

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, March 14, 2024
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, Suhani Pandey, Sandy Pittelli, Steve Stocker, Rohit Vaidya
 - c. Absent: Mark Chin, Krystal Johnson
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Christy Monk (FEH), Kevin Johnson (Owner's Representative, FVM), Jan Holmes, Kate Hull

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

- 3) Approval of minutes
 - a. **MOTION: To approve the February 8, 2024 minutes**
 - b. Bell (1); Pittelli (2); motion passed.

- 4) Bills Presented for Payment (\$3,336.31)
 - a. **MOTION: To approve payment of the bills and the City budget reports.**
 - b. Bell (1); Brazier (2); motion passed

- 5) Citizen Appearances/Public Comment
 - a) None

- 6) Business of Board President
 - a) None

- 7) Library Director Report
 - a) Report from Student Trustee
 - i) Pandey reported. There was a Women's History panel at West High School this week, which Pandey served as a moderator for.
 - b) Librarian Reports
 - i) Hetzler reported. Interviews have been completed for the Youth Services Library Assistant positions. Mayor Esser will be issuing a proclamation in honor of National Library Week. Five staff from different departments participated in the Mental Health for Library Staff program. The instructor, Beatriz De La Espriella also presented at the staff in-service on Friday, March 1st.
 - c) Staff Presentation from Technical Services
 - i) Hull passed around a Memory Kit, which the Technical Services department recently helped the Adult Services department with.
 - ii) Hull reported 15,500-16,500 items are added to the library collection per year, mainly through purchases but also through donations. All of these items go through the Technical Services.
 - d) Consideration, Discussion and Possible Action on Design and Construction Documents Development
 - i) Monk from FEH and Johnson presented to the Library Board. The BID timeline for construction is as follows:

- (1) March 22nd- BID documents posted.
- (2) April 3rd - Prebid meeting with contractors.
- (3) April 18th- Bids due.
- (4) April/May 2024 - Review and Award of Bids.
- (5) June 2024 - Begin construction.
- ii) FEH Design will make a recommendation for the award and then the Library Board will vote at a Special Meeting on April 25th.
- iii) A plan for phasing was shared. Phase 1 will be the new space and will be approximately 6-8 months. Phase 2 will include the staff space, existing conference room and a portion of the collection. It will be disruptive for staff and will displace them. It will take approximately 4 months. Phase 3 will be approximately 2 months. Phase 4 will involve the Media Center, Community Room and entryway and is anticipated to take 2-3 months. The estimated substantial completion date is June 13, 2025.
- iv) **MOTION: For approval of the construction documents and opinion of probable cost as presented and for authorization to FEH design to solicit bids on behalf of the Sun Prairie Public Library following the City of Sun Prairie's bidding guidelines.**
 - (1) Bell (2); Lindsey (2); Aye: 7 Nay: 0
- v) **MOTION: To change the hours of operation starting August 12th to open M-R at 10am and Fridays at 12pm.**
 - vi) Vaidya (1); Pittelli (2); motion passed. Aye: 7 Nay: 0
 - vii) **MOTION: To authorize the Library Director to modify hours or close the library as needed during the construction process.**
 - viii) Bell (1); Brazier (2); motion passed. Aye: 7 Nay: 0

8) Committee Reports

- a) DEI Advisory Committee-
- b) Facilities Committee- Stocker reported. The committee met in February. They discussed the construction workers parking across the street at Sheehan Park. Stocker consulted with Public Works and they will be shifting the road construction on Linnerud to 2025 instead of 2024.
- c) Personnel Committee –Bell reported. They met this week and interviewed a student trustee applicant from Sun Prairie East High School named Maya Lisowe.
 - i) **MOTION: To appoint Maya Lisowe as a Student Trustee**
 - ii) Bell (1); Lindsey (2); motion passed.
- d) Policy Committee – Met today and the policies will be reviewed at the April meeting.
- e) Strategic Planning Committee-Did not meet.
- f) Friends- Owens reported. The Friends are working on planning for the new café and integrating a new Point of Sale system.
- g) Foundation
 - i) Consideration, Discussion and Possible Action on Library Liaison Appointment
 - (1) Owens will be stepping down as the liaison to the Foundation. Johnson has been appointed as the new liaison.

9) UNFINISHED BUSINESS

- a) None

10) NEW BUSINESS

- a) Consideration, Discussion and Possible Action on Amendment to Owner's Representative Contract
 - i) The contract that we signed last year ends in April. Knowing construction will not be starting until early June, we'd like to extend it. There was a cost adjustment of two months. The City

Attorney advised that we can use Sole Source for Owner's Representative Services for Construction.

ii) **MOTION: To Amend the Owner's Representative Contract**

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

b) Consideration, Discussion and Possible Action on Future Library Board Meetings, Locations, Dates and Times

i) Hetzler discussed considering moving meetings to council chambers or caucus room at City Hall during construction. She will consult with Kevin Johnson as well.

ii) **MOTION: To table the item until the next meeting.**

iii) Brazier (1); Vaidya (2) motion passed.

c) Consideration, Discussion and Possible Action on IMLS Grant: Mapping Children's Play in Museums and Libraries

i) Hetzler received an email from a UW Madison I-School Professor who would like to include the Sun Prairie Public Library in an IMLS Grant. If awarded we would receive a stipend of \$2,000.

ii) **MOTION: To have the Sun Prairie Public Library, Svetha Hetzler and Lynn Montague included in the IMLS Grant letter.**

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

11) Referrals

a) None

12) Adjournment

a. **MOTION: To adjourn at 7:52 pm**

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

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

