

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, December 12, 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, Emily Lindsey, Maya Lisowe, Sandy Pittelli, Steve Stocker, Rohit Vaidya (left at 7pm), Julie Yang
 - c. Absent: Krystal Johnson
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes, 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 November 14, 2024 Minutes**
 - b) Lindsey (1); Vaidya (2); motion passed

- 4) Bills Presented for Payment (\$3,492.60)
 - 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) Report from Sun Prairie Public Library Foundation Executive Director.
 - i) Theresa Stevens reported. The Foundation have met the fundraising goal of \$3.5M and will be able to repay the loan from the city in full. Stevens thanked the Library Board for all of their efforts.
 - ii) **MOTION: To reorder the agenda to move item 8B to the end of the agenda.**
 - iii) Bell (1); Brazier (2); motion passed.

- 7) Library Director Report
 - a) Report from Student Trustees
 - i) Lisowe reported – Band had their annual holiday performance at Senior Centers in the area.
 - ii) Yang reported – She is in the Civic Engagement Club and they are distributing holiday cards to community members.
 - b) Librarian Reports – Hetzler reported. There is an art display in the Renk Room from Public Health Madison Dane County and DAMA.
 - c) Consideration, Discussion and Possible Action on RFB# 24-LIB-22 (Furniture, Fixtures, Equipment and Shelving)
 - i) Kevin Johnson reported. The Next Chapter Team met last week to evaluate the bids and go through different alternatives that were provided. The Next Chapter Team decided to recommend the lowest base bid without alternatives, which was Henrickson for \$397,448.95.
 - d) Consideration, Discussion and Possible Action on RFB#24-LIB-22 (Shelving)
 - i) The Next Chapter Team decided to recommend the lowest base bid without alternatives, which was Library Furniture International for \$768,695.

ii) **MOTION: To approve the recommendation as stated in the Library Board packet, awarding Contract #24-LIB22 (Fixtures, Furniture, & Equipment) to Henrickson for \$397,448.95 and Contract #24-LIB22 (Shelving) to Library Furniture International for \$768,695 and recommends bringing these contracts for final approval to the City Council on December 17, 2024.**

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

e) Consideration, Discussion and Possible Action on Overall SPPL Remodel and Addition Construction Project

i) Kevin Johnson reported on the progress of the project. They are currently working on exterior façade insulation and masonry/stone veneer. Interior wall framing is substantially complete. Interior insulation and in-wall blocking is in progress, as well as interior mechanical, electrical and plumbing rough-ins, piping, conduits, and ductwork.

ii) Geothermal Drilling will resume in January.

8) Committee Reports

a) Facilities Committee – Stocker reported. The geothermal was discussed at the meeting. Hoping to remobilize in January.

b) Personnel Committee

i) **MOTION: To adjourn into closed session pursuant to Wisconsin State Statute 19.86(1)(c) Library Director Performance Evaluation Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility - Library Director Performance Evaluation.**

ii) Bell (1); Vaidya (2); motion passed.

iii) **MOTION: To return to open session.**

iv) Chin (1); Bell (2); motioned passed.

c) Policy Committee

i) Consideration, Discussion and Possible Action on 2025 Policy Committee Meeting Dates

(1) **MOTION: To approve the 2025 Policy Committee Meeting dates.**

(2) Bell (1); Vaidya (2); motion passed.

d) Strategic Planning Committee – Did not meet.

e) Friends- Had their board orientation meeting this week. Meeting again in January.

f) Foundation- Met this morning.

9) **UNFINISHED BUSINESS: None**

10) **NEW BUSINESS**

a) Consideration, Discussion and Possible Action on 2024 Annual Report

i) The South Central Library System recommends that all boards make a motion at the end of the year that the Library Board President can review and sign the Annual Report in case the Library Board can not meet to approve the report before the February 28th deadline.

ii) **MOTION: To give the Library Board President approval to review and sign off on the Annual Report ahead of the Library Board meeting.**

iii) Bell (1); Chin (2); motion passed.

b) Consideration, Discussion and Possible Action on 2025 Library Board Budget

i) **MOTION: To approve the 2025 Library Board Budget**

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

c) Consideration, Discussion and Possible Action on CIP Project – Bookmobile

- i) Last year a CIP was presented for a vehicle. It was not funded. We can only add CIP projects to the latest year. Currently, the latest year is 2035. The Bookmobile can be brought back to the City for consideration as a 2035 CIP Project. It can also be moved to a different year once it's in the CIP.
- ii) **MOTION: To move the project to 2035 in the CIP, with possible adjustments.**
- iii) Lindsey (1); Pittelli (2); motion passed.
- iv) Discussed turned to Item 8b at this time.

11) Referrals

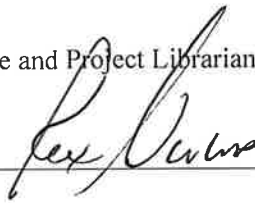
- a) None

12) Adjournment

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

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

A handwritten signature in black ink, appearing to read "Rex Owens", is written over a horizontal line.

