

**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, March 11, 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, Ginger Baier (left at 7:30pm), Heather Barkholtz, Sandy Pittelli, Theresa Stevens (left at 7pm), Rohit Vaidya, Ken Wenzel
 - c. Absent: Mark Chin
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Steev Baker (6:15pm), Mark Jochem, Shawn Brommer

2. Approval of minutes
 - a. **MOTION: To approve the February 11, 2021 Minutes**
 - b. Stevens (1); Bell (2); motion passed.

3. Bills Presented for Payment (\$753.60)
 - a. **MOTION: To approve payment of the bills.**
 - b. Baier (1); Barkholtz (2); motion passed
 - c. **MOTION: To accept the Budget Reports.**
 - d. Bell (1); Stevens (2); motion passed.

4. Citizen Appearances/Public Comment
 - a. None

5. Business of Board President

MOTION: To move up item 8B on the agenda to 5A.
Barkholtz (1); Vaidya (2); motion passed.

 - a. Consideration, Discussion and Possible Action on Library Expansion
 - i. Hetzler showed a presentation she may be giving at the upcoming Committee of the Whole meeting regarding the library expansion project.

 - b. Presentation of DPI Inclusive Services Toolkit- Shawn Brommer and Mark Jochem, SCLS
 - i. Shawn Brommer and Mark Jochem presented to the board on the DPI Inclusive Services Toolkit.

 - c. Consideration, Discussion and Possible Action on Inclusive Services Work Sessions
 - i. Brommer and Jochem will work with Hetzler to determine meeting availability.

6. Library Director Report
 - a. Librarian Reports
 - i. Hetzler reported.
 - ii. Steev Baker, Head of Access and Circulation Services presented to the Board on the services provided during the pandemic.
 1. The last day of service was Sunday, March 15th. There was a limited staff return onsite in April 2020 along with implementation of Curbside Service. In May 2020 bookdrops were opened for limited returns.

2. By summer 2020, Express Service hours began. 3,013 curbside pickups were scheduled. 47,902 items were unpacked from delivery bins, 260 digital cards were created.
3. In the fall of 2020, Capira Curbside, the new curbside software was implemented. Curbside appointments more than doubled to 7,145. 47,247 holds were received. Due to a change in recommended quarantine times, the drive-thru bookdrops reopened 24/7.
4. In December 2020, the Drive-Up Window opened on Sundays, allowing for Curbside service 34 hours per week.

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 today. The policies that were reviewed will be discussed at the April meeting.
- e. Strategic Planning Committee-Did not meet.
- f. Friends-Meet next Monday.
- g. Foundation-Owens reports. The Foundation will be holding a spring fundraising campaign.

8. **UNFINISHED BUSINESS:**

- a. Consideration, Discussion and Possible Action on the 2020 Annual Report
 - i. **MOTION: To approve the 2020 Annual Report**
 - ii. Bell (1); Barkholtz (2); motion passed.
- b. Consideration, Discussion and Possible Action on Library Expansion
 - i. This was discussed under item 5A.

9. **NEW BUSINESS:**

- a. Consideration, Discussion and Possible Action on Library Board Calendar
 - i. This will be discussed at the next meeting.
- b. Consideration Discussion and Possible Action on Adjacent County Reimbursement Requests
 - i. **MOTION: To give permission for SCLS to bill adjacent counties for usage.**
 - ii. Barkholtz (1); Wenzel (2); motion passed.

REFERRALS:

10. Items to be referred to staff or committees for review or action
 - a. None

11. Adjournment

- a. **MOTION: To adjourn at 7:46 p.m.**
- b. Wenzel (1); Vaidya (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President _____

