

**SUN PRAIRIE PUBLIC LIBRARY
POLICY COMMITTEE MEETING MINUTES
Thursday, May 11, 2023
4:30 PM
Library Conference Room**

1. Call to Order, Roll Call
 - a. Mary Bell called the meeting to order at 4:37pm
 - b. Present: Mary Bell, Emily Lindsey, Sandy Pittelli
 - c. Absent: None
 - d. Also Present: Svetha Hetzler, Sarah Michaelis, Steev Baker

2. Approval of minutes
 - a. **MOTION: To approve the March 9, 2023 Minutes**
 - b. Lindsey (1); Pittelli (2); motion passed.

3. Citizen Appearances/Public Comment
 - a. None

4. Business of Committee Chairperson
 - a. None

5. Staff Report
 - a. None

6. Unfinished Business: None

7. New Business:
 - a. Consideration, Discussion and Possible Action on Conduct Policy
 - i. II. A. 7 “or distributing materials” and “not approved by the library” was added.
 - ii. II. A. 12. “Taking photographs or recordings of other patrons without their permission” was added.
 - iii. **MOTION: To approve the changes to the Conduct Policy**
 - iv. Pittelli (1); Lindsey (2); motion passed.

 - b. Consideration, Discussion and Possible Action on Policy Manual
 - i. The name was changed to “About Our Policies”
 - ii. II. C. “Our vision is a dynamic, positive community force connecting all to the world of ideas, information and discovery in a safe, welcoming space where everyone feels they belong.” was added and the second sentence was struck.
 - iii. II D. “We serve the community as an accessible central hub supporting lifelong learning and literacy through educational, cultural, and enjoyable discovery opportunities for all.” was added and the second sentence was struck.

- iv. II. E. The three core values were revised and a fourth core value “Looking Forward” was added. The last section will be renumbered to #5.
- v. **MOTION: To approve the changes to the Policy Manual**
- vi. Pittelli (1); Lindsey (2); motion passed.

c. Consideration, Discussion and Possible Action on Reference Services Policy

- i. I. A. “SP” was struck and “Sun Prairie” was added.
- ii. **MOTION: To approve the changes to the Reference Services Policy.**
- iii. Lindsey (1); Pittelli (2); motion passed

d. Consideration, Discussion and Possible Action on Proctoring Policy

- i. No changes were made to the Proctoring Policy.
- ii. **MOTION: To approve the Proctoring Policy with no changes.**
- iii. Lindsey (1); Pittelli (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 4:41 pm**
- b. Pittelli (1); Lindsey (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Mary Bell, Chair

A handwritten signature in cursive script, appearing to read "Mary Bell", is written over a horizontal line.