

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, July 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, Krystal Johnson, Emily Lindsey, Sandy Pittelli, Suhani Pandey, Rohit Vaidya
 - c. Absent: Mark Chin
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Kevin Johnson (Owner's Representative, FVM)

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

3. Approval of minutes
 - a. **MOTION: To approve the June 8, 2023 minutes**
 - b. Stocker (1); Pittelli (2); motion passed.

4. Bills Presented for Payment (\$4,360.66)
 - 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. Trustee Training Week: August 21-25, 2023
 - a. Trustee Training Week is August 21st-25th. Owens will email the board with details after the meeting.

7. Library Director Report
 - a. Owner's Representative Monthly Update (Kevin Johnson, Senior Project Manager, FVM)
 - a. Kevin Johnson reported to the Library Board.
 - b. There has been a lot of progression with design this past month. The plan continues to be in the refinement stages.
 - c. The Library Board asked about inflation. They are currently accounting for a bid period of second period 2024. All indications are consistent that we should carry a 3-5% inflation factor, which has already been accounted for.
 - d. Schematic Design will be complete by the August Library Board meeting and they'd like to lock the floor plan at that point.
 1. Resist the temptation after August to move walls, departments, etc.
 2. Engineers go into high level of analysis after the Schematic Design is approved.
 - e. Hetzler and Stevens are scheduled to make a presentation to the Committee of the Whole on Tuesday, August 15th with information on the status of the design and the Capital Campaign.

- b. Librarian Reports
 - a. Hetzler reported. We were the top circulating library in the entire South Central Library System in June.

8. Committee Reports

- a. DEI Advisory Committee- Did not meet. They will tentatively meet at the end of July. They received two applications for service on the committee.
- b. Facilities Committee-Stocker reported. The committee met at the end of June. Having a Full-time Maintenance Technician and a Custodian was discussed for the expanded space. The committee also discussed the amphitheater, shading, turf, the site plan design and security cameras.
- c. Personnel Committee-The committee had a mid-year conversation with Hetzler.
- d. Policy Committee-Did not meet.
- e. Strategic Planning Committee-Did not meet
- f. Friends- Did not meet.
- g. Foundation – There was a Mallard’s Game last night where Hetzler threw out the first pitch. Next week there will be a Concert in the Park and 7/26 is the Beer Garden at Orfan Park.

9. **UNFINISHED BUSINESS**

10. **NEW BUSINESS**

- a. Consideration, Discussion and Possible Action on 2024 Operating Budget
 - a. Department Heads need to submit budget entries by August 4th.
 - b. We’ll be receiving an additional \$110, 031 in Dane County reimbursements. Hetzler proposed this additional funding could be used for additional hours and benefits for the Youth and Adult Services’ Departments and the prairie burn. Additionally, Hetzler would like to use existing fund balance for one time budget initiatives which would include \$10,000 for marketing and communications and \$15,000 for professional development to support national conference attendance.
 - c. None of these initiatives would have an impact on the 2024 tax levy.
 - d. **MOTION: To approve the 2024 Operating Budget**
 - e. Lindsey (1); Vaidya (2); motion passed.
- b. Consideration, Discussion and Possible Action on Library Operations Policy
 - a. **MOTION: To approve the changes to the Library Operations Policy**
 - b. Bell (1); Pittelli (2); motion passed.
- c. Consideration, Discussion and Possible Action on Library Sponsorship of Party in the Prairie Event on 9/30/23
 - a. **MOTION: That the Library Board formally approve library sponsorship of Party in the Prairie.**
 - b. Bell (1); Vaidya (2); motion passed

11. Referrals

- a. None

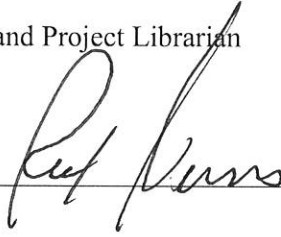
12. Adjournment

- a. **MOTION: To adjourn at 6:54 pm**

b. Stocker (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.

