

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, January 11, 2024
6 PM
Library Conference Room

- 1) Call to Order, Roll Call
 - a. Rex Owens called the meeting to order at 6 p.m.
 - b. Present: Rex Owens, Mary Bell, April Brazier, Mark Chin, Emily Lindsey, Krystal Johnson, Suhani Pandey, Sandy Pittelli, Steve Stocker
 - c. Absent: Rohit Vaidya
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Kevin Johnson (Owner's Representative, FVM), Jan Holmes

- 2) Volunteer Sign-In Sheet
 - a) The sign-in sheet was distributed

- 3) Approval of minutes
 - a. **MOTION: To approve the December 14, 2023 minutes**
 - b. Pittelli (1); Lindsey (2); motion passed.

- 4) Bills Presented for Payment (\$1,758.99)
 - a. **MOTION: To approve payment of the bills and the City budget reports.**
 - b. Bell (1); Brazier (2); motion passed

- 5) Citizen Appearances/Public Comment
 - a) None

- 6) Business of Board President
 - a) None

- 7) Library Director Report
 - a) Consideration, Discussion and Possible Action on Design and Construction Documents Development
 - i) Johnson updated the Library Board and reviewed upcoming items on the timeline.

 - b) Librarian Reports
 - i) Hetzler reported. We were closed on Tuesday and will be closed tomorrow due to weather conditions. The Welcome Booklets have been printed and will be available in English, Spanish and Hmong. We have two new part-time staff members, McKinley Breen in Adult Services and Erin Skarivoda in Access and Circulation Services. The library, in partnership with community partners will be hosting a community event at the Boys and Girls Club on Dr. Martin Luther King Jr. Day.

- 8) Committee Reports
 - a) DEI Advisory Committee-Meet next week
 - b) Facilities Committee-Met on December 15th.
 - c) Personnel Committee – Did not meet.
 - d) Policy Committee- Met today and will present the policies that were reviewed at next month's meeting.
 - e) Strategic Planning Committee-Did not meet

- f) Friends- Did not meet.
- g) Foundation – Owens reported. The Foundation has reached over \$2 million in cash and pledges. They are working on reactivating the 100 Extraordinary Women campaign.

9) **UNFINISHED BUSINESS**

- a) None

10) **NEW BUSINESS**

a) Consideration, Discussion and Possible Action on Annual Report Approval

- i) SCLS is asking Library Directors to ask their boards to allow Library Board presidents to review and sign the Annual Report in case the report isn't ready by the Library Board meeting.

ii) **MOTION: To allow the Library Board president to sign the Annual Report.**

- iii) Lindsey (1); Stocker (2); motion passed.

b) Consideration, Discussion and Possible Action on 2024 Important Dates

- i) The February election will not take place at the library. The March 1st Staff In-Service will be a full day instead of a half day.

ii) **MOTION: To remove the February election and change the March Staff In-Service to a full day.**

- iii) Bell (1); Brazier (2); motion passed.

11) Referrals

- a) None

12) Adjournment

- a. **MOTION: To adjourn at 6:30 pm**
- b. Chin (1); Lindsey (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

