

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, August 14, 2025
6 PM
Remote Meeting

1) Call to Order, Roll Call

- a. April Brazier called the meeting to order at 6 p.m,
- b. Present: Emily Lindsey, Mary Bell, April Brazier, Mark Chin, Krystal Johnson, Maya Lisowe, Sandy Pittelli, Peter Smith, Steve Stocker, Rohit Vaidya,
- c. Absent: Julie Yang
- d. Also present: Svetha Hetzler, Sarah Michaelis, Kevin Johnson (FVM)
- e. **MOTION: To move 4c and 6a to the top of the agenda**
- f. Brazier (1); Bell (2); motion passed.
- g. Discussion turned to item 4C.

2) Approval of Minutes

- a) **MOTION: To approve the July 10, 2025 Minutes**
- b) Johnson (1); Bell (2); motion passed

3) Citizen Appearances/Public Comment

- a) None

4) Reports

a) Business of Board President

- i) Lindsey is interested in getting ideas from board members about consistencies at meetings and would like to establish a consent agenda. This would include bills, minutes and committee reports. If there is anything in the consent agenda a board member would like to discuss, they can make a motion to have items removed from the consent agenda for further discussion.

b) Report from Student Trustees

- i) Lisowe reported. She will be participating in a band camp with students from East and West high schools next week.

c) Consideration, Discussion and Possible Action on Overall SPPL Remodel and Addition Construction Project

- i) Kevin Johnson reported. Current work includes interior framing, ductwork and electrical conduits. The new west mechanical penthouse is in progress. Carport structural framing is in progress. Phase 2 roofing is substantially complete. With the exterior landscaping, the prairie seed has been planted. The overflow drain was discussed. They have raised the drain between the primary and secondary. They will be adjusting it slightly upwards and adding splash blocks. Aquarium (with fish) and sculpture are now in place.
- ii) Four change orders were reviewed. They are:
 - (1) Existing Parking Lot, Updated with (2) Mobilizations \$206,652
 - (a) Work can be Performed Week of September 29th (Closure 9/29-10/5)
 - (2) Break Room Modifications and Grease Interceptor \$25,631
 - (3) 3- New Front Entry Doors and Hardware \$26,443
 - (4) 4- Additional Auto Door Operators at Atrium and SPMC – Price TBD but may be around \$14,000
- iii) **MOTION: To approve Change Order 1 as presented**
- iv) Chin (1); Pittelli (2); motion passed
- v) **MOTION: To approve Change Order 2 as presented**

- vi) Vaidya (1); Pittelli (2); motion passed
- vii) **MOTION: To approve Change Order 3 as presented**
- viii) Chin (1); Vaidya (2); Motion carries (8 ayes, 1 nay: Krystal Johnson)
- ix) Change order 4 was discussed but we do not have an estimate yet, so no vote was made.
- x) Discussion turned to item 6a.

5)

a) Librarian Reports

- i) Hetzler reported. There were 3,191 participants this year in the Youth Summer Reading Program. SPPL was voted Best of Sun Prairie in the "Best for Kids" category by the Sun Prairie Star. She is working on developing an Art Committee. It would consist of a staff representative, 1 person from Friends, Foundation, Library Board. Hetzler can send out a separate email to see who from the Library Board would like to join.

b) Committee Reports

- i) Facilities Committee – Chin reported. Maintenance Staff have been hired. There is now owner's systems training every Tuesday. This is mostly for Building Maintenance staff but, some elements will also be for library staff.
- ii) Personnel Committee – Did not meet
- iii) Policy Committee – Did not meet.
- iv) Strategic Planning Committee – Did not meet.
- v) Friends- Met on Monday. A decision was made to not merge the Friends and Foundation.
- vi) Foundation- Hetzler reported. The main focus is Music Mondays in August, which have been well attended. They are also preparing for Party in the Prairie which is Saturday, September 13 from 4:30-8pm.

6) **UNFINISHED BUSINESS: None**

7) **NEW BUSINESS**

a) Sun Prairie Fiscal Challenges and Funding Solutions (Aaron Oppenheimer, City Administrator)

- i) Oppenheimer presented to the library board on Sun Prairie Fiscal Challenges and Funding solutions. He encouraged everyone to take the survey when it is mailed to residents and encourage others to take the survey.
- ii) Discussion returned back to item 2 at this point.

b) Consideration, Discussion and Possible Action on 2026 Budget

- i) All the initiatives were included in the 5-year Management Plan.
- ii) **MOTION: To approve presenting these initiatives to City Council**
- iii) Bell (1); Johnson (2); motion passed

c) Bills Presented for Payment (\$5,089.59)

- i) **MOTION: To approve the bills**
- ii) Bell (1); Vaidya (2); motion passed

8) Referrals

- a) None

9) Announcements

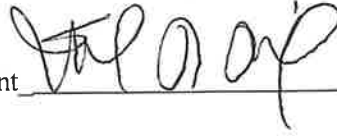
- a) Hetzler let Lindsey and Brazier know they'd be contacted by the Bank of Sun Prairie to be added as signers on the Library Board accounts.

10) Adjournment

- a. **MOTION: To adjourn at 7:25 pm**
- b. Chin (1); Pittelli (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Emily Lindsey, Library Board President

A handwritten signature in black ink, appearing to read "EL", is written over a horizontal line.