

**SUN PRAIRIE PUBLIC LIBRARY BOARD**

**MEETING MINUTES**

**Thursday, April 13, 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, Emily Lindsey, Steve Stocker, Rohit Vaidya, Jayden Yamoah
  - c. Absent: Krystal Johnson, Sandy Pittelli, Suhani Pandey
  - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes, Kevin Johnson, Steev Baker
2. Volunteer Sign-In Sheet
  - a. The sign-in sheet was distributed
3. Approval of minutes
  - a. **MOTION: To approve the March 9<sup>th</sup> and March 30<sup>th</sup> minutes**
  - b. Lindsey (1); Vaidya (2); motion passed.
4. Bills Presented for Payment (\$10, 772.67)
  - a. **MOTION: To approve payment of the bills and the City budget reports.**
  - b. Bell (1); Chin (2); motion passed
5. Citizen Appearances/Public Comment
  - a. Kevin Johnson introduced himself to the Library Board.
6. Business of Board President
  - a. Consideration, Discussion and Possible Action on Earth Day Clean Up
    - a. Owens will send the Library Board an email he received from the Friends of the Sun Prairie Parks. They are looking for volunteers for the Earth Day Clean Up.
7. Library Director Report
  - a. Report from Owner's Representative (Kevin Johnson, Senior Project Manager, FVM)
    - a. Kevin Johnson reported to the Library Board
    - b. Anders Dahlgren will be presenting at the June Library Board meeting with information from the question and answer period.
    - c. Major milestones projected timeline:
      1. Early June to Early August – Schematic design phase
      2. August Library Board meeting – Formal presentation of Schematic Design to the Library Board.
      3. Mid-February 2024 – out for bid for construction.
      4. May 2024-start construction
    - d. Over the course of the next month, a major area of focus will be looking at in-kind donations from local businesses. Johnson, Stevens and Hetzler will also be working on applying for grants.
  - b. Report from Head of Access and Circulation Services (Steev Baker)
    - a. Baker reported on the Access and Circulation Services department.
      1. There were 900 + library card requests via the library's website last year. That is about 1/3 of our total library cards for the year.
      2. The sorter was replaced last year!

3. Baker also started the Vinyl LP collection this year with funding from the Foundation, and has planned three Singer/Songwriter series that are currently happening March-May, funded by the Friends.
- c. Consideration, Discussion and Possible Action on Memorial Day Weekend & SCLS Network Cutover
  - a. The South Central Library System is moving their headquarters over Memorial Day weekend. The library will remain open and will provide alternate sources for internet connectivity. We'll provide a hotspot in our Community Room to allow an Internet Café. We'll be putting up signage early to mid-May. There will be no changes in terms of our hours of operation.
- d. Consideration, Discussion and Possible Action on Grant Submissions
  - a. Hetzler discussed grant opportunities that the SPPL Foundation and the library may be applying for. If the library will be applying, Hetzler would be looking for approval to apply.
  - b. **MOTION: To give Hetzler permission to apply for the CDBG grant**
  - c. Chin (1); Vaidya (2)
  - d. Before voting, Board members had a few questions and Owens recommended that this item be tabled until Hetzler is able to get more information.
  - e. **MOTION: To table this item until the May meeting**
  - f. Bell (1); Stocker (2); motion passed
- e. Librarian Reports
  - a. Hetzler reported. There is a new format for the Librarian Reports that will focus on the Strategic Plan goals.

## 8. Committee Reports

- a. DEI Advisory Committee-Met in March. Have a meeting set for May 10<sup>th</sup>. They are working on policy reviews, updating the Racial Literacy plan and helping staff with affinity programs.
- b. Facilities Committee-Did not meet. The meeting will be at the end of April.
- c. Personnel Committee-Did not meet.
- d. Policy Committee
  - a. Consideration, Discussion and Possible Action on Discussion Rooms Policy
  - b. Consideration, Discussion and Possible Action on Epidemic & Health Emergency Policy
  - c. Consideration, Discussion and Possible Action on Inclement Weather Policy
  - d. Consideration, Discussion and Possible Action on Social Media Policy
    1. **MOTION: To approve the policies**
    2. Bell (1); Lindsey (2); motion passed.
- e. Strategic Planning Committee-Did not meet
- f. Friends-Did not meet. Meet this coming Monday.
- g. Foundation- The Foundation is very busy! For National Library Week, they have two programs and will end the week with the Kentucky Derby Spring Gala at Angell Park Pavilion. They are also hosting the Read to Raise fundraiser during the entire month of April.

## 9. UNFINISHED BUSINESS: None

## 10. NEW BUSINESS

- a. Consideration, Discussion and Possible Action on 2023 Adjacent County Reimbursement Requests
  - a. **MOTION: To approve the 2023 Adjacent County Reimbursement Request**

- b. Chin (1); Bell (2); motion passed.
- b. Consideration, Discussion and Possible Action on Fund Balance
  - a. Hetzler recommends allocating funding for Marketing & Communications starting in 2023 with some of the carryover.
  - b. Hetzler recommends allocating funding for the expansion and renovation in 2024 with some of the carryover.
  - c. **MOTION: To approve the proposed budget amendments for 2023 and 2024.**
  - d. Bell (1); Vaidya (2); motion passed.
- c. Consideration, Discussion and Possible Action on Gifts and Donations to the Library Board
  - a. As the Capital Campaign continues, there may be instances where donors are writing checks to the Sun Prairie Public Library but they are intended for the Sun Prairie Public Library Foundation.
  - b. **MOTION: To have the funds meant for the SPPL Foundation but given to the library transferred to the SPPL Foundation.**
  - c. Chin (1); Bell (2); motion passed.

11. Referrals

- a. Michaelis will send out a reminder to the board about submitting headshots.

12. Adjournment

- a. **MOTION: To adjourn at 7:17 pm**
- b. Lindsey (1); Chin (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President \_\_\_\_\_

