

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, May 12, 2022
6 PM
Library Community 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, Mark Chin, Emily Lindsey, Steve Stocker, Darreon Steward, Rohit Vaidya
 - c. Absent: Sandy Pittelli, April Brazier
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Kate Hull, Jan Holmes, Theresa Stevens, Jodi Sweeney

2. Volunteer Sign-In Sheet
 - a. The sign-in sheet was distributed.

3. Approval of minutes
 - a. **MOTION: To approve the April 14, 2022 minutes.**
 - b. Bell (1); Vaidya (2); motion passed.

4. Bills Presented for Payment (\$7,995.72)
 - a. **MOTION: To approve payment of the bills**
 - b. Vaidya (1); Lindsey (2); motion passed
 - c. **MOTION: To approve the Budget Reports**
 - d. Bell (1); Chin (2); motion passed

5. Citizen Appearances/Public Comment
 - a. None

6. Business of Board President
 - a. Introduction and Welcome of Alder Steve Stocker, City Council Liaison
 - i. Owens introduced Alder Stocker who will be the new City Council Liaison to the Library Board.

7. Library Director Report
 - a. Report from Head of Technical Services (Kate Hull)
 - i. Kate Hull presented.
 - ii. Hull and a team from the library have been working as a part of the City's Lean Six Sigma Process Improvement training initiative. Teams were enrolled in a weekly, three month course. Hull discussed the process and the work the group has been doing to assess the order card process.

 - b. Librarian Reports
 - i. Hetzler reported. There will be a Juneteenth Celebration on June 17th at the library, from 1:30-3pm. There will be a community quilt project led by artist Auzzie Dodson. The new sorter has been installed!

8. 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
 - i. Consideration, Discussion and Possible Action on Student Trustee Appointments
 - 1. The Personnel Committee interviewed five applicants for the Student Trustee Appointments.
 - 2. **MOTION: To approve Suhani Pandey and Jayden Yamoah as student trustees.**
 - 3. Bell (1); Lindsey (2); motion passed.
- e. Policy Committee-Met today. The policies will be reviewed at next month's meeting.
- f. Strategic Planning Committee-Did not meet.
- g. Friends-Owens reported.
- h. Foundation- The Gatsby Gala is May 20th.

9. UNFINISHED BUSINESS: None

10. NEW BUSINESS:

- a. Consideration, Discussion and Possible Action on Campaign Planning Study (Sweeney Group)
 - i. The Sweeney Group presented to the Library Board on the Campaign Planning study. The \$3.5 million fundraising goal is feasible. A Campaign Planning Committee is being formed.
- b. Consideration, Discussion and Possible Action on Strategic Plan Contract
 - i. **MOTION: To approve the Strategic Plan Contract.**
 - ii. Bell (1); Chin (2); motion passed.
- c. Consideration, Discussion and Possible Action on Fund Balance
 - i. **MOTION: To approve the Fund Balance plan as outlined in the packet.**
 - ii. Bell (1);Vaidya (2); motion passed

11. Referrals

- a. None

12. Adjournment

- a. **MOTION: To adjourn at 7:14 pm**
- b. Stocker (1); Chin (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President _____

