

**SUN PRAIRIE PUBLIC LIBRARY BOARD**  
**MEETING MINUTES**  
**Thursday, June 11, 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, Mark Chin, 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 May 14, 2020 Minutes**
  - b. Bell (1); Baier (2); motion passed.
  
3. Bills Presented for Payment (To Be Distributed)
  - a. **MOTION: To approve payment of the bills.**
  - b. Baier (1); Bell (2); motion passed
  
4. Citizen Appearances/Public Comment
  - a. Hetzler read a card she received from a patron.
  
5. Business of Board President
  - a. Owens introduced the newest board member, Alder Theresa Stevens.
  
6. Library Director Report
  - a. Consideration, Discussion and Action on PLA Survey
    - i. The survey results were discussed.
  
  - b. Consideration, Discussion and Possible Action on Reopening Plans
    - i. Hetzler discussed reopening plans. Other libraries have included updates to their Library Operations Policies to handle re-opening and closing procedures for their facilities during a public health crisis.
    - ii. **MOTION: To approve the changes to the Library Operations Policy**
    - iii. Wenzel (1); Stevens (2); motion passed.
  
  - c. Librarian Reports
    - i. Hetzler reported.
  
7. Committee Reports
  - a. Facilities Committee-Met today. The committee voted to recommend Option C to the City Council for 2021. This option would allow for repairs to the HVAC, roof and parking lot. These repairs had initially been removed from the CIP with the assumption that they would have been included in the library expansion project.
  - b. Finance Committee- Did not meet.
  - c. Personnel Committee- Did not meet.
  - d. Policy Committee- Did not meet.
  - e. Strategic Planning Committee- Met in May.
    - a. Consideration, Discussion and Possible Action on Summary of Projects for 2020

- i. **MOTION: To accept the Summary of Projects for 2020**
    - ii. Bell (1); Barkholtz (2); motion passed.
  - b. Consideration, Discussion and Possible Action on Summary of Projects for 2021-2022
    - i. **MOTION: To accept the Summary of Projects for 2021-2022**
    - ii. Bell (1); Barkholtz (2) motion passed.
- f. Friends-The Friends Executive Committee met but the Board does not meet until July.
- g. Foundation- Met last week. Book'n It has been cancelled. Cancellation of the Gala has been approved by the Executive Committee and the Gala committee is working on contacting vendors and will be notifying the public.

**8. UNFINISHED BUSINESS:**

- a. Consideration, Discussion and Possible Action On Campaign Feasibility Study
  - i. Owens asked the board to consider not conducting a Campaign Feasibility study until we know more about what will be happening with the building expansion project.
  - ii. If expansion occurs in 2024, conducting the Campaign Feasibility Study in 2022 would be considered.
  - iii. **MOTION: To not sign the contract for the Campaign Feasibility Study and communicate the reasons to Sweeney Group.**
  - iv. Bell (1); Baier (2); motion passed.
  - v. Hetzler will contact Sweeney Group.
- b. Consideration, Discussion and Possible Action of Library Expansion Options
  - i. The funding for roof, HVAC and parking lot were taken off the CIP with the assumption that these would be covered under a building expansion project.
  - ii. Now that it is uncertain whether the projects will be funded due to the financial crisis, the Facilities Committee would like to recommend Expansion Option C, which would allow for HVAC, roof and parking lot repairs. They would recommend this in 2021.
  - iii. **MOTION: If the City Council opts to delay and/or not provide funding for the expansion project, to move forward with Expansion Option C for 2021.**
  - iv. Barkholtz (1); Baier (2); motion passed.

**9. NEW BUSINESS:**

- a. Consideration, Discussion and Possible Action on 2021 Budget Initiatives
  - i. There are 3 initiatives, which include an additional \$30,000 increase to digital materials, \$7500 for the DCLS Dream Bus bookmobile service, and \$5,000 for Communications and Marketing. All of these are one time initiatives to prevent any tax levy impact. They would be financed from fund balance.
  - ii. **MOTION: To approve the 2021 Budget Initiatives with the initiative for Communications and Marketing amended to \$10,000.**
  - iii. Bell (1); Barkholtz (2); motion passed
- b. Consideration, Discussion and Possible Action on Epidemic and Health Emergency Policy
  - i. **MOTION: To approve the Epidemic and Health Emergency Policy**
  - ii. Bell (1); Vaidya (2) motion passed
- c. Consideration, Discussion and Possible Action on Circulation Policy
  - i. **MOTION: To approve the changes to the Circulation Policy**

- ii. Wenzel (1); Bell (2); motion passed
- d. Consideration, Discussion and Possible Action on Meeting Rooms Policy
  - i. No changes were made to the Meeting Rooms Policy
- e. Consideration, Discussion and Possible Action on Purchasing Policy
  - i. No changes were made to the Purchasing Policy
- f. Consideration, Discussion and Possible Action on Election of Officers
  - i. **MOTION: To elect Owens as President, Bell as Vice President and Chin as Financial Secretary**
  - ii. Owens (1); Stevens (2); motion passed
- g. Consideration, Discussion and Possible Action on Committee Assignments
  - i. The Facilities committee will consist of Baier as chair, Barkholtz and Stevens.
  - ii. The Finance Committee will consist of Chin as chair, Stevens and Vaidya.
  - iii. The Personnel Committee will consist of Bell as chair, Owens and Baier.
  - iv. The Policy Committee will consist of Wenzel as chair, Bell and Pittelli.
  - v. The Strategic Planning Committee will consist of Barkholtz as chair, Pittelli, Vaidya and Library Staff.
  - vi. Wenzel will serve as Friends liaison and Owens will serve as Foundation liaison.
  - vii. **MOTION: To approve the committee assignments**
  - viii. Barkholtz (1); Baier (2); motion passed.

**REFERRALS:**

- 10. Items to be referred to staff or committees for review or action
  - a. Hetzler will contact the Bank of Sun Prairie regarding different rates for the Money Market account.
  - b. Hetler will email Kristin Van der Kooi to let her know the library board will not speak or present at the upcoming Committee of the Whole meeting.
- 11. Adjournment
  - a. **MOTION: To adjourn at 6:45 p.m.**
  - b. Chin (1); Vaidya (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President \_\_\_\_\_

