

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, November 11, 2021
5:30 PM
REMOTE MEETING

1. Call to Order, Roll Call
 - a. Rex Owens called the meeting to order at 5:32 p.m.
 - b. Present: Mary Bell, April Brazier, Emily Lindsey, Rex Owens, Sandy Pittelli, Theresa Stevens, Darreon Steward, Rohit Vaidya
 - c. Absent: Mark Chin
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Christy Monk (FEH), Anders Dahlgren, Aaron Davis (FEH), Scott Anderson (Snyder Associates), Jeff Robbins (SPMC), Lynn Montague, Melissa Carollo, Sammy Nieman

2. Approval of minutes
 - a. **MOTION: To approve the October 14, 2021 minutes.**
 - b. Stevens (1); Bell (2); motion passed. Owens abstained.

3. Bills Presented for Payment (\$1250.54)
 - a. **MOTION: To approve payment of the bills and budget reports**
 - b. Bell (1); Brazier (2); motion passed

4. Citizen Appearances/Public Comment
 - a. None

5. Business of Board President
 - a. Consideration, Discussion and Possible Action on Conceptual Design-Presentation from FEH Design
 - i. Christy Monk from FEH Design presented on the Conceptual Design process.
 - ii. The Next Chapter team made the following recommendations for the designs:
 1. #5 as first choice
 2. #1 as second choice
 3. #3 as third choice
 - iii. Pricing: in 2024 budget dollars (61,500 square feet)
 1. 5a-\$19,933,000
 2. 1a \$17,857,500
 3. 3a-17,756,000 (impacts existing building the least because it retains the most)
 - iv. The Library Board voted on their preferences in the chat:
 1. 5a: Bell, Brazier, Lindsey, Owens, Pittelli, Stevens, Steward
 2. 3a: Vaidya
 - v. Next steps:
 1. Conceptual design computer model generation.
 2. Basic color and material selections
 3. 3 sets of renderings
 4. Construction cost estimate
 5. Conceptual design project booklet
 - vi. Concerns were raised about the Maker Space not being connected to the Media Center. The option of swapping the Community Room and Maker Space was discussed, or sliding the Maker Space over and moving the hallway.

1. The Library Board would like FEH to have sketches showing the swap and the slide option for the December Library Board meeting and the board will make a final choice at the December meeting.
 - b. Consideration, Discussion and Possible Action on Future Library Board and Committee Meetings
 - i. **MOTION: To move the Library Board meeting times to 6pm starting in December and resume in person committee and board meetings in the Library Community Room, if possible, based on availability. Participants will be asked to wear masks and leave them on unless speaking.**
 - ii. Stevens (1); Pittelli (2); motion passed.
 - iii. #9a was discussed at this point.
6. Library Director Report
 - a. Librarian Reports
 - i. Hetzler reported.
7. Committee Reports
 - a. Diversity, Equity and Inclusion
 - i. Met today with the Policy Committee.
 - b. Facilities Committee-Did not meet
 - c. Finance Committee
 - i. Consideration, Discussion and Possible Action on Finances-This was not discussed and will be added to the December agenda.
 - d. Personnel Committee-Did not meet
 - e. Policy Committee-Met today and the policies will be reviewed at the December Library Board meeting.
 - f. Strategic Planning Committee-Did not meet.
 - g. Friends- Had their annual meeting and officer elections this past week.
 - h. Foundation- The Sweeney Group was hired for the Capital Campaign Feasibility Study. The Library Board will be invited to be in the planning study. Everyone will be interviewed between January-March. Friends and Foundation Board will also be asked. Annual Appeal letter was sent out and they are gearing up for Giving Tuesday.
8. **UNFINISHED BUSINESS: None**
9. **NEW BUSINESS:**
 - a. Consideration, Discussion and Possible Action on 2022 Library Board Budget
 - i. **MOTION: To approve the 2022 Library Board accounts budget.**
 - ii. Bell (1); Lindsey (2); motion passed. Stevens abstained.
 - iii. Discussion turned to #6 at this point.
10. Referrals
 - a. Michaelis will check to see if the Community Room is available for meetings.
11. Adjournment
 - a. **MOTION: To adjourn at 7:04 pm**
 - b. Stevens (1); Pittelli (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", written over a horizontal line.