

**SUN PRAIRIE PUBLIC LIBRARY BOARD  
MEETING MINUTES  
Thursday, October 10, 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, Judy Eisinger, Emily Lindsey, Sandy Pittelli.
  - c. Absent: Ken Wenzel
  - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes, Carol Kaufman
2. Volunteer Sign In Sheet
  - a. The Volunteer Sign In sheet was distributed.
3. Approval of minutes
  - a. **MOTION: To approve the September 12, 2019 minutes**
  - b. Lindsey (1); Eisinger (2); motion passed.

**Item #7 was discussed at this point.**

4. Bills Presented for Payment (To Be Distributed)
  - a. **MOTION: To approve payment of the bills.**
  - b. Bell (1); Baier (2); motion passed
5. Citizen Appearances/Public Comment
  - a. None
6. Business of Board President
  - a. The Committee of the Whole passed the CIP for 2020. It will now be added to the Operational budget for 2020 and will be final once the budget is approved.
7. Library Director Report
  - a. Montague presented on the Summer Library Program. The 2019 program attendance was 9866. There has been a 91% increase in attendance from 2007 to 2019. The total registrants was 3064. There were 2203 readers and 1879 finishers. There was a 9% increase in finishers. Finishers increased 119% from 2007-2019. Extra challenge participants increased 307%. SPASD K-5 overall participation is 35% registrants, 27% readers and 22% finishers. Every school saw at least a 25% registration rate. Library Champion signs were also available in Spanish this year, with a grant by Madison Community Foundation.

**Discussion returned back to Item #4 at this point.**

- b. Hetzler reported. Restroom renovations are underway. The roof repair contract has been signed. November 15<sup>th</sup> is the estimated completion date for the roof. Hetzler introduced Carol Kaufman, the new Head of Innovation and Technical Services.
8. Committee Reports
  - a. Facilities Committee-Did not meet.

- b. Finance Committee- Meet today with Jason Kobs from the SPPL Foundation to discuss the transfer of the Kind Fund to the Foundation. There will be further information in November.
- c. Policy Committee- Did not meet.
- d. Strategic Planning Committee-Did not meet.
- e. Friends- National Friends of the Library Week is October 21<sup>st</sup>. There will be a Friends membership drive during that week. The annual meeting is in November where they will present their budget to the membership.
- f. Foundation-The Foundation met in September. They approved transfer of the Kind Fund, and will be funding the Executive Director position with the help of the Friends and Library Board. Kassi Schroeder is the new President. They also received a donation of \$260,000 from the Sun Prairie Improvement Council, and their assets now total over \$1.4 million.

**9. UNFINISHED BUSINESS:**

- a. Consideration, Discussion and Possible Action on Kind Fund
  - i. No action taken. The Foundation will initiate the process of the transfer after accounts are set up.
- b. Consideration, Discussion and Possible Action on Campaign Planning Study Contract
  - i. The title of Campaign Planning study vs. Fundraising Feasibility study was discussed.
  - ii. Hetzler will check with Sweeney to see if it can be called a Campaign Feasibility Study.
- c. Consideration, Discussion and Possible Action on CIP Plan
  - i. At the Committee of the Whole meeting there was discussion to change the 5 year CIP plan to a 10 year CIP plan. Staff was given a directive to estimate projects for an additional 5 years. This was discussed.

**10. NEW BUSINESS:**

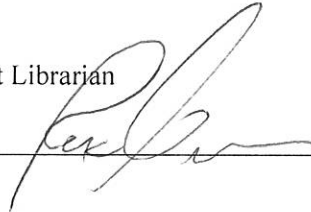
- a. Consideration, Discussion and Possible Action on Donation Procedure Policy
  - i. The policy does not include monetary donations, so this may be brought back to the Policy Committee at a later time for further review.
  - ii. **MOTION: To approve the changes to the Donation Procedure Policy.**
  - iii. Lindsey (1); Eisinger (2); motion passed.
- b. Consideration, Discussion and Possible Action on Reference Services Policy
  - i. **MOTION: To approve the changes to the Reference Services Policy**
  - ii. Lindsey (1); Bell (2); motion passed.
- c. Consideration and Discussion and Possible Action on Friends Wishlist
  - i. **MOTION: To approve the Friends Wishlist.**
  - ii. Bell (1); Eisinger (2); motion passed.
- d. Consideration, Discussion and Possible Action on MOU for Funding Foundation Executive Director Position
  - i. **MOTION: To approve the MOU for Funding the Foundation Executive Director position.**
  - ii. Bell (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. Owens (1); Lindsey (2); motion passed.

Submitted by Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President



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