

**SUN PRAIRIE PUBLIC LIBRARY BOARD**  
**MEETING MINUTES**  
**Thursday, August 11, 2022**  
**6 PM**  
**Library Community Room**

1. Call to Order, Roll Call
  - a. Rex Owens called the meeting to order at 6:00 p.m.
  - b. Present: Rex Owens, Mary Bell, April Brazier, Mark Chin, Emily Lindsey, Sandy Pittelli, Steve Stocker
  - c. Absent: Darreon Steward, Rohit Vaidya
  - d. Also present: Svetha Hetzler, Sarah Michaelis, Theresa Stevens, Kathleen McDaniel
2. Volunteer Sign-In Sheet
  - a. The sign-in sheet was distributed.
3. Approval of minutes
  - a. **MOTION: To approve the July 14, 2022 minutes**
  - b. Bell (1); Pittelli (2); motion passed.
4. Bills Presented for Payment (\$6, 258.00)
  - a. **MOTION: To approve payment of the bills**
  - b. Bell (1); Brazier (2); motion passed
  - c. **MOTION: To approve the budget reports.**
  - d. Bell (1); Lindsey (2); motion passed
5. Citizen Appearances/Public Comment
  - a. None
6. Business of Board President
  - a. Consideration, Discussion and Possible Action on Trustee Training Week
    - i. Trustee Training Week is August 22<sup>nd</sup>-26<sup>th</sup>. Owens sent the board an email regarding registration and encouraged the board to attend. There is a course on building projects. Hetzler and Owens plan to show a portion of this at a future library board meeting.
7. Library Director Report
  - a. Beyond Books: 21<sup>st</sup> Century Public Library (From CBS Sunday Morning)
    - i. Hetzler shared a video from CBS Sunday Morning on the 21<sup>st</sup> Century Public Library.
  - b. Letter to Library Board of Trustees from DCLS Director
    - i. The letter was discussed.
  - c. Librarian Reports
    - i. Hetzler reported. For the second month in a row, the library had the highest circulation in the South Central Library System. The library also had its highest Youth Summer Reading Program participation!
    - ii. The Storywalk Ribbon Cutting is at 4pm on Tuesday, August 23<sup>rd</sup>.
8. Committee Reports
  - a. DEI Advisory Committee-Met today. They are working on a draft report that will be presented at the September meeting.

- b. Facilities Committee-Did not meet.
- c. Personnel Committee-Did not meet.
- d. Policy Committee-Did not meet.
- e. Strategic Planning Committee-Did not meet.
- f. Friends-The Friends are working on their pledge for the Capital Campaign.
- g. Foundation-Stevens presented. Stevens spoke about the 100 Extraordinary Women campaign, which is kicking off the public phase of the Capital Campaign. There is a celebration planned for October 6<sup>th</sup> at Angell Park Pavilion. The goal is to have 100 participants to create a \$100,000 gift. Names will be displayed in the entrance to the Children's Area.

**9. UNFINISHED BUSINESS:**

- a. Consideration, Discussion and Possible Action on Kind Fund
  - i. Attorney Hebl and his staff did research prior to petitioning the court and found that there was never a trust established in Dane County. It does not need to go to the court to be dissolved.
- b. Consideration, Discussion and Possible Action on 2023 Budget
  - i. Budget items were submitted for the City's review.
  - ii. Usage is high for Hoopla, and after analysis it was found that \$10,000 will not be sufficient to meet usage and demand.
  - iii. **MOTION: To approve the amended budget initiative for \$14,000 for Hoopla in the 2023 budget.**
  - iv. Lindsey (1); Chin (2); motion passed

**10. NEW BUSINESS:**

- a. Consideration, Discussion and Possible Action on MOU Between City of Sun Prairie, Sun Prairie Public Library Board of Trustees, and Sun Prairie Public Library Foundation (Kathleen McDaniel, City of Sun Prairie Attorney)
  - i. The MOU is a temporary document. It will dissolve after obligations are met. It will go to the Foundation Board for approval on 8/25 and City Council for approval on 9/6.
  - ii. The board discussed the Debt Services Repayment Schedule.
  - iii. **MOTION: To approve the MOU between the City of Sun Prairie, Sun Prairie Public Library Board of Trustees, and the Sun Prairie Public Library Foundation.**
  - iv. Bell (1); Chin (2); Motion passed. Opposed: Lindsey.
  - v. Stevens will share concerns about pre-payments with the Foundation Board.
- b. Consideration, Discussion and Possible Action on Sole Source Purchasing Option for Architectural Services for Full Design (Kathleen McDaniel, City of Sun Prairie Attorney)
  - i. McDaniel advised the Sole Source Purchasing option for Architectural Services for Full Design based on the firm's previous work.

**11. Referrals**

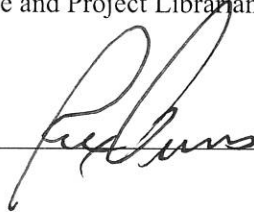
- a. None

**12. Adjournment**

- a. **MOTION: To adjourn at 7:03 pm**
- b. Lindsey (1); Chin (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.