

**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, March 9, 2023
6 PM
Remote Meeting**

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 (left at 6:30pm), Sandy Pittelli, Steve Stocker, Suhani Pandey, Rohit Vaidya, Jayden Yamoah
 - c. Absent: Mark Chin
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes, Kevin Johnson
2. Volunteer Sign-In Sheet
 - a. Was not distributed. Michaelis will sign-in the Library Board members.
3. Approval of minutes
 - a. **MOTION: To approve the February 9, 2023 minutes**
 - b. Bell (1); Pittelli (2); motion passed.
4. Bills Presented for Payment (\$1,606.86)
 - 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. 2022 Fast Facts
 - a. Hetzler presented on the 2022 Fast Facts
 - b. Report from Head of Technical Services
 - a. Kate Hull, Head of Technical Services presented on the Swift and Savvy Selection (SASS) Continuous Process Improvement Team Findings Report.
 - c. Librarian Reports
 - a. The After Hours Holds Pickup Lockers have launched.
 - b. SCLS is getting ready to move their headquarters in May. There will be downtime over the Memorial Day weekend. Other libraries have begun discussing whether they will close over the weekend. Hetzler will bring this back to the Library Board next month.
8. Committee Reports
 - a. DEI Advisory Committee-Met in January. They are working on affinity programming planning, helping staff brainstorm and they also reviewed Racial Literacy Plan.
 - b. Facilities Committee-Did not meet.
 - c. Personnel Committee-Did not meet.
 - d. Policy Committee-Met today. Policies will be discussed at next month's Library Board meeting.
 - e. Strategic Planning Committee-Did not meet

- f. Friends-Did not meet.
- g. Foundation- Owens reported. There will be an Open House this Saturday and Sunday. Other upcoming events include the Gala on Saturday, April 29th which will be Kentucky Derby themed, and Read to Raise, a community fundraising reading program.

9. UNFINISHED BUSINESS: None

10. NEW BUSINESS

- a. Introduction and Report from Owner’s Representative (Kevin Johnson, Senior Project Manager – FVM)
 - a. Kevin Johnson from FVM reported to the library board on goals for the expansion project.
 - b. The goal is to have the completed design by August 2023.
 - c. Areas of focus and awareness
 - i. Donation Integration
 - ii. Schedule scenarios
 - 1. How renovation overlaps with new addition construction
 - iii. Sustainability
 - 1. LEED Gold is a goal
 - a. Registering the project with the USGBC LEED-Certification
 - b. Establishing LEED-Gold
- b. Consideration, Discussion and Possible Action on 2024 CIP Budget
 - a. **MOTION: To not change the current 2024 CIP Budget.**
 - b. Bell (1); Vaidya (2); motion passed.
- c. Consideration, Discussion and Possible Action on Racial Literacy Plan
 - a. **MOTION: To approve the changes to the Racial Literacy Plan.**
 - b. Bell (1); Vaidya (2); motion passed.
- d. Consideration, Discussion and Possible Action on Value Statement
 - a. **MOTION: To approve the changes to the Value Statement as amended.**
 - b. Vaidya (1); Brazier (2); motion passed.
- e. Consideration, Discussion and Possible Action on Special Meeting of the Library Board
 - a. Hetzler and Johnson are requesting a Special Meeting of the Library Board with one item, to approve the Full Design contract.
 - b. **MOTION: To hold the Special Meeting of the Library Board on Thursday, March 30th at 6pm via Zoom.**
 - c. Brazier (1); Bell (2); motion passed

11. Referrals

- a. None

12. Adjournment

- a. **MOTION: To adjourn at 7:20 pm**
- b. Brazier (1); Pittelli (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

