

**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, January 14, 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, Ginger Baier, Mary Bell, Mark Chin, Heather Barkholtz, Sandy Pittelli, Theresa Stevens, Rohit Vaidya, Ken Wenzel
 - c. Absent: None
 - d. Also present: Svetha Hetzler, Sarah Michaelis

2. Approval of minutes
 - a. **MOTION: To approve the December 10, 2020 Minutes**
 - b. Stevens (1); Barkholtz (2); motion passed.

3. Bills Presented for Payment(\$2,324.45)
 - a. **MOTION: To approve payment of the bills.**
 - b. Baier (1); Vaidya (2); motion passed
 - c. **MOTION: To accept the Budget Reports.**
 - d. Wenzel (1); Bell (2); motion passed.

4. Citizen Appearances/Public Comment
 - a. None

5. Business of Board President
 - a. Owens sent the board information on WLA Library Legislative Day which will be virtual this year. He encouraged board members to attend.

6. Library Director Report
 - a. Librarian Reports
 - i. Hetzler reported.
 - b. Reopening Plans
 - i. No changes have been made to the Reopening Plans as of yet.
 - c. 2020 Cares Act (Roads to Recovery) Funding
 - i. Hetzler reported. Funding totaled just over \$48,000. Funds went towards the drive-up window installation and curbside activities, equipment for remote work, PPE, virtual programming, quarantining and materials management, and supplies for Express Technology supplies, among others.
 - d. 2020-21 Special Grant Funded Projects
 - i. Hetzler reported.
 - e. City of Sun Prairie Financial Management Plan
 - i. Hetzler met with Connie DeKemper and Aaron Oppenheimer on Monday regarding future staffing and operational plans for the library.

7. Committee Reports
 - a. Facilities Committee-Met with FEH on December 15th to review line items in the Expansion Project.
 - b. Finance Committee- Did not meet.
 - c. Personnel Committee

- a. Adjourn into closed session for Library Director Performance Review
- b. **MOTION: To adjourn into closed session**
- c. Stevens (1); Vaidya (2); motion passed.
- d. Policy Committee-Met today. The policies that were reviewed will be discussed at next month's meeting.
- e. Strategic Planning Committee-Did not meet.
- f. Friends- Did not meet. Meeting in February
- g. Foundation- Annual Giving Campaign: \$25,085 was collected from 100 donors. This compares to last year with \$13,000 and 66 donors.

8. UNFINISHED BUSINESS:

- a. Consideration, Discussion and Possible Action on Library Expansion
 - i. The CIP for the library expansion was discussed.

9. NEW BUSINESS:

- a. Consideration, Discussion and Possible Action on Library Board budget
 - i. **MOTION: To approve the Library Board budget**
 - ii. Bell (1); Barkholtz (2); motion passed
- b. Consideration, Discussion and Possible Action on DPI Inclusive Services Toolkit
 - i. SCLS staff would be available to come to the March board meeting to discuss the toolkit with the board.
 - ii. The board will hold a special meeting to discuss the inclusive services assessment guide, after SCLS staff presents at the March meeting. Hetzler will ask if SCLS staff is available to help facilitate at subsequent meetings.

REFERRALS:

- 10. Items to be referred to staff or committees for review or action
 - a. Hetzler will follow up with SCLS staff

- 11. Adjournment
 - a. **MOTION: To adjourn at 6:53 p.m.**
 - b. Wenzel (1); Chin (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President


