
 - Absent: Monika Van Rossum.
 - Tracy Herold, Ryan Hellenbrand, Frank Pennypacker.
2. Approval of minutes from December 10, 2009 meeting
 - Motion: to approve the December 10, 2009 minutes.
 - Weber (1); Harrington (2); motion passed unanimously.
3. Bills presented for payment (To Be Distributed)
 - Motion: to approve payment of bills.
 - Weber (1); Kienitz (2); motion passed unanimously.
4. Citizen Appearances/Public Comment
 - None
5. Business of Board President
 - None.
6. Staff Reports
 - Documentation of new communication tower provided by Tracy Herold.
 - List of 2010 closings for library handed out.
 - Advertisements for Badgerlink have aired on several radio stations.
 - Tracy Herold reported on her trip to the Chicago conference for library directors. Terry Axelrod, founder of Bevevon, talked about her success at fundraising through donor cultivation. Several library directors (Chicago, Phoenix, San Francisco, and Washington D.C.) discussed fundraising along with their financial difficulties.
 - The Plan of Service committee met. Susan Young was elected chairperson. The committee agreed that the goals for the previous five years still apply, will reconsider the objectives and activities. Will meet again on February 4th at 4:30pm.
7. Committee Reports
 - a. Finance Committee
 - Met prior to the board meeting.
 - The portfolio is balanced quite well at the moment

-Terry Heinrichs reports that the portfolio did well in 2009. He does not suggest any action, but if anything could be changed he would say we could move more into equities.

-No action taken.

b. Policy Committee

-Cancelled last meeting due to the snow.

-No meeting date set yet.

c. PR/Marketing

-Will meet in February.

d. Friends

-Staffed table for the Groundhog Day Celebration at St. Albert's.

-Held first Art Reception.

-Will hold a Trivia Night in May as a fundraiser.

e. Foundation

-Will meet on Tuesday at 11:45am.

UNFINISHED BUSINESS:

8. Consideration and discussion of Circulation Policy

-Policy Committee meeting cancelled.

9. Consideration and discussion of Meeting Room Policy

- Policy Committee meeting cancelled.

10. Consideration and discussion of Bad Weather Policy

- Policy Committee meeting cancelled.

11. Consideration and discussion of Children's area ramp and radiators

-Tracy Herold talked to Dennis Allen who estimated the removal of the radiator, new paint and tiles to cost around \$3,000. The money would be taken out of the library's Facility Replacement funds.

-Tracy will bring some plans and numbers for the early literacy area in February's meeting.

-Motion: to spend the estimation of \$3,000 to revamp the Children's Area.

-Young (1); Weber (2); motion passed unanimously.

NEW BUSINESS:

12. Consideration and Discussion of flag protocol

-The library was contacted by the city about our flag protocol since it is different from the City's. Since city personnel handle the library's flag raising/lowering they suggest that the library board give approval to flying the flag along City policy.

-Motion: to follow the city's flag protocol.

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

13. Consideration and Discussion of 2010 Dane County Library agreement

-Agreement needs to be signed in order to receive our share of the Dane County library aid.

-Motion: to sign the 2010 Dane County Library agreement.

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

14. 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.
 - Renk (1); Weber (2); motion passed unanimously.
 - Roll call: Susan Young, Don Hooser, Christine Fugelseth, Rodney Weber, Barbara Reindl, Anne Kienitz, Patricia Harrington, Rebecca Renk.

15. Return to open session for discussion and possible action regarding the closed session matter
 - Further discussion will be postponed till February.

REFERRALS:

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

17. Adjournment
 - Motion: to adjourn the meeting at 5:58 pm.
 - Weber (1); Harrington (2); motion passed unanimously.

Submitted by:

Ryan Hellenbrand, Library Secretary

Don Hooser, Library Board Vice President: _____