

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, February 11, 2021
5:30 PM
REMOTE MEETING

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, Mark Chin, Ginger Baier, Heather Barkholtz, Sandy Pittelli, Theresa Stevens, Rohit Vaidya, Ken Wenzel
 - c. Absent: None
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Gregg Baum-FEH Design, Aaron Davis-FEH Design, Cindy Mestelle-Friends President

2. Approval of minutes
 - a. **MOTION: To approve the January 14, 2021 Minutes**
 - b. Barkholtz (1); Bell (2); motion passed.

3. Bills Presented for Payment (\$58,110.63)
 - a. **MOTION: To approve payment of the bills.**
 - b. Barkholtz (1); Vaidya (2); motion passed
 - c. **MOTION: To accept the Budget Reports.**
 - d. Bell (1); Stevens (2); motion passed.

4. Citizen Appearances/Public Comment
 - a. Cindy Mestelle, President of the Friends was in attendance at the meeting.

5. Business of Board President
 - a. There was a public comment about how the Library Board went into closed session during last month's meeting. The statue was not cited in the agenda and will be done going forward.

6. Library Director Report
 - a. Librarian Reports
 - i. Hetzler reported. There is a new database available called Creative Bug, brought through funds from the IMLS grant through SCLS. Overdrive also now has magazines available. No holds are required on these items.

7. Committee Reports
 - a. Facilities Committee-Met today, Baier reported.
 - b. Finance Committee- Did not meet.
 - c. Personnel Committee-Did not meet.
 - d. Policy Committee-Did not meet. The policies that were reviewed last month will be reviewed later in the agenda.
 - e. Strategic Planning Committee-Did not meet.
 - f. Friends- Mestelle reported. Equity, diversity and inclusion will be a focus. The Friends are working on changing their bylaws to include student interns. The Friends are also currently recruiting for a new board member.
 - g. Foundation-Owens reports. Met last month. They accepted the Petersen Legacy funds and will create a Capital Campaign Fund with those funds.

8. UNFINISHED BUSINESS:

- a. Consideration, Discussion and Possible Action on Library Expansion
 - i. FEH met with the Facilities Committee in December to discuss changes to the project budget. After the changes, \$12.8 million-\$13.3 million is the range that the total project falls in. This is the total cost which includes schematic design, full design and construction. The CIP also assumes \$3.5 million raised in fundraising.
 - ii. The Committee of the Whole will meet on March 16th to reconsider the 2021 CIP plans. The funds for schematic design are currently in the 2022 CIP.
 - iii. Owens would like to suggest we fund the schematic design of \$140,000 from carryover and use those funds in 2021.
 - iv. Owens asks Baum what timing makes sense. The programming part of the schematic design process can take 1.5 months, schematic design could take 3 months.
 - v. Owen asked Baum what his risk assessment of waiting until 2023 for full design is. Cost increases and duplicating end of life components are a risk.
 - vi. **MOTION: To request Schematic Design in 2021 funded by carryover and leave the rest of the schedule as it currently is in the CIP request.**
 - vii. Owens (1); Baier (2); motion passed
 - viii. In the justification section of the CIP, the Facilities Committee recommended a change, which Hetzler will update.
- b. Consideration, Discussion and Possible Action on HVAC replacement
 - i. In the CIP documents, the recommendation from City Finance is to list the HVAC replacement and roof replacement as pending. They are currently listed as inactive.
 - ii. **MOTION: To label the HVAC replacement and roof replacement as inactive in the CIP.**
 - iii. Baier (1); Bell (2); motion passed.
- c. Consideration, Discussion and Possible Action on Roof replacement
 - i. This item was discussed in combination with the HVAC replacement item.

9. NEW BUSINESS:

- a. Consideration, Discussion and Possible Action on Five Year Financial Management Plan
 - i. The Five Year Financial Management plan was discussed.
 - ii. **MOTION: To approve the Five Year Financial Management plan.**
 - iii. Bell (1); Vaidya (2); motion passed
- b. Consideration, Discussion and Possible Action on Janitorial Services Contract
 - i. The evaluation committee met last Thursday. Six proposals were considered. The evaluation committee consisted of Kristin Van der Kooi-City Finance Director, Adam Schleicher Director of Public Services/City Engineer, Baier, Hetzler and Michaelis. Sundance Bioclean received the highest score.
 - ii. **MOTION: To send a letter of intent to award the Janitorial Services contract to Sundance Bioclean, to the vendors that submitted proposals and met the required mandatory site visit requirement.**
 - iii. Chin (1); Stevens (2); motion passed
- c. Consideration Discussion and Possible Action on Trust Fund Investment Policy
 - i. **MOTION: To make the Trust Fund Investment Policy inactive**

- ii. Bell (1); Baier (2); motion passed. Chin abstained from voting.
- d. Consideration, Discussion and Possible Action on Display & Exhibits Policy
 - i. **MOTION: To approve the changes to the Displays & Exhibits Policy**
 - ii. Bell (1); Vaidya (2); motion passed
- e. Consideration, Discussion and Possible Action on Confidentiality Policy
 - i. **MOTION: To approve the changes to the Confidentiality Policy**
 - ii. Stevens (1); Bell (2); motion passed.
- f. Consideration, Discussion and Possible Action on Bylaws
 - i. Under VI. A. 5. E- “student employee” will be changed to “student appointee”.
 - ii. VI. A. 6. D will be struck and subsequent sections will be re-lettered.
 - iii. VI. A. 6. E will be changed to “Set annual goals and assess activities for the committee.”
 - iv. VI. A. 6. F. will be changed to “Assess diversity, equity and inclusion activities and make recommendations to the library board in a timely manner.
 - v. **MOTION: To approve the changes to the Bylaws with the recommendations.**
 - vi. Baier (1); Vaidya (2); motion passed
- g. Consideration, Discussion and Possible Action on SCLS Proposal
 - i. Hetzer has been in touch with Shawn Brommer and Mark Jochem with SCLS. They can be present at the next meeting to introduce the toolkit and help facilitate future meetings that will focus on this work.
 - ii. **MOTION: To accept the SCLS proposal**
 - iii. Bell (1); Chin (2); motion passed
- h. Consideration, Discussion and Possible Action on 2020 Annual Report
 - i. The annual report was submitted to SCLS but they are currently going through their verification process. There is a bit of a backlog. It should be returned soon. Recommendation is to ask the board to allow for the signing of the annual report because it is due before the next Library Board meeting
 - ii. **MOTION: For Library Board President or Vice President to sign the Annual Report.**
 - iii. Chin (1); Vaidya (2); motion passed.

REFERRALS:

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

- 11. Adjournment
 - a. **MOTION: To adjourn at 6:52 p.m.**
 - b. Chin (1); Stevens (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

