

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, April 8, 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, Heather Barkholtz, Mark Chin, Sandy Pittelli, Theresa Stevens, Rohit Vaidya, Ken Wenzel
 - c. Absent: Ginger Baier
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Cindy Mestelle
2. Approval of minutes
 - a. **MOTION: To approve the March 11, 2021 Minutes**
 - b. Wenzel (1); Bell (2); motion passed.
3. Bills Presented for Payment (\$2,035.07)
 - a. **MOTION: To approve payment of the bills.**
 - b. Stevens (1); Vaidya (2); motion passed
 - c. **MOTION: To accept the Budget Reports.**
 - d. Bell (1); Vaidya (2); motion passed.
4. Citizen Appearances/Public Comment
 - a. None
5. Business of Board President
 - a. Owens congratulated Hetzler for the WI Media award she received for Books & Cooks, for Best in Show for Cultural & Ethnic Programming.
6. Library Director Report
 - a. 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-Met last month. The policies from last month's meeting will be reviewed later in the agenda.
 - e. Strategic Planning Committee-Hetzler gave the verbal report. Each area of the Strategic Plan was looked at through the lenses of the library's three priorities during the pandemic: Safe Reopening and Continuity of Services, Service to Those Most Impacted, and Racial Literacy.
 - f. Friends-Mestelle reported. The Friends are going forward with their diversity, equity and inclusion work. They have formed a committee to work on how to approach reopening the Read Before Book Store. There is currently one vacancy on the Friends Board.
 - g. Foundation-Owens reported. The Foundation is having its first ever Spring Appeal which is raising funds to enhance the discussion rooms. The Spring Appeal goal is \$10,000.

8. UNFINISHED BUSINESS:

- a. Consideration, Discussion and Possible Action on Inclusive Services Work Sessions
 - i. Board composition, Policies and Bylaws and Planning: Facility & Strategic were the three areas of inclusive services governance that will be reviewed by the Library Board. Hetzler will send this information to SCLS staff.
- b. Consideration, Discussion and Possible Action on Library Board Calendar
 - i. **MOTION: To cancel the May Finance Committee meeting and add the June Strategic Planning committee meeting to the calendar.**
 - ii. Bell (1); Wenzel (2); motion passed

9. NEW BUSINESS:

- a. Consideration, Discussion and Possible Action on Reopening Plan
 - i. Phase II of the library's reopening plan was reviewed. This would allow for more hours and more services onsite. The additional services include more technology stations, browsing, self-service holds pick-up, and discussion room bookings by appointment.
 - ii. **MOTION: To begin Phase II of the library reopening on Monday, May 10th**
 - iii. Barkholtz (1); Vaidya (2); motion passed
 - iv. The library will close May 6th and May 7th in preparation for reopening. The Drive-up window will be open May 8th and 9th but the library will be closed for Express Technology.
- b. Consideration Discussion and Possible Action on Strategic Planning Meeting Facilitation Proposal
 - i. Barkholtz discussed the plan for the Strategic Planning Committee meetings.
 - ii. **MOTION: To approve the WiLS proposal**
 - iii. Bell (1); Stevens (2); motion passed.
- c. Consideration, Discussion and Possible Action on Budget Amendment for Schematic Design Service
 - i. This item was not discussed, as a resolution to approve the budget amendment is not required.
- d. Consideration, Discussion and Possible Action of Foundation Wishlist Funding
 - i. **MOTION: To approve the Foundation wishlist funding request and send it to the Foundation.**
 - ii. Wenzel (1); Barkholtz 2); motion passed
- e. Consideration, Discussion and Possible Action on Circulation Policy
 - i. **MOTION: To approve the changes to the Circulation Policy**
 - ii. Bell (1); Barkholtz (2); motion passed
- f. Consideration, Discussion and Possible Action on Volunteer Policy
 - i. **MOTION: To approve the changes to the Volunteer Policy**
 - ii. Barkholtz (1); Vaidya (2); motion passed
- g. Consideration, Discussion and Possible Action on Library Operations Policy

- i. **MOTION: To approve the changes to the Library Operations Policy with the discussed changes.**
- ii. Wenzel (1); Bell (2); motion passed

REFERRALS:

- 10. Items to be referred to staff or committees for review or action
 - a. Hetzler will invite SCLS staff to the May Library Board meeting.
- 11. Adjournment
 - a. **MOTION: To adjourn at 6:41 p.m.**
 - b. Wenzel (1); Barkholtz (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" to the right.