



## OFFICE OF THE CITY CLERK

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**SUN PRAIRIE PUBLIC LIBRARY BOARD  
MEETING MINUTES  
THURSDAY, MAY 12, 2011  
5:00 PM**

**CONFERENCE ROOM**

1. Call to Order, Roll Call
  - Hooser called the meeting to order at 5:04pm.
  - Roll Call, Present: Don Hooser, Rebecca Renk, Brent Benjamin, Anne Kienitz, Susan Young, Christine Fugelseth (left 6:10), Mary Polenske and Barbara Reindl(arrived 5:08).
  - Absent: Patricia Harrington.
  - Tracy Herold, Ryan Hellenbrand and Pearl Mosier.
2. Approval of minutes from April 14, 2011 meeting
  - Motion: to approve the April 14, 2011 minutes.
  - Young (1); Kienitz (2); motion passed unanimously.
3. Bills presented for payment (To Be Distributed)
  - Motion: to approve payment of bills.
  - Polenske (1); Renk (2); motion passed unanimously.
4. Citizen Appearances/Public Comment
  - None.
5. Business of Board President
  - A nominating committee will not be assembled.
  - Election of officers will remain on June's agenda; however, action may not be taken if a full board is not present.
6. Staff Reports
  - KOHA went live on April 17<sup>th</sup> for Sun Prairie. There are multiple issues with the new system, but problems are slowly being addressed by SCLS and PTFS. Herold would like to commend the staff for the massive amount of effort they have given during this challenging time and continue to give every day. We were better prepared than most because of the amount of independent training and testing we did.
  - The director of PTFS and the Koha project director visited the library on Tuesday, May 10, which gave staff a chance to personally show the problems they have experienced with KOHA.
  - Herold attended the Dane County Librarians meeting earlier today. Sun Prairie, Verona and Middleton were elected on behalf of the libraries to send a letter to PTFS to state exactly what urgent fixes need to be made in KOHA.
  - Acquisitions in KOHA is still extremely weak, however Sun Prairie is currently the only library processing new materials thanks to an internal system devised by Debbie Bird and Heather Garvey.
  - Mosier's circulation stats will change because of how KOHA generates reports.
  - Herold shared her response letter to the Dane County Library Service which expressed her concern over the standards in the coming years. A new system of standards will possibly be approved by January or February of next year for 2012 application.
  - Questions about the prairie burn were raised. Herold will check with the city to find out exactly who is involved with it.

7. Committee Reports

- a. Finance Committee
  - Did not meet; will meet in July.
- b. Policy Committee
  - Did meet; will be discussed under new business.
  - Scheduled to meet again in July.
- c. PR/Marketing Committee
  - Did not meet; will meet at the end of the year.
- d. Garden Committee
  - Did not meet.
  - Joe Chase is now a member of the committee.
- e. Friends
  - The annual trivia challenge is set for Saturday, June 4. Excellent prizes have been collected
  - A distribution is being sent to 5, 6 and 7 graders for the challenge. Reindl will also mention at school herself.
- f. Foundation
  - Will meet this coming Tuesday, May 17.
  - The bylaws are up for final discussion.
  - The Foundation is looking for members to fill vacancies.

**UNFINISHED BUSINESS:**

8. Consideration and Discussion of 2010 carryover funds
  - Herold has received quotes from Signs by Tomorrow and Poblocki. We have worked with Poblocki in the past and their work is excellent.
  - Herold has concern over the quality of Signs by Tomorrow and would like to see their showroom
  - Herold will do more research.
9. Consideration and Discussion of RFID/Automated Handling Unit
  - Verona is scheduled to have their unit installed on June 1; Fitchburg will be opening on June 29. Herold will be monitoring Verona's progress to see how the unit works with KOHA.
  - Herold will find out if ITG does scheduled maintenance or if we need to request it.
  - Kienitz suggests countertop space at the book drop to accommodate the slower pace of returning items.
  - Renk suggests we equally weigh the expense of the unit between the checking account and carryover because we would be more flexible with the money in our checking account.
  - Motion: to approve the purchase of the automated handling unit with equal weight between the checking account and carryover fund with the exception that we see if Verona successfully installs their unit first.
  - Renk (1); Kienitz (2); motion passed unanimously.
10. Consideration and Discussion of Library Board application process
  - The board will invite Mayor Murray to the next meeting to discuss appointments to the board.
  - Motion: to table discussion of the Library Board application process until after meeting with the Mayor.
  - Kienitz (1); Benjamin (2); motion passed unanimously.
  - Hellenbrand will put 'DRAFT' watermarks on minutes not yet approved by the board.

**NEW BUSINESS:**

11. Consideration and Discussion of Purchasing Policy
  - Grammatical errors pointed out on page 2.
  - Point 7 in section X moved up to the first point listed in X and relabeled A.
  - Motion: to approve the Purchasing Policy with the aforementioned changes.
  - Kienitz (1); Reindl (1); motion passed unanimously.

12. Consideration and Discussion of Meeting Rooms Policy

- Information was deleted to make the policy clearer. Point F was created. Clarifications made in V and VI.
- Point X(A) changed to state that the library encourages applications at least 2 weeks in advance but no less than 48 hours prior to the reservation.
- Alphabetical error in VIII found.
- Motion: to approve the Meeting Rooms Policy with the aforementioned changes.
- Renk (1); Reindl (2); motion passed unanimously.

13. Consideration and Discussion of Wireless Policy

- Point IV changed. Cleanup of language.
- Motion: to approve the Wireless Policy with the aforementioned changes.
- Polenske (1); Kienitz (2); motion passed unanimously.

**REFERRALS:**

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

- None.

15. Adjournment

- Motion: to adjourn the meeting at 7:14pm.
- Young (1); Polenske (2); motion passed unanimously.

Submitted by:

Ryan Hellenbrand, Library Secretary

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