

**SUN PRAIRIE PUBLIC LIBRARY BOARD**  
**MEETING MINUTES**  
**Thursday, June 13, 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, Mark Chin, Tiffany Thiede, Judy Eisinger, Emily Lindsey, Ken Wenzel (5:34pm)
  - c. Absent: None
  - 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 May 9, 2019
  - a. **MOTION: To approve the May 9, 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. Lindsey (1); Bell (2); motion passed
5. Citizen Appearances/Public Comment
  - a. None
6. Business of Board President
  - a. All policies that were reviewed will be listed as separate agenda items.
7. Library Director Report
  - a. Hetzler reported.
8. Committee Reports
  - a. Finance Committee-Met earlier today.
  - b. Policy Committee- Did not meet. Policies from last month's meeting will be reviewed later in the agenda.
  - c. Strategic Planning Committee-Did not meet.
  - d. Friends- The Friends were at Taste of the Arts on June 8<sup>th</sup>. There was an Ice Cream Social this past Tuesday. They created a new brochure.
  - e. Foundation- The Executive Committee made recommendations to restructure the Foundation, including restructuring committees and doing a cost benefit analysis of their major fundraising events, and focusing more on the annual giving campaign. Wenzel discussed the idea of having a slideshow of donors on display at the library.
9. **UNFINISHED BUSINESS: None**
10. **NEW BUSINESS:**
  - a. Consideration and Discussion and Possible Action on Bylaws of the Board of Trustees
    - i. **MOTION: To approve the changes to the Bylaws of the Board of Trustees**
    - ii. Lindsey (1); Eisinger (2); motion passed.

- b. Consideration, Discussion and Possible Action on Circulation Policy
  - i. **MOTION: To approve the changes to the Circulation Policy**
  - ii. Lindsey (1); Bell (2); motion passed
- c. Consideration, Discussion and Possible Action on Library Operations Policy
  - i. **MOTION: To approve the changes to the Library Operations Policy**
  - ii. Bell (1); Lindsey (2); motion passed
- d. Consideration, Discussion and Possible Action on Social Media Policy
  - i. **MOTION: To approve the changes to the Social Media Policy**
  - ii. Wenzel (1); Bell (2); motion passed
- e. Consideration, Discussion and Possible Action on Volunteer Policy
  - i. **MOTION: To approve the changes to the Volunteer Policy**
  - ii. Bell (1); Thiede (2); motion passed
- f. Consideration, Discussion and Possible Action of Strategic Plan 2019 Projects In Progress
  - i. The Strategic Plan 2019 Projects in Progress was discussed.
  - ii. **MOTION: To approve the Strategic Plan 2019 Project in Progress**
  - iii. Lindsey (1); Barkholtz (2); motion passed.
- g. Consideration, Discussion and Possible Action of Strategic Plan 2020-2022 Projects
  - i. The Strategic Plan 2020-2022 Projects were discussed
  - ii. **MOTION: To approve the Strategic Plan 2020-2022 Projects**
  - iii. Bell (1); Wenzel (2); motion passed
- h. Consideration, Discussion and Possible Action on 2020 Budget Initiatives & Fund Balance
  - i. The following budget initiatives are proposed for 2020: Hoopla (\$12,000), Youth Programming (\$4500 for Library Champion signs), LA Float (\$2100), LA YS (\$2100), Page (\$1800), Meetings/Development (\$1500). The total budget initiative request is \$22,000. The Library Assistant Float, Library Assistant Youth Services, and Page positions would be for 15 weeks during the summer, which would allow for Sunday hours year round.
  - ii. The library will be receiving an additional \$57,132 from Dane County and Adjacent County Reimbursement in 2020.
  - iii. Lindsey asked if there were any other needs.
  - iv. **MOTION: To amend the 2020 Budget Initiatives to include Professional Services for \$35, 132 and approve the Budget Initiatives for \$57, 132.**
  - v. Bell (1); Barkholtz (2); motion passed.
- i. Consideration, Discussion and Possible Action on Funding for Fundraising Feasibility Study
  - i. Funding for the Fundraising Feasibility Study was discussed.
- j. Consideration, Discussion and Possible Action on Fundraising Feasibility Study Proposal Evaluation Committee

- i. The committee will consist of Oppenheimer as Foundation representative, Owens, Lindsey as Library Board representative, Michaelis as staff representative and a staff member from the City Finance department.
  - ii. Hetzler will contact City Finance department.
  - iii. Michaelis will schedule a meeting with the evaluation committee.
- k. Consideration, Discussion and Possible Action on Investment Options
  - i. The finance committee reviewed investment options from Edward Jones at today's meeting.
  - ii. Commissions would be waived and expenses would be reduced. There are no other handling costs or management fees.
  - iii. **MOTION: To adopt the Edward Jones proposal as recommended by the Finance Committee.**
  - iv. Thiede (1); Baier (2); motion passed. Chin abstained from voting.
- l. Consideration, Discussion and Possible Action on Election of Officers
  - i. **MOTION: To elect Owens as President, Thiede as Vice-President and Chin as Financial Secretary.**
  - ii. Wenzel (1); Baier (2); motion passed
- m. Consideration, Discussion and Possible Action of Committee Assignments
  - i. **MOTION: To appoint Bell, Lindsey and Owens to Personnel Committee, with Bell as chair. To appoint Eisinger, Barkholtz and Bell to Strategic Planning, with Eisinger as chair. To appoint Chin, Lindsey and Eisinger to Finance Committee, with Chin as chair. To appoint Wenzel, Thiede and Bell to Policy Committee with Wenzel serving as chair. To appoint Baier, Barkholtz and Chin to Facilities Committee with Baier serving as chair.**
  - ii. Bell (1); Baier (2); motion passed
- n. Consideration, Discussion and Possible Action on Library Visits
  - i. Hetzler discussed the potential of library visits. The board will aim to visit Waunakee, Oshkosh and Summit Credit Union this year. Lindsey suggested extending an invitation to the Mayor and City Council.
  - ii. Michaelis will send out a survey to begin scheduling visits.

**REFERRALS:**

- 11. Items to be referred to staff or committees for review or action
  - a. None

12. Adjournment

- a. **MOTION: To adjourn at 6:33 pm.**
- b. Eisinger (1); Thiede (2); motion passed.

Submitted by Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President \_\_\_\_\_

