

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, February 10, 2022
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, Mark Chin, Emily Lindsey, Sandy Pittelli, Theresa Stevens, Darreon Steward, Rohit Vaidya
 - c. Absent: April Brazier
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Christy Monk (FEH), Lynn Montague, Jan Holmes

2. Approval of minutes
 - a. **MOTION: To approve the January 13, 2022 minutes.**
 - b. Stevens (1); Lindsey (2); motion passed.

3. Bills Presented for Payment (\$103.36)
 - a. **MOTION: To approve payment of the bills and budget reports**
 - b. Vaidya (1); Chin (2); motion passed

4. Citizen Appearances/Public Comment
 - a. None

5. Business of Board President
 - a. Consideration, Discussion and Possible Action on Rotary Club Membership and Representation
 - i. Hetzler is currently a member of the Rotary Club. Owens is proposing joining in her place to represent the library.
 - ii. **MOTION: To approve Owens joining the Rotary Club.**
 - iii. Bell (1); Chin (2); motion passed

 - b. Consideration, Discussion and Possible Action on Policy Agenda Items
 - i. In order to make meeting management more efficient Owens proposed policy items that have no changes could be in one category on the agenda and policies with changes would be included in another category. They would be grouped under "New Business".

6. Library Director Report
 - a. Librarian Reports
 - i. Hetzler reported.

7. Committee Reports
 - a. Facilities Committee-Did not meet.
 - b. Finance Committee-Did not meet
 - c. Personnel Committee-Did not meet
 - d. Policy Committee-Met today with the DEI committee. Other policies that were reviewed last month will be discussed later in agenda.
 - e. Strategic Planning Committee-Did not meet.
 - f. Friends-Met in January. They elected their board and discussed timelines for the year.

- g. Foundation-They will be holding the Gala on May 20th and they are also gearing up for National Library Week.

8. UNFINISHED BUSINESS: None

9. NEW BUSINESS:

- a. Consideration, Discussion and Possible Action on Fly-Through Rendering (Christy Monk, FEH Design)
 - i. The Fly-Through rendering was shown.
 - ii. **MOTION: To accept and approve the Fly-Through rendering.**
 - iii. Lindsey (1); Vaidya (2); motion passed.
- b. Consideration, Discussion and Possible Action on Conceptual Design Booklet (Full)
 - i. The full Conceptual Design Booklet was discussed. The interior rendering would get added to both the full and condensed booklets.
 - ii. **MOTION: To approve and accept the booklet with the addition of the interior rendering.**
 - iii. Lindsey (1); Vaidya (2); motion passed.
- c. Consideration, Discussion and Possible Action on Conceptual Design Booklet (Condensed)
 - i. The condensed Conceptual Design Booklet was discussed.
- d. Consideration, Discussion and Possible Action on Story Walk Project (Lynn Montague)
 - i. **MOTION: To use \$3,125 from the Kind Fund Distribution to fund the Story Walk project.**
 - ii. Lindsey (1); Pittelli (2); motion passed.
- e. Consideration, Discussion and Possible Action on Library Expansion & Renovation CIP Plan
 - i. **MOTION: To approve the CIP budget with Option 1 for the Operational costs.**
 - ii. Pittelli (1); Chin (2); motion passed
- f. Consideration, Discussion and Possible Action on 2021 Annual Report
 - i. This was signed and submitted
 - ii. **MOTION: To approve the 2021 Annual Report.**
 - iii. Lindsey (1); Vaidya (2); motion passed.
- g. Consideration, Discussion and Possible Action on Circulation Policy
 - i. No changes were made to the Circulation Policy
 - ii. **MOTION: To approve the Circulation Policy.**
 - iii. Bell (1); Lindsey (2); motion passed.
- h. Consideration, Discussion and Possible Action on Student Representatives Position Description
 - i. **MOTION: To approve the Student Representatives position description.**
 - ii. Bell (1); Lindsey (2); motion passed.
- i. Consideration, Discussion and Possible Action on 2021 Application for Student Trustee
 - i. **MOTION: To approve the application for Student Trustee with the changes.**

ii. Chin (1); Vaidya (2); motion passed.

j. Consideration, Discussion and Possible Action on Bylaws of the Board of Trustees

i. **MOTION: To approve the changes to the Bylaws of the Board of Trustees**

ii. Bell (1); Vaidya (2); motion passed.

k. Consideration, Discussion and Possible Action on Volunteer Policy

i. **MOTION: To approve the changes to the Volunteer Policy**

ii. Lindsey (1); Pittelli (2); motion passed.

l. Consideration, Discussion, and Possible Action on 2022 Important Dates

i. Hetzler would like to move the Staff Inservice to May 6th.

ii. **MOTION: To approve the changes to the 2022 Important Dates**

iii. Bell (1); Vaidya (2); motion passed.

10. Referrals

a. None

11. Adjournment

a. **MOTION: To adjourn at 7:24 pm**

b. Owens (1); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President _____

