

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, April 10, 2025
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, Maya Lisowe, Sandy Pittelli, Steve Stocker, Rohit Vaidya, Julie Yang
 - c. Absent: Krystal Johnson
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes, Kevin Johnson (FVM), Peter Smith
- 2) Volunteer Sign-In Sheet
 - a) The sign-in sheet was distributed
- 3) Approval of Minutes
 - a) **MOTION: To approve the March 13, 2025 Minutes**
 - b) Bell (1); Vaidya (2); motion passed
- 4) Bills Presented for Payment (\$3,684.54)
 - a) **MOTION: To approve the bills and the budget reports**
 - b) Bell (1); Lindsey (2); motion passed
- 5) Citizen Appearances/Public Comment
 - a) None
- 6) Business of Board President
 - a) The Friends are having a Membership Drive this week.
 - b) The Gala is Saturday, April 26th at The Oaks Golf Course.
 - c) The current administration has eliminated non-statutory IMLS funding. Owens would like to make a referral to staff to develop a letter to go to our congressional group.
- 7) Library Director Report
 - a) Report from Student Trustees
 - i) Lisowe reported. She is on the SP East Model U.N. Team and they had a conference last month at UW Madison.
 - ii) Yang reported. SP West had their academic award ceremony this week where they recognized over 500 students.
 - b) Consideration, Discussion and Possible Action on Overall SPPL Remodel and Addition Construction Project
 - i) Kevin Johnson reported on the progress of the project. The general contracting team is still comfortable with the June 9-June 23 timeframe, reopening on June 24.
 - ii) The interior above ceiling work is substantially complete. Light fixtures are being hung and programmed. Getting ready for installation of permanent flooring later this month.
 - iii) Solar paneling infrastructure is going up. Geothermal is on track for completion later this month, and 38 of 57 wells have been drilled. Loop setting and grouting also in progress.
 - iv) On the exterior, they are getting ready to get things poured near the exterior plaza. Passive solar sunshades have been installed, and security cameras.

- v) Quartz countertops have arrived for the Youth Services desk, as well as computer station countertops. Light fixtures have been installed throughout the space. Acoustical mobiles have been installed. A total of 51 will be installed.

c) Report from Head of Access and Circulation Services

- i) Steev Baker reported on the Access and Circulation Services department. In 2024, physical checkouts topped half a million for third year in a row, and 2900 new patrons were registered.
- ii) Baker is working on Makerspace policies and project development and discussed what the space will be used for. Arts and crafts programming, and 3D printing will be available. There will be two studio rooms thanks to donations from the Sun Prairie Education Foundation and the Friends of the Sun Prairie Media Center.
- iii) Move management was discussed. The book sorter will be moved around May 19th to its temporary location in the Community Room.

d) Librarian Reports

- i) Hetzler reported. Next week at City Council employee milestones will be celebrated. Six library staff members will be recognized for their years of service: Ed Sliva (20 years), Nicole Beattie (10 years), Svettha Hetzler (10 years), Rachel Berkowitz (5 years), Terrie Larson (5 years), Jill Rupp (5 years).
- ii) Hetzler discussed potential ILS changes. We currently use BiblioNation. SCLS and member libraries have been working hard since 2023 and are in the final stage of an ILS evaluation process resulting in a recommendation to approve a new ILS. The final decision will be made on May 15th at the All-Directors Meeting. If the vote is yes, the go live date will be in 2026.
- iii) On March 14 an executive order was signed affectively eliminating non-statutory components and functions of the Institute of Museum and Library Services. IMLS is the primary funder of WI DPI's Division for Libraries and Technology, and also funds the Library Services & Technologies Act. In 2024, Wisconsin received 3.2 million in IMLS grants. This helped fund OLL, Badgernet access, workforce development programs and programs for small businesses and job seekers, technology upgrades, and continuing education funds for staff.
 - (1) The library has more information on our Support Us page. To support libraries, individuals are asked to contact their US Senators and Congressional Representatives. DPI also has a portal where they are accepting video testimonials.

8) Committee Reports

- a) Facilities Committee – Stocker reported. There was a water heater leak last month. The hope is that a temporary fix will hold until the new water heater is ready. RFP went out for weekend Janitorial Services and will be evaluated next week.
- b) Personnel Committee – Did not meet
- c) Policy Committee
 - i) Consideration, Discussion and Possible Action on Naming Rights Policy
 - ii) Consideration, Discussion and Possible Action on Circulation Policy
 - (1) **MOTION: To approve the above-mentioned policies.**
 - (2) Bell (1); Lindsey (2); motion passed.
- d) Strategic Planning Committee – Did not meet
- e) Friends- Did not meet.
- f) Foundation- The Gala is April 26th. Tickets are now available.

9) **UNFINISHED BUSINESS: None**

10) **NEW BUSINESS**

a) Consideration, Discussion and Possible Action on 2025 Adjacent County Reimbursement Requests.

i) **MOTION: To approve and allow for SCLS to request 2025 Adjacent County Reimbursements on behalf of SPPL.**

ii) Bell (1); Vaidya (2); motion passed.

11) Referrals

a) For Hetzler to draft a memo for next month's library board meeting in support of libraries, to be presented and approved at the meeting.

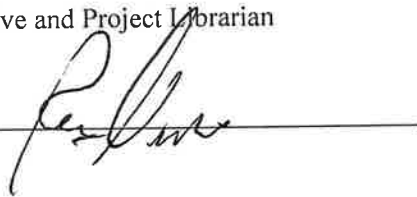
12) Adjournment

a. **MOTION: To adjourn at 6:59pm**

b. Bell (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.

