

**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, June 10, 2021
5:30 PM
REMOTE MEETING**

1. Call to Order, Roll Call
 - a. Rex Owens called the meeting to order at 5:30 p.m.
 - b. Present: Rex Owens, Mary Bell, Mark Chin, April Brazier, Emily Lindsey, Sandy Pittelli, Theresa Stevens, Darreon Steward, Rohit Vaidya
 - c. Absent: None
 - d. Also present: Svetha Hetzler, Sarah Michaelis,
2. Approval of minutes
 - a. **MOTION: To approve the May 13, 2021 minutes.**
 - b. Stevens (1); Bell (2); motion passed.
3. Bills Presented for Payment (\$3,201.66)
 - a. **MOTION: To approve payment of the bills and budget reports.**
 - b. Bell (1); Vaidya (2); motion passed
4. Citizen Appearances/Public Comment
 - a. None
5. Business of Board President
 - a. Introduction of Darreon Steward
 - i. Darreon Steward was introduced.
 - b. Consideration, Discussion and Possible Action on In-Person Library Board Committee Meetings
 - i. Owens would like to suggest that committee and library board meetings return to in-person in July.
 - ii. **MOTION: To resume in-person meetings in July with a hybrid option, pending resolution of technical issues**
 - iii. Stevens (1); Lindsey (2); motion passed.
6. Library Director Report
 - a. Consideration, Discussion and Possible Action on Reopening Plan
 - i. The library would like to resume regular hours: 9am-9pm M-R, 9am-6pm Friday, 9-5 Saturday, 1-5 Sundays on Monday, July 5th.
 - ii. **MOTION: To resume regular hours on Monday, July 5th**
 - iii. Lindsey (1); Chin (2); motion passed.
 - b. Consideration, Discussion and Possible Action on All Day Staff In-Service
 - i. **MOTION: To close the library on Friday, August 27th for an all-day Staff In-Service**
 - ii. Chin (1); Vaidya (2); motion passed.
 - c. Librarian Reports
 - i. Hetzler reported.

7. Committee Reports

- a. Facilities Committee-Stevens reported. Met today. The items that were reviewed will be discussed later on in the agenda.
- b. Finance Committee- Did not meet.
- c. Personnel Committee-Did not meet.
- d. Policy Committee-Did not meet.
- e. Strategic Planning Committee
 - a. Consideration, Discussion and Possible Action on 2021 Progress Report
 - i. The 2021 Progress Report was presented to the Library Board.
 - b. Consideration, Discussion and Possible Action on 2022 Project Priorities
 - i. **MOTION: To approve the 2022 Project Priorities.**
 - ii. Pittelli (1); Vaidya (2); motion passed.
- f. Friends- The Read Before Bookstore has reopened. The next meeting is June 21st. The Friends are working with Donna Mackey on DEI Training.
- g. Foundation-Owens reported. The spring campaign generated around \$8,800. The improvements to the discussion rooms will be fully funded. The Foundation is hoping to post the Executive Director position in June.
 - a. Consideration, Discussion and Possible Action on Kind Fund Distribution
 - i. Chin recommended increasing the distribution amount for the Kind Fund up to 7% since the market is doing well. If there is a need for the funds he suggests pulling it now. If the need is for 2022 the recommendation could be to park it in a bond. If the need is for early next year he suggested putting it in cash reserves.
 - ii. **MOTION: To request full \$26,000 distribution from the Kind Fund and make a mid-range investment in order to capture money for a future need to come.**
 - iii. Bell (1); Lindsey (2); motion passed.

8. **UNFINISHED BUSINESS:**

- a. Consideration, Discussion and Possible Action on HVAC Improvements
 - i. The contract for HVAC improvements has been approved and signed by City Council. The cost was \$27,100 and has been funded from the library's budget. The hope is the library will be reimbursed through a federal grant.
 - ii. **MOTION: To approve the HVAC Improvements.**
 - iii. Lindsey (1); Stevens (2); motion passed.
- b. Consideration, Discussion and Possible Action on Appointments to the DEI Committee
 - i. Hetzler has met with interested committee members.
 - ii. The application was reviewed.
 - iii. **MOTION: To table this item until the July meeting.**
 - iv. Vaidya (1); Stevens (2); motion passed.

9. **NEW BUSINESS:**

- a. Consideration, Discussion and Possible Action on Design Services Contract
 - i. FEH Design came in with the best score for the Design Services contract. The project start up and communication plan starts in July. Programming analysis would kick off mid-July and running until October.
 - ii. **MOTION: To accept the proposal for the Design Services Contract from FEH Design.**

iii. Lindsey (1); Bell (2); motion passed

b. Consideration Discussion and Possible Action on American Rescue Plan Projects

i. Sun Prairie has the potential to receive up to \$3.5 million in funding from the American Rescue Plan. Envisionware has a 24/7 branch. Patrons can check out materials, return materials, and pick up holds. Hetzler shared a video. The cost would be from \$100,000 to \$400,000.

ii. **MOTION: To contact City Finance to add this project to the list.**

iii. Lindsey (1); Pittelli (2); motion passed.

c. Consideration, Discussion and Possible Action on Election of Officers

i. **MOTION: To re-elect Owens as President, Bell as Vice President, and Chin as Finance Chair.**

ii. Vaidya (1); Stevens (2); motion passed.

d. Consideration, Discussion and Action on Committee Assignments

i. The following committee assignments were made:

1. Personnel- Mary Bell-Chair, Mark Chin, Emily Lindsey
2. Finance- Mark Chin-Chair, Theresa Stevens, Rohit Vaidya
3. Strategic Planning- Sandy Pittelli-Chair, Rohit Vaidya, Emily Lindsey, and library staff: Svetha Hetzler, Steev Baker, Kate Hull, Lynn Montague and Erin Williams Hart
4. Facilities- Theresa Stevens-Chair, Mark Chin
5. Policy Committee-Mary Bell-Chair, Sandy Pittelli
6. Diversity, Equity and Inclusion-Rohit Vaidya, and three community members to be assigned.

ii. **MOTION: To approve the committee assignments.**

iii. Stevens (1) Bell (2); motion passed.

10. Referrals

a. None

11. Adjournment

a. **MOTION: To adjourn at 7:26 p.m.**

b. Stevens (1); Chin (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President _____

