

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, January 13, 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, April Brazier, Mark Chin, Emily Lindsey, Theresa Stevens, Rohit Vaidya
 - c. Absent: Darreon Steward
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Christy Monk (FEH), Miranda Seals (FEH), Alaa Aldoss (FEH Design), Aaron Oppenheimer (City Administrator), Caitlin Stene (Director of Administrative Services), Lynn Montague

2. Approval of minutes
 - a. **MOTION: To approve the December 9, 2021 minutes.**
 - b. Stevens (1); Lindsey (2); motion passed.

3. Bills Presented for Payment (\$2,383.38)
 - a. **MOTION: To approve payment of the bills and budget reports**
 - b. Vaidya (1); Bell (2); motion passed

4. Citizen Appearances/Public Comment
 - a. None

5. Business of Board President
 - a. Consideration, Discussion and Possible Action on Committee Assignments
 - i. **MOTION: To appoint Steward to the DEI Committee and Brazier to the Strategic Planning Committee and Facilities Committees.**
 - ii. Stevens (1); Vaidya (2); motion passed

6. Library Director Report
 - a. Consideration, Discussion and Possible Action on 2022 LSTA-Project: Talk about Race, The Wisconsin Idea (Inclusion, Diversity and Equity in Action Facilitator Training
 - i. Hetzler was chosen to be an Inclusion, Diversity and Equity in Action Facilitator and will be attending training.
 - ii. **MOTION: To approve Hetzler attending the training.**
 - iii. Chin (1); Bell (2); motion passed.

 - b. Librarian Reports
 - i. Hetzler reported.

7. Committee Reports
 - a. Facilities Committee-Did not meet.
 - b. Finance Committee
 - i. Report from Committee Chair
 1. Chin reported.
 - c. Personnel Committee
 - i. **MOTION: To reorder the agenda**
 - ii. Bell (1); Stevens (2); motion passed.

- iii. Discussion turned to Item #9A at this point.
- iv. Adjourn into closed session pursuant to Wisconsin State Statute 19.86(1)(c): Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility - Library Director Performance Evaluation
 - a. **MOTION: To adjourn into closed session**
 - b. Bell (1); Stevens (2); motion passed
 - c. **MOTION: To approve the proposed evaluation for Svetha Hetzler for submission to the city.**
 - d. Bell (1); Brazier (2); motion passed
- d. Policy Committee-Met today with the DEI committee.
- e. Strategic Planning Committee-Did not meet.
- f. Friends-Did not meet.
- g. Foundation-Was not discussed.

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 approve the fly through rendering with the suggested changes.**
 - iii. Vaidya (1); Pittelli (2); motion passed.
- b. Consideration, Discussion and Possible Action on Conceptual Design Booklet (Christy Monk, FEH Design)
 - i. Owens suggested a condensed version for marketing purposes. Monk can create a second shorter version as well as the full version.
 - ii. **MOTION: To approve and accept the design booklet with the edits that were suggested.**
 - iii. Lindsey (1); Vaidya (2); motion passed.
- c. Consideration, Discussion and Possible Action on Financial Impact of Expansion & Renovation (Caitlin Stene, Director of Administrative Services)
 - i. Caitlin Stene presented on the financial impact of the library expansion.
 - ii. The city could afford to borrow the increased amount for the capital expenses for the library project and the City would still be within the debt policy, but the operating expenses fall above the maximum 3% borrowing outlined in the policy.
 - iii. The target fundraising goal of \$3.5 million was kept steady in both of the projections.
- d. Consideration, Discussion and Possible Action on Kanopy Digital Services
 - i. **MOTION: To approve the request to the Foundation for Kanopy for \$5500**
 - ii. Lindsey (1); Brazier (2); motion passed.
- e. Consideration, Discussion and Possible Action on Additional Dream Bus Service
 - i. **MOTION: To approve the request to the Foundation for Additional Dream Bus Special Events for \$600.**
 - ii. Lindsey (1); Vaidya (2); motion passed
 - iii. Discussion returned to Item #7C at this point.

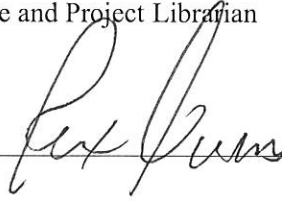
10. Referrals

11. Adjournment

- a. **MOTION: To adjourn at 7:53 pm**
- b. Stevens (1); Vaidya (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President _____

A handwritten signature in black ink, appearing to read "Rex Owens", is written over a horizontal line.