



## 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](http://www.cityofsunprairie.com)

**SUN PRAIRIE PUBLIC LIBRARY BOARD  
MEETING MINUTES  
THURSDAY, FEBRUARY 10, 2010  
5:00 PM**

**CONFERENCE ROOM**

1. Call to Order, Roll Call
  - Don Hooser called the meeting to order at 5:02pm.
  - Roll Call, Present: Don Hooser, Barbara Reindl(left 5:50), Rebecca Renk(arrived 5:07), Patricia Harrington, Brent Benjamin, Mary Polenske, Susan Young and Anne Kienitz.
  - Absent: Christine Fugelseth.
  - Tracy Herold and Ryan Hellenbrand.
2. Approval of minutes from January 13, 2010 meeting
  - Motion: to approve the January 13, 2010 minutes.
  - Kienitz (1); Harrington (2); motion passed unanimously.
3. Bills presented for payment (To Be Distributed)
  - Motion: to approve payment of bills.
  - Young (1); Benjamin (2); motion passed unanimously.
  - Some bills for 2010 were charged in 2011; in the process of correcting this.
4. Citizen Appearances/Public Comment
  - None.
5. Business of Board President
  - Susan Young appointed to the Volunteer committee.
  - Susan Young will be leaving the board at the end of her term year. Barbara Reindl will come off the Board as School District representative; Pat Wende will take her place in June.
6. Staff Reports
  - The library closed on Tuesday, February 1<sup>st</sup> at 4:30pm due to bad weather. The library opened late at 10am on Wednesday, February 2<sup>nd</sup>. Discussion arose as to what the minimum number of staff is required to open.
  - Invitations to the grand opening of the Early Literacy area have gone out. Board members are encouraged to attend.
  - Circulation in January is up 3.7%, one of the few libraries in the system to see increased circulation.
  - Tracy Herold was contacted by school board member Karen Ditrich about the idea of setting up a table at the library to answer questions about the school district. There is concern over the timing of her request in relation to elections and whether or not this is a sanctioned action from the entire school board. Tracy will request acknowledgement of Karen's plans from the school board and that she postpone until after April elections.
  - The Koha go live date has been postponed because of a need for further development. No new dates have been set. Tracy was able to pull the press releases before they went out in the STAR. SCLS is talking to PTFS about paying for a Dynix extension.

7. Committee Reports

a. Finance Committee

-Did not meet.

b. Policy Committee

-Met and will discuss under New Business.

-The committee is still working on the Purchasing Policy. They are checking into a couple of points and will bring their information to the April board meeting.

c. PR/Marketing Committee

-Met Wednesday, February 9<sup>th</sup>. Reviewed marketing activities for 2010. Circulation for large print items was up 9% in 2010 as well as circulation for business volumes.

-The committee plans to have 2-3 impactful activities in 2011.

-The committee hopes to reach out to teachers in the school district and multicultural community leaders for 2011.

-Will meet again in April to plan activities for 2011.

d. Garden Committee

-Patricia Harrington met with Christine Fugelseth to transfer committee chair information.

-Pat wants to set goals and functions of the committee before she contacts Joe Powelka.

e. Friends

-The Friends are having a strategic planning session at the end of February.

-Ann Kramer and Marilyn Hahn attended the PR/Marketing meeting in place of the chair. Their participation in future meetings is welcome.

f. Foundation

-The Foundation met on Tuesday, January 18<sup>th</sup>.

-Rebecca Renk reports that the Foundation discussed their bylaws and settled some issues.

-The Foundation's finance committee will be getting together soon to discuss their CD's

-The school district gave positive feedback for the essay idea, but Rebecca had to leave before they could discuss more.

**UNFINISHED BUSINESS:**

8. Consideration and Discussion of Confidentiality Policy

-No changes made.

-Don Hooser wants to make sure we are being diligent about who we hand out patron information to.

-Motion: to pass the Confidentiality Policy as it.

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

9. Consideration and Discussion of Displays and Exhibits Policy

-Section III was amended to make it clearer. The previous language was the result of a specific event so it was made more all encompassing.

-Motion: to approve the Displays and Exhibits Policy with the aforementioned changes.

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

10. Consideration and Discussion of Library Operations Policy

-No changes made.

-Motion: to approve the Library Operations Policy as is.

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

**NEW BUSINESS:**

11. Consideration and Discussion of 2010 Department of Public Instruction Annual Report

-Tracy Herold reports that she is looking into a discrepancy between the library and SCLS as to how we count databases and Morningstar usage.

-Motion: to approve the signature of the 2010 Department of Public Instruction Annual Report by Don Hooser after the discrepancies are worked out and review by the public library consultant.

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

12. Consideration and Discussion of 2010/2011 Plan of Service activities

-Various activities are updated yearly to match current dates and timelines.

-Motion: to continue the implementation of the 2010/2011 Plan of Service activities with the changes made.

-Friendly amendment by Susan Young: the activities will be passed with the understanding that the PR/Marketing Committee and the Koha migration dates will be additionally added at a later date.

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

13. Consideration and Discussion of Facility Replacement Schedule

-The exact numbers will be coming later.

-Rooftop units are doing well. No concern over replacement as this time.

-Tracy Herold has been receiving bids on renovating the public bathrooms.

-Skylight water damage near Information Desk will need repair in the spring.

-Warping of window sills in Renk Room need to be fixed.

-General painting will be needed and painting of areas where signs have been moved will be done.

-The carpet will need to be looked at in the not too distant future.

-Computer and staff chairs were reupholstered and pneumatics fixed on some chairs by warranty at no cost to us.

14. Consideration and Discussion of Library Trust budget

-Very similar to last year's budget; no major changes.

-Motion: to accept the Library Trust budget for 2011.

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

15. Adjourn to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) for consideration and discussion of Library Director's annual review

-Motion: to table the adjournment to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) for consideration and discussion of Library Director's annual review until the next board meeting.

16. Return to open session for discussion and possible action regarding the closed session matter

-Tabled

**REFERRALS:**

17. Items to be referred to staff or committees for review or action.

-Susan Young requests that someone contact the Friends about the increasing clutter in the lobby.

18. Adjournment

-Motion: to adjourn the meeting at 6:31pm.

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

Submitted by:

Ryan Hellenbrand, Library Secretary

Don Hooser, Library Board President: \_\_\_\_\_