

**SUN PRAIRIE PUBLIC LIBRARY BOARD**  
**MEETING MINUTES**  
**Thursday, December 12, 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, Emily Lindsey, Sandy Pittelli, Rohit Vaidya, Ken Wenzel
  - c. Absent: None
  - d. Also present: Svetha Hetzler, Sarah Michaelis, Erin Williams Hart
  
2. Volunteer Sign In Sheet
  - a. The Volunteer Sign In sheet was distributed.
  
3. Approval of minutes
  - a. **MOTION: To approve the November 14, 2019 minutes**
  - b. Barkholtz (1); Bell (2); motion passed.
  
4. Bills Presented for Payment (To Be Distributed)
  - a. **MOTION: To approve payment of the bills.**
  - b. Bell (1); Barkholtz (2); motion passed
  
5. Citizen Appearances/Public Comment
  - a. None
  
6. Business of Board President
  - a. Williams Hart went over the Volunteer Orientation.
  - b. The DCLS Agreement for Extension of Library Service was discussed.
  - c. **MOTION: To approve the DCLS Agreement for Extension of Library Service.**
  - d. Barkholtz (1); Wenzel (2); motion passed.
  
7. Library Director Report
  - a. Hetzler reported. Roof repairs are complete. There have been a few delays for the restroom renovation project. The punch list is scheduled to be gone through on January 10<sup>th</sup>.
  
8. Committee Reports
  - a. Facilities Committee-Did not meet.
  - b. Finance Committee- Met today. The Foundation Board met today and approved changes to their Investment Policy which incorporate the Kind Fund. Chin and the Foundation Finance Committee will work on setting up accounts and the transfer of the funds.
  - c. Personnel Committee-Meets next week for Hetzler's review.
  - d. Policy Committee- Met last month. The policies that were reviewed will be discussed later in the agenda.
  - e. Strategic Planning Committee-Did not meet.
  - f. Friends-Meet next week.
  - g. Foundation-The Foundation met this morning. New executive committee members were elected.

**9. UNFINISHED BUSINESS:**

- a. Consideration, Discussion and Possible Action Regarding Campaign Feasibility Study
  - i. There are no updates as of right now. Hetzler spoke with The Sweeney Group and Jody Sweeney is aware that there will be more details on the expansion project in the spring.

**10. NEW BUSINESS:**

- a. Consideration, Discussion and Possible Action on Introduction to Policy Manual
  - i. No changes were made to the Introduction to the Policy Manual
- b. Consideration, Discussion and Possible Action on Discussion Rooms Policy
  - i. No changes were made to the Discussion Rooms Policy
- c. Consideration, Discussion and Possible Action on Conduct Policy
  - i. **MOTION: To approve the changes to the Conduct Policy**
  - ii. Lindsey (1); Baier (2); motion passed
- d. Consideration, Discussion and Possible Action on Circulation Policy
  - i. **MOTION: To approve the changes to the Circulation Policy**
  - ii. Lindsey (1); Bell (2); motion passed
- e. Consideration, Discussion and Possible Action on the Bylaws of the Board of Trustees
  - i. Under IV. A-“Personnel Committee” was added.
  - ii. IV. A. 5 was added. “With City Administrator” will be struck.
  - iii. **MOTION: To approve the changes to the Bylaws of the Board of Trustees**
  - iv. Bell (1); Baier (2); motion passed
- f. Consideration, Discussion and Possible Action on Committee Assignments
  - i. Vaidya will join Finance Committee and Pittelli will join Strategic Planning.
- g. Consideration, Discussion and Possible Action on 2020 Important Dates
  - i. **MOTION: To approve the 2020 Important Dates**
  - ii. Bell (1); Lindsey (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 6:11 pm.**
- b. Baier (1); Chin (2); motion passed.

Submitted by Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President \_\_\_\_\_

