

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, December 15, 2022
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, Emily Lindsey, Steve Stocker (left at 7:15pm), Suhani Pandey, Rohit Vaidya (left at 7:23pm)
 - c. Absent: Sandy Pittelli, Krystal Johnson, Jayden Yamoah
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Janet Nelson (ReThinking Libraries)

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

3. Approval of minutes
 - a. **MOTION: To approve the November 10, 2022 minutes**
 - b. Stocker (1); Chin (2); motion passed.

4. Bills Presented for Payment (\$6,253.26)
 - a. **MOTION: To approve payment of the bills and the City budget reports.**
 - b. Bell (1); Lindsey (2); motion passed

5. Citizen Appearances/Public Comment
 - a. None

6. Business of Board President
 - a. None

7. Library Director Report
 - a. Librarian Reports
 - a. Hetzler reported. She's projecting we'll have 100,000 more in Circulation than we did last year by the end of this year!

8. Committee Reports
 - a. DEI Advisory Committee-Met last week. The structure next year will be different, the committee will be meeting with staff starting next year. Areas that the committee will be working on were discussed including: affinity groups, policies, and facilities. They will be meeting again at the end of January.
 - b. Facilities Committee-Did not meet.
 - c. Personnel Committee
 - a. Adjourn into closed session pursuant to Wisconsin State Statute 19.86(1)(c): Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility - Library Director Performance Evaluation
 - b. **MOTION: To adjourn into closed session.**
 - c. Bell (1); Stocker (2); motion passed.
 - d. **MOTION: To return to regular session.**
 - e. Bell (1); Chin (2); motion passed.
 - d. Policy Committee

- a. Consideration, Discussion and Possible Action on Conduct Policy
 - 1. **MOTION: To approve items D. A-C on the agenda**
 - 2. Lindsey (1); Chin (2); motion passed
- b. Consideration, Discussion and Possible Action on Public Relations Policy
- c. Consideration, Discussion and Possible Action on Unattended Children Policy
- e. Strategic Planning Committee
 - a. Consideration, Discussion and Possible Action on 2023-2025 Strategic Plan.
 - 1. Janet Nelson from ReThinking Libraries presented on the draft of the 2023-2025 Strategic Plan.
 - a. The main focus areas of the plan were discussed. They include:
 - i. A more fully aware and engaged community with greater funding support
 - ii. Increased investments and diversification of staffing and resources
 - iii. Enhanced and expanded programming and services
 - iv. Facilities upgrade to meet growing and evolving needs of the community.
 - b. The Board's main responsibility is to look at the high level plan for each year.
 - c. Janet will be meeting with the library operational supervisors in January and with all library staff in February to discuss the One Year Work plan.
 - 2. **MOTION: To approve the 2023-2025 Strategic Plan**
 - 3. Stocker (1); Vaidya (2); motion passed
- f. Friends- Have not met.
- g. Foundation-The Foundation is still in the silent portion of the Capital Campaign and are working towards their fundraising goal. There will be a Gala in April with a Kentucky Derby theme, and they are talking about several other fundraisers in 2023.

9. UNFINISHED BUSINESS: None

10. NEW BUSINESS

- a. Consideration, Discussion and Possible Action on Owner's Representative Services
 - a. Five vendors submitted proposals for Owner's Representative Services.
 - b. A typo should be corrected in the memo. Cost points for Facility Value Management should be 2.84, not 2084.
 - c. The evaluation committee recommended the contract to be awarded to Concord and for the library board to determine their budget capacity. Concord and Facility Value Management's ratings were within less than a point of each other but Concord's cost proposal is not within the library's budget capacity.
 - d. **MOTION: To award the contract to Facility Value Management**
 - e. Bell (1); Stocker (2); motion passed.
- b. Consideration, Discussion and Possible Action on 2023 Library Board Checking Account Budget
 - a. **MOTION: To approve the 2023 Library Board Budget**
 - b. Bell (1); Brazier (2); motion passed.
- c. Consideration, Discussion and Possible Action on Funding Request for Foundation
 - a. There is a \$26,500 funding request from the Library to the Foundation.
 - b. **MOTION: To approve the request to the Foundation**

- c. Lindsey (1); Vaidya (2); motion passed.
- d. Consideration, Discussion and Possible Action on Funds in Money Market
 - a. **MOTION: To transfer \$28,000 from Money Market to the Kind Fund**
 - b. Bell (1); Lindsey (2); motion passed.
- e. Consideration, Discussion and Possible Action on Unused Distributions for Facility Enhancements from Kind Fund Distributions
 - a. The plan was discussed.
- f. Consideration, Discussion and Possible Action on 2023 Library Board Calendar
 - a. **MOTION: To approve the 2023 Library Board Calendar.**
 - b. Lindsey (1); Chin (2); motion passed.

11. Referrals

- a. None

12. Adjournment

- a. **MOTION: To adjourn at 7:29 pm**
- b. Chin (1); Brazier (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President


