

**SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, May 14, 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. Volunteer Sign In Sheet
 - a. Michaelis will log and submit volunteer hours for the board for all virtual meetings.
3. Approval of minutes
 - a. **MOTION: To approve the March 12, 2020 Minutes**
 - b. Baier (1); Chin (2); motion passed.
4. Approval of April 2020 Bills (\$3,489.31)
 - a. **MOTION: To Approve the April 2020 Bills**
 - b. Bell (1); Chin (2); motion passed
5. Bills Presented for Payment (To Be Distributed)
 - a. **MOTION: To approve payment of the bills.**
 - b. Barkholtz (1); Baier (2); motion passed
6. Citizen Appearances/Public Comment
 - a. None
7. Business of Board President
 - a. Owens recommends the trainings that were highlighted in the April Trustee Update newsletter from the South Central Library System. They are virtual trainings and are also recorded to be viewed later.
8. Library Director Report
 - a. Consideration, Discussion and Action on PLA Survey
 - i. Hetzler shared the results of the PLA Survey regarding library services during the pandemic.
 - b. Consideration, Discussion and Possible Action on Guidelines for Reopening WI Public Libraries
 - i. Hetzler discussed the Guidelines for Reopening WI Public Libraries from the WI Department of Public Instruction. Guidelines are based on the Safer at Home order and line up with Badger Bounce Back and the City's reopening plan. Staff are discussing next steps for reopening. Offering an express service is being discussed.
 - ii. Vaidya asked if the public will be required to wear face masks at the library. Hetzler can check with the City Attorney regarding this. Staff are all required to wear masks in common areas and wear gloves when handling materials.

c. Hetzler reported on Library Activities

9. Committee Reports

- a. Facilities Committee-Did not meet.
- b. Finance Committee- Met today. An item regarding the Kind Fund will be discussed later on in the agenda.
- c. Personnel Committee- Did not meet.
- d. Policy Committee- Met today. Policies from March will be reviewed under New Business.
- e. Strategic Planning Committee- Met last week. They will present to the board in June.
- f. Friends-Did not meet. They are meeting this Monday. The Executive Committee met today.
- g. Foundation- Did not meet.

10. **UNFINISHED BUSINESS:**

- a. Consideration, Discussion and Possible Action On Library CIP Projects
 - i. The Library CIP projects were discussed. City Finance is looking for project prioritization scoring. Hetzler reviewed the scoring with the board.
 - ii. For Schematic Design in 2021, Impact will be changed to 5 and Departmental Priority would be changed to 5.
 - iii. **MOTION: To approve CIP Projects and Rankings**
 - iv. Bell (1); Barkholtz (2); motion passed.

11. **NEW BUSINESS:**

- a. Consideration, Discussion and Possible Action on Adjacent County Reimbursement
 - i. **MOTION: To approve the Adjacent County Reimbursement**
 - ii. Bell (1); Wenzel (2); motion passed
- b. Consideration, Discussion and Possible Action on Bulletin Board Policy
 - i. No changes were made to the Bulletin Board Policy
- c. Consideration, Discussion and Possible Action on Circulation Policy
 - i. **MOTION: To approve the changes to the Circulation Policy**
 - ii. Barkholtz (1); Wenzel (2); motion passed
- d. Consideration, Discussion and Possible Action on Programming Policy
 - i. No changes were made to the Programming Policy
- e. Consideration, Discussion and Possible Action on Kind Fund Distribution
 - i. Hoopla was increased to assist in providing digital library services during the pandemic. Usage has increased. Circulation tripled in April and the trend seems to be the same in May. The cost is \$1.50 per circulation. \$12,000 was earmarked for the year originally, but the budget will be exceeded.
 - ii. An additional \$2,000 was put towards the Overdrive Advantage program.
 - iii. **MOTION: For the 2020 Fiscal Year, all Kind Fund distributions will be directed towards the Collection Budget**
 - iv. Bell (1); Barkholtz (2); motion passed.

REFERRALS:

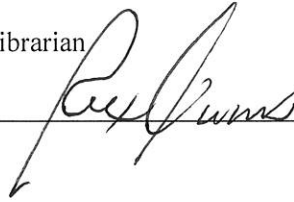
12. Items to be referred to staff or committees for review or action

13. Adjournment

- a. **MOTION: To adjourn at 6:26 p.m.**
- b. Baier (1); Barkholtz (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President



A handwritten signature in cursive script, appearing to read "Rex Owens", is written over a horizontal line that extends from the text "Rex Owens, Library Board President".