

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, October 10, 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 (left at 6:30pm), Maya Lisowe, Sandy Pittelli
 - c. Absent: Krystal Johnson, Steve Stocker, Rohit Vaidya
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Erin Williams Hart, Jan Holmes, Kevin Johnson (FVM), 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 September 12, 2024 Minutes**
 - b) Brazier (1); Pittelli (2); motion passed

- 4) Bills Presented for Payment (\$2,876.60)
 - a) **MOTION: To approve the bills and the budget reports**
 - b) Bell (1); Brazier (2) motion passed.

- 5) Citizen Appearances/Public Comment
 - a) None

- 6) Business of Board President
 - a) **MOTION: to move 10a up in the agenda.**
 - b) Bell (1); Pittelli (2); motion passed.
 - c) Discussion turned to item 10a.
 - d) Discussion returned to this item. There is no other business of the Board President.

- 7) Library Director Report
 - a) Report from Student Trustee
 - i) Lisowe reported. Band took a field trip to Chicago recently.

 - b) Consideration, Discussion and Possible Action on Building Construction
 - i) Kevin Johnson reported. Furniture, shelving and move management progress meetings continue. Members of the Next Chapter Team went on a tour in Chicago of commercial showrooms for furniture testing. We are still on track with the BID solicitation period of November 2024.
 - ii) Construction updates: Structural steel framing is being wrapped up. Other October items include geothermal well drilling, exterior façade framing, sheathing, insulation, air and vapor barrier, roof blocking/roofing and slab on grade concrete.
 - iii) No construction taking place on Election Day to make the library as accessible as possible for voters.

 - c) Presentation from Head of Adult Services Erin Williams Hart
 - i) Erin Williams Hart presented.

- ii) The department consists of four full-time staff members. The department primarily does Information Desk staffing, tech help, reader's advisory, programming, outreach and collection development.
- iii) New collections this year include: Memory Kits, Large Print Buzz Books
- iv) There is a broad and diverse array of adult programs, including: English and Spanish conversation classes, film screenings, Adult Dungeons and Dragons, Puzzle Club, food/craft programs.

d) Librarian Reports

- i) Hetzler reported. Three Youth Services staff members went to the ALSC Institute Conference in Denver, CO this year.
- ii) On Tuesday, October 15th the library will be prepared to present at COW for the budget work sessions.

8) Committee Reports

- a) Facilities Committee – Has not met.
- b) Personnel Committee
 - i) **MOTION: To approve Julie Yang as a student trustee.**
 - ii) Bell (1); Pittelli (2); motion passed.
- c) Policy Committee – Did not meet
- d) Strategic Planning Committee- Meet in a couple weeks.
- e) Friends- Meeting next Monday. They will be having a fall Membership Drive October 21-26. Their Annual Meeting is on November 11.
- f) Foundation- Hetzler reported. The Foundation are the proud recipients of a \$500,000 grant from the State of Wisconsin Department of Administration. The Foundation has less than \$300,000 left to raise for the Capital Campaign!

9) **UNFINISHED BUSINESS:** None

10) **NEW BUSINESS**

- a) Consideration, Discussion and Possible Action on Sustainable Libraries Initiative Membership
 - i) Daily presented to the Library Board on the Sustainable Libraries Initiative (SLI).
 - ii) **MOTION: To seek membership and certification with the Sustainable Libraries Initiative, starting at the membership level and exploring certification in the upcoming year.**
 - iii) Bell (1); Chin (2); motion passed.
 - iv) Discussion returned to Item 6.
- b) Consideration, Discussion and Possible Action 2025 Funding Request to Friends of SPPL
 - i) **MOTION: To request \$12,100 from the Friends of the SPPL.**
 - ii) Bell (1); Chin (2); motion passed.
- c) Consideration, Discussion and Possible Action on 2025 Funding Request to SPPL Foundation
 - i) **MOTION: To request \$11,000 from the Foundation and \$5,650 from the Kind Fund.**
 - ii) Bell (1); Chin (2); motion passed.
- d) Consideration, Discussion and Possible Action on 2025 Important Dates
 - i) Library staff are planning to be closed a week when we transition from Phase I to Phase II of construction. This date is currently TBD.
 - ii) **MOTION: To approve the 2025 Important Dates**

iii) Brazier (1); Pittelli (2); motion passed.

11) Referrals

a) None

12) Adjournment

- a. **MOTION: To adjourn at 7:22 pm**
- b. Chin (1); Brazier (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.

