

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, October 14, 2021
5:30 PM
REMOTE MEETING

1. Call to Order, Roll Call
 - a. Mary Bell called the meeting to order at 5:32 p.m.
 - b. Present: Mary Bell, April Brazier, Mark Chin, Theresa Stevens, Darreon Steward, Rohit Vaidya
 - c. Absent: Rex Owens, Emily Lindsey, Sandy Pittelli
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Lynn Montague, Brianna Larson, Mark Schwingle, Chandu Vemuri, Shenika Moss, Leah Wilson, Lucila Polo
Brittanie Campbell-Turner

2. Approval of minutes
 - a. **MOTION: To approve the September 9, 2021 minutes.**
 - b. Stevens (1); Brazier (2); motion passed.

3. Bills Presented for Payment (\$539.21)
 - a. **MOTION: To approve payment of the bills and budget reports**
 - b. Vaidya (1); Stevens (2); motion passed

4. Citizen Appearances/Public Comment
 - a. None

5. Business of Board President
 - a. Consideration, Discussion and Possible Action on Bylaws
 - i. **MOTION: To approve the changes to the Bylaws**
 - ii. Stevens (1); Chin (2); motion passed

 - b. Consideration, Discussion and Possible Action on Diversity, Equity and Inclusion Advisory Committee Appointments
 - i. To provide advice based on your own professional and lived experiences so we truly and authentically take in all the concepts that are ingrained in Diversity, Equity and Inclusion so we can provide the best library service to our community
 - ii. The Diversity, Equity and Inclusion Advisory Committee members introduced themselves to the Library Board.
 - iii. **MOTION: To appoint Brittanie Campbell-Turner, Brianna Larson, Shenika Moss, Lucila Polo, Chandu Vemuri, Mark Schwingle and Leah Wilson to the Diversity, Equity and Inclusion Advisory Committee.**
 - iv. Vaidya (1); Stevens (2); motion passed.
 - v. **Item #9 New Business was discussed at this point.**

6. Library Director Report
 - a. Report from Head of Youth Services-Lynn Montague
 - i. Montague presented to the Library Board.

 - b. Report on 2022 City Budget Process
 - i. Hetzler presented information on the 2022 Budget Initiatives that will be shared with City Council.

- c. Librarian Reports
 - i. Hetzler reported.

7. Committee Reports

- a. Facilities Committee
 - a. Report on Conceptual Design Progress-Theresa Stevens
 - i. Stevens reported on the Conceptual Design Process. The library square footage will be closer to 61,500, given new information from the 2020 census. The Library Board is encouraged to mark their calendars for The SPARK session with FEH on Wednesday, October 27th.
- b. Finance Committee- Did not meet.
- c. Personnel Committee-Did not meet
- d. Policy Committee-The policies were reviewed at today's meeting
- e. Strategic Planning Committee-Did not meet.
- f. Friends-The Friends have a meeting this Monday. The annual meeting is scheduled for November.
- g. Foundation-The Foundation has a new donor management system. The Fall Appeal will hit the mail by the end of the month. They are also working on the Giving Tuesday campaign on November 30th. They are looking ahead to the Spring Appeal focusing on National Library Week. **Discussion returned to #9F at this point.**

8. **UNFINISHED BUSINESS: None**

9. **NEW BUSINESS:**

- a. Consideration, Discussion and Possible Action on Circulation Policy
 - i. No changes were made to the Circulation Policy
- b. Consideration, Discussion and Possible Action on Donation Policy
 - i. This will be reviewed again in the future.
 - ii. **MOTION: To approve the changes to the Donation Policy.**
 - iii. Vaidya (1); Stevens (2); motion passed
- c. Consideration, Discussion and Possible Action on Reference Policy
 - i. **MOTION: To approve the changes to the Reference Policy**
 - ii. Stevens (1); Chin (2); motion passed
- d. Consideration, Discussion and Possible Action on Automated Sorter Sales Agreement
 - i. **MOTION: To approve the Automated Sorter Sales Agreement.**
 - ii. Stevens (1); Brazier (2); motion passed
- e. Consideration, Discussion and Possible Action on Friends Wishlist Items
 - i. **MOTION: To approve the Friends Wishlist and forward it to the Friends.**
 - ii. Stevens (1); Vaidya (2); motion passed.
 - iii. **Discussion returned to Item #6 Library Director Report at this point.**
- f. Consideration, Discussion and Possible Action on ARPA Grant Projects
 - i. Hetzler is working on two pre-applications for ARPA grant projects. The two projects are for an automated kiosk at Wetmore Park and hybrid meeting spaces to enhance meeting spaces to have a robust in-person and remote meeting spaces.

10. Referrals

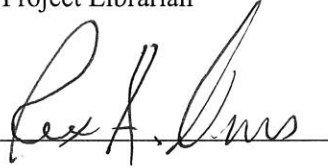
- a. None

11. Adjournment

- a. **MOTION: To adjourn at 7:03 pm**
- b. Stevens (1); 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 A. Owens", is written over a horizontal line.