

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, January 9, 2020
5:30 PM
CONFERENCE ROOM

1. Call to Order, Roll Call
 - a. Rex Owens called the meeting to order at 5:30 p.m.
 - b. Present: Rex Owens, Heather Barkholtz (left at 6pm), Mark Chin, Emily Lindsey, Sandy Pittelli, Rohit Vaidya, Ken Wenzel
 - c. Absent: Mary Bell, Ginger Baier
 - d. Also present: Svetha Hetzler, Gregg Baum, Kristin Grissom, Jan Holmes
2. Volunteer Sign In Sheet
 - a. The Volunteer Sign In sheet was distributed.
3. Approval of minutes
 - a. **MOTION: To approve the December 12, 2019 minutes**
 - b. Lindsey (1); Chin (2); motion passed.
4. Bills Presented for Payment (To Be Distributed)
 - a. **MOTION: To approve payment of the bills.**
 - b. Barkholtz (1); Vaidya (2); motion passed
5. Citizen Appearances/Public Comment
 - a. None
6. Business of Board President
 - a. Grissom explained a pilot program to provide childcare at city government meetings and distributed a memo including a link to a survey designed to gather information that predicts usage which closes January 17.
 - b. Owens surveyed level of interest in having business cards. Wenzel suggested “generic” cards with blank spaces where members’ names could be printed. Hetzler will research minimum order and cost of cards from SCLS.
 - c. Owens surveyed level of interest in a group photo for website and other publicity.
7. Library Director Report
 - a. Hetzler reported.
8. Committee Reports
 - a. Facilities Committee-Did not meet.
 - b. Finance Committee- Did not meet. Chin reported on the Kind Fund year-end balance.
 - c. Personnel Committee- Met with Hetzler and City Administrator to complete Hetzler’s review.
 - d. Policy Committee- Met today. Will report in February.
 - e. Strategic Planning Committee-Did not meet. Barkholtz has agreed to chair the committee.
 - f. Friends-Met in December for Orientation and Planning. The writing committee meets January 10. The art committee met, discussed funding. \$5 lease on the Read Before Book Store was paid.
 - g. Foundation-Executive Director Position has been reposted. Gala and Book’n It committees met. The Gala will be at the Loft from 6:30-8:30pm on Saturday, March 14th.

9. UNFINISHED BUSINESS:

- a. Consideration, Discussion and Possible Action On 10 Year CIP – Library Expansion – FEH Design
- i. Hetzler reported on the CIP Project Request Form and Ranking Sheet which will be presented at next Tuesday's Joint Finance and PW Committee meeting.
 - ii. Gregg Baum from FEH presented a proposal to study two additional scenarios: a) renovation only and b) expansion to 55,000 SF. The fee for the study is \$2500 and will be presented to the Board at the February meeting.
 - iii. **MOTION: To approve the proposal and study the two scenarios.**
 - iv. Lindsey (1); Wenzel (2); motion passed

10. NEW BUSINESS:

- a. Consideration, Discussion and Possible Action on Funding Request from the Sun Prairie Public Library Foundation for National Conference Attendance
- i. PLA (Public Library Association), ALA (American Library Association) and ALSC (American Library Services to Children) Conferences are all taking place in 2020. PLA and ALSC Conferences take place every other year. The current operational budget provides funding for local and state conference but not for national conferences. As of now, Hetzler would like to send five staff to these conferences. The average cost is \$1500 per person so Hetzler is requesting \$7,500 from the Foundation.
 - ii. **MOTION: To approve the funding request to the SPPL Foundation for National Conference Attendance.**
 - iii. Wenzel (1); Vaidya (2); motion passed

REFERRALS:

11. Items to be referred to staff or committees for review or action
- a. None
12. Adjournment
- a. **MOTION: To adjourn at 6:20 p.m.**
 - b. Lindsey (1); Chin (2); motion passed.

Submitted by: Jan Holmes, Technology Coordinator

Rex Owens, Library Board President _____

