

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, November 14, 2024
6 PM
Library Conference 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, April Brazier, Mark Chin, Emily Lindsey, Maya Lisowe, Sandy Pittelli, Krystal Johnson, Rohit Vaidya, Julie Yang
 - c. Absent: Mary Bell, Steve Stocker
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes, Kevin Johnson (FVM), Peter Smith

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

- 3) Approval of Minutes
 - a) **MOTION: To approve the October 10, 2024 Minutes**
 - b) Bell (1); Johnson (2); motion passed

- 4) Bills Presented for Payment (\$1,560.02)
 - a) **MOTION: To approve the bills and the budget reports**
 - b) Lindsey (1); Vaidya (2) motion passed.

- 5) Citizen Appearances/Public Comment
 - a) None

- 6) Business of Board President
 - a) The FT Maintenance Technician position was included in the budget with a July 1 start but the FT Custodian position was not passed and is currently not included in the budget. Owens encouraged the Library Board members to attend COW and City Council meetings.

- 7) Library Director Report
 - a) Report from Student Trustees
 - i) Lisowe reported – Cross country season just finished, and at East they had two kids go to the State Championships.
 - ii) Yang reported – She attended Teen Creativity Club at the library. Sun Prairie West STEM club also visited East Side Elementary recently.

 - b) Consideration, Discussion and Possible Action on Building Construction
 - i) Kevin Johnson reported. Furniture and Shelving are out for bid. The RFP for Move Management is being prepared –bid period will be in December
 - ii) A geothermal drilling update was given. A typical approach is rotary drilling, which contractors have been trying, but currently only 8 out of 63 wells have been drilled. They are now looking at dual rotatory with advance casement drilling. Kevin is hoping to give a formal update at the Facilities Committee meeting next Friday, and then it will be brought to the December Library Board meeting.

 - c) DEI Advisory Committee Report
 - i) Hetzer reported on the 2024 DEI Advisory Committee report.

- d) Librarian Reports
 - i) Hetzler reported. Hetzler shared a letter from National Cyber Director Harry Coker, Jr after the library hosted a Cyber Security meeting in October.

8) Committee Reports

- a) Facilities Committee – Met in October.
- b) Personnel Committee – Did not meet.
- c) Policy Committee – Did not meet.
- d) Strategic Planning Committee
 - i) Consideration, Discussion and Possible Action on 2024 Work Plan
 - (1) Hetzler went over the 2024 Work Plan.
 - ii) Consideration, Discussion and Possible Action on January 2025-June 2026 Work Plan
 - (1) Operational activities were removed from the plan to make it more of a higher level overview.
 - (2) **MOTION: To approve the January 2025-June 2026 Work Plan.**
 - (3) Lindsey (1); Johnson (2); motion passed
- e) Friends- Had their annual meeting on Monday. Will make full payment of \$50,000 pledge in January and are pledging an additional \$10,000.
- f) Foundation- Krystal Johnson reported. Love Your Library Gala will be April 26th 2025. \$3.2M has been raised and pledged to date.

9) **UNFINISHED BUSINESS**

- a) Consideration, Discussion and Possible Action on 2025 Funding Request to SPPL Foundation
 - i) There were a couple of changes to the request. \$5,650 is requested from the Kind Fund and the library is requesting a distribution of \$15,000 from the Evjue Foundation grant.
 - ii) **MOTION: To approve the request as modified and submit it to the Foundation.**
 - iii) Johnson (1); Vaidya (2); motion passed.

10) **NEW BUSINESS**

- a) Consideration, Discussion and Possible Action on East Asia in Wisconsin Library Program
 - i) The Adult Services department has applied for a grant for \$1,000.
 - ii) **MOTION: To allow acceptance of funds if awarded.**
 - iii) Chin (1); Lindsey (2); motion passed.
- b) Consideration, Discussion and Possible Action on Bank of Sun Prairie CD Account
 - i) The Library Board has a CD that is due in January. Hetzler asked the library board if they'd like to renew the CD or take the money out to put towards furniture needs.
 - ii) **MOTION: To move the funds to the Money Market account at the Bank of Sun Prairie.**
 - iii) Johnson (1); Lindsey (2); motion passed.

11) Referrals

- a) None

12) Adjournment

- a. **MOTION: To adjourn at 7:15 pm**
- b. Vaidya (1); Pittelli (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President



A handwritten signature in cursive script, appearing to read "Rex Owens", is written over a horizontal line that extends from the text "Rex Owens, Library Board President" to the right.