

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, January 9, 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, April Brazier, Maya Lisowe, Krystal Johnson, Sandy Pittelli, Steve Stocker (6:15pm), Rohit Vaidya (left at 7pm), Julie Yang
 - c. Absent: Mark Chin, Emily Lindsey
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes, Lynn Montague, Kevin Johnson (FVM), Glenn Schmidt (SPARC)

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

- 3) Approval of Minutes
 - a) **MOTION: To approve the December 12, 2024 Minutes**
 - b) Bell (1); Pittelli (2); motion passed

- 4) Bills Presented for Payment (\$2,531.20)
 - a) **MOTION: To approve the bills and the budget reports**
 - b) Bell (1); Pittelli (2); motion passed.
 - c) **MOTION: To reorder the agenda to add the Report from Student Trustees under Library Director Report, and to move Item 10a up to after Item 7b.**
 - d) Bell (1); Vaidya (2); motion passed

- 5) Citizen Appearances/Public Comment
 - a) None

- 6) Business of Board President
 - a) Owens noted the impressive usage statistics of the library over the past year.

- 7) Library Director Report
 - a) Consideration, Discussion and Possible Action on Overall SPPL Remodel and Addition Construction Project
 - i) Kevin Johnson reported on the progress of the project. Furniture and Shelving contracts are underway. This week the RFP for Move Management was issued. There is a Pre-Proposal meeting next week. They are on track for making a recommendation at the February board meeting.
 - ii) The exterior windows are being installed; dry wall is substantially complete, interior painting will be starting next week. The geothermal process will resume around January 23rd.

 - b) Report for Head of Youth Services, Lynn Montague
 - i) Montague reported on Youth Services since her last library board report. Programs included the train show, tea parties, special partnerships with Music Avenue, Dreams Start Young, Grow with Chess, Financial Literacy Storytime and Spanish storytimes, along with all regular programming!
 - ii) Staff attended many school and outreach visits, and had all Elementary Schools at the library. Before the Summer Library Program, staff visited all 9 elementary schools in Sun Prairie.

They also visited Central Heights, Patrick Marsh Middle School, and East High School, visiting with 4,578 students in 12 days.

- iii) There were 2,035 finishers in the summer reading program, the most ever! 1,299 Library Champion signs were found and tagged by staff afterwards, amounting to 748 unique addresses. This process gets kids back in the library another time after the summer reading program has ended.
- iv) Discussion turned to Item 10a at this point.

c) Librarian Reports

- i) Hetzler reported. The Bookmobile CIP was submitted to the City for consideration in 2035.
- ii) There are currently two openings at the library, for a Page I and a Library Assistant position in Youth Services.
- iii) The first Community Advisory Committee meeting of the year is on Monday.

d) Report from Student Trustees

- i) Julie reported that she had a number of cello performances recently.
- ii) Maya reported that Sun Prairie East is getting ready for a musical.

8) Committee Reports

- a) Facilities Committee – Stocker reported. Plan to move ahead with the geothermal drilling continue. Contracts for furniture and the shelving are in place.
- b) Personnel Committee – Did not meet
- c) Policy Committee –Met tonight
- d) Strategic Planning Committee – Did not meet
- e) Friends- Did not meet
- f) Foundation- Met in December and had their annual planning meeting.

9) **UNFINISHED BUSINESS: None**

10) **NEW BUSINESS**

a) Presentation of Sun Prairie Area Resource Coalition (SPARC) Community Action Award to Lynn Montague

- i) Glenn Schmidt from SPARC presented Lynn Montague with the Community Action Award, for her work in youth services, including growing youth programs at an astonishing rate, school visits, Teen Late Night programs, Early literacy, including Storytimes for kids younger than 3 years old, and the Library Champion Signs.
- ii) Discussion returned to item 7c at this point.

11) Referrals

- a) None

12) Adjournment

- a. **MOTION: To adjourn at 7:10 pm**
- b. Bell (1); Johnson (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

