

SUN PRAIRIE PUBLIC LIBRARY BOARD

MEETING MINUTES

Thursday, August 10, 2023

6 PM

Library Conference Room

1. Call to Order, Roll Call
 - a. Rex Owens called the meeting to order at 6:00 p.m.
 - b. Present: Rex Owens, Mary Bell, April Brazier, Mark Chin, Krystal Johnson, Emily Lindsey, Sandy Pittelli, Rohit Vaidya
 - c. Absent: Suhani Pandey, Steve Stocker
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Kevin Johnson (Owner's Representative, FVM), Theresa Stevens, Kathleen McDaniel (City of Sun Prairie Attorney), Aaron Oppenheimer (City Administrator, City of Sun Prairie), Christy Monk (FEH Design), Jan Holmes, Jim Enright (Sun Prairie Community Band)

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

3. Approval of minutes
 - a. **MOTION: To approve the July 13, 2023 minutes**
 - b. Pittelli (1); Chin (2); motion passed.

4. Bills Presented for Payment (\$4,376.89)
 - a. **MOTION: To approve payment of the bills and the City budget reports.**
 - b. Vaidya (1); Linds (2); motion passed
 - c. We received a donation for \$1,000. Hetzler asked if this should be transferred to the Foundation, per the Gift Policy.
 - d. **MOTION: To transfer the funds to the Foundation.**
 - e. Bell (1); Brazier (2); motion passed.

5. Citizen Appearances/Public Comment
 - a. Jim Enright with the Sun Prairie Community Band attended the meeting.
 - a. The community band has outgrown their current venue at Wetmore Park. The Sun Prairie Community Band is looking for a larger venue to play at. Enright asked the Library Board to consider making the Amphitheater space suitable for the Community Band to play in. Their next concert is Tuesday, August 15th at 6:30pm at Wetmore Park.

6. Business of Board President
 - a. None

7. Library Director Report
 - a. Owner's Representative Monthly Update (Kevin Johnson, Senior Project Manager, FVM)
 - a. Kevin Johnson reported to the Library Board. In the interest of time, Johnson deferred to the FEH presentation.

 - b. Librarian Reports
 - a. Hetzler reported. The library had its highest participation to date for the Summer Library Program. Close to 3,300 children participated and 500 adults.

- b. We received 16 proposals for the Artist in Residence program.
- c. The Dream Bus had over 700 visitors in June alone!
- d. The Summer Lunch program, sponsored by the Sun Prairie Emergency Food Pantry, Second Harvest Food Bank, Sunshine Place and Community Schools, made regular visits to the library this summer, and the stop has been popular.

8. Committee Reports

- a. DEI Advisory Committee- They met in July and will be soon be welcoming two new members.
- b. Facilities Committee- Owens reports. City staff is reviewing fire suppression system. We've received a proposal for the prairie burn for next spring. A restroom that would be accessible off of the Amphitheater has been added to the design. The committee also reviewed the recommendation to use a standard boiler and chiller cooling system for the entire building.
- c. Personnel Committee-Did not meet.
- d. Policy Committee-Did not meet.
- e. Strategic Planning Committee-Did not meet
- f. Friends- Did not meet.
- g. Foundation – Stevens reported. They are at their 50% fundraising goal. Party in the Prairie is September 30th.

9. UNFINISHED BUSINESS

- a. None

10. NEW BUSINESS

- a. Consideration, Discussion and Possible Action on Schematic Design (Christy Monk, FEH Design)
 - a. Monk presented. The Schematic Design phase has been completed. The intent is to maintain as much as the existing building as we can and house the adult collection in that space. The library space currently encompasses over 14 acres of area. The proposed additional site will consist of 7.1 acres.
 - b. The proposed boiler chiller system was discussed. We could still achieve LEED certification with this system.
 - c. The cost of the project was presented and discussed. The cost is more than was originally anticipated. Cost savings was discussed. Pulling back the atrium was discussed as a cost saving method.
 - d. Johnson said that the body needs to be prepared to make scope diminishment.
 - e. The Library Board proposed inviting the City Council to the September 14th Library Board meeting to discuss the cost of the project. They also proposed having an additional meeting in August to discuss what would be discussed at the September meeting.
 - f. **MOTION: To set a special meeting for Thursday, August 31st at 6pm**
 - g. Lindsey (1); Bell (2); motion passed.
 - h. This item will be tabled until the next meeting.
- b. Consideration, Discussion and Possible Action on Expansion and Renovation Timeline (Christy Monk, FEH Design & Kathleen McDaniel, City of Sun Prairie Attorney)
 - a. This item will be tabled.

- c. Consideration, Discussion and Possible Action on Budget Amendment for Owner's Representative Services for SPPL Expansion and Renovation – Full Design
 - a. The Library Board originally earmarked \$100,000 for Owner's Representative Services for full design.
 - b. The Library Board made the award for \$148,000.
 - c. **MOTION: To increase the budget for the Owner's Representative Services for full design to \$148,000 and have \$48,000 transferred into the professional services line from the library's fund balance.**
 - d. Lindsey (1); Vaidya (2); motion passed.

- d. Consideration, Discussion and Possible Action on Owner's Representative Services for SPPL Expansion and Renovation – Construction (Kathleen McDaniel, City Attorney)
 - a. McDaniel spoke with the Library Board. A sole source justification can very easily be made as FVM has been an integral partner in this process. McDaniel spoke with the Finance Director and the Director of Public Services who are both supportive of this.
 - b. **MOTION: To do a sole source to contract with Kevin Johnson from FVM for Owner's Representative Services for the SPPL Expansion and Renovation - Construction.**
 - c. Chin (1); Pittelli (2); motion passed

- e. Adjourn into closed session pursuant to Wisconsin State Statute 19.85 (1) (g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Discussion on ERD Complaint filed by Derrick McCann.
 - a. **MOTION: Adjourn into closed session pursuant to Wisconsin State Statute 19.85 (1) (g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.**
 - b. Vaidya (1); Pittelli (2); motion passed

- f. Return to Open Session. No action is contemplated.
 - a. **MOTION: To return to Open Session.**
 - b. Bell (1); Vaidya (2); motion passed.

11. Referrals

- a. None

12. Adjournment

- a. **MOTION: To adjourn at 8:32 pm**
- b. Chin (1); Lindsey (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

