

**SUN PRAIRIE PUBLIC LIBRARY—POLICY COMMITTEE**  
**MEETING MINUTES**  
**Thursday, January 10, 2019**  
**4:30 PM**  
**CONFERENCE ROOM**

1. Call to Order, Roll Call
  - a. Ken Wenzel called the meeting to order at 4:36 pm.
  - b. Present: Mary Bell, Tiffany Thiede, Ken Wenzel
  - c. Absent: Brian Berninger
  - d. Also Present: Svetha Hetzler, Sarah Michaelis, Rex Owens, Jan Holmes
  
2. Approval of minutes from November 8, 2018 meeting
  - a. **MOTION: To approve the November 8, 2018 minutes**
  - b. Bell (1); Owens (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 and Discussion of Displays and Exhibits Policy
    - i. I. D was added.
    - ii. II. 4 was added.
    - iii. III. D was added.
    - iv. Under IV. B “Unless otherwise arranged” was added and “the” was struck.
    - v. **MOTION: To approve the changes to the Displays and Exhibits Policy.**
    - vi. Bell (1); Thiede (2); motion passed.
  
  - b. Consideration and Discussion of Confidentiality Policy
    - i. No changes were made to the Confidentiality Policy
  
  - c. Consideration and Discussion of Circulation Policy
    - i. Punctuation was added to the policy in section C. 1, 3, and 4.
    - ii. **MOTION: To approve the changes to the Circulation Policy**
    - iii. Bell (1); Thiede (2); motion passed.

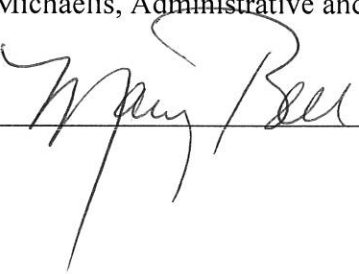
- d. Consideration and Discussion of Policy Committee Meeting Time
  - i. The Policy Committee meeting time was discussed.

**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 4:44 pm.**
  - b. Thiede (1); Bell (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Ken Wenzel, Chair

 Mary Bell, Policy Committee Member