

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, August 12, 2021
5:30 PM
Library Community Room

1. Call to Order, Roll Call
 - a. Rex Owens called the meeting to order at 5:30 p.m.
 - b. Present: Rex Owens, Mary Bell, April Brazier, Emily Lindsey, Sandy Pittelli, Theresa Stevens
 - c. Absent: Mark Chin, Darreon Steward, Rohit Vaidya
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Brenda Sukenik, Mark Ibach, Jan Holmes
2. Volunteer Sign in Sheet
 - a. The Volunteer Sign In sheet was distributed.
3. Approval of minutes
 - a. **MOTION: To approve the July 8, 2021 minutes.**
 - b. Stevens (1); Lindsey (2); motion passed.
4. Bills Presented for Payment (\$526.03)
 - a. **MOTION: To approve payment of the bills and budget reports.**
 - b. Bell (1); Stevens (2); motion passed
5. Citizen Appearances/Public Comment
 - a. None
6. Business of Board President
 - a. Consideration, Discussion and Possible Action on Employee Grievance Procedure- Brenda Sukenik (Human Resources Director, City of Sun Prairie)
 - i. Sukenik presented on the Employee Grievance Procedure. It is up to the Library Board if they choose to retain the authority as the final level of appeal for terminated employees.
 - ii. **MOTION: To approve an amended policy that would recognize the Library Board as the final level of appeal for the library's employees during the employee grievance process.**
 - iii. Bell (1); Lindsey (2); motion passed.
 - b. Presentation of Trustee Essentials, Mark Ibach (South Central Library System)
 - i. Mark Ibach presented to the Library Board on the role of the trustees.
 - c. Consideration, Discussion and Possible Action on Trustee WLA Membership
 - i. In the budget there are funds for all trustees to have the trustee membership for WLA. Hetzler distributed applications and will submit payment for the memberships.
 - d. Discussion of Trustee Training Week
 - i. Trustee Training Week is August 23-27. Owens emailed the board with registration information.
 - e. Consideration, Discussion and Possible Action on WLA Awards

- i. Montague will be re-submitting a nomination for the Programming Innovation award this year. Owens recommends that the board wait a few years before submitting a nomination for the WLA Library of the Year award.
 - f. Consideration, Discussion and Possible Action on Future Meetings
 - i. Owens discussed returning to virtual meetings. Hetzler noted that the hybrid option is still available but only if we meet at Council Chambers, which would also depend on availability of the space.
 - ii. **MOTION: To resume remote meetings starting in September through the end of the year.**
 - iii. Bell (1); Lindsey (2); motion passed.
7. Library Director Report
- a. Consideration and Discussion of Conceptual Design Kick-Off Meeting
 - i. Hetzler discussed the Conceptual Design Kick-Off meeting. FEH will attend of October-December Library Board meetings. Public comment will be on October 27th.
 - b. Librarian Reports
 - i. Hetzler reported.
8. Committee Reports
- a. Facilities Committee-Did not meet.
 - b. Finance Committee- Did not meet.
 - c. Personnel Committee-Bell reported. The Personnel Committee met with Hetzler in July and discussed goals for the upcoming year. They also discussed what had been accomplished in the current year. They will meet again in December.
 - d. Policy Committee
 - a. Consideration, Discussion and Possible Action on Collection Development Policy
 - i. **MOTION: To approve the changes to the Collection Development Policy**
 - ii. Lindsey (1); Stevens (2); motion passed.
 - b. Consideration, Discussion and Possible Action on Fund Balance Policy
 - i. No changes were made to the Fund Balance Policy
 - c. Consideration, Discussion and Possible Action on Proctoring Policy
 - i. No changes were made to the Proctoring Policy.
 - d. Consideration, Discussion and Possible Action on Social Media Policy
 - i. **MOTION: To approve the changes to the Social Media Policy**
 - ii. Stevens (1); Bell (2); motion passed.
 - e. Strategic Planning Committee-Did not meet.
 - f. Friends-Did not meet.
 - g. Foundation-Owens reported. The Foundation is in the process of interviewing for the Executive Director position. There were 19 applicants.
9. **UNFINISHED BUSINESS:**
- a. Consideration, Discussion and Possible Action on 2022 Budget
 - i. **MOTION: To approve the 2022 budget**
 - ii. Lindsey (1); Bell (2); motion passed.
10. **NEW BUSINESS:**
- a. Consideration, Discussion and Possible Action on MOU Regarding Foundation Executive Director
 - i. **MOTION: To dissolve the MOU agreement**

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

11. Referrals

a. None

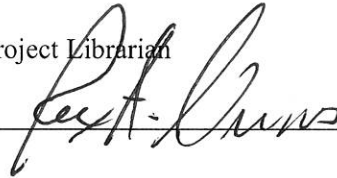
12. Adjournment

a. **MOTION: To adjourn at 7:18pm**

b. Lindsey (1); Bell (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. The signature is cursive and somewhat stylized.