



OFFICE OF THE CITY CLERK

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SUN PRAIRIE PUBLIC LIBRARY BOARD MEETING MINUTES THURSDAY, JULY 9, 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, Anne Kienitz, Rodney Weber

-Library Staff: Tracy Herold and Ryan Hellenbrand

-Terry Heinrichs

2. Approval of minutes from June 18, 2009 meeting

-Motion: to approve the June 18, 2009 minutes.

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

3. Bills presented for payment (To Be Distributed)

-Motion: to approve payment of bills.

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

4. Citizen Appearances/Public Comment

-None.

5. Business of Board President

-None

6. Staff Reports

-The Friends are hosting a barbecue social on Monday, August 10th from 5:00 to 7:00pm.

-Circulation is up 18% in the month of June from last year. Circulation is up 12% so far this year.

-1796 children have signed up for summer reading so far; 1760 total signed up last year. Lynn Montague believes the increase in registrants is due to word of mouth and teachers pushing their student to participate after her presentations.

-324 new patrons were registered in June, which was above the normal. Also an increase has been seen in patrons coming back and renewing their cards.

-79% of items checked out by Sun Prairie cardholders are being provided by our collection, up from 75%.

-Participation in Children's programming has been very high. Lynn has been seeing lots of new faces.

-The new paperback shelving in the Adult Wing is now completed.

-Tracy reported on a recent patron request for reconsideration.

-The library plans to replace its public black and white copier in October when the CD comes due. Action from the board may be required at that time concerning what to purchase.

-The ALA conference is this weekend. The cost to the City of Sun Prairie will be minimal due to grants received from SCLS. Tracy Herold, Carol Iwanowski, Pearl Mosier and Debbie Bird will all be attending. Tracy will report about the conference in August.

-Tracy attended the city's budget meeting earlier this morning. According to current figures the city will be short \$750,000 next year. Increased taxes are an unfavorable choice so other options are being looked at. AFSCME will be meeting with city officials in a couple of weeks to discuss the situation.

7. Committee Reports

a. Finance Committee

-Motion: to move item 10 up in the agenda.

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

-Terry Heinrichs reported that through July 7th, the library has made a 6.42% return. The portfolio is also overweight towards fixed income, but Terry advises we keep it that way for now due to the historical fact that equities do not normally fair as well during the 3rd quarter.

-Terry suggested that the library moves its holdings in Pimco Real Return to Templeton Global Bond. Pimco relies more on inflation, which the current market does not have and probably will not for some time. Templeton on the other hand uses money exchange rates between foreign governments, which should be more favorable right now.

-The Finance committee moved to have the 12% in Pimco Real Return put into Templeton Global Fund.

- b. Policy Committee
 - Met on Tuesday, July 7th. Will discuss later in the agenda.
- c. PR/Marketing
 - No meeting.
- d. Friends
 - Will meet on Monday, July 20th.
- e. Foundation
 - Will meet on Tuesday, July 21st at 11:45am.

UNFINISHED BUSINESS:

- 8. Election of Board Officers and Committee Appointments
 - Monika Van Rossum nominated as President, Young (1); Hooser (2); passed unanimously.
 - Don Hooser nominated as Vice President, Weber (1); Fugelseth (2); passed unanimously.
 - Rebecca Renk nominated as Financial Secretary, Harrington (1); Young (2); passed unanimously.
 - Patricia Harrington will remain the Policy Committee chair.
 - Rebecca Renk will remain the Finance Committee chair.
 - Christine Fugelseth will join the Policy Committee and Susan Young will switch to the Finance Committee.
- 9. Consideration and Discussion of Policy Committee Goals
 - The Policy Committee decided to drop the Goals and Objectives since they are already stated in the Bylaws.
- 10. Consideration and Discussion of Merrill Lynch Quarterly Report
 - Discussed earlier under point 7(a).

NEW BUSINESS:

- 11. Consideration and Discussion of Public Relations Policy
 - The policy's language was cleaned up to fall in line with the rest of the changes that have been made to existing policies.
 - The committee checked with the city's attorney about using photos with patrons in them. The policy has been updated to fit the required guidelines.
 - Motion: to approve the changes made to the Public Relations Policy.
 - Weber (1); Hooser (2); motion passed unanimously.
- 12. Consideration and Discussion of Collection Development Policy
 - Section V taken out. All library policies are reviewed on a regular basis so there is no need to state that again here.
 - Discussion over further changes that should be made.
 - Motion: to approve the changes made to the Collection Development Policy.
 - Hooser (1); Reindl (2); motion passed unanimously.
- 13. Consideration and Discussion of Reference Policy
 - Language cleaned up, table of contents taken out, and some sections renumbered and lettered.
 - Discussion over whether or not points (B) and (C) under section IV should be listed if they are already covered under the link in point (A).
 - Points (B) and (C) were created when previous situations needed them to be emphasized. Since they are not incorrect it isn't necessary for them to be removed.
 - Motion: to approve the changes made to the Reference Services Policy.
 - Weber (1); Young (2); motion passed unanimously.

14. Consideration and Discussion of plan for historical financial documents

- Tracy Herold suggested that we put the documents from the safety deposit box into some sort of scrapbook. The scrapbook would then be seen in our local history cabinet.
- The documents should also be backed up via scanning.
- Motion: to scan the financial documents found in the security box and then put them into a display format.
- Renk (1); Young (2); motion passed unanimously.

REFERRALS:

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

- Lisa Mohrman needs to be taken off of any future agendas and mailing lists.
- Names will need to be switched around on agendas to reflect current officer and committee positions.

16. Adjournment

- Motion: to adjourn the meeting at 6:05 pm.
- Weber (1); Renk (2); motion passed unanimously.

Submitted by:

Ryan Hellenbrand, Library Secretary

Monika Van Rossum, Library Board President: _____