

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, July 9, 2020
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, Heather Barkholtz, Mary Bell, Sandy Pittelli, Theresa Stevens, Rohit Vaidya, Ken Wenzel
 - c. Absent: Mark Chin
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Alison Long, Steev Baker

2. Volunteer Sign-In Sheet
 - a. Michaelis will record.

3. Approval of minutes
 - a. **MOTION: To approve the June 11, 2020 Minutes**
 - b. Baier (1); Wenzel (2); motion passed.

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

5. Citizen Appearances/Public Comment
 - a. None

6. Business of Board President
 - a. Alison Long, Executive Director from the SPPL Foundation was introduced and presented to the board on her role as the Foundation Executive Director.

 - b. Consideration, Discussion and Possible Action on Future Library Board Meetings
 - i. Owens discussed the Board continuing remote meetings until Stage 4 of Forward Dane is reached. This stage would be the stage where the entire library facility would reopen. The board agreed.

 - c. Consideration, Discussion and Possible Action on Trustee Update
 - i. A copy of the Trustee Update was included in the packet. There are Trustee Training opportunities August 24th-28th from 12-1pm. Registration is required to participate.

7. Library Director Report
 - a. Consideration, Discussion and Possible Decision on ATP Testing Report
 - i. Hetzler reviewed the results. There was a great reduction from pre-cleaning to post-cleaning.

 - b. Consideration, Discussion and Possible Action on Reopening Plans
 - i. Hetzler reported. There will be a change to Express Services, as COVID-19 cases in Dane County have increased. Patrons that need to use computers, printer, copier, and fax to will be able to enter the library. Staff will retrieve holds for patrons wishing to pick-up holds.

- ii. Staff are also looking at ways to provide computer access that would distance patrons better in the space. Hetzler noted by the next board meeting there may be a solution in place.
- iii. Additional hours will not be added to service at this time. Hetzler doesn't foresee adding more hours to operations until the City reaches Phase 2B of their plan.
- iv. Owens asked if we anticipate ending Express Service as many libraries in the area have postponed or ended their offerings. Staff is aware that the library may need to revert back to just Curbside Service if the situation worsens.

c. Consideration, Discussion and Possible Action on Library Activities Post Covid-19 Closure

- i. Hetzler presented on the many services the library has offered during the pandemic.

d. Consideration, Discussion and Possible Action on Racial Literacy Plan

- i. Hetzler discussed the draft of the Racial Literacy Plan.

e. Librarian Reports

- i. Steev Baker, Head of Access and Circulation Services, reported.

8. Committee Reports

- a. Facilities Committee-Did not meet.
- b. Finance Committee- Did not meet.
- c. Personnel Committee- Did not meet.
- d. Policy Committee- Met today. The policies that were reviewed will be discussed at the August Library Board meeting.
- e. Strategic Planning Committee- Did not meet.
- f. Friends-Did not meet. They have a meeting on July 20th.
- g. Foundation- Did not meet.

9. **UNFINISHED BUSINESS:**

a. Consideration, Discussion and Possible Action on Expansion Timeline

- i. Hetzler discussed the Expansion timeline. The Committee of the Whole put the expansion project into the unfunded category when they met in June. It will be reviewed again in March of 2021. As a result, any other aspect of the project is now pending that review.

10. **NEW BUSINESS:**

a. Consideration, Discussion and Possible Action on Access and Circulation Services Report

- i. This was covered under "Librarian Reports".

REFERRALS:

11. Items to be referred to staff or committees for review or action

- a. Hetzler will bring the Racial Literacy draft back to the Library Board for the August meeting for review and approval.

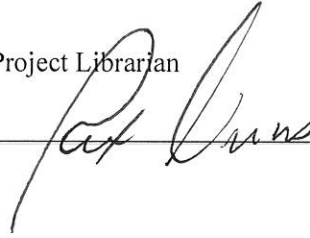
12. Adjournment

- a. **MOTION: To adjourn at 6:44 p.m.**

b. Bell (1); Vaidya (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 across the page.