

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, June 8, 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, Mark Chin, Emily Lindsey (left at 6:30), Sandy Pittelli, Suhani Pandey, Rohit Vaidya
 - c. Absent: April Brazier, Krystal Johnson
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Kevin Johnson (Owner's Representative, FVM), Anders Dahlgren (Library Planning Associates), Christy Monk (FEH Design), Kim Bellman (FEH Design)

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

3. Approval of minutes
 - a. **MOTION: To approve the May 11, 2023 minutes**
 - b. Bell (1); Pittelli (2); motion passed.

4. Bills Presented for Payment (\$5,144.97)
 - 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. **MOTION: To change the order of business to discuss Item 10 A at this time.**
 - b. Lindsey (1); Vaidya (2); motion passed
 - c. Discussion turned to item 10 A at this time.
 - d. Discussion returned to this item. Owens thanked Alder Stocker, Alder McIlroy and Adam Schleicher, City of Sun Prairie Director of Public Services, for coordinating efforts to repave the sidewalk in Sheehan Park where the permanent Storywalk is located.

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. Progress meetings continue to take place on a bi-weekly basis. The floor plan will continue to be refined, working with data and staff feedback.
 - c. The staff involvement in the process has been phenomenal. Johnson thanked the staff.
 - d. Johnson will be giving a budget checkup at the next Library Board meeting.

 - b. Librarian Reports
 - a. Hetzler reported. There will be a Celebration of Life for former Programming Librarian Anna Taylor, who passed away on May 30th. Anna worked at the library for 15 years and left in late 2022.

- b. Over 1500 kids have signed up for the Summer Reading Program so far!
- c. Library staff will be attending the City Juneteeth and Pridefest celebrations in June, and will be hosting a Juneteenth program on Wednesday, June 14th at the library.
- d. SCLS cutover date was delayed due to permitting. It is now scheduled from June 28th to July 1st.

8. Committee Reports

- a. DEI Advisory Committee-Met in May. Meet every other month. They have recruitment going on for DEI Advisory committee members. It's open to anyone 14 years or older.
- b. Facilities Committee- Did not meet.
- c. Personnel Committee-A conversation with Hetzler is scheduled for next week.
- d. Policy Committee
 - a. Consideration, Discussion and Possible Action on Policy Manual
 - 1. **MOTION: To approve all policies as distributed**
 - 2. Bell (1); Pittelli (2); motion passed.
 - b. Consideration, Discussion and Possible Action on Proctoring Policy
 - c. Consideration, Discussion and Possible Action on Reference Policy
 - d. Consideration, Discussion and Possible Action on Conduct Policy
- e. Strategic Planning Committee-Did not meet
- f. Friends- Meet next Monday.
- g. Foundation –Met at the end of May. There are lots of events scheduled this summer to help promote the Capital Campaign.

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- a. Consideration, Discussion and Possible Action on Programming/Space Plan (Anders Dahlgren, LPA)
 - a. Dahlgren presented to the Library Board. They are still fine tuning spaces.
 - b. Christy Monk from FEH handed out the current design and a project timeline.
 - c. FEH will be bringing the Amphitheater and Makerspace layout to the August Library Board meeting for approval.
 - d. The city has received a grant for a multi-facility microgrid project. FEH is working with Focus on Energy to identify code baselines and strategies for efficiencies.
 - e. FEH and staff continue to refine the Makerspace.
 - i. The two studio spaces will focus on video capture, and audio capture. The majority of the rest of the space is adaptable space for hands on, practical makerspace activities.
 - f. **MOTION: The library board endorses the program and recommends continued development of the plan that was presented, into schematic design.**
 - g. Stocker (1); Pittelli (2); motion passed.
 - h. Discussion returned to item 6 at this point.
- b. Consideration, Discussion and Possible Action on After Hours Access to Community Room and Restroom on September 30th for Party in the Prairie Event
 - a. **MOTION: To allow after-hours access to the Community Room and Restrooms on September 30th for the Party in the Prairie event.**
 - b. Stocker (1); Vaidya (2); motion passed.

- c. Consideration, Discussion and Possible Action on After Hours Access to Library for Teen Late Night on Friday, June 16
 - a. **MOTION: To allow after-hours access to the Library for Teen Late Night on Friday, June 16th.**
 - b. Bell (1); Pittelli (2); motion passed

- d. Consideration, Discussion and Possible Action on Election of Officers
 - a. **MOTION: To elect Owens as President and Bell as Vice-President.**
 - b. Stocker (1); Chin (2); motion passed

- e. Consideration, Discussion and Possible Action on Committee Assignments
 - a. **MOTION: To continue with the current committee assignments**
 - b. Bell (1); Pittelli (2); motion passed.

11. Referrals

- a. None

12. Adjournment

- a. **MOTION: To adjourn at 6:46 pm**
- b. Stocker (1); Chin (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President _____

