

**SUN PRAIRIE PUBLIC LIBRARY BOARD**  
**MEETING MINUTES**  
**Thursday, May 13, 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, Rohit Vaidya, Ken Wenzel
  - c. Absent: None
  - d. Also present: Svetha Hetzler, Sarah Michaelis, Shawn Brommer, Mark Jochem
  
2. Approval of minutes
  - a. **MOTION: To approve the April 8, 2021 minutes**
  - b. Stevens (1); Bell (2); motion passed.
  
3. Bills Presented for Payment (\$959.25)
  - a. **MOTION: To approve payment of the bills.**
  - b. Lindsey (1); Stevens (2); motion passed
  - c. **MOTION: To accept the Budget Reports.**
  - d. Bell (1); Vaidya (2); motion passed.
  
4. Citizen Appearances/Public Comment
  - a. None
  
5. Business of Board President
  - a. Welcome & Introductions
    - i. The Library Board introduced themselves to the new board members: April Brazier and Emily Lindsey
  - b. Presentation & Acknowledgement of Ken Wenzel
    - i. This was Wenzel's last meeting. Owens presented on his service to the Board.
  
6. Library Director Report
  - a. Librarian Reports
    - i. Hetzler reported. The library reopened for Phase II on Monday! 2,005 materials were checked out on Monday compared to just over 400 the previous Monday.
  
7. Committee Reports
  - a. Facilities Committee-Did not meet. Baier was the chair of the Facilities Committee but has stepped down from the Library Board.
    - a. **MOTION: To appoint Stevens as chair of the Facilities Committee.**
    - b. Chin (1); Lindsey (2); motion passed.
  - b. Finance Committee- Did not meet. Chin will report at the June meeting.
  - c. Personnel Committee-Did not meet. Meeting will be in July.
  - d. Policy Committee-Did not meet. Will be looking for a new chair for the committee.
  - e. Strategic Planning Committee-Hetzler reported. Met last week. Will meet again in June. There will be a report to the board next month.
  - f. Friends-Did not meet. Meet on Monday. The biggest focus right now is getting the Read Before Book Store ready for reopening. They are anticipating a June reopening date.

- g. Foundation-Owens reported. Met last month. They adopted a timeline for recruiting a full-time Executive Director, hiring a firm for the Feasibility Study and hiring consultants for the Capital Campaign. They'd like to hire the Executive Director in July-August and hire a firm by September. The silent portion of Capital Campaign would begin early to late spring 2022.

**8. UNFINISHED BUSINESS:**

- a. Presentation of DPI Inclusive Services Toolkit-Shawn Brommer and Mark Jochem
  - i. Shawn Brommer and Mark Jochem presented on the survey results from the DPI Inclusive Services Toolkit review. The first section of the assessment and guide was covered in the survey.
- b. Consideration, Discussion and Possible Action on Appointments to the DEI Committee
  - i. The committee will consist of one library board member and three community members. Vaidya will serve as the library board member. The other community members will need to be recruited. The goal will be to have the committee in place by August. The committee will first assist during the Schematic Design process, and also collaborate with the Policy Committee and the Strategic Planning Committee.

**9. NEW BUSINESS:**

- a. Consideration, Discussion and Possible Action on Annual Audit
  - i. **MOTION: To accept the Annual Audit.**
  - ii. Vaidya (1); Bell (2); motion passed
- b. Consideration Discussion and Possible Action on Fund Balance
  - i. Hetzler present on the fund balance. The Library Board may be able to support the Capital Campaign by contributing \$300,000 of fund balance to the Capital Campaign in 2022, and an additional \$100,000 from 2023-2028.
  - ii. **MOTION: To contribute the undesignated funds towards the Capital Campaign.**
  - iii. Bell (1); Lindsey (2); motion passed.
- c. Consideration, Discussion and Possible Action on Money Market Transfer
  - i. The Foundation held a Spring Appeal in April, with all proceeds going towards the Discussion Room enhancements. If they did not raise enough to cover the full project, Hetzler is asking if the Library Board would consider transferring funds held in the Money Market account, specific to facility enhancements, to cover the remaining portion.
  - ii. **MOTION: To use Money Market funds to complete Discussion Room renovations if needed.**
  - iii. Bell (1); Wenzel (2); motion passed.

10. Referrals

- a. None

11. Adjournment

- a. **MOTION: To adjourn at 7:07 p.m.**
- b. Bell (1); Vaidya (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President



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