

**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, February 13, 2020
5:30 PM
CONFERENCE ROOM**

1. Call to Order, Roll Call
 - a. Rex Owens called the meeting to order at 5:31 p.m.
 - 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, Jan Holmes, Mark Ibach, Gregg Baum
2. Volunteer Sign In Sheet
 - a. The Volunteer Sign In sheet was distributed.
3. Approval of minutes
 - a. **MOTION: To approve the January 9, 2020 minutes**
 - b. Chin (1); Baier (2); motion passed.
4. Bills Presented for Payment (To Be Distributed)
 - a. **MOTION: To approve payment of the bills.**
 - b. Barkholtz (1); Bell (2); motion passed
5. Citizen Appearances/Public Comment
 - a. None
6. Business of Board President
 - a. Mark Ibach presented on Trustee Essentials chapters 2 and 13.
7. Library Director Report
 - a. Hetzler reported.
8. Committee Reports
 - a. Facilities Committee-Met today. The committee has a number of recommendations that will be covered later on in the agenda.
 - b. Finance Committee- Did not meet.
 - c. Personnel Committee- Did not meet.
 - d. Policy Committee- Met last month. The Inclement Weather policy will be discussed later in the agenda.
 - e. Strategic Planning Committee-Did not meet.
 - f. Friends-Did not meet in February. The Friends are working on putting together materials for the Writing Contest which starts March 1st.
 - g. Foundation-Did not meet. The Gatsby Gala is Saturday, March 14th from 6:30-8:30 at The Loft at 132. The Executive Committee has sent an offer letter to a candidate for the Executive Director position.
9. **UNFINISHED BUSINESS:**
 - a. Consideration, Discussion and Possible Action On 10 Year CIP – Library Expansion – FEH Design

- i. Gregg Baum from FEH presented the three planning scenarios for the Library Expansion. Option A expands the library to 74,000 square feet and will meet Dane County Standards until 2040. The total project cost is \$18,826,000. Option B expands the library to 55,000 square feet and will meet Dane County Standards until 2035. The total project cost is \$13,067,000. Option C is a rehabilitation solution and not a building expansion. The total cost is 3,554,000. The library would no longer meet Dane County standards by 2025 with this scenario. Scenario A allows for expansion of the Sun Prairie Media Center. Scenario B does not include an expansion of the Sun Prairie Media Center.
- ii. If the project is delayed, estimates for 3% inflation per year were provided.
- iii. The Joint Finance Public Work Task Force made a recommendation using Option B, with a delayed timeline for design in 2023 and construction in 2025. Pricing models didn't include inflation.
- iv. **MOTION: To update the CIP using the numbers in Option B, updating the timeline with Design in 2021 and Construction in 2022**
- v. Owens (1); Bell (2); motion passed. Opposed (Chin).
- vi. Barkholtz asked when discussion of a branch would occur. Hetzler recommended conducting a Space Needs Assessment every 5 years.
- vii. **MOTION: To update the CIP to adjust the sorter replacement amount from \$107,600 to \$110,000**
- viii. Chin (1); Baier (2); motion passed.
- ix. **MOTION: To update the CIP to remove the parking lot project.**
- x. Lindsey (1); Barkholtz (2); motion passed.

10. NEW BUSINESS:

- a. Consideration, Discussion and Possible Action on 2019 Annual Report
 - i. Hetzler gave an overview of the 2019 Annual Report.
 - ii. **MOTION: To approve the annual report**
 - iii. Lindsey (1); Bell (2); motion passed

11. Consideration, Discussion and Possible Action on Teen Space Update

- i. Hetzler is asking that the funds from the Money Market account go towards the Teen Space update.
- ii. **MOTION: To use up to \$10,000 from the Money Market account for Teen Space updates.**
- iii. Lindsey (1); Baier (2); motion passed.

12. Consideration, Discussion, and Possible Action on Inclement Weather Policy

- i. No changes were made.

REFERRALS:

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

14. Adjournment

- a. **MOTION: To adjourn at 7:13 p.m.**
- b. Bell (1); Chin (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President _____

