

**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, October 12, 2023
6 PM
Library Conference Room**

- 1) Call to Order, Roll Call
 - a. Rex Owens called the meeting to order at 6:05 p.m.
 - b. Present: Rex Owens, Mary Bell, April Brazier, Mark Chin, Suhani Pandey, Rohit Vaidya
 - c. Absent: Krystal Johnson, Emily Lindsey, Sandy Pittelli, Steve Stocker
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Kevin Johnson (Owner's Representative, FVM), Jan Holmes, Lynn Montague, Rebecca Kautz (Artist-in-Residence)

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

- 3) Approval of minutes
 - a. **MOTION: To approve the September 14, 2023 minutes**
 - b. Bell (1); Brazier (2); motion passed.

- 4) Bills Presented for Payment (\$5,053.97)
 - a. **MOTION: To approve payment of the bills and the City budget reports.**
 - b. Bell (1); Brazier (2); motion passed

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

- 6) Business of Board President
 - a) None

- 7) Library Director Report
 - a) Introduction of Artist-in-Residence (Rebecca Kautz, SPPL Artist-in-Residence)
 - i) Rebecca Kautz, the library's first Artist-in-Residence, introduced herself to the Library Board and discussed upcoming projects at the library. Kautz will be the Artist-in-Residence until November. The project is funded by the SPPL Foundation.

 - b) Owner's Representative Monthly Update (Kevin Johnson, Senior Project Manager, FVM)
 - i) Kevin Johnson reported. The Next Chapter Team is currently doing a deep dive on finishes, cabinetry and flooring. Mechanical, electrical and plumbing infrastructure are also being planned during this phase. Johnson also met with Brooke Erickson from 8 Arms Aquatics on the logistics of running the salt water aquarium, which will be the focal point of the Youth Services area.

 - c) Report from Youth Services (Lynn Montague)
 - i) Lynn Montague, Head of Youth Services, presented to the board on the Youth Services department. The robust programming was discussed, which has included: Yule Ball, Star Wars Reads Day, Train show, Tea Parties, Partnership Programs with Dance WI, Sun Prairie Utilities and the Sun Prairie High Schools Orchestra departments, and Geek Out, as well as regular programming and storytimes!
 - ii) Montague discussed this year's Summer Library Program, which included Hoop Dancing, Barely Balanced, Escape Rooms, Zootort and Duke Otherwise.

- (a) 3,280 children and teens participated in the reading program, and 1,950 completed it. 2,505 checked in once. These are the biggest numbers we've ever had!
- (b) Library Champion signs are now available in 7 languages, including Hmong, French, Spanish, Urdu, Hindi, Tamil and English.
- iii) In January – August 2023 there were 505 Youth programs, with an attendance of 21,642, with 46 outreach programs/visits.

d) Librarian Reports

- i) Hetzler reported. Hetzler attended the Committee of the Whole meeting this week. Mayor Esser presented the Mayor's budget. This year, several Library Board budget initiatives had been presented. They would help with the high demands that we have, adding more hours to our existing staff. None of the five proposed positions were included in the Mayor's budget. All of the one-time initiatives (capital campaign expenses, expansion project, marketing, and professional development) using the Library's fund balance are included in the Mayor's budget.

8) Committee Reports

- a) DEI Advisory Committee-Hetzler reported. Met in September. Two committee members (Schwingle and Johnson) helped lead discussions in the Banned Books Community Roundtable at the library last week.
- b) Facilities Committee- Brazier reported. Lor and staff are working on relocating the book lockers, with Hill Electric, Public Works and a landscaping company. Setting up the construction parameter on the exterior grounds was discussed. The prairie burn is scheduled for next spring, prior to construction fencing going up. There may be interest in moving trees, and staff will also work on creating a manifest of what is in the area, and working with landscape architects to incorporate the existing sculpture into the new design.
- c) Personnel Committee-Did not meet.
- d) Policy Committee-Met on Tuesday.
 - i) Consideration, Discussion and Possible Action on Bulletin Board Policy
 - ii) Consideration, Discussion and Possible Action on Conduct Policy
 - iii) Consideration, Discussion and Possible Action on Discussion Rooms Policy
 - iv) Consideration, Discussion and Possible Action on Meeting Rooms Policy
 - v) Consideration, Discussion and Possible Action on Request for Reconsideration Form
 - (1) **MOTION: To approve items I-V**
 - (2) Bell (1); Chin (2); motion passed
- e) Strategic Planning Committee-Did not meet.
- f) Friends- Hetzler reported. The Friends are hoping to form an Arts Committee. The annual meeting is scheduled for November 13th, where there will be an election of officers. The Friends Membership Drive will be next week, October 15th – 21st.
- g) Foundation – Party in the Prairie last week had 263 people attend. The goal for this year's Annual Appeal will be to raise \$100,000. This Saturday, the Foundation is hosting a South Asian Celebration at the library.

9) **UNFINISHED BUSINESS**

- a) **None**

10) **NEW BUSINESS**

- a) **None**

11) Referrals

- a) **None**

12) Adjournment

- a. **MOTION: To adjourn at 7:24 pm**
- b. Chin (1); Vaidya (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", is written over a horizontal line.