

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, April 11, 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, Krystal Johnson, Emily Lindsey, Maya Lisowe, Suhani Pandey, Sandy Pittelli, Steve Stocker, Rohit Vaidya,
 - c. Absent: None
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Kevin Johnson (Owner's Representative, FVM), Jan Holmes, Peter Smith (Friends of the SPPL)

- 2) Volunteer Sign-In Sheet
 - a) The sign-in sheet was distributed

- 3) Approval of minutes
 - a. **MOTION: To approve the March 14, 2024 minutes**
 - b. Bell (1); Chin (2); motion passed.

- 4) Bills Presented for Payment (\$1,920.84)
 - a. **MOTION: To approve payment of the bills and the City budget reports.**
 - b. Bell (1); Chin (2); motion passed

- 5) Citizen Appearances/Public Comment
 - a) Peter Smith from the Friends was at the meeting.

- 6) Business of Board President
 - a) None

- 7) Library Director Report
 - a) Report from Student Trustees
 - i) Pandey reported that Sun Prairie Forensics attended state and SP West received 1st place. Lisowe reported that Model UN received best all overall delegation along with other awards.

 - b) Consideration, Discussion and Possible Action on Building Construction Bidding Process
 - i) Johnson presented updated milestones. This includes:
 - (1) Bid Opening -Wednesday, April 24th 3pm in the Conference Room
 - (2) Ad Hoc Bid Evaluation Committee Meeting - Thursday, April 25th –4pm in the Caucus Room at City Hall.
 - (3) Special Library Board Meeting - Wednesday, May 1st –6pm in the Conference Room
 - ii) **MOTION: To adapt the General Contractor Procurement Updated Milestone Dates as revised.**
 - iii) Bell (1); Johnson (2); motion passed

 - c) 2024 National Library Week Proclamation
 - i) A proclamation was issued by City Council in Celebration of National Library Week.

 - d) Librarian Reports

- i) Hetzler reported. We are celebrating National Poetry Month with a series of programs in April. There was a Prairie Burn this week. Town of Bristol's annual meeting is coming up on Tuesday.

8) Committee Reports

- a) DEI Advisory Committee- Met in March and invited other community members. The focus of the meeting was idea generation for Black and African American affinity programming. There is a tentative next meeting scheduled for May 15th. Jake King will be presenting findings from the City's Equity Audit.
- b) Facilities Committee- Stocker reported. Met at the end of March.
- c) Personnel Committee-Did not meet.
- d) Policy Committee
 - i) Consideration, Discussion and Possible Action on Bylaws of the Board of Trustees
 - (1) **MOTION: To approve the changes to the Bylaws of the Board of Trustees**
 - (2) Bell (1); Lindsey (2); motion passed.
 - ii) Consideration, Discussion and Possible Action on Donations Policy
 - (1) **MOTION: To approve the changes to the Donations Policy.**
 - (2) Bell (1); Pittelli (2); motion passed
 - iii) Consideration, Discussion and Possible Action on Volunteer Policy
 - (1) **MOTION: To approve the changes to the Volunteer Policy**
 - (2) Bell (1); Johnson (2); motion passed.
- e) Strategic Planning Committee-Did not meet.
- f) Friends-Met earlier this week.
- g) Foundation-The Gala is next Saturday, April 20th!

9) **UNFINISHED BUSINESS**

- a) Consideration, Discussion and Possible Action on Future Library Board Meetings, Locations, Dates and Times
 - i) **MOTION: To un-table this item.**
 - ii) Bell (1); Lindsey (2); motion passed
 - iii) **MOTION: To postpone the decision about future locations to a later time.**
 - iv) Bell (1); Brazier (2); motion passed

10) **NEW BUSINESS**

- a) Consideration, Discussion and Possible Action on the Formation of an Ad-Hoc BID Evaluation Committee
 - i) Owens, Stocker and Lindsey will serve on the Ad-Hoc BID evaluation committee. The committee will have a specific recommendation on May 1st, at the Special Library Board meeting.
 - ii) **MOTION: To create the Ad-Hoc BID Evaluation Committee consisting of Owens, Stocker and Lindsey.**
 - iii) Bell (1); Brazier (2); motion passed.
- b) Consideration, Discussion and Possible Action on Adjacent County Reimbursement Requests
 - i) **MOTION: To approve that SCLS will bill the Adjacent County Reimbursement requests on our behalf.**
 - ii) Lindsey (1); Pittelli (2) motion passed.
- c) Consideration, Discussion and Possible Action Regarding April 25th Special Library Board Meeting

- i) **MOTION: To reschedule the April 25th Special Library Board meeting to Wednesday, May 1st.**
- ii) Bell (1); Brazier (2); motion passed.

11) Referrals

- a) None

12) Adjournment

- a. **MOTION: To adjourn at 6:40pm**
- b. Brazier (1); Chin (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President



A handwritten signature in black ink, appearing to read 'Rex Owens', is written over a horizontal line.

