

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, February 13, 2025
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, Mark Chin, Maya Lisowe, Sandy Pittelli, Steve Stocker (6:02pm), Rohit Vaidya, Julie Yang
 - c. Absent: April Brazier, Emily Lindsey, Krystal Johnson
 - d. Also present: Svetha Hetzler, Jan Holmes, Kate Hull, Kevin Johnson (FVM), Peter Smith
- 2) Volunteer Sign-In Sheet
 - a) The sign-in sheet was distributed
- 3) Approval of Minutes
 - a) **MOTION: To approve the January 9, 2025 Minutes**
 - b) Bell (1); Pittelli (2); motion passed
- 4) Bills Presented for Payment (\$2,011.92)
 - a) **MOTION: To approve the bills and the budget reports**
 - b) Vaidya (1); Bell (2); motion passed
- 5) Citizen Appearances/Public Comment
 - a) None
- 6) Business of Board President
 - a) None
- 7) Library Director Report
 - a) Report from Student Trustees
 - i) Julie and Maya reported that they were interviewed by Tim Hattfield for the Sun Prairie Media Center. A portion of the video was shown.
 - b) Consideration, Discussion and Possible Action of RFP#25-LIB02 (Move Management)
 - i) **MOTION: To award the contract to Coakley Brothers for \$161,067.00.**
 - ii) Bell (1); Vaidya (2); motion passed.
 - c) Consideration, Discussion and Possible Action on Overall SPPL Remodel and Addition Construction Project
 - i) Kevin Johnson reported on the progress of the project. Exterior façade elements are being completed. Interior drywall is substantially complete and painting is underway. Wall and floor tile is being installed. Ceiling grid is being hung. Geothermal well drilling has resumed but may pause during extreme cold
 - d) Report from Head of Technical Services, Kate Hull
 - i) Hull reported on Technical Services since her last library board report.

- (a) The library has purchased a version of TitleSource360 software that provides staff who select materials with professional reviews. There has been positive feedback on the product.
- (b) In preparation for the expansion, Technical Services is working with the Youth Services Department to make changes to the collection. New collections will be built, items reclassified, spine labels and abbreviations reexamined.
- (c) Periodical shelving will change after the expansion. An example of the new mag boxes was shown.
- (d) A few collections were highlighted including Buzz Large Print, Switch games, DVD series sets and bike locks.

e) Librarian Reports

- i) Hetzler reported. Elections will be held at the library on February 18, and April 1, in 2025.
- ii) On Wednesday, February 26 at 10 am the Dane County Office of Energy and the County Executive will present a plaque to the library commemorating its Climate Champion status.
- iii) The "I Love the Library" Reading Challenge and Fundraiser is in progress and open to all ages.
- iv) Notable items in the 2024 Annual Report include changed Hours of Operation due to construction and a 1% decrease in physical collection. Visitor count was up from 2023 despite reduced open hours. Overall circulation was up and there was a substantial increase in registered borrowers. Digital collection size is no longer reported while more financial data is provided for capital projects.

8) Committee Reports

- a) Facilities Committee – Stocker reported. There were no additions to the progress report from Kevin Johnson.
- b) Personnel Committee – Did not meet
- c) Policy Committee
 - i) Consideration, Discussion and Possible Action on Table of Contents
 - ii) Consideration, Discussion and Possible Action on Inclement Weather Policy
 - iii) Consideration, Discussion and Possible Action on Sustainability Policy
 - (1) **MOTION: To approve all policies**
 - (2) Bell (1); Vaidya (2); motion passed.
- d) Strategic Planning Committee – Did not meet
- e) Friends- Met in January. The Sun Prairie Public Library Foundation has proposed a merger of the two groups. A committee of Friends and Foundation Board members has been formed to explore the option. Friends Members will vote in May.
- f) Foundation- They are finalizing the details for the Gala, which will be held on April 26, 2025. 138 amphitheater seats are committed.

9) **UNFINISHED BUSINESS: None**

10) **NEW BUSINESS**

- a) Consideration, Discussion and Possible Action on 2024 Annual Report
 - i) **MOTION: To approve the 2024 Annual Report**
 - ii) Chin (1); Pittelli (2); motion passed.
- b) Consideration, Discussion and Possible Action on 2025 Library Board Calendar
 - i) **MOTION: To approve the 2025 Library Board Calendar**
 - ii) Bell (1); Chin (2); motion passed.

11) Referrals

a) None

12) Adjournment

a. **MOTION: To adjourn at 7:10 pm**

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

Submitted by: Jan Holmes, Technology Coordinator

Rex Owens, Library Board President


