

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, July 11, 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, Ginger Baier, Heather Barkholtz, Mary Bell, Tiffany Thiede, Judy Eisinger, Emily Lindsey, Ken Wenzel
 - c. Absent: Mark Chin
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes
2. Volunteer Sign In Sheet
 - a. The Volunteer Sign In sheet was distributed.
3. Approval of minutes from June 13, 2019
 - a. **MOTION: To approve the June 13, 2019 minutes**
 - b. Bell (1); Lindsey (2); motion passed.
4. Bills Presented for Payment (To Be Distributed)
 - a. **MOTION: To approve payment of the bills.**
 - b. Eisinger (1); Thiede (2); motion passed
5. Citizen Appearances/Public Comment
 - a. None
6. Business of Board President
 - a. Owens encouraged Board Members to consider becoming Friends of the Library.
 - b. Owens read from Chapter 43.58 of the WI state statues regarding the powers and duties of the Library Board. It states: *“The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.”*
7. Library Director Report
 - a. Hetzler reported. We may need someone to take minutes at the August 1st meeting. Lindsey will take notes for the Finance Committee meeting and Thiede will take notes for the Library Board meeting. Flipster subscription will stop at the end of the year. We will begin subscribing to Transparent Languages in 2020. Eisinger asked about website statistics. Baker is hoping to get google analytics by the fall.
8. Committee Reports
 - a. Facilities Committee-Baier reported. The Facilities Committee met last week and will discuss the draft memo later in the agenda.
 - b. Finance Committee- Did not meet.
 - c. Policy Committee- Met today. The policies that were reviewed will be discussed at next month’s Library Board meeting.

- d. Strategic Planning Committee-Did not meet.
- e. Friends-Wenzel reported. The Friends Annual potluck will be later in August.
- f. Foundation- Did not meet. They meet on July 25th.

9. UNFINISHED BUSINESS:

- a. Consideration, Discussion and Possible Action on 2020 Budget Initiatives & Carryover
 - i. An additional initiative was added for \$50,000 for roof repairs. This is the first priority. After roof repairs, the initiatives in order are \$12,000 for Hoopla, \$4500 for Library Champion signs, \$6, 746 for year round Sunday hours, \$32, 386 for professional services, and \$1500 for meetings/development.
 - ii. \$107,132 is the total request.
 - iii. For carryover, \$20,000 is requested: \$10,000 for furniture and \$10,000 for capital equipment.
 - iv. **MOTION: To Approve the 2020 Budget Initiatives and Carryover.**
 - v. Bell (1); Lindsey (2); motion passed.

10. NEW BUSINESS:

- a. Consideration and Discussion and Possible Action on Memo Re: Capital and Operational Costs with Delayed Expansion
 - i. Hetzler summarized what the findings were regarding the capital and operational costs if the library expansion were to be delayed.
 - ii. CIP requests were removed based on the City Council's approval of the expansion project. CIP's including the roof, staff restrooms, HVAC and parking lot would need to be added back in, in order to sustain the building for the additional 9 years if the project were delayed.
 - iii. The cost of delaying is between \$5,926,765 and \$7,812,935
 - iv. There is a potential revenue loss of up to \$1,937,820 if the library fails to meet its standards and if Dane County or City of Sun Prairie residents choose to go to libraries other than Sun Prairie. Failure to meet standards results in the loss of tax exemption. Reimbursement is based on library usage from county residents. If Sun Prairie residents use other libraries, that is subtracted from the reimbursement.
 - v. **MOTION: To approve the memo, which will be included in the Committee of the Whole packet for the Tuesday, July 16th meeting.**
 - vi. Bell (1); Baier (2); motion passed.
- b. Consideration, Discussion and Possible Action on SCLS Fees
 - i. **MOTION: To approve the increases to SCLS fees**
 - ii. Thiede (1); Eisinger (2); motion passed
- c. Consideration, Discussion and Possible Action on 2020 City Budget Timeline
 - i. The 2020 City Budget timeline was discussed
- d. Consideration, Discussion and Possible Action on 2020 Important Dates
 - i. The 2020 Important Dates document was discussed.
 - ii. **MOTION: To approve the 2020 Important Dates**
 - iii. Bell (1); Baier (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 6:26 pm.**
b. Wenzel (1); Thiede (2); motion passed.

Submitted by Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

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