

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, November 9, 2023
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, Krystal Johnson, Suhani Pandey, Sandy Pittelli (6:10pm), Steve Stocker
 - c. Absent: Emily Lindsey, Rohit Vaidya
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Kevin Johnson (Owner's Representative, FVM), Jan Holmes

- 2) Volunteer Sign-In Sheet
 - a) The sign-in sheet was distributed

- 3) Approval of minutes
 - a. **MOTION: To approve the October 12, 2023 minutes**
 - b. Bell (1); Brazier (2); motion passed.

- 4) Bills Presented for Payment (\$4,223.32)
 - a. **MOTION: To approve payment of the bills and the City budget reports.**
 - b. Bell (1); Stocker (2); motion passed

- 5) Citizen Appearances/Public Comment
 - a) None

- 6) Business of Board President
 - a) Owens thanks Vaidya and Pandey for their participation in organizing the South Asian Celebration in September.

- 7) Library Director Report
 - a) Owner's Representative Monthly Update (Kevin Johnson, Senior Project Manager, FVM)
 - i) Kevin Johnson reported. Members of the Next Chapter Team and Library Board took a tour of Meadow View Elementary School's geothermal system this afternoon. There was also a tour of the Library site. They will be submitting the site plan to the City's technical review committee to get initial comments back. They will be concluding discussion of interior finishes at the upcoming Next Chapter Team meeting.

 - b) Librarian Reports
 - i) Hetzler reported. Dane County Library Directors met today and are still working on potential changes to the reimbursement formula. The Holds Pickup Lockers have been moved and are in the process of being landscaped currently.
 - ii) The Library will be holding its first Hmong New Year celebration next Saturday, November 18th.
 - iii) Three out of five staffing initiatives were included in the 2024 budget: The FT YS Collection Management Specialist and two Library Assistant positions, which will promote the 24 hours per week LA II position in youth services to a full-time collection management specialist position and will elevate the two existing 16 hours per week LA I positions in adult services to 24 hours per week.

8) Committee Reports

- a) DEI Advisory Committee-Hetzler reported. Met this past Monday. Next month Hetzler will have a report to share.
- b) Facilities Committee-Meet on November 17th.
- c) Personnel Committee – Did not meet
- d) Policy Committee- Did not meet.
- e) Strategic Planning Committee-Met on Tuesday and approved the 2023 Work Plan and the 2024 Work Plan. They will be presented at the next Library Board meeting.
- f) Friends- Hetzler reported. The annual meeting is scheduled for November 13th.
- g) Foundation – In December the Foundation will be holding a live and an online Barbie auction. The Foundation has also sent out their Annual Appeal letters this month.

9) **UNFINISHED BUSINESS**

- a) None

10) **NEW BUSINESS**

- a) Consideration, Discussion and Possible Action of Programming Policy
 - i) IV- C was added and subsequent sections will be re-lettered.
 - ii) **MOTION: To approve the changes to the Programming Policy**
 - iii) Bell (1) Pittelli (2); motion passed.
- b) Consideration, Discussion and Possible Action on Funding Request to SPPL Foundation
 - i) **MOTION: To approve the request to the Foundation for \$3,000 from general Foundation funding and the \$18,950 from the Kind Fund.**
 - ii) Bell (1); Brazier (2); motion passed.
- c) Consideration, Discussion and Possible Action on Janitorial Services Contract
 - i) **MOTION: To approve the one year term extension of the Janitorial Services Contract with Sundance Bioclean.**
 - ii) Chin (1); Pittelli (2); motion passed.
- d) Consideration, Discussion and Possible Action on DCLS Agreement for Extension of Library Service
 - i) **MOTION: To approve the DCLS Agreement for Extension of Library Service**
 - ii) Bell (1); Johnson (2); motion passed.

11) Referrals

- a) None

12) Adjournment

- a. **MOTION: To adjourn at 6:38pm**
- b. Stocker (1); Chin (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

