



OFFICE OF THE CITY CLERK

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**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
THURSDAY, JANUARY 13, 2010
5:00 PM**

CONFERENCE ROOM

1. Call to Order, Roll Call
 - Don Hooser called the meeting to order at 5:01 pm.
 - Roll Call, Present: Don Hooser, Rebecca Renk, Christine Fugelseth, Barbara Reindl, Anne Kienitz, Patricia Harrington and Brent Benjamin.
 - Absent: Mary Polenske and Susan Young.
 - Tracy Herold, Ryan Hellenbrand and Pearl Mosier.
2. Approval of minutes from December 9, 2010 meeting
 - Motion: to approve the December 9, 2010 minutes.
 - Renk (1); Fugelseth (2); motion passed unanimously.
3. Bills presented for payment (To Be Distributed)
 - Motion: to approve payment of bills.
 - Harrington (1); Kienitz (2); motion passed unanimously.
4. Citizen Appearances/Public Comment
 - None.
5. Business of Board President
 - None.
6. Staff Reports
 - Pearl reports that UMS recovery was very good in 2010; \$9 return for every \$1 invested.
 - Pearl reports that 68% of the material checked out at the library is through self-check. This number is higher than most of the libraries in SCLS.
 - Library Legislative Day is set for Tuesday, February 22nd. Tracy Herold is hoping for representation from the Friends, Foundation, and the Library Board of Trustees.
 - Tracy has sent letters of congratulations recently elected officials with the 2009 report attached.
 - The Madison Community Foundation spoke at the Dane County Librarians meeting earlier today. They have successfully received a 3:1 matching grant from the National Endowment for the Humanities for \$350,000. The grant will be used to secure funding for programming across Dane County libraries. Dane County Libraries and MCF will be working on raising the \$1,050,000 match over the next four years.
 - Tracy is enlisting any volunteers to help preparing the next Volunteer Luncheon which will be held in April. Nominations for awards are also welcome.
 - The old laser fiche machine is being offered for sale.
 - The City Council is embarking on long term strategic planning. Tracy is keeping the library involved in the discussions with ideas like enclosing the porches or a possible satellite location.
 - The library has two new employees: Tony Schmitt and Katherine Schmitt. They will be replacing Lynn Carden who retired and Sarah Wendorf who left for a teaching job.
7. Committee Reports

- a. Finance Committee
 - Met prior to this meeting. Decided to stay slightly overweight in stocks.
 - Will look at different portfolio options in the spring since Terry cautions that bonds will not be as successful in the years to come as they have been in the previous years.
 - The goal with the trust is still caution to insure solid income.
- b. Policy Committee
 - Did not meet. Will meet Wednesday, January 19th.
- c. PR/Marketing
 - Will meet in early February.
- d. Garden Committee
 - Christine Fugelseth needs to step down as Garden Committee chair due to time constraints. She will remain on the committee.
 - Patricia Harrington is appointed as the Garden Committee chair. She will get in contact with Joe Powelka about garden planning.
- e. Friends
 - Meeting was held Monday, January 10th.
 - There were multiple officers out sick. Paul Mestelle led the meeting.
 - Nothing to report.
- f. Foundation
 - Will meet next Tuesday, January 18th at 11:45 am.

UNFINISHED BUSINESS:

8. Consideration and Discussion of Review of City Personnel Rules and Regulations
 - Tracy Herold reports that the library, in practice, already follows the city's policy.
 - Motion: to formally adopt the City Personnel Rules and Regulations, bargaining unit and non-bargaining unit.
 - Kienitz (1); Harrington (2); motion passed unanimously.

NEW BUSINESS:

9. Consideration and Discussion of 10 year-end Merrill Lynch report
 - Rebecca Renk already reported everything under Finance Committee.
10. Consideration and Discussion of Dane County Library Service contract
 - Contract for extension of service must be approved every year.
 - Motion: to accept the Dane County Library Service contract.
 - Harrington (1); Reindl (2); motion passed unanimously
11. Consideration and Discussion of 2010/2011 Library Board attendance
 - Patricia Harrington likes the current flexibility in the attendance policy in case a board member cannot make it. Anne Kienitz and Brent Benjamin agree.
 - Rebecca Renk says it's very important that board members make it regularly so the continuity is not disrupted too often. Missing one meeting can throw you off considerably.
 - Don Hooser does not want to make a review of any trustee who misses more than 3 meeting a year mandatory because circumstances can be different in each case.
 - Board members are encouraged to make every meeting, and if they have to be absent they must contact the board president or library director.
 - Tracy Herold will make a greater effort to brief absent board members of what happened in the board meeting they missed.

REFERRALS:

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

- Patricia Harrington and Christine Fugelseth will discuss what needs to be done as Garden Committee chair. Patricia will get in contact with Joe Pawelka.
- Tracy Herold will have the Trust budget ready for next month's meeting. Tracy will also have a facility replacement schedule, restroom maintenance bids, updated RFID plan, and a closed session for her year end review.

13. Adjournment

- Motion: to adjourn the meeting at 5:53 pm.
- Harrington (1); Reindl (2); motion passed unanimously.

Submitted by:

Ryan Hellenbrand, Library Secretary

Don Hooser, Library Board President:_____