

**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, September 9, 2021
5:30 PM
REMOTE MEETING**

1. Call to Order, Roll Call
 - a. Rex Owens called the meeting to order at 5:30 p.m.
 - b. Present: Rex Owens, Mary Bell, April Brazier, Mark Chin, Emily Lindsey, Sandy Pittelli, Theresa Stevens, Darreon Steward, Rohit Vaidya
 - c. Absent: None
 - d. Also present: Svetha Hetzler, Kate Hull, Sarah Michaelis, Erin Williams Hart, Jan Holmes, Tracy Herold

2. Approval of minutes
 - a. **MOTION: To approve the August 12, 2021 minutes.**
 - b. Stevens (1); Bell (2); motion passed.

3. Bills Presented for Payment (\$1687.88)
 - a. **MOTION: To approve payment of the bills.**
 - b. Vaidya (1); Stevens (2); motion passed

4. Citizen Appearances/Public Comment
 - a. None

5. Business of Board President
 - a. None

6. Library Director Report
 - a. Report from Head of Technical Services-Kate Hull
 - i. Hull is the new Head of Technical Services. She presented to the board.

 - b. Notes from Conceptual Design Staff Meetings- FEH Design
 - i. Hetzler shared the information that was presented to staff by FEH Design at the Staff In-service. There will be a Spark session workshop with FEH design to explore three selection options with an overall square footage of 55,000. This will be open to the public and will be on October 27th from 9am-7pm in the Library Community Room.
 - ii. FEH will be attending Library Board meetings starting next month.

 - c. Librarian Reports
 - i. Hetzler reported.

7. Committee Reports
 - a. Facilities Committee-Did not meet.
 - b. Finance Committee- Did not meet.
 - c. Personnel Committee-Did not meet
 - d. Policy Committee
 - a. Consideration, Discussion and Possible Action on Bylaws
 - i. The board discussed the changes to the Bylaws regarding the number of members on the Diversity, Equity and Inclusion Advisory Committee. A

number of very strong applications were received and limiting the number of community members goes against the goals of the committee. As many community members as possible should be able to have a voice. The board agreed not to set a limit on the maximum number of community members on the committee.

- ii. **MOTION: To approve the changes to the Bylaws**
- iii. Bell (1); Stevens (2); motion passed.
- e. Strategic Planning Committee-Did not meet.
- f. Diversity, Equity and Inclusion Advisory Committee-A number of very strong applications were received. Hetzler will contact applicants to let them know appointments will be made at the October Library Board meeting.
- g. Friends-Did not meet
- h. Foundation-The Foundation has hired their Executive Director, Theresa Stevens! She will be beginning on September 20th.

8. UNFINISHED BUSINESS:

- a. Consideration, Discussion and Possible Action on 2022 Budget
 - i. Adjustments to the budget were discussed.
 - ii. **MOTION: To approve the 2022 budget.**
 - iii. Lindsey (1); Bell (2); motion passed.

9. NEW BUSINESS:

- a. Consideration, Discussion and Possible Action on Library Fund Balance
 - i. **MOTION: To approve the Library Fund Balance be transitioned to the general fund.**
 - ii. Bell (1); Vaidya (2); motion passed.
- b. Consideration, Discussion and Possible Action on Exemption from County Library Tax
 - i. **MOTION: To approve the Exemption from County Library Tax.**
 - ii. Bell (1); Pittelli (2); motion passed
- c. Consideration, Discussion and Possible Action on 2022 Important Dates
 - i. Hetzler reached out to the City's HR director to see if the City of Sun Prairie is considering closing for Juneteenth in 2022. They are considering this and it will be brought to the Personnel Committee. If approved, Hetzler may be bringing this back to the Library Board.
 - ii. **MOTION: To approve the 2022 Important Dates**
 - iii. Chin (1); Vaidya (2); motion passed.

10. Referrals

- a. Hetzler will get in touch with the DEI Advisory committee applicants to let them know appointments will be made at the October Library Board meeting.

11. Adjournment

- a. **MOTION: To adjourn at 6:29pm**
- b. Stevens (1); Chin (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 that extends from the text "Rex Owens, Library Board President". The signature is stylized and cursive.