

**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, January 10, 2019
5:30 PM
CONFERENCE ROOM**

1. Call to Order, Roll Call
 - a. Rex Owens called the meeting to order at 5:30 pm
 - b. Present: Rex Owens, Mary Bell, Mark Chin, Judy Eisinger, Emily Lindsey, Kenneth Wenzel, Tiffany Thiede,
 - c. Absent: Brian Berninger
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes, Ginger Baier
2. Volunteer Sign In Sheet
 - a. The Volunteer Sign In sheet was distributed.
3. Approval of minutes from December 13, 2018 Meeting
 - a. **MOTION: To approve the December 13, 2018 minutes**
 - b. Bell (1); Chin (2); motion passed.
4. Bills Presented for Payment (To Be Distributed)
 - a. **MOTION: To approve payment of the bills.**
 - b. Bell (1); Lindsey (2); motion passed.
5. Citizen Appearances/Public Comment
 - a. None
6. Business of Board President
 - a. Ginger Baier will be appointed to the Library Board on January 15th.
7. Library Director Report
 - a. Hetzler reported. The Architectural Analysis report will be presented at the Committee of the Whole meeting on Tuesday, February 5th at 5:30pm.
 - b. During the weekend of May 18th and 19th there will be events planned to celebrate the 20th Anniversary of the library in its current location.
 - c. There will be mandatory vendor site visit for the Restroom Renovation project next Thursday, January 17th.
8. Committee Report
 - a. Finance Committee-Did not meet
 - b. Policy Committee-Met today and the policies that were reviewed will be brought to the February Library Board meeting.
 - c. Strategic Planning Committee- Did not meet.
 - d. Friends-The Friends will meet later this month.
 - e. Foundation- Did not meet. The next meeting is January 24th.
9. **UNFINISHED BUSINESS**
 - a. Consideration and Discussion of Fence Replacement and Repair
 - i. Fence has been repaired but posts may need to be replaced in the spring.
 - b. Consideration and Discussion of Library Director Evaluation Committee

- i. Bell will chair the committee, and Lindsey and Owens will also serve on the committee. The committee will also coordinate with City Administrator Aaron Oppenheimer. The first charge is to meet with city staff to get a better understanding of the evaluation process. They will also meet with Hetzler to review her 2019 goals.

10. NEW BUSINESS:

- a. Consideration and Discussion of 2019 DCLS Agreement for Extension of Service
 - i. **MOTION: To Approve the 2019 DCLS Agreement for Extension of Service**
 - ii. Bell (1); Lindsey (2); motion passed
- b. Consideration and Discussion of Library Strategies MOU
 - i. Lindsey asked if there is an MOU between the Friends, Foundation and Library Board. There is a document but it has not been revised since 2002. This may be something that needs to be revised in the near future.
 - ii. **MOTION: To approve the Library Strategies MOU**
 - iii. Wenzel (1); Thiede (2); motion passed.
- c. Consideration and Discussion of Policy Committee Meeting Time
 - i. The Policy Committee agreed to keep meeting times at 4:30pm.
- d. Consideration and Discussion of Finance Committee Meeting Time
 - i. Chin would like to keep the meeting times at 4:30pm for the time being.

REFERRALS:

- 11. Items to be referred to staff or committees for review or action
 - a. None
- 12. Adjournment
 - a. **MOTION: To adjourn at 5:55 pm.**
 - b. Bell (1); Thiede (2); motion passed.

Submitted by Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President _____

