

**SUN PRAIRIE PUBLIC LIBRARY BOARD**  
**MEETING MINUTES**  
**Thursday, November 14, 2019**  
**5:30 PM**  
**CONFERENCE ROOM**

1. Call to Order, Roll Call
  - a. Rex Owens called the meeting to order at 5:30 pm
  - b. Present: Rex Owens, Ginger Baier, Heather Barkholtz, Mary Bell, Mark Chin, Rohit Vaidya, Ken Wenzel
  - c. Absent: Emily Lindsey, Sandy Pittelli
  - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes, Amy Sampson
2. Volunteer Sign In Sheet
  - a. The Volunteer Sign In sheet was distributed.
3. Approval of minutes
  - a. **MOTION: To approve the October 10, 2019 minutes**
  - b. Bell (1); Baier (2); motion passed.
4. Bills Presented for Payment (To Be Distributed)
  - a. **MOTION: To approve payment of the bills.**
  - b. Bell (1); Wenzel (2); motion passed
5. Citizen Appearances/Public Comment
  - a. None
6. Business of Board President
  - a. There are a few vacancies in the committees, including the Finance committee and the Strategic Planning Committee. Owens would like to fill the vacant slot on the Strategic Planning Committee by January 2020.
  - b. Owens discussed the SCLS press release regarding the MacMillan eBook embargo.
  - c. **MOTION: To release a press release stating that the Library Board supports the SCLS Board's opposition of the embargo.**
  - d. Bell (1); Baier (2); motion passed.
  - e. On Tuesday, November 19<sup>th</sup> at 7pm the City Council will be meeting to vote on the 2020 budget. Owens asked the board members to attend the meeting, call or email the mayor, or their alders.
7. Library Director Report
  - a. Hetzler reported. The lobby restroom renovations are mostly complete. 3 of the 4 quadrants of the roof have been repaired. December 6<sup>th</sup>-December 10<sup>th</sup> the library catalog will be down due to the Bibliovation migration. Holds placement will be unavailable during this time, but materials can still be checked out.
8. Committee Reports
  - a. Facilities Committee-Did not meet.
  - b. Finance Committee- Did not meet.
  - c. Policy Committee- Met today. The policies that were reviewed will be brought to next month's board meeting.
  - d. Strategic Planning Committee-Did not meet.

- e. Friends-The Friends had a membership drive in October and got 25 new members.
- f. Foundation-The Foundation is in the process of hiring a part-time Executive Director. The Fall Appeal letters will be going on within the next week. The Foundation's spring event will be held offsite on March 14<sup>th</sup> at the Loft 132.

**9. UNFINISHED BUSINESS:**

- a. Consideration, Discussion and Possible Action Regarding Campaign Planning
  - i. This will not be proceeded with until a decision is made on funding for the Library Expansion.
  - ii. Campaign Planning Study was changed to Campaign Feasibility Study in the proposal.
- b. Consideration, Discussion and Possible Action on Foundation Executive Director Position
  - i. The MOU that was developed between the Foundation, Friends and Library Board regarding the funding of the position is going to be presented to Committee of the Whole and City Council on Tuesday, November 19<sup>th</sup> to be signed.

**10. NEW BUSINESS:**

- a. Consideration, Discussion and Possible Action on 2020 Library Board Checking Account Budget
  - i. **MOTION: To approve the 2020 Library Board Checking Account budget**
  - ii. Bell (1); Wenzel (2); motion passed.
- b. Consideration, Discussion and Possible Action on Library Board Calendar
  - i. The 2020 Library Board calendar was discussed
- c. Consideration and Discussion and Possible Action on July 3 closing
  - i. July 4<sup>th</sup> is a Saturday this year, so the City is closed on Friday, July 3<sup>rd</sup> to observe the holiday.
  - ii. The Management Team would like to keep the library open on July 3<sup>rd</sup>. Many libraries in the area are still open on July 3<sup>rd</sup>. Hetzler will work with Human Resources to give staff an additional floating holiday.
  - iii. **MOTION: To approve keeping the library open on Friday, July 3<sup>rd</sup> 2020.**
  - iv. Chin (1); Barkholtz (2); motion passed.

**REFERRALS:**

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

12. Adjournment

- a. **MOTION: To adjourn at 6:40 pm.**
- b. Baier (1); Chin (2); motion passed.

Submitted by Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President

