

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, August 1, 2019
5:30 PM
COMMUNITY 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, Tiffany Thiede (5:57pm), Emily Lindsey, Ken Wenzel
 - c. Absent: Judy Eisinger
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes
2. Volunteer Sign In Sheet
 - a. The Volunteer Sign In sheet was distributed.
3. Approval of minutes from July 11, 2019
 - a. **MOTION: To approve the July 11, 2019 minutes**
 - b. Lindsey (1); Bell (2); motion passed.
4. Bills Presented for Payment (To Be Distributed)
 - a. **MOTION: To approve payment of the bills.**
 - b. Bell (1); Baier (2); motion passed
5. Citizen Appearances/Public Comment
 - a. None
6. Business of Board President
 - a. Owens discussed Trustee Training Week which is August 12th-August 16th.
 - b. Owens attended the opening of the Waunakee Public Library this afternoon.
7. Library Director Report
 - a. Hetzler presented.
8. Committee Reports
 - a. Facilities Committee-Did not meet.
 - b. Finance Committee- Chin reported.
 - c. Policy Committee- Did not meet. The policies that were reviewed at last month's meeting will be discussed later in the agenda.
 - d. Strategic Planning Committee-Did not meet.
 - e. Friends-Wenzel reported. The Friends discussed changes in bylaws and looked at long term programming. The Friends Annual Potluck is August 26th.
 - f. Foundation- Owens reported. The Book'n It Run is this Saturday. The Foundation has added 7 new board members.
9. **UNFINISHED BUSINESS:**
 - a. Consideration, Discussion and Possible Action on 2020 City Budget
 - i. There was an additional initiative added for Library Furniture and Equipment for \$20,000 using fund balance.
 - ii. **MOTION: To approve the changes to the 2020 City Budget**
 - iii. Wenzel (1); Chin (2); motion passed.

- b. Consideration, Discussion and Possible Action on Library Expansion Options
 - i. Consideration of the Library Expansion is still ongoing following the July 16th Committee of the Whole meeting. Discussion of Library Expansion as well as the rest of the projects in the five year CIP plan will commence again on September 3rd.

10. NEW BUSINESS:

- a. Consideration and Discussion and Possible Action on Circulation Policy
 - i. Under IV.B-“Director” will be added to read “The SP Library Director may consider working with patrons on payment plans to restore borrowing privileges in such cases.”
 - ii. **MOTION: To approve the changes to the Circulation Policy as amended**
 - iii. Bell (1); Lindsey (2); motion passed.
- b. Consideration, Discussion and Possible Action on Collection Development Policy
 - i. **MOTION: To approve the changes to the Collection Development Policy**
 - ii. Lindsey (1); Baier (2); motion passed
- c. Consideration, Discussion and Possible Action on Fund Balance Policy
 - i. No changes were made to the Fund Balance Policy
- d. Consideration, Discussion and Possible Action on Proctoring Policy
 - i. No changes were made to the Proctoring Policy
- e. Consideration, Discussion and Possible Action on Restroom Renovation Contract
 - i. Three bids were received. The goal is for the contract to be on the City Council agenda and signed on August 20th. The projected completion date is November 29th.
 - ii. **MOTION: To approve awarding the bid for restroom renovation to Cardinal Construction.**
 - iii. Baier (1); Wenzel (2); motion passed

REFERRALS:

- 11. Items to be referred to staff or committees for review or action
 - a. None

12. Adjournment

- a. **MOTION: To adjourn at 5:59 pm.**
- b. Lindsey (1); Chin (2); motion passed.

Submitted by Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President _____

