

**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, March 10, 2022
6 PM
REMOTE MEETING**

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, Mark Chin, Emily Lindsey, Sandy Pittelli, Rohit Vaidya
 - c. Absent: Theresa Stevens, Darreon Steward
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Matt Dregne, Jan Holmes

2. Approval of minutes
 - a. **MOTION: To approve the February 10, 2022 minutes.**
 - b. Bell (1); Pittelli (2); motion passed.

3. Bills Presented for Payment (\$1,549.95)
 - a. **MOTION: To approve payment of the bills and budget reports**
 - b. Vaidya (1); Lindsey (2); motion passed

4. Citizen Appearances/Public Comment
 - a. None
 - b. **MOTION: To move discussion of #9a up on the agenda to this item.**
 - c. Chin (1); Lindsey (2); motion passed

5. Business of Board President
 - a. Consideration, Discussion and Possible Action on Future Library Board and Committee Meetings
 - i. **MOTION: To return in-person meetings with masks optional, in the Library Community Room.**
 - ii. Bell (1); Vaidya (2); motion passed.

6. Library Director Report
 - a. Librarian Reports
 - i. Hetzler reported.

7. Committee Reports
 - a. DEI Advisory Committee-Met today with the Policy Committee.
 - b. Facilities Committee-Did not meet.
 - c. Finance Committee-Did not meet
 - d. Personnel Committee-Did not meet
 - e. Policy Committee
 - i. Consideration, Discussion and Possible Action on Bulletin Board, Collection Development and Programming Policies
 1. **MOTION: To approve the Bulletin Board, Collection Development and Programming Policies**
 2. Bell (1); Brazier (2); motion passed.
 - f. Strategic Planning Committee
 - i. Consideration, Discussion and Possible Action on Strategic Plan Verbal Report
 1. Hetzler reported on the progress of the Strategic Plan in 2022.

- g. Friends- Meet next week.
- h. Foundation
 - i. Consideration, Discussion and Possible Action on Memo from SPPL Foundation President
 - 1. **MOTION: To approve the memo from the SPPL Foundation President.**
 - 2. Bell (1); Pittelli (2); motion passed

8. UNFINISHED BUSINESS: None

9. NEW BUSINESS:

- a. Consideration, Discussion and Possible Action on Procurement Process for Expansion & Renovation (Presentation from Stafford Rosenbaum LLP)
 - i. Matt Dregne from Stafford Rosenbaum LLP spoke with the board on the procurement process.
 - ii. Hetzler has spoken with Waunakee, Oregon, and Madison Public Libraries on their experiences.
 - iii. **MOTION: To refer to April meeting for more discussion**
 - iv. Bell (1); Brazier (2); motion passed
 - v. Discussion returned to item #3 at this point.
- b. Consideration, Discussion and Possible Action on Naming Rights Policy
 - i. **MOTION: To approve the Naming Rights Policy**
 - ii. Bell (1); Lindsey (2); motion passed.
- c. Consideration, Discussion and Possible Action on Donations Procedure & Gift Policy
 - i. **MOTION: To approve the Donations Procedure & Gift Policy**
 - ii. Lindsey (1); Pittelli (2); motion passed
- d. Consideration, Discussion and Possible Action on Spring Appeal Funding Request
 - i. **MOTION: To approve the Spring Appeal Funding request.**
 - ii. Vaidya (1); Pittelli (2); motion passed.

10. Referrals

- a. The procurement process will be discussed again at the April meeting

11. Adjournment

- a. **MOTION: To adjourn at 6:54 pm**
- b. Bell (1); Vaidya (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

