

**SUN PRAIRIE PUBLIC LIBRARY BOARD**  
**MEETING MINUTES**  
**Thursday, August 8, 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, Mark Chin, Krystal Johnson, Emily Lindsey, Rohit Vaidya, Maya Lisowe, Sandy Pittelli
  - c. Absent: Steve Stocker
  - d. Also present: Svetha Hetzler, Sarah Michaelis, Theresa Stevens (SPPL Foundation), Kevin Johnson (FVM), Peter Smith
  
- 2) Volunteer Sign-In Sheet
  - a) The sign-in sheet was distributed
  
- 3) Approval of Minutes
  - a) **MOTION: To approve the July 11, 2024 Minutes**
    - i) Bell (1); Brazier (2); motion passed
  
- 4) Bills Presented for Payment (\$991.93)
  - a) **MOTION: To approve the bills and the 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) Report from Student Trustees
    - i) Lisowe reported. Sun Prairie High School has a running club that Lisowe has been participating in this summer.
  
  - b) Consideration, Discussion and Possible Action on Building Construction
    - i) Kevin Johnson reported on construction updates.
    - ii) Changes to the library hours go into effect this upcoming Monday. This will give the contractors more crossover hours on the front end of their day.
    - iii) Construction will be shut down for the Presidential Election.
  
  - c) Report from Library Director
    - i) Hetzler presented to the Library Board on the accomplishments library staff have made specific to the Strategic Focus Areas of the Strategic Plan.
      - (1) This includes multilingual resources & services including: Welcome Booklets and the End of Year letter in Hmong and Spanish, Multilingual Library Champion signs, a Spanish Language intern from Madison College, the Spanish and World Languages collections, programs in Spanish including Spanish Storytime and Women's Wellness Night, and Day of the Dead and Hmong New Year celebrations at the library.

- d) Librarian reports
  - i) Hetzler reported. UW-Madison iSchool has been awarded an IMLS National Leadership Grant for the project proposal: Mapping Children's Play in Museums and Libraries. The project starts in the fall, and the Sun Prairie Public Library's involvement will start in January 2025. The other participating communities are Appleton and Madison.
  - ii) There were 3,616 participants in the Youth Summer Library program this year.
- 8) Committee Reports
  - a) DEI Advisory Committee- Meeting on Monday.
  - b) Facilities Committee – Met in June and discussed current facility needs including ongoing issues with temperature regulation. The sprinkler replacements have been completed. Kevin Johnson updated the committee on construction progress.
  - c) Personnel Committee- Did not meet.
  - d) Policy Committee
    - i) Consideration, Discussion and Possible Action on Conduct Policy
    - ii) Consideration, Discussion and Possible Action on Public Relations Policy
    - iii) Consideration, Discussion and Possible Action on Programming Policy
    - iv) Consideration, Discussion and Possible Action on Purchasing Policy
    - v) Consideration, Discussion and Possible Action on Internet & Computer Policy
    - vi) Consideration Discussion and Possible Action on Wireless Use Policy
      - (1) **MOTION: To approve the policies as amended.**
      - (2) Bell (1); Lindsey (2); motion passed
  - e) Strategic Planning Committee- Did not meet
  - f) Friends- Meet next week.
  - g) Foundation-
    - i) Report from SPPL Foundation Executive Director Theresa Stevens.
      - (1) Stevens reported. The Foundation is participating in several fundraising events in the upcoming months. The Build with the Builders Lego event is next Friday at 10am. It is \$10/person.

9) **UNFINISHED BUSINESS: None**

10) **NEW BUSINESS**

- a) Consideration, Discussion and Possible Action on Beyond the Page/Ripple Memo of Mutual Accountability
  - i) **MOTION: To approve the Beyond the Page/Ripple Memo of Mutual Accountability.**
  - ii) Bell (1); Vaidya (2); motion passed

11) Referrals

- a) None

12) Adjournment

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

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

