



OFFICE OF THE CITY CLERK

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SUN PRAIRIE PUBLIC LIBRARY BOARD MEETING MINUTES THURSDAY, AUGUST 13, 2009 5:00 PM CONFERENCE ROOM

1. Call to Order, Roll Call

-Monika Van Rossum called the meeting to order at 5:00 pm.

-Present:

Board Members: Monika Van Rossum, Susan Young, Don Hooser, Rebecca Renk, Christine Fugelseth, Patricia Harrington, Barbara Reindl, Rodney Weber

-Absent: Anne Kienitz

-Library Staff: Tracy Herold, Ryan Hellenbrand, Pearl Mosier, Debbie Bird

2. Approval of minutes from July 9, 2009 meeting

-Motion: to approve the July 9, 2009 minutes.

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

3. Bills presented for payment (To Be Distributed)

-Motion: to approve payment of bills.

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

4. Citizen Appearances/Public Comment

-None.

5. Business of Board President

-None.

6. Staff Reports

-Pearl reports on situation where several minor library cards holders have accumulated large fees or fines, but the guardian remains in good standing. The library wishes to put a stop on the guardian's card, but there is no current policy that refers to this type of situation.

-Tracy has received permission from Paul Evert, City Attorney, to put a stop on the guardian's card. Tracy has contacted the Department of Public Instruction and is awaiting a response.

-The Library Board agrees to put a stop on the guardian's card as well as send a letter requesting assistance from the guardian in returning the lost items.

-Tracy will speak to SCLS about the possibility of lowering the library's maximum checkout allowance.

-75,000 items were checked in during July.

-Since 2000, Sun Prairie's population has grown 28%, while circulation at the library has gone up 90%.

-Carol Iwanowski has put together a 'Coming Soon' booklet to encourage patrons to place holds on upcoming items in our library so that they service Sun Prairie patrons more.

7. Committee Reports

a. Finance Committee

-Did not meet.

-Will meet Thursday, October 8 at 5 pm.

b. Policy Committee

-Will meet Wednesday, September 30 at 5 pm.

c. PR/Marketing

-Will meet at the end of the year.

- d. Friends
 - Hosted barbecue social on Monday, August 10 with good attendance.
 - The bookstore currently has all time slots filled by volunteers.
 - Will meet again on Monday, August 17.
- e. Foundation
 - Will meet again in October.
 - Held the Book'n It Run on August 8. Had 112 pre-registered runners and 15 walk-ups. The weather postponed the race until 9am and forced the cancellation of the kids run. Despite the weather, over 80 runners still participated in the race.
 - Susan Young reports that the radio advertising for the race was very well done.

UNFINISHED BUSINESS:

NEW BUSINESS:

- 8. Consideration and Discussion of Library Board liaison to the Friends
 - Last year Monika Van Rossum attempted to be the liaison but was unable to make many of the meetings.
 - Van Rossum requested that another Board member take up the position.
 - The Friends will be asked if they are able to change their meeting time.
- 9. Consideration and Discussion of Federal Broadband Fiber Grant
 - Tracy Herold has preliminarily committed SUN's participation in the BadgerNet network for the next 5 years.
 - Motion: to approve participation in the Federal Broadband Fiber Grant.
 - Weber (1); Reindl (2); motion passed unanimously.
- 10. Consideration and Discussion of Phase III of RFID Project
 - Phase I is complete; Phase II is nearly complete. Phase III includes installing RFID gates and adding a FlexCheck antennae at the checkout station. Completing Phase III will allow us to go live with RFID in Circulation.
 - Motion: to go forth with Phase III of the RFID Project.
 - Young (1); Harrington (2); motion passed unanimously.
- 11. Consideration and Discussion of 2010 Library Budget
 - Tracy's budget includes either a zero change or decrease in all areas other than LINK costs.
 - The City has frozen all open positions, subject to review. It was agreed to postpone the hiring of the library's Page I position until more is known about the budget.
 - The current Pages have been pushing hard to keep up with the increase in circulation and outgoing holds.
 - Two board members along with Tracy Herold will meet with Pat Cannon and Bill Burns from the City to discuss the 2010 budget. A special Library Board meeting will likely be called afterwards.
- 12. 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.
 - Hooser (1); Young (1); roll call: Monika Van Rossum, Susan Young, Don Hooser, Rebecca Renk, Christine Fugelseth, Patricia Harrington, Barbara Reindl, Rodney Weber; motion passed unanimously.
- 13. Return to open session for discussion and possible action regarding the closed session matter
 - None

REFERRALS:

- 14. Items to be referred to staff or committees for review or action.
 - Put a stop on the guardian's card in question.
 - Send a letter to the guardian requesting items be returned.
 - Speak with SCLS about reducing the limit of items checked out and put it on the next agenda for discussion.
- 15. Adjournment
 - Motion: to adjourn the meeting at 6:24 pm.
 - Reindl (1); Weber (2); motion passed unanimously.

Submitted by:

Ryan Hellenbrand, Library Secretary

Monika Van Rossum, Library Board President: _____