

**SUN PRAIRIE PUBLIC LIBRARY—POLICY COMMITTEE**  
**MEETING MINUTES**  
**Thursday, January 14, 2021**  
**4:30 PM**  
**REMOTE MEETING**

1. Call to Order, Roll Call
  - a. Ken Wenzel called the meeting to order at 4:30pm
  - b. Present: Ken Wenzel, Mary Bell, Sandy Pittelli
  - c. Absent: None
  - d. Also Present: Svetha Hetzler, Rex Owens, Sarah Michaelis
2. Approval of minutes
  - a. **MOTION: To approve the November 12, 2020 Minutes**
  - b. Bell (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:
  - a. None
7. New Business:
  - a. Consideration, Discussion and Possible Action on Bylaws
    - i. Under II.A the following was added: “Up to two high school, non-voting board members shall be appointed. One person for a two-year term and one person for a one-year term. The appointees will be approved by the SPPL Board of Trustees. The person appointed may apply for a second term. Student appointees must be students in good standing.”
    - ii. Under II. B. the following was added: “Student appointees must attend all regular monthly Board meetings. Student appointees can participate in discussing all Board agenda items. Student appointees may suggest items for the regular monthly meeting agenda with approval of the Board President. Student appointees may attend any standing committee meeting to participate in discussion. Student appointees are non-voting members. Student appointees will not be regular members of any standing committee.
    - iii. Under VI. letter a will be struck from each committee section and will be added in parentheses to the committee descriptions.

- iv. VI. A: “and” will be struck and “and Diversity, Equity and Inclusion Committee.” will be added.
- v. VI. A. 5-Letters e-h will be added.
- vi. Section VI. A. 6 was added.
- vii. **MOTION: To approve the changes to the Bylaws**
- viii. Bell (1); Pittelli (2); motion passed.

b. Consideration, Discussion and Possible Action on Displays & Exhibits Policy

- i. II. 3 will be struck and subsequent sections will be re-numbered.
- ii. III. C-“or designee” will be added and “and the Board President” will be struck.
- iii. IV. A- “be used to promote sales.” was added.
- iv. **MOTION: To approve the changes to the Displays & Exhibits Policy.**
- v. Bell (1); Pittelli (2); motion passed.

c. Consideration, Discussion and Possible Action on Confidentiality Policy

- i. II. A-“For the complete Wisconsin State Statutes, 43.30 click here” was added.
- ii. II. A. 3-“2003 a. 207; 2007 a.34, 96; 2009 a. 180; 2015 a. 169.” was added.
- iii. **MOTION: To approve the changes to the Confidentiality Policy.**
- iv. Pittelli (1); Bell (2); motion passed.

d. Consideration, Discussion and Possible Action on Trust Fund Investment Policy

- i. The transfer of the Kind Fund to the Library Foundation was completed in February 2020. The Finance Committee recommended making this policy inactive after the transfer of funds had been completed.
- ii. **MOTION: To make the Trust Fund Investment Policy inactive.**
- iii. Bell (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 4:53 pm**
- b. Pittelli (1); Bell (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Ken Wenzel, Chair

