



## OFFICE OF THE CITY CLERK

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**SUN PRAIRIE PUBLIC LIBRARY BOARD  
MEETING MINUTES  
THURSDAY, MARCH 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, Rebecca Renk(left 6:45), Patricia Harrington, Brent Benjamin(arrived 5:11), Mary Polenske, Susan Young and Christine Fugelseth.
  - Absent: Anne Kienitz.
  - Tracy Herold, Ryan Hellenbrand, Debbie Bird, Pat Cannon and Cameron Thompson.
2. Approval of minutes from February 10, 2010 meeting
  - Motion: to approve the February 10, 2010 minutes.
  - Young (1); Fugelseth (2); motion passed unanimously.
  - Susan Young will be leaving at the end of her term year, not calendar year.
3. Bills presented for payment (To Be Distributed)
  - Motion: to approve payment of bills.
  - Renk (1); Polenske (2); motion passed unanimously.
4. Citizen Appearances/Public Comment
  - None.
5. Business of Board President
  - Don Hooser appoints Anne Kienitz as the Library Board's liaison to the Read Before Book Store.
6. Staff Reports
  - Library Legislative Day has been rescheduled for Tuesday, March 22<sup>nd</sup>. Susan Young will not be able to attend on this date.
  - SCLS has provided an updated status on KOHA. A go live date is being entertained for the beginning of April. At least one month's notice will be provided for PR.
  - The Grand Opening of the Early Literacy Area was a success. Around 250 people attended. Throughout the whole process of renovating the Children's Area the Burgeon Group has been fantastic to work with.
7. Committee Reports
  - a. Finance Committee
    - Did not meet.
  - b. Policy Committee
    - Will meet on April 12<sup>th</sup> prior to the Library Board meeting.
  - c. PR/Marketing Committee
    - Will meet next month in order to give all entities time to plan their activities.

- d. Garden Committee
  - The committee met and decided on two main themes to focus on: education and welcoming.
  - The prairie grounds will be looked at for providing educational materials to encourage more use. Rebecca Renk also suggests that along with identifying the plants we also look into the kinds of insects that make their home in the prairie.
  - The front of the library will be examined to create a more welcoming area. The trees need to be replaced and the container pots continue to need attention.
  - The next meeting will be April 11<sup>th</sup>.
- e. Friends
  - Will meet Monday, March 21<sup>st</sup>.
- f. Foundation
  - Will meet Tuesday, March 15<sup>th</sup>.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

- 8. Consideration and Discussion of Sun Prairie Media Center planting memorial tree on library grounds
  - Cameron Thompson reports that last year a long time Kids-4 kid and night programmer, Dillan Ellison, was killed in a car accident. The Sun Prairie Media Center wishes to honor him with the planting of a tree near the SPMC area. Cameron has been in touch with Park, Recreation and Forestry director Bob Holling to get advice for the planting which is planned for April.
  - Motion: to approve Sun Prairie Media Center's request to plant a tree near the SPMC entrance in honor of Dillan Ellison.
  - Harrington (1); Reindl (2); motion passed unanimously.
- 9. Adjourn to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) for consideration and discussion of Library Director's annual review
  - Motion: move up in the agenda to item number 9.
  - Young (1); Reindl (2); motion passed unanimously.
  - Motion: to adjourn to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) for consideration and discussion of Library Director's annual review.
  - Young (1); Fugelseth (2); Roll call: Don Hooser, Barbara Reindl, Rebecca Renk, Patricia Harrington, Brent Benjamin, Mary Polenske, Susan Young and Christine Fugelseth.
- 10. Return to open session for discussion and possible action regarding the closed session matter
  - Motion: to return to open session for discussion and possible action regarding the closed session matter.
  - Reindl (1); Polenske (2); motion passed unanimously.
  - No action taken.
- 11. Consideration and Discussion of Volunteer Award recommendations
  - The volunteer committee met to consider volunteer awards. The following nominations were made:
    - Exceptional Service: Rebecca Renk      -Service of Merit: Nikki Newberry
    - Honor Roll: Frank Pennypacker      -Mildred Thompson: Ed Pagelow
    - Community Service: Wisconsin Women's Business Initiative Corporation
    - Dale Davis: Friends of the Sun Prairie Library, Sun Prairie Public Library Foundation, Sun Prairie Rotary Foundation and Walmart
    - 20 volunteers earned Special Recognition
  - Motion: to accept the proposed volunteer award recommendations.
  - Harrington (1); Fugelseth (2); motion passed unanimously.

12. Consideration and Discussion of recommendations to Mayor for Library Board Trustee vacancy
  - Motion: postpone sending applications to the mayor till the next board meeting. Ask the applicant who submitted a resume to complete the application.
  - Young (1); Renk (2); motion passed unanimously.
  - Any new applications will be considered between now and the April board meeting.
  
13. Consideration and Discussion of 2010 carryover funds
  - Tracy Herold received the final calculations for carryover funds today.
  - Library staff has been discussing buying new shelving. Collections have been shifted to create more room but the library is close to capacity in respect to shelving.
  - Debbie Bird has received bids from Embury and Storage Systems. Embury's bid came in over \$2,000 higher than Storage Systems. Debbie recommends ordering soon because steel prices are on the rise and Storage Systems has guaranteed their bid price through April 1<sup>st</sup>. Debbie would also like to order end panels and backup shelving which would bring the total price to below \$10,000 from Storage Systems.
  - The library has worked with both vendors in the past and has no problems with either.
  - Using carryover funds for this project will not conflict with any funds earmarked for the garden committee or any other known projects on the horizon.
  - Motion: to approve the purchase of shelving and end panels from Storage Systems up to \$10,000.
  - Benjamin (1); Reindl (2); motion passed unanimously.
  
14. Consideration and Discussion of Facility Replacement Schedule and Fund
  - The library is exploring having the wallpaper removed from all the bathrooms, repairs made, and painting.
  - Tracy Herold has received five quotes. The lowest price came from Rogers Paint. Mary Polenske attests to the good quality of Rogers.
  - Motion: to approve the contracting of Rogers Paint using the facility replacement fund.
  - Fugelseth (1); Harrington (2); motion passed unanimously.
  
15. Consideration and Discussion of Library Director's 2011 Goals and Objectives
  - The goals and objectives were reviewed prior to the board meeting with Tracy Herold, Pat Cannon, Don Hooser and Barbara Reindl.
  - No major changes made.

**REFERRALS:**

16. Items to be referred to staff or committees for review or action.
  - None
  
17. Adjournment
  - Motion: to adjourn the meeting at 6:57pm.
  - Harrington (1); Polenske (2); motion passed unanimously.

Submitted by:  
Ryan Hellenbrand, Library Secretary

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