

**SUN PRAIRIE PUBLIC LIBRARY BOARD**  
**MEETING MINUTES**  
**Thursday, March 13, 2025**  
**6 PM**  
**Library Conference Room**

- 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, Krystal Johnson, Emily Lindsey, Maya Lisowe, Sandy Pittelli, Steve Stocker, Rohit Vaidya, Julie Yang
  - c. Absent: Mark Chin, Sandy Pittelli
  - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes, Kevin Johnson (FVM), Peter Smith
  
- 2) Volunteer Sign-In Sheet
  - a) The sign-in sheet was distributed
  
- 3) Approval of Minutes
  - a) **MOTION: To approve the February 13, 2025 Minutes**
  - b) Bell (1); Vaidya (2); motion passed
  
- 4) Bills Presented for Payment (\$40,407.08)
  - a) **MOTION: To approve the bills and the budget reports**
  - b) Bell (1); Lindsey (2); motion passed
  
- 5) Citizen Appearances/Public Comment
  - a) None
  
- 6) Business of Board President
  - a) None
  
- 7) Library Director Report
  - a) Report from Student Trustees
    - i) Maya reported that the high school bands have had guest conductors and guest composers.
    - ii) Julie went to Teen Creativity Club this week and showed crafts that she made.
  
  - b) Consideration, Discussion and Possible Action on Overall SPPL Remodel and Addition Construction Project
    - i) Kevin Johnson reported on the progress of the project. Earlier this month we received City Council approval on the Move Management contract.
    - ii) We now have exterior façade elements complete. Other milestones include interior glazing, interior mechanical, electrical and plumbing in progress. Doors and hardware are in progress. Fixtures are going in. The geothermal drilling continues to make good progress. 26 of 57 wells have been drilled. Windows are installed. Cabinetry and counters are going in. The early literacy structure has been built.
    - iii) Staff and stakeholder tours were held today. There were about 40 people in total on tours.
  
  - c) Consideration, Discussion and Possible Action on SPPL Closure Between Phase 1 and Phase 2
    - i) The major transition between Phase 1 and Phase 2 is being planned, Currently, the proposed closing dates are Monday June 9<sup>th</sup> – Monday June 23<sup>rd</sup>, opening to the public on Tuesday, June 24<sup>th</sup>. This is subject to change.

ii) **MOTION: To close up to three weeks, between June 1 and July 12 with staff determining the specific time period.**

iii) Bell (1); Vaidya (2); motion passed

d) Librarian Reports

i) Hetzler reported. The seed library is now available. There is a binder at the Information Desk for patrons. We also rolled out our Home Delivery Service this week. A core team for the SLI Sustainable Libraries Certification process has been established. The library has started a new partnership program with Jamarek to bring more Black and African American programming to the library.

ii) Hetzler discussed the City of Sun Prairie SHINE recognition program for staff. There were 341 submissions. Three employees from SPPL were recognized in the finals: Rhonda Griffin, Jan Holmes and Sarah Michaelis. Hetzler presented Michaelis with the Collaborative Heart award.

8) Committee Reports

a) Facilities Committee – Stocker reported. An awning above the outdoor book drop was installed. There were two additional leaks last week and Tremco was onsite to fix them. There is an RFP for Janitorial Services out currently.

b) Personnel Committee – Did not meet

c) Policy Committee – Met today and the policies will be discussed at next month's board meeting.

d) Strategic Planning Committee – Did not meet

e) Friends- Friends and Foundation Board will have a wine tasting mixer. The Friends will have a membership drive during National Library Week. They are still in discussions with the Foundation about a merger.

f) Foundation- The Gala is April 26<sup>th</sup>. Tickets are now available.

9) **UNFINISHED BUSINESS: None**

10) **NEW BUSINESS**

a) Consideration, Discussion and Possible Action on Fund Transfer to SPPL Foundation

i) The library's CD matured and funds were deposited into the Money Market account. We'd like to transfer funds to the Foundation to assist with procurement needs.

ii) **MOTION: To approve giving \$37,764.29 to the Sun Prairie Public Library Foundation for procurement of furniture.**

iii) Johnson (1); Vaidya (2); motion passed.

b) Consideration, Discussion and Possible Action on SPPL Closure Dates

i) This was discussed earlier in the agenda.

c) Consideration, Discussion and Possible Action on Future Library Board Meeting Dates and Locations.

i) Hetzler discussed the options for future meetings when the conference room will be under construction. The Caucus Room at City Hall has been reserved. The Library Board could also meet over Zoom. From July-November they could meet in the Youth Programming Room.

ii) **MOTION: To meet remotely in June and July and meet in the Youth Program Room from August until end of Phase 2.**

iii) Johnson (1); Brazier (2); motion passed.

d) Consideration, Discussion and Possible Action on City Email Accounts for Boards and Commissions

- i) Members of boards and commissions will be required to communicate through their City email accounts only. This will not go in place until we know everyone can access their email successfully. A deadline has not been given. Holmes will contact IT to resend emails to Bell, Brazier, Chin, Johnson, Lindsey and Pittelli. Owens, Stocker and Vaidya already have access.

11) Referrals

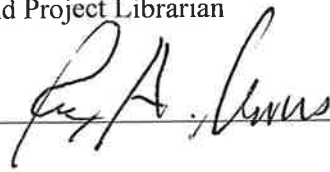
- a) None

12) Adjournment

- a. **MOTION: To adjourn at 6:53 pm**  
b. Johnson (1); Bell (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

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