

SUN PRAIRIE PUBLIC LIBRARY
POLICY COMMITTEE MEETING MINUTES
Thursday, January 12, 2023
4:30 PM
Library Conference Room

1. Call to Order, Roll Call
 - a. Mary Bell called the meeting to order at 4:30pm
 - b. Present: Mary Bell, Rex Owens, Sandy Pittelli
 - c. Absent: Emily Lindsey
 - d. Also Present: Svetha Hetzler, Sarah Michaelis, Rex Owens, Steev Baker

2. Approval of minutes
 - a. **MOTION: To approve the November 10, 2022 Minutes**
 - b. Pittelli (1); Owens (2); motion passed.

3. Citizen Appearances/Public Comment
 - a. None

4. Business of Committee Chairperson
 - a. None

5. Staff Report
 - a. Hetzler shared the policies with the DEI Advisory Committee and received comments on the policies that will be reviewed.

6. Unfinished Business: None

7. New Business:
 - a. Consideration, Discussion and Possible Action on Table of Contents
 - i. **MOTION: To approve the Table of Contents**
 - ii. Pittelli (1); Owens (2); motion passed.

 - b. Consideration, Discussion and Possible Action on Circulation Policy
 - i. II. Table: Digital Library Card– the last sentence should read “A standard card can be procured from this process by showing a photo ID at a service desk.”
 - ii. II. E. 3 “physical” will be struck and replaced with standard.
 - iii. III. A – the first sentence will be changed to “A lost or severely damaged library card will be replaced.” The second sentence will remain the same.
 - iv. **MOTION: To approve the change to III. A.**
 - v. Pittelli (1); Owens (2); motion passed.
 - vi. IV. E. “late” will be struck.
 - vii. VI. E -1 and 2 will be struck.
 - viii. Sections after VI will be renumbered.

- ix. VIII.A.-“plus all processing fees” will be struck.
- x. VIII. F “and processing fees” will be struck.
- xi. IX. A. “Associated processing fees will be added to replacement costs.” was struck.
- xii. IX. C was struck.
- xiii. XII will be changed to “See Wisconsin State Statute 943.61”
- xiv. Circulation Fine/Fee Schedule-“and processing fees” will be removed from Juvenile and Adult Items. “Price of the item or default” will be added under fine All Sun Prairie materials. Outer-loan materials will be changed to “Price of the item or default of owning library” under fine.
- xv. **MOTION: To approve the changes to the Circulation Policy**
- xvi. Pittelli (1); Owens (2); motion passed.

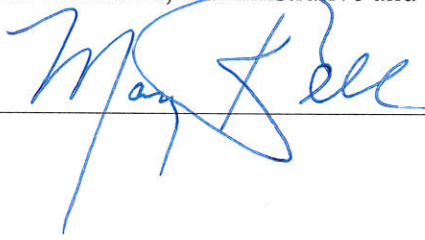
- c. Consideration, Discussion and Possible Action on Inclement Weather Policy
 - i. III. B – “The Public Works Department, the Policy Department” will be struck and “The City Administrator, Sun Prairie Media Center, Public Works Department, the Police Department, Sun Prairie Public Library Foundation” will be added. The second sentence will be struck and replaced with “Closings will be announced on the library’s website and social media.”
 - ii. III. C will be added.
 - iii. IV. A “the library director” will be struck and replaced with “their supervisor or designee”.
 - iv. IV. C. 3-“the early” will be struck.
 - v. IV. C. 4 “Employees with a library issued laptop are expected to work remotely” was added.
 - vi. V. was struck.
 - vii. **MOTION: To approve the changes to the Inclement Weather Policy**
 - viii. Pittelli (1); Owens (2); motion passed
- d. Consideration, Discussion and Possible Action on Confidentiality Policy
 - i. II was added.
 - ii. VII. was added.
 - iii. **MOTION: To approve the changes to the Confidentiality Policy**
 - iv. Pittelli (1); Owens (2); motion passed

REFERRALS:

- 8. Items to be referred to staff or committees for review or action
 - a. None
- 9. Adjournment
 - a. **MOTION: To adjourn the meeting at 5:07 pm**
 - b. Pittelli (1); Owens (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Mary Bell, Chair

A handwritten signature in blue ink, appearing to read "Mary Bell", is written over a horizontal line. The signature is stylized and cursive.