

**SUN PRAIRIE PUBLIC LIBRARY BOARD**  
**MEETING MINUTES**  
**Thursday, September 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, Mark Chin, Krystal Johnson, Emily Lindsey, Rohit Vaidya, Maya Lisowe, Sandy Pittelli
  - c. Absent: April Brazier
  - d. Also present: Svetha Hetzler, Sarah Michaelis, Kevin Johnson (FVM), Tracy Herold (Dane County Library Service), Peter Smith, Julie Yang
  
- 2) Volunteer Sign-In Sheet
  - a) The sign-in sheet was distributed
  
- 3) Approval of Minutes
  - a) **MOTION: To approve the August 8, 2024 Minutes**
  - b) Bell (1); Johnson (2); motion passed
  
- 4) Bills Presented for Payment (\$1,031.88)
  - a) **MOTION: To approve the bills and the budget reports**
  - b) Lindsey (1); Bell (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 Trustee
    - i) Lisowe reported. She is participating in Model U.N. and the first meeting had 30 attendees.
  
  - b) Consideration, Discussion and Possible Action on Building Construction
    - i) Kevin Johnson reported. The Library Board joined him for a construction tour earlier this evening.
    - ii) The current focus at weekly meetings is on furniture, shelving and move management.
    - iii) There will be three bid categories: furniture, shelving and moving, with the bid solicitation period in November, and a presentation to the library board in December with the outcome of the bid process. There is a \$1.1 Million budget.
    - iv) The Sculpture location and hardscape that surrounds it were discussed. Adding hardscape around sculpture base between existing sidewalk and sculpture base itself were discussed. This would require a change order to the general contract.
    - v) **MOTION: To approve the proposed hardscape and recommend a change order**
    - vi) Bell (1); Stocker (2); motion passed.
  
  - c) Presentation from Dane County Library Service Director
    - i) Tracy Herold, the Director of Dane County Library Service presented to the Library Board.

- (1) Service reimbursements were discussed. Sun Prairie has a healthy base reimbursement and there is a lot of use from other library communities.
- (2) Dane County Library Standards include: Annual Hours Open, Staffing requirements, Public Computer/Wi-F requirements, Annual Expenditure requirements, Beyond the Page participating and Consideration for Automation.
- (3) Beyond the Page – An endowment established in 2014 that funds humanities based collaborative programs. DCLS took on the Ripple Project through Beyond the Page – it unifies Dane County libraries under common theme of racial equity.
- (4) Dream Bus
  - (a) DCLS Runs, manages and owns the Dream Bus

d) Librarian reports

- i) Hetzler reported. There will be a Beam Signing on September 16<sup>th</sup> at 4:30pm. It is open to all ages. Hetzler will be presenting on 9/17 at 5:30pm at the Committee of the Whole meeting, with a progress report on the Expansion and Renovation Project and the Capital Campaign.

8) Committee Reports

- a) DEI Advisory Committee-Committee has been in existence for three years and there has been a dip in attendance. Hetzler is working on doing a revitalization and will be doing a new recruitment period this year. Appointments will be for one year. It will be renamed the Community Advisory Committee. The guiding principles remain Diversity, Equity, Inclusion and Belonging.
- b) Facilities Committee – Met at the end of August.
- c) Personnel Committee- Had an interview tonight for a new Library Board Student Trustee and they will be bringing a recommendation next month.
- d) Policy Committee – Did not meet
- e) Strategic Planning Committee- Did not meet. Meeting next month.
- f) Friends- Hetzler reported. Met on Monday. Annual meeting is Monday, November 11<sup>th</sup>. The Friends are recruiting board members and will be electing officers. They have become part of a Dane County Library Friends Consortium and have visited other libraries in the area. They are having a Vintage and Collectible Book Sale on Friday Sept. 27 and Saturday Sept. 28 in the Community Room.
- g) Foundation- Hetzler reported. Foundation has raised or pledged close to \$2.5 million. They are holding a library card fundraiser in September and will be at the Taylor Swift Tribute concert selling bracelets. They are currently working on Fall Appeal letters, and are holding a Spooky Trivia Night Fundraiser on Saturday, October 12<sup>th</sup> hosted by Chad Lewis, at the SP Nitty Gritty. Tickets are \$100/team or \$25/person and all proceeds benefit the Anna Taylor Study Tower.

9) **UNFINISHED BUSINESS:**

a) Consideration, Discussion and Possible Action on Hoopla

- i) Hetzler presented on Hoopla. A memo was included in the packet. We are currently spending \$48,000-\$52,000 per year, which is a significant portion of our overall materials budget. Early this year, staff worked with Hoopla to reduce the daily borrowing limited. There was a savings but we continue to have patron concerns that they could not access items they previously could. Staff recommend ending SPPL's Hoopla subscription as of December 2<sup>nd</sup> so that the collection budget can be reallocated to Overdrive Advantage and the physical collection.

ii) **MOTION: To adopt the staff recommendation**

- iii) Lindsey (1); Chin (2); motion passed

b) Consideration, Discussion and Possible Action on 2025 Budget Initiatives

- i) Hetzler met with City Administration and the Library's staffing needs were discussed. As a result, an additional staff recommendation has been added, for the FT Head of Maker Services position. This is the proposed #3 initiative.
- ii) **MOTION: To add the FT Head of Maker Services position**
- iii) Vaidya (1); Pitteli (2); motion passed.

**10) NEW BUSINESS: None**

11) Referrals

- a) None

12) Adjournment

- a. **MOTION: To adjourn at 7:37pm**
- b. Chin (1); Johnson (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

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

