

**SUN PRAIRIE PUBLIC LIBRARY—STRATEGIC PLANNING COMMITTEE**  
**MEETING MINUTES**  
**Thursday, April 15, 2021**  
**4:30 PM**  
**Remote Meeting**

1. Call to Order, Roll Call
  - a. Heather Barkholtz called the meeting to order at 4:31 pm.
  - b. Present: Steev Baker, Heather Barkholtz, Svetha Hetzler, Lynn Montague, Sandy Pittelli, Erin Williams Hart
  - c. Absent: Rohit Vaidya
  - d. Also present: Rex Owens, Melissa McLimans from WiLS
2. Approval of minutes from May 6, 2020
  - a. **MOTION: to approve the May 6, 2020 Minutes**
  - b. Montague (1); Pittelli (2); motion passed
3. Citizen Appearances/Public Comment
  - a. None, no emails were received for public comment.
4. Business of Committee Chairperson
  - a. Introductions
    - i. Melissa McLimans, WiLS consultant for strategic planning, was introduced.
5. Staff Report
  - a. None
6. Unfinished Business
  - a. None
7. New Business
  - a. Consideration, Discussion and Possible Action on Overview of Process
    - i. Discussion on current emphasis of strategic planning committee to set priorities and projects for 2022. Focus on staff questionnaire over patron survey was questioned. Barkholtz and Hetzler explained rationale for this focus. McLimans shared overview of prioritization process and timeline for committee work.
  - b. Consideration, Discussion and Possible Action on Questionnaire
    - i. Discussion on format of questions in staff questionnaire. McLimans noted that questionnaire is not meant to be a survey as much as a data-gathering tool to help committee prioritize project areas. Hetzler noted that questions should be framed around library's five strategic initiatives. Discussion and revision of actual questions. Discussion of timeframe for distribution of questionnaire. Questionnaire will also be distributed to library board. McLimans will fine tune questionnaire per discussion and submit to committee for final approval.
    - ii. **MOTION: To move forward with the staff questionnaire as discussed.**
    - iii. Hetzler (1); Montague (2); motion passed.

**REFERRALS:**

8. Items to be referred to staff or committees for review or action
  - a. None
  
9. Adjournment
  - a. **MOTION: to adjourn the meeting at 6:09 pm.**
  - b. Hetzler (1); Pittelli (2); motion passed.

Submitted by: Erin Williams Hart, Head of Adult Services

Heather Barkholtz, Chair *Sarah Pittelli*