

**SUN PRAIRIE PUBLIC LIBRARY BOARD**  
**MEETING MINUTES**  
**Thursday, December 14, 2023**  
**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, Emily Lindsey, Krystal Johnson, Suhani Pandey, Sandy Pittelli (left at 6:50pm), Steve Stocker, Rohit Vaidya
  - c. Absent: Mark Chin
  - d. Also present: Svetha Hetzler, Sarah Michaelis, Kevin Johnson (Owner's Representative, FVM), Jan Holmes, Christy Monk (FEH Design)
  
- 2) Volunteer Sign-In Sheet
  - a) The sign-in sheet was distributed
  
- 3) Approval of minutes
  - a. **MOTION: To approve the November 9, 2023 minutes**
  - b. Lindsey (1); Bell (2); motion passed.
  
- 4) Bills Presented for Payment (\$5,026.50)
  - 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) Design Development Presentation (Christy Monk, Principal Architect, FEH Design & Kevin Johnson, Senior Project Manager, FVM)
    - i) Monk presented the Design Development packet. They are seeking approval to continue into the construction document phase of the design. We are on track to bid in the later part of March.
    - ii) There will be two mechanical penthouses: one in the existing building that will not be as visible, and a second that may be a bit more visible. Still discussing the placement/shape of mechanical penthouses.
    - iii) Technology and security plans in the works.
    - iv) Interior finishes were reviewed. Media Center will be receiving a basic update.
    - v) Planning for existing fire sprinkler system to be replaced.
    - vi) To stay within budget, the Foundation will be directly paying for the cost of the aquarium and the Early Literacy Structure.
    - vii) **MOTION: To approve the drawings, finishes and the budget.**
    - viii) Lindsey (1); Bell (2); motion passed
  
  - b) Presentation on 2023 Library Activities
    - i) Hetzler presented.

- c) Librarian Reports
  - i) Hetzler reported.

8) Committee Reports

- a) DEI Advisory Committee
  - i) 2023 DEI Advisory Committee Report. Krystal Johnson reported on the work that the DEI Advisory Committee did in 2023.
- b) Facilities Committee-Meet tomorrow.
- c) Personnel Committee
  - i) Adjourn into closed session pursuant to Wisconsin State Statute 19.86(1)(c): Library Director Performance Evaluation 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.
  - ii) **MOTION: To adjourn into closed session**  
Bell (1); Lindsey (2); motion passed
  - iii) **MOTION: To return to open session**
  - iv) Lindsey (1); Bell (2); motion passed
- d) Policy Committee- Did not meet.
- e) Strategic Planning Committee
  - i) Consideration, Discussion and Possible Action on 2023 Work Plan  
(1) The 2023 Work Plan was reviewed.
  - ii) Consideration, Discussion and Possible Action on 2024 Draft Work Plan  
(1) **MOTION: To approve the 2024 draft work plan**  
(2) Bell (1); Brazier (2); motion passed.
- f) Friends- Owens reported. Teresa Kim was elected president. Aaron Oppenheimer was elected Vice President. Treasurer is Peter Smith. The Friends will have the financial resources to make a \$50,000 match to the Capital Campaign.
- g) Foundation – Owens reported. Met this morning. Josh Erickson was elected president. The Foundation is taking a different approach to fundraising next year. They will have two primary events: the Gala on April 13<sup>th</sup> and the groundbreaking in June.

9) **UNFINISHED BUSINESS**

- a) None

10) **NEW BUSINESS**

- a) Consideration, Discussion and Possible Action on 2024 Library Board Budget
  - i) **MOTION: To approve the Library Board budget.**
  - ii) Vaidya (1) Bell (2); motion passed.
- b) Consideration, Discussion and Possible Action on Library Board Money Market funds
  - i) CD rates are doing well. Hetzler made a phone call to Bank of Sun Prairie. We could keep \$2000 in the existing Money Market and move the remainder to a 13 month CD.
  - ii) **MOTION: To transfer \$36,000 from the Money Market into a 13 month CD.**
  - iii) Stocker (1); Vaidya (2); motion passed.
- c) Consideration, Discussion and Possible Action on Library Capital Improvement Projects (10 Year CIP)
  - i) The city is working on the next 10 year capital improve plan from 2025-2034. Hetzler has filled out a change order form so we can include a vehicle purchase in 2028.

ii) **MOTION: To approve the change order request to include a vehicle in the 2028 CIP budget.**

iii) Bell (1); Lindsey (2); motion passed.

d) Consideration, Discussion and Possible Action on 2024 Library Board Calendar

i) **MOTION: To approve the 2024 Library Board Calendar**

ii) Lindsey (1); Bell (2); motion passed.

11) Referrals

a) None


12) Adjournment

a. **MOTION: To adjourn at 8:11pm**

b. Brazier (1); Lindsey (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President



A handwritten signature in cursive script, appearing to read "Rex Owens", is written over a horizontal line.