

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, September 12, 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, Mary Bell, Mark Chin, Judy Eisinger, Emily Lindsey, Sandy Pittelli, Ken Wenzel
 - c. Absent: Heather Barkholtz, Ginger Baier
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Jan Holmes, Erin Williams Hart, Aaron Oppenheimer

2. Volunteer Sign In Sheet
 - a. The Volunteer Sign In sheet was distributed.

3. Approval of minutes from August 1, 2019
 - a. **MOTION: To approve the August 1, 2019 minutes**
 - b. Bell (1); Wenzel (2); motion passed.

4. Bills Presented for Payment (To Be Distributed)
 - a. **MOTION: To approve payment of the bills.**
 - b. Chin (1); Bell (2); motion passed

5. Citizen Appearances/Public Comment
 - a. None

6. Business of Board President
 - a. At last week's Committee of the Whole meeting there was an amendment to the CIP to allow for \$10 million for the library expansion in 2022 and \$990,000 for the design in 2020. The CIP has yet to be approved.

7. Library Director Report
 - a. Hetzler reported.
 - b. Erin Williams Hart, Head of Adult Services, reported to the board.

Items 10 a. and 10 b. were discussed at this point.

8. Committee Reports
 - a. Facilities Committee-Did not meet.
 - b. Finance Committee- Did not meet.
 - c. Policy Committee- Met today and the policies that were discussed will be reviewed at the next board meeting.
 - d. Strategic Planning Committee-Did not meet.
 - e. Friends-The Friends Board meets on Monday. The Friends are working on the budget and library staff are working on wishlist items. The Foundation Executive Director position will be discussed at Monday's meeting.
 - f. Foundation- Owens reported.

9. **UNFINISHED BUSINESS: None.**

10. NEW BUSINESS:

- a. Consideration, Discussion and Possible Action on Kind Trust Fund
 - i. Transferring the Kind Funds to the Library Foundation was discussed. This is a two-step process. First the board will discuss the action they'd like to take, and then it will be discussed at the Foundation Executive Committee meeting.
 - ii. **MOTION: To ask the Library Foundation to be the holders of the Kind Fund as recommended in the Memo.**
 - iii. Lindsey (1); Eisinger (2); motion passed.
- b. Consideration, Discussion and Possible Action on Funding for Foundation Executive Director
 - i. Oppenheimer, President of the Library Foundation, presented on the staffing proposal for a Foundation Executive Director.
 - ii. Fund balance would be used by the Library Board to fund the position for the first three years. The funding would be phased down by the Library Board.
 - iii. **MOTION: To support the recommendation from the Foundation and to support the Foundation Executive Director position with or without funding from the Friends.**
 - iv. Bell (1); Lindsey (2); motion passed.
 - v. **MOTION: To fund the position through fund balance.**
 - vi. Lindsey (1) Bell (2); motion passed.

Item 8. was returned to at this point.

- c. Consideration and Discussion and Possible Action on Dane County Tax Exemption Resolution
 - i. **MOTION: To approve the Dane County Tax Exemption Resolution**
 - ii. Wenzel (1); Eisinger (2); motion passed.
- d. Consideration, Discussion and Possible Action on Fundraising Feasibility Study
 - i. Lindsey, Hetzler, Michaelis, Owens, Oppenheimer and Kristin Van Der Kooi met and evaluated three groups for the Fundraising Feasibility study. The Sweeney Group was chosen.
 - ii. **MOTION: To award the contract to The Sweeney Group for the Fundraising Feasibility Study as recommended by the committee.**
 - iii. Lindsey (1); Wenzel (2); motion passed
 - iv. Hetzler will notify The Sweeney Group and let them know the contract has been awarded to them but the contract will not be signed until the CIP is approved as part of the budget process.
- e. Consideration, Discussion and Possible Action on Roof Repair
 - i. Roof repair was discussed. Tremco's estimate is \$10, 850 for repair of all four roof quadrants. A proposal for preventative maintenance was also included. This is an annual fee of \$3,150.
 - ii. **MOTION: To approve the bid from Tremco for roof repair and preventative maintenance.**
 - iii. Chin (1); Wenzel (2); motion passed
- f. Consideration, Discussion and Possible Action on Policy Committee Assignment
 - i. **MOTION: To nominate Pittelli to the Policy Committee.**

- ii. Bell (1); Chin (2); motion passed
- g. Consideration, Discussion and Possible Action on Vice President Election
 - i. **MOTION: To elect Bell as Vice-President**
 - ii. Chin (1); Wenzel (2); motion passed

REFERRALS:

- 11. Items to be referred to staff or committees for review or action
 - a. Hetzler will contact Mark Leonard about the MOU between the Foundation and the Library Board for the funding of the Foundation Executive Director position.
- 12. Adjournment
 - a. **MOTION: To adjourn at 6:44 pm.**
 - b. Eisinger (1); Chin (2); motion passed.

Submitted by Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President _____

