

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, May 9, 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, Mark Chin, Maya Lisowe, Sandy Pittelli, Steve Stocker, Rohit Vaidya (left at 6:41pm).
 - c. Absent: Suhani Pandey, Emily Lindsey, April Brazier, Krystal Johnson
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes, Jake King

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

- 3) Approval of Minutes
 - a) **MOTION: To approve the April 11, 2024 Minutes**
 - i) Bell (1); Stocker (2); motion passed
 - b) **MOTION: To approve the May 1, 2024 Special Meeting Minutes**
 - i) Bell (1); Pittelli (2); motion passed

- 4) Bills Presented for Payment (\$2,590.70)
 - a) **MOTION: To approve the bills and the budget reports**
 - b) Bell (1); Pittelli (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. She is on the Sun Prairie Track team, and the team recently won a tournament in the area.

 - b) Organizational Equity Audit Presentation
 - i) Jake King, City of Sun Prairie Communications and Diversity Strategist presented on the Organizational Equity Audit. He is currently working with Hetzler and the other City departments heads to establish equity and communications goals for each department.

 - c) Librarian reports
 - i) Hetzler reported

- 8) Committee Reports
 - a) DEI Advisory Committee- Meet next week
 - b) Facilities Committee- Stocker reported. The Sculpture has been temporarily relocated to the garage of the Recycling Center. Potholes in parking lot were filled. Cindy Burtley, from the Parks, Recreation and Forestry department was at the meeting to discuss the prairie burn process and the relocation of the trees.

- c) Personnel Committee- Has not met.
- d) Policy Committee – Met today and the policies that were reviewed will be discussed at next month's meeting.
- e) Strategic Planning Committee- Did not meet
- f) Friends- Owens reported.
- g) Foundation- Hetzler read a report from Theresa Stevens. The Foundation has established a Green Team, who are a group of individuals who are committed to supporting the library's sustainability initiatives through the project. Supporters can join the Green Team for as little as a \$50 donation, and will receive a t-shirt. Staff are also working on efforts to dedicate a tower in Anna Taylor's name, a former colleague who worked at the library for 15 years and passed away last year.

9) **UNFINISHED BUSINESS: None**

10) **NEW BUSINESS**

- a) Consideration, Discussion and Possible Action on Owner's Representative Contract (Construction Phase)
 - i) The only changes made to the contract are the dates, so that they align with the general contractor's construction dates.
 - ii) **MOTION: To approve the contract pending approval from the Committee of the Whole on Tuesday.**
 - iii) Chin (1); Vaidya (2); motion passed
- b) Consideration, Discussion and Possible Action on 2024 Important Dates
 - i) The September staff in-service will be cancelled this year.
 - ii) **MOTION: To approve the updates to the 2024 Important Dates**
 - iii) Bell (1); Chin (2); motion passed.
- c) Consideration, Discussion and Possible Action on Hoopla
 - i) Hetzler presented on Hoopla. Monthly spending limit is \$4,200. If we removed our monthly spending limit and looked at our patron patterns of usage, we'd be spending \$6,000 per month. Hoopla is not the same return on investment as we see on other collections. Hoopla is 17% of our overall collection budget but only represents 3.5% of overall materials circulation. The Hoopla reps are suggesting we reduce monthly checkouts from 6 to 5 and implement a new price point limit in order to help reduce costs.

11) Referrals

- a) None

12) Adjournment

- a. **MOTION: To adjourn at 7:01pm**
- b. Chin (1); Pittelli (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President _____

