

SUN PRAIRIE PUBLIC LIBRARY BOARD

MEETING MINUTES

Thursday, June 13, 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, April Brazier, Mark Chin, Emily Lindsey, Maya Lisowe, Sandy Pittelli, Steve Stocker (left at 6:30pm), Rohit Vaidya
- c. Absent: Mary Bell, Suhani Pandey, Krystal Johnson
- d. Also present: Svetha Hetzler, Sarah Michaelis, Kevin Johnson (FVM), Jan Holmes, Shannon Schultz, Peter Smith

2) Volunteer Sign-In Sheet

- a) The sign-in sheet was distributed

3) Approval of Minutes

- a) **MOTION: To approve the May 9, 2024 Minutes**
 - i) Brazier (1); Pittelli (2); motion passed

4) Bills Presented for Payment (\$5,919.51)

- a) **MOTION: To approve the bills and the budget reports**
- b) Lindsey (1); Pittelli (2) motion passed.

5) Citizen Appearances/Public Comment

- a) None

6) Business of Board President

- a) Owens thanked everyone who was able to attend the Groundbreaking Ceremony this past Tuesday.

7) Library Director Report

- a) Report from the South Central Library System (Shannon Schultz, SCLS Director)
 - i) Schultz presented to the Library Board.
- b) Consideration, Discussion and Possible Action on Building Construction
 - i) Kevin Johnson reported and gave milestones for June.
 - ii) Lindsey asked if the Library Board can take a tour later in the summer. Johnson suggested scheduling before the start of the Library Board meeting.
- c) Librarian reports
 - i) Hetzler reported. It's been a big week! There was a Volunteer Recognition Breakfast on Monday. The Groundbreaking Ceremony was on Tuesday as well as the Summer Library Program kickoff. Over 600 kids attended. Currently there are 2,283 people registered in the Summer Reading Program.

8) Committee Reports

- a) DEI Advisory Committee-Met last month. Hetzler received an application from a community member interested in serving.
- b) Facilities Committee – Brazier reported.

- c) Personnel Committee- Has not met.
- d) Policy Committee
 - i) Consideration, Discussion and Possible Action on Collection Development Policy
 - ii) Consideration, Discussion and Possible Action on Fund Balance Policy
 - iii) Consideration, Discussion and Possible Acton on Unattended Children Policy
 - (1) **MOTION: To approve the changes in all policies.**
 - (2) Lindsey (1); Vaidya (2); motion passed.
- e) Strategic Planning Committee- Did not meet
- f) Friends- Meet next Monday.
- g) Foundation- Will not be meeting in June.

9) **UNFINISHED BUSINESS: None**

10) **NEW BUSINESS**

- a) Consideration, Discussion and Possible Action on 2025-2034 CIP Projects
 - i) Hetzler reviewed the 2025-2034 CIP Projects, which included a Library Bookmobile, which is currently unfunded, and sorter replacement in 2033.
 - ii) **MOTION: To approve the 2025-2034 CIP Projects.**
 - iii) Chin (1); Pittelli (2); motion passed
- b) Consideration, Discussion and Possible Action on Library Fund Balance
 - i) **MOTION: To approve the Library Fund Balance plan**
 - ii) Lindsey (1); Chin (2); motion passed.
- c) Consideration, Discussion and Possible Action on Election of Officers
 - i) **MOTION: To elect Bell as Vice President and Owens as President**
 - ii) Brazier (1); Chin (2); motion passed
- d) Consideration, Discussion and Possible Action on Committee Assignments
 - i) Committee assignments – If committee members would like to change their assignments, please contact Owens, otherwise assignments will stay the same.

11) Referrals

- a) None

12) Adjournment

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

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President _____

