

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, April 11, 2019
5:30 PM
CONFERENCE ROOM

1. Call to Order, Roll Call
 - a. Rex Owens called the meeting to order at 5:30 pm
 - b. Present: Rex Owens, Ginger Baier, Heather Barkholtz, Mary Bell, Mark Chin, Judy Eisinger, Emily Lindsey (left at 7:06pm), Kenneth Wenzel (5:33pm), Tiffany Thiede
 - c. Absent: None
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes, Mayor Paul Esser, Jan Holmes, Steev Baker (left at 5:45pm), Bill Snow (Garland Company), Adam Schleicher (City Director of Public Services)

2. Head of Circulation Report
 - a. Steev Baker reported.

- 12a. Consideration and Discussion of Roof-Bill Snow, Garland Company
 - i. Bill Snow from Garland presented to the Library Board to discuss the roof.
 - ii. 8-10 hours of labor have gone into searching for leaks. The roof is rubber, which is one of the least expensive roofs you can put on. Stones are holding down the rubber roof. The shingles were a residential application of shingles put in a commercial setting.
 - iii. Snow's recommendation is to work with the city to do extensive repairs on the roof. This can buy 3-5 years' time. The four quadrants of the rubber roof are the biggest concern. The other option would be a replacement process.
 - iv. Rough estimate budgets for repairs would be \$65,000 to \$75,000, with a life expectancy of 3-5 years. A replacement estimate is \$900,000 to 1,100,000 with a life expectancy of 30+years.
 - v. This item will be returned to later on in the agenda.

3. Volunteer Sign In Sheet
 - a. The Volunteer Sign In sheet was distributed.

4. Approval of minutes from February 14, 2019
 - a. **MOTION: To approve the February 14, 2019 minutes**
 - b. Eisinger (1); Thiede (2); motion passed.

5. Approval of March 2019 Bills
 - a. **MOTION: To approve payment of March 2019 Bills**
 - b. Lindsey (1); Mark (2); motion passed.

6. Bills Presented for Payment (To Be Distributed)
 - a. **MOTION: To approve payment of the bills.**
 - b. Eisinger (1); Chin (2); motion passed

7. Citizen Appearances/Public Comment
 - a. None

8. Business of Board President

- a. Owens reported.
9. Library Director Report
- a. Hetzler reported.
10. Committee Reports
- a. Finance Committee-Chin reported.
 - b. Policy Committee-Did not meet. The next meeting is in May.
 - c. Strategic Planning Committee- Eisinger reported. The Strategic Planning Committee met last week. The library is on track with the strategic plan.
 - d. Friends- Wenzel reported. The writing contest received 47 entries.
 - e. Foundation-Owens reported. The Gala is Saturday, April 27th.

11. UNFINISHED BUSINESS

- a. None

12. NEW BUSINESS:

- a. Consideration and Discussion of Roof-Bill Snow, Garland Company
 - i. Discussion returned to this item.
 - ii. Owens would like to see making a budget amendment for the roof
 - iii. **MOTION: To pursue the repair option and go to bid on roof repair.**
 - iv. Bell (1); Thiede (2); motion passed.

- b. Consideration and Discussion of CIP Projects-Adam Schleicher
 - i. Adam Schleicher presented on CIP Projects.
 - ii. Schleicher discussed the parking lot. Schleicher's recommendation is to have a parking lot repair project in 2020. Design is already budgeted for 2019 but is not recommended if the library is looking at an expansion. The City will be able to provide the design.
 - iii. **MOTION: To amend plan for the parking lot to be a rehabilitation project, with cross walk and apron included for 2020. Remove Design for 2019. Reduce construction from \$170,000 to \$150,000.**
 - iv. Bell (1); Wenzel (2); motion passed.
 - v. **MOTION: To withdraw the request for HVAC repair**
 - vi. Baier (1); Thiede (2); motion passed.
 - vii. **MOTION: To fund 1.7 million for design for building expansion**
 - viii. Eisinger (1); Bell (2); motion passed
 - ix. **MOTION: To amend the Teen Space update CIP project, to reduce equipment costs to \$15,000 from \$45,000.**
 - x. Bell (1); Chin (2); motion passed.
 - xi. **MOTION: To not update staff bathrooms at this time**
 - xii. Baier (1); Wenzel (2); motion passed.
 - xiii. **MOTION: To approve CIP for automated sorter**
 - xiv. Bell (1); Eisinger (2); motion passed

- c. Consideration and Discussion of Expansion to Include Branch Option
 - i. **MOTION: To approve \$2500 for the study from FEH for a branch option.**
 - ii. Eisinger (1); Barkholtz (2); motion passed

- d. Consideration and Discussion of August Library Board and Finance Committee Meetings

- i. Hetzler is out of town on August 8th and would like to move the Library Board and Finance Committee meeting to August 1st.
 - ii. **MOTION: To move the Finance Committee and Library Board meetings to August 1st**
 - iii. Bell (1); Chin (2); motion passed.
- e. Consideration and Discussion of Foundation Wishlist Items
 - i. **MOTION: To approve Foundation Wishlist Items for \$30,224.66.**
 - ii. Thiede (1); Eisinger (2); motion passed.
- f. Consideration and Discussion of Public Restroom Renovation and Update
 - i. Baier and Hetzler met with OPN two weeks ago to discuss the public restroom renovation and updates.
 - ii. The board would like to see more options.
- g. Consideration and Discussion of Strategic Planning Committee Member
 - i. Barkholtz will join!
- h. Consideration and Discussion of Adjacent County Reimbursement
 - i. **MOTION: To approve the Adjacent County Reimbursement.**
 - ii. Bell (1); Wenzel (2); motion passed

REFERRALS:

- 13. Items to be referred to staff or committees for review or action
- 14. Adjournment
 - a. **MOTION: To adjourn at 7:54 pm.**
 - b. Chin (1); motion passed.

Submitted by Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President _____

