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**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
THURSDAY, APRIL 14, 2011
5:00 PM**

CONFERENCE ROOM

1. Call to Order, Roll Call

-Hooser called the meeting to order at 5:08pm.

-Roll Call, Present: Don Hooser, Rebecca Renk(left 6:45), Patricia Harrington, Brent Benjamin(arrived 5:11), Anne Kienitz, Susan Young and Christine Fugelseth.

-Absent: Mary Polenske and Barbara Reindl

-Tracy Herold and Ryan Hellenbrand also present.

2. Approval of minutes from March 10, 2011 meeting

-Motion: to approve the March 10, 2011 minutes.

-Renk (1); Fugelseth (2).

-Young wants the voting process regarding mayoral appointees to the board stricken from the minutes.

-Hooser is not sure if information in the minutes can be completely stricken or just amended.

-Motion: to strike the first five sentences of item twelve in the March 10, 2011 minutes, pending confirmation that it complies with the open meeting law and the city attorney's opinion on when the minutes become official.

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

-Young suggests that the process of how recommendations are made to the Mayor be reevaluated.

-Herold will check with the city attorney on the following issues:

-Does publication of the minutes makes them final or is it board approval?

-Does striking information in minutes that have been published comply with open meeting law?

-Should the library board be in closed session when selecting who to recommend to the Mayor for library board membership?

3. Bills presented for payment (To Be Distributed)

-Motion: to approve payment of bills.

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

4. Citizen Appearances/Public Comment

-None.

5. Business of Board President

-None.

6. Staff Reports

-The library received a letter from Julie Chase of the Dane County Librarians stating that the library did not meet the Dane County Standard for book volumes. The library must claim an exemption from the standards for 2011; it has a total of three within 10 years. There are concerns over the possibility of standards being suspended due to budget concerns, the varying census numbers, the question of how quantify ebooks, and the fact that Sun Prairie's circulation is one of the very few in Dane County that is still going up. Herold will report back at the May meeting about any progress with changes to the standards.

-Renk questions whether City Council should be notified as to what is happening with the standards as space in the library is becoming very limited.

-The volunteer awards on April 13 went well. Herold asked for volunteers to fill Susan Young's position of caring for the beds and pots.

-Herold visited the Town of Bristol last night and talked about the Koha, RFID and the Early Literacy Area.

7. Committee Reports

a. Finance Committee

-Renee Meinholz reported on the library's 2010 audit. Everything was in order except for a \$223.00 liability to Merrill Lynch that was the result of a billing error. Staff will investigate.

-Terry Heinrichs laid out a possible investment strategy that could improve the Kind Trust's performance. The plan would contradict the current standards for the Kind Trust money. Further discussion will occur in the future.

b. Policy Committee

-Did not meet as quorum was not satisfied. Will meet on Wednesday, May 4th, at 6pm.

c. PR/Marketing Committee

-Renk reported that the committee discussed strategies for this year, including talking to teachers, exploring the teenage demographic and reaching out to different ethnic communities in Sun Prairie.

-Programs and plans of action were laid out for the year.

-The committee will meet again in October or November to see how things are going.

d. Garden Committee

-Met on Monday, April 11. Joe Powelka and Joe Chase were present. A rough draft of preliminary ideas was put together, including improving the entrance area and prairie education.

-Consideration of time and money needed must be considered, as this will not be a onetime deal.

-Bob Holling of Parks and Recreation will be included in future discussions, and hopefully a member of the Friends.

-Hooser suggests including Joe Chase, as he has garden/landscape knowledge and would be a good resource.

e. Friends

-Meeting this coming Monday, April 18th.

-They are looking for a PR chair.

-A plan of succession is being implemented so that there is a smooth transition if and when a board member needs to step down.

f. Foundation

-Will meet in May.

-Committee work is finishing up the bylaws. Will possibly be up for approval at the May meeting.

-Discussion of the essay contest continues.

UNFINISHED BUSINESS:

8. Consideration and Discussion of recommendations to Mayor for Library Board Trustee vacancy

-Meena did not respond to the request for a completed application form.

-Motion: to forward Ken to the Mayor as our first choice to join the library board, with Judy and Bryn as backups.

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

-Concern and suggestions involving the application form and selection process are raised.

-Kienitz volunteered to come up with a new application form. Herold will ask other libraries about their processes. Will be on the next library board meeting's agenda.

9. Consideration and Discussion of 2010 carryover funds

-One of our signage vendors is no longer available, so Herold is looking for a 2nd vendor.

NEW BUSINESS:

10. Consideration and Discussion of Merrill Lynch 1st quarter Trust Fund report

-The trust fund is up 3.89% in the first quarter. No changes were made.

REFERRALS:

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

17. Adjournment
-Motion: to adjourn the meeting at 6:50pm.
-Young (1); Kienitz (2); motion passed unanimously.

Submitted by:
Ryan Hellenbrand, Library Secretary

Don Hooser, Library Board President: _____