

**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, December 9, 2021
6 PM
REMOTE MEETING**

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, Theresa Stevens, Darreon Steward, Rohit Vaidya
 - c. Absent: Sandy Pittelli,
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Christy Monk (FEH), Anders Dahlgren, Aaron Davis (FEH), Terry McIlroy, Tracy Herold, Ann Semmann, Tammy Ocampo, Jan Holmes

2. Approval of minutes
 - a. **MOTION: To approve the November 11, 2021 minutes.**
 - b. Bell (1); Stevens (2); motion passed.

3. Bills Presented for Payment (\$1,216.18)
 - a. **MOTION: To approve payment of the bills and budget reports**
 - b. Stevens (1); Vaidya (2); motion passed

4. Citizen Appearances/Public Comment
 - a. None

5. Business of Board President
 - a. Presentation of Conceptual Design
 - i. Christy Monk from FEH Design presented on the Conceptual Design process. Concept 5a was selected by the Library Board at the last meeting, with some revisions.
 - ii. There were revisions based on staff and board comments:
 1. Slide makerspace adjacent to Media Center
 2. Identify multicultural areas throughout space
 3. Identify and develop staff spaces
 4. Add study rooms to teen space
 5. Move youth storytime space to NE corner
 6. Single library entrance
 7. Foundation Director space
 8. Identify aquarium and art wall locations
 9. Moved bookstore and café
 - a. Bookstore is sized for the store and a sorting room
 - iii. Cost: \$19,989,000
 1. 2024 cost projections
 2. Add owner's agent in as a placeholder below the line
 3. The expected operational building costs were discussed.
 - i. FEH will work on a cost projection.
 - b. **MOTION: To accept the floor plan, renderings and the budget and move forward with it as a recommendation to Committee of the Whole on December 21st.**
 - c. Stevens (1); Bell (2); motion passed.

- d. **MOTION: To move up 9a on the agenda**
- e. Bell (1); Vaidya (2); motion passed
- f. Discussion turned to 9a at this point.

6. Library Director Report

- a. Year End Report from Library Director
 - i. Hetzler reported.
- b. Librarian Reports
 - i. Hetzler reported.

7. Committee Reports

- a. Diversity, Equity and Inclusion
 - i. Met today with the Facilities Committee. FEH Design presented. Leah Wilson was appointed as the chair.
- b. Facilities Committee-Met today with the DEI Committee.
- c. Finance Committee
 - i. Consideration, Discussion and Possible Action on Finances-Hetzler reported in Chin's absence. We have funds in our Money Market account to draw down on.
- d. Personnel Committee-Had their end of the year conversation with Hetzler this week. It will be discussed at the January Library Board meeting.
- e. Policy Committee-Policies will be reviewed later in the agenda.
- f. Strategic Planning Committee-Did not meet.
- g. Friends-Did not meet.
- h. Foundation- Had a Strategic Planning meeting this morning. Fall Appeal and Giving Tuesdays raised over \$7,000 to date. Spring Gala will be May 20th.

8. **UNFINISHED BUSINESS: None**

9. **NEW BUSINESS:**

- a. Consideration, Discussion and Possible Action on Updated Rendering Proposal from FEH Design
 - i. **MOTION: To approve \$12,000 to create the fly through rendering video.**
 - ii. Lindsey (1); Vaidya (2); motion passed.
 - iii. Discussion returned to #6 at this point.
- b. Consideration, Discussion and Possible Action on Policy Manual
 - i. **MOTION: To approve the changes to the Policy Manual**
 - ii. Bell (1); Stevens (2); motion passed.
- c. Consideration, Discussion and Possible Action on Library Operations Policy
 - i. **MOTION: To approve the changes to the Library Operations Policy**
 - ii. Bell (1); Brazier (2); motion passed.
- d. Consideration, Discussion and Possible Action on Epidemic & Health Emergency Policy
 - i. **MOTION: To approve the changes to the Epidemic & Health Emergency Policy**
 - ii. Bell (1); Lindsey (2); motion passed.
- e. Consideration, Discussion and Possible Action on Inclement Weather Policy
 - i. **MOTION: To approve the changes to the Inclement Weather Policy**
 - ii. Bell (1); Stevens (2); motion passed.

- f. Consideration, Discussion and Possible Action on Discussion Rooms Policy
 - i. **MOTION: To approve the changes to the Discussion Rooms Policy**
 - ii. Bell (1); Vaidya (2); motion passed.
 - g. Consideration, Discussion and Possible Action on Recording of Committee Meetings
 - i. **MOTION: To stop recording committee meetings starting in January.**
 - ii. Stevens (1); Bell (2); motion passed.
 - h. Consideration, Discussion and Possible Action on Payment to Foundation
 - i. **MOTION: To make payment of \$10,000 to the SPPL Foundation**
 - ii. Lindsey (1); Vaidya (2); motion passed. Stevens abstained.
 - i. Consideration, Discussion and Possible Action on 2022 Library Board Calendar
 - i. **MOTION: To approve the 2022 Library Board Calendar**
 - ii. Stevens (1); Vaidya (2); motion passed.
10. Referrals
- a. Owens asked for board involvement for the COW meetings in December and January. Owens asked the Library Board to contact their alders or all the alders, or register to attend and watch the meetings.
11. Adjournment
- a. **MOTION: To adjourn at 7:44 pm**
 - b. Bell (1); Brazier (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President



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