

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, February 8, 2024
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, Emily Lindsey, Krystal Johnson, Suhani Pandey, Sandy Pittelli, Steve Stocker, Rohit Vaidya
 - c. Absent: None
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Kevin Johnson (Owner's Representative, FVM), Jan Holmes, Steev Baker

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

- 3) Approval of minutes
 - a. **MOTION: To approve the January 11, 2024 minutes**
 - b. Bell (1); Brazier (2); motion passed.

- 4) Bills Presented for Payment (\$3,451.19)
 - a. **MOTION: To approve payment of the bills and the City budget reports.**
 - b. Bell (1); Vaidya (2); motion passed

- 5) Citizen Appearances/Public Comment
 - a) Maya, a prospective Student Trustee introduced herself to the Library Board.
 - b) Hetzler read a letter from a citizen. The citizen proposed renaming the Sun Prairie Public Library.

- 6) Business of Board President
 - a) None

- 7) Library Director Report
 - a) Consideration, Discussion and Possible Action on Design and Construction Documents Development
 1. Johnson reported and reviewed upcoming items on the timeline. Recent Next Chapter meetings have included discussion of the Bookstore and Café layout, extensive discussions on technology, specifics of signage, a meeting with the City Attorney's office and the Finance department to go over the bidding requirements, detailed discussions on security and storage considerations for security footage, and the Microgrid and solar panel battery storage system. There will be a formal page turn meeting at the end of the month.
 2. Lindsey noted that we are on schedule to go out to bid on March 22nd.

 - b) Staff Presentation from Access and Circulation Services
 - i) Steev Baker reported on the Access and Circulation Services department.
 - (1) Baker shared 2023 data. Kanopy has had increased use over the past couple of years. There is continued use of drive-up holds pick up window with around 70 pickups per month. Discussion Room use topped 2,200. Libby checkouts were around 8,000 per

month. The annual physical check out was over 500,000 for the second year in a row. 124,000 holds were filled and there were 3,000 new patrons registered.

c) Update on ERD Complaint Filed by Derrick McCann

i) Last July we received a complaint. The library received word from WI Department of Workforce Development Equal Rights division that the case has been dismissed.

d) Librarian Reports

i) Hetzler reported. She is working with community organizations on the Right to Read event. It is a community wide initiative and events held will be in March. The library held its first Puzzle-a-thon on National Puzzle Day in January. 114 puzzles were completed by the community. There are currently two vacancies in Youth Services that have been posted. Memory Kits are now available for patrons to check out.

8) Committee Reports

a) DEI Advisory Committee-Met in January and will meet again in March.

b) Facilities Committee- Stocker reported. Temperature in sidewalks has been turned down to 115 degrees and is still melting well. Ramps and sidewalks were very clear. The expansion project will be out for bid on March 22nd. Geothermal testing was a success and they will be able to do vertical boring.

c) Personnel Committee – Did not meet.

d) Policy Committee

i) Consideration, Discussion and Possible Action on Table of Contents

ii) Consideration, Discussion and Possible Action on Circulation Policy

iii) Consideration, Discussion and Possible Action on Displays & Exhibits Policy

iv) Consideration, Discussion and Possible Action on Naming Rights Policy

(1) **MOTION: To approve all policies as amended.**

(2) Bell (1); Lindsey (2); motion approved.

e) Strategic Planning Committee-Did not meet

f) Friends- Met on Monday. They created a RBBS Expansion Committee. They will be looking at records retention, and reviewed bookstore pricing.

g) Foundation – Owens reported. The Spring Gala is April 20th.

9) **UNFINISHED BUSINESS**

a) None

10) **NEW BUSINESS**

a) Consideration, Discussion and Possible Action on 2023 Annual Report

i) Hetzler reported on the Annual Report. The library was more active than ever!

ii) **MOTION: To approve the 2023 Annual Report**

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

11) Referrals

a) None

12) Adjournment

a. **MOTION: To adjourn at 6:54 pm**

b. Chin (1); Johnson (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

