

**SUN PRAIRIE PUBLIC LIBRARY BOARD**  
**MEETING MINUTES**  
**Thursday, March 12, 2020**  
**5:30 PM**  
**CONFERENCE ROOM**

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1. Call to Order, Roll Call
  - a. Rex Owens called the meeting to order at 5:31 p.m.
  - b. Present: Rex Owens, Heather Barkholtz, Mary Bell, Mark Chin, Emily Lindsey, Rohit Vaidya, Ken Wenzel
  - c. Absent: Sandy Pittelli, Ginger Baier
  - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes, Carol Kaufman, Erin Williams Hart, Ann Semmann, Shawna Ley (via Zoom)
  
2. Volunteer Sign In Sheet
  - a. The Volunteer Sign In sheet was distributed.
  
3. Approval of minutes
  - a. **MOTION: To approve the February 13, 2020 Minutes**
  - b. Lindsey (1); Bell (2); motion passed.
  
4. Bills Presented for Payment (To Be Distributed)
  - a. **MOTION: To approve payment of the bills.**
  - b. Barkholtz (1); Bell (2); motion passed
  
5. Citizen Appearances/Public Comment
  - a. None
  
6. Business of Board President
  - a. Tonight is Lindsey's last meeting.
  - b. At the Policy Committee, the Library Operations Policy was reviewed. The committee voted to refer the policy to tonight's meeting.
  - c. **MOTION: To add the Library Operations Policy to New Business.**
  - d. Bell (1); Lindsay (2); motion passed.
  
7. Library Director Report
  - a. Hetzler reported.
  - b. Report from Head of Innovation and Technical Services-Carol Kaufman
    - i. Kaufman reported.
  
8. Committee Reports
  - a. Facilities Committee-Did not meet.
  - b. Finance Committee- Did not meet.
  - c. Personnel Committee- Did not meet.
  - d. Policy Committee- Met today. The Library Operations Policy will be discussed later in the agenda and the other policies that were reviewed will be discussed at the April Library Board meeting.
  - e. Strategic Planning Committee-Did not meet. Hetzler shared a draft of the Summary of Projects for 2020-22.
  - f. Friends-Williams Hart discussed the Friends Writing Contest.

- g. Foundation-Did not meet. The Gatsby Gala is this Saturday, March 14<sup>th</sup> from 6:30-8:30 at The Loft at 132.

**9. UNFINISHED BUSINESS:**

- a. Consideration, Discussion and Possible Action On 10 Year CIP – Library Expansion
- i. The City Council approved a modified plan for library expansion. The timeline is schematic design in 2021, full design in 2023, and a completed project in 2025, with the City contributing \$11 million and a fundraising estimate of \$3.5 million.
- b. Consideration, Discussion and Possible Action on Capital Campaign Feasibility Study
- i. Funding for the Capital Campaign Feasibility Study is not budgeted for in the City Budget. The study could be funded from the Library Board Money Market account, or funds could be requested from the Foundation.
  - ii. Sweeney would be available to come to the next Library Board meeting.
  - iii. **MOTION: To request the remainder of the 2019 distribution (\$20,088) from the Foundation and use the Library Board account to cover any further incidentals.**
  - iv. Bell (1); Barkholtz (2); motion passed.

**10. NEW BUSINESS:**

- a. Consideration, Discussion and Possible Action on Welcome Space-Shawna Ley-Demco
- i. Shawna Ley from Demco presented on the Welcome Space improvements via video conference. There is not full pricing available on the Welcome Space currently.
  - ii. Owens asked for a presentation from Demco that shows library entrance examples that have been furnished. The board would also like to see examples of smaller interactive kiosks, and first person accounts from other libraries on the products Demco is offering.
- b. Consideration, Discussion and Possible Action on Library Operations Policy
- i. **MOTION: To approve the changes to the Library Operations Policy**
  - ii. Lindsey (1); Barkholtz (2); motion passed.

**REFERRALS:**

11. Items to be referred to staff or committees for review or action
- a. Hetzler will work with Demco on further information for the Welcome Space and prepare a memo for the Foundation Board regarding the Campaign Feasibility Study.
12. Adjournment
- a. **MOTION: To adjourn at 6:51 p.m.**
  - b. Wenzel (1); Bell (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

