

Sun Prairie Public Library Board of Trustees  
Meeting Minutes  
Thursday, October 8, 2009  
5:00 p.m.  
Library Conference Room

**1. Call to Order**

Van Rossum called the meeting to order at 5:00 p.m. PRESENT: Don Hooser, Monika Van Rossum, Christine Fugelseth, Pat Harrington, Barb Reindl, Rodney Weber, Susan Young, Rebecca Renk, Anne Kienitz. ALSO PRESENT: Tracy Herold.

**2. Approval of minutes from September 10, 2009**

Young (1), Weber (2); motion was unanimously approved.

**3. Bills presented for payment**

Approved as submitted.

**4. Citizen Appearances/Public Comment**

None.

**5. Business of the Board President**

None.

**6. Staff reports**

--Herold shared information on the upcoming SCLS move to a new facility in November; distributed TECH-KNOW bookmarks; attended a social networking seminar; library is already using many of the tools discussed for promotion.

**7. Committee Reports**

a. Finance Committee – met before the Library Board meeting. Renk reported that the Committee took action to: (1) eliminate Columbia and invest in Davis New York Venture and (2) take \$4000 from Templeton, \$1000 from Pimco, and \$1000 from Loomis and use the \$6000 to rebalance Ishares, Blackrock and Davis.

b. Policy Committee – met September 30, 2009; policy to be discussed later on the agenda.

c. PR/Marketing – has not met. Plans to meet between October 19 and November 9.

d. Friends – Frank Pennypacker announced the annual meeting on Monday, November 9, 2009, at 7:00 p.m. He stated that sales from the Read Before Book Store are down.

e. Foundation – will meet November 17, 2009; working on their fall mailing.

#### **8. Consideration and Discussion of the 2010 Library Budget**

**Motion: To submit the proposed 2010 Library Budget to City Council.**

Reindl (1), Harrington (2); motion carried.

#### **9. Consideration and Discussion of purchase of public copier**

**Motion: To purchase a new public copier with funds from the Library's copier CD.**

Reindl (1), Young (2); motion carried.

#### **10. Consideration and Discussion of remaining copy CD funds**

Herold presented options of rolling the remaining copier CD into a 1-year CD or investing in a 2-year CD at a slightly higher interest rate. Discussion followed.

**Motion: To roll the remainder of the copy funds into a 1-year CD.**

Weber (1), Harrington (2); motion carried.

#### **11. Consideration and Discussion of Library Plan of Service**

Herold reported about a seminar she attended October 6 on strategic planning. She received feedback that the Library Board already had conducted planning that resulted in the existing Plan of Service, the goals for which are still on point. The objectives and activities should be reviewed.

**Motion: To form an ad-hoc committee consisting of Board and staff to review the Plan of Service.**

Young (1), Renk (2); motion carried. Young volunteered to serve on the committee.

#### **12: Consideration and Discussion of LINK dissolution and proposed new SCLS technology governance structure**

Herold reported on the second governance conference held on September 18, 2009. A cluster structure is proposed. Madison would have 3 clusters; Dane County Library Service would have 2 clusters; all other libraries would be clustered to form similar populations as Madison and DCLS. Clusters would elect representatives to represent their interests at the Administrative Council. The new agreement will be with SCLS, as opposed to a member-to-member agreement. A memo and FAQ will be forthcoming from SCLS. The hope is to have all libraries sign the new agreement by December 2009.

#### **13. Consideration and Discussion of Trust Fund Investment Policy**

Harrington reported on the September 20, 2009, Policy Committee meeting and the proposed changes to the Trust Fund Investment Policy.

**Motion: To update the following sections of the policy:**

**“III. (B) Every three years, the Library Director and Finance Chair will send out requests for proposal for management services. The Library Director and Finance Chair will screen applicants and recommend candidates to be reviewed by the**

**Finance Committee. Execution, capability, price, commission rate and overall effectiveness shall be considered. The Finance Committee will make every effort to present a minimum of two candidates to the Library Board for interviews. The Library Board shall make the final selection.”**

**“IV: Investment Objectives and Management”**

Young (1), Weber (2); motion carried.

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

Herold will Doodle PR/Marketing Committee to set a meeting between October 19 and November 9.

Plan of Service to be placed on November agenda to make appointments to the review committee.

Herold will check with Heinrichs for a fixed-income definition.

**15. Adjournment**

Weber (1), Harrington (2); motion carried unanimously.

Respectfully submitted,  
Tracy Herold, Director