

**SUN PRAIRIE PUBLIC LIBRARY BOARD**  
**MEETING MINUTES**  
**Thursday, May 9, 2019**  
**5:30 PM**  
**CONFERENCE ROOM**

1. Call to Order, Roll Call
  - a. Rex Owens called the meeting to order at 5:32 pm
  - b. Present: Rex Owens, Ginger Baier, Heather Barkholtz, Mary Bell, Mark Chin, Tiffany Thiede
  - c. Absent: Judy Eisinger, Emily Lindsey, Ken Wenzel
  - d. Also present: Svetha Hetzler, Sarah Michaelis, Mark Kruser from OPN Architects, Jan Holmes
2. Volunteer Sign In Sheet
  - a. The Volunteer Sign In sheet was distributed.
3. Approval of minutes from April 11, 2019
  - a. **MOTION: To approve the April 11, 2019 minutes**
  - b. Bell (1); Thiede (2); motion passed.
4. Bills Presented for Payment (To Be Distributed)
  - a. **MOTION: To approve payment of the bills.**
  - b. Baier (1); Bell (2); motion passed
  - c. **MOTION: To accept the budget reports**
  - d. Bell (1); Thiede (2); motion passed.
5. Citizen Appearances/Public Comment
  - a. None
6. Business of Board President
  - a. Elections are next month.
  - b. Presentation of Public Restroom Renovation and Update Options-OPN Architects
    - i. Mark Kruser from OPN Architects presented on the Restroom Renovation
    - ii. The option of adding square footage to the Storytime room while at the same time updating the family restroom was presented.
    - iii. The option of a renovation project of the two public restrooms was presented. This would take from 6-8 weeks.
    - iv. The option of creating two gender neutral restrooms at the current Holds area was presented. This project would take approximately two months.
  - c. Presentation of Design Services for Roof Repair-OPN Architects
    - i. Design Services was presented.
  - d. Presentation of Roof Repair Design Services-OPN Architects
7. Library Director Report
  - a. Hetzler reported.
8. Committee Reports
  - a. Finance Committee-Did not meet.
  - b. Policy Committee- Met today and the policies that were reviewed will be brought to the June Library Board meeting.

- c. Strategic Planning Committee- Met last week and the plan will be reviewed at the June Library Board meeting.
- d. Friends-Hetzler reported. The Writing Contest reception is Sunday, May 19<sup>th</sup>.
- e. Foundation- Did not meet.

**9. UNFINISHED BUSINESS**

- a. Consideration, Discussion and Possible Action on Public Restroom Renovation and Update
  - i. The Public Restroom renovation and update was discussed.
  - ii. Staff have concerns about the disruption of bringing the restrooms in to a different location. Renovating the existing restrooms may be a better option. Staff liked the idea of the Youth Services restroom being expanded.
  - iii. The Library Board would like gender neutral restrooms to be included in an expansion.
  - iv. **MOTION: To update the lobby restrooms and make them ADA compliant, and change the location of the children’s restroom to make it ADA compliant and increase the size of the storytime room**
  - v. Thiede (1); Barkholtz (2); motion passed.
- b. Consideration, Discussion and Possible Action on Roof Repair
  - i. **MOTION: To approve Roof Repair**
  - ii. Bell (1); Baier (2); motion passed.

**10. NEW BUSINESS:**

- a. Consideration and Discussion and Possible Action on MOU
  - i. A committee was formed after the Library Strategies retreat to discuss the MOU between the Library Board, Friends and Foundation. The committee recommended that each organization look at it and take action on dissolving it.
  - ii. **MOTION: To dissolve the MOU (Dissolution of the Resolution)**
  - iii. Bell (1); Thiede (2); motion passed.
- b. Consideration, Discussion and Action on Carryover Funds
  - i. Hetzler would like to use some of the existing carryover funds for facilities and IT. This would include furnishings, and purchasing and replacing new equipment.
  - ii. **MOTION: To approve Carryover Funds for general facility needs, IT and potential collection replacement.**
  - iii. Thiede (1); Bell (2); motion passed
- c. Consideration, Discussion and Possible Action on Expansion and Branch Options- Executive Summary
  - i. This was included in the packet and discussed further in the presentation.
- d. Consideration, Discussion and Possible Action on Expansion and Branch Options- Presentation
  - i. Hetzler presented on the Expansion and Branch options from FEH Design.
  - ii. **MOTION: To pursue an expansion of approximately 74,000 at the current facility and consider potential branches between 2025 and 2026.**
  - iii. Baier (1); Thiede (2); motion passed

**REFERRALS:**


11. Items to be referred to staff or committees for review or action

12. Adjournment

- a. **MOTION: To adjourn at 6:56 pm.**
- b. Baier (1); Thiede (2); motion passed.

Submitted by Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President



---