

**SUN PRAIRIE PUBLIC LIBRARY
POLICY COMMITTEE MEETING MINUTES
Thursday, January 11, 2024
4:30 PM
Library Conference Room**

1. Call to Order, Roll Call
 - a. Mary Bell called the meeting to order at 4:30 pm
 - b. Present: Mary Bell, Sandy Pittelli, Emily Lindsey
 - c. Absent: None
 - d. Also Present: Svetha Hetzler, Sarah Michaelis, Steev Baker

2. Approval of minutes
 - a. **MOTION: To approve the October 10, 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 Table of Contents
 - i. **MOTION: To approve the Table of Contents**
 - ii. Lindsey (1); Pittelli (2); motion passed.

 - b. Consideration, Discussion and Possible Action on Circulation Policy
 - i. I – “SCLS” and “SPPL” were added. In numerous other parts of the policy, any time “Sun Prairie Public Library” is written out or any other variations, it has been corrected to “SPPL”.
 - ii. II. “(Adult and Youth)” were added to “Standard Card” and “Easy Access Card”
 - iii. II – “and/or residents under 16 years of age who are unable to obtain parent/guardian signature.” was added to the Easy Access Card category. The Juvenile Easy Access Card and Digital Library Card categories were removed.
 - iv. II. A. 4. – “Usage is subject to local library policies” was added.
 - v. II. A.- 7 was added.
 - vi. II. B. 3.-“library” was added.
 - vii. II. C. 3-5 – “use” was struck.

- viii. II D. 1, 5, 6, 9 – Various capitalization errors were corrected. “Library” and “SP Library” were changed to “SPPL”.
- ix. II. E was struck. Subsequent sections will be re-lettered.
- x. III – “or damaged” was struck.
- xi. III. A. was struck. Subsequent sections will be re-lettered.
- xii. III. B. was changed to “Cardholders are responsible for materials checked out on the library card issued in their name, including materials checked out by others with or without the holder’s consent unless the holder has previously reported the loss of their card to the library.”
- xiii. III. C. was changed to “In the case of a standard youth card the parent or legal guardian who signed the library card application is the responsible party.”
- xiv. III. D was struck.
- xv. IV. A – “SPPL” will be changed to “eligible”.
- xvi. IV. B “SP Library” was struck.
- xvii. IV. C was changed to “Non-circulating materials must remain within SPPL and are unavailable for checkout.”
- xviii. VI. B was added and subsequent sections relettered.
- xix. VI. F was changed to “Drive-up window service or other contactless delivery of items on hold may be offered at the discretion of SPPL.”
- xx. VII. A – “LPs” was added.
- xxi. VII. D was changed to “Materials obtained through outerlibrary loans (OLL) are subject to the lending library’s rules regarding loan periods and renewals. OLL materials requested at SPPL must be checked out and returned at SPPL.”
- xxiii. VIII. A - “daily” was struck and replaced with “overdue”.
- xxiv. VIII. B, C and F were struck and subsequent sections will be relettered.
- xxv. IX. D was added.
- xxvi. X. B - “with an email on file” was added.
- xxvii. Fine and Fee schedule will be eliminated
- xxviii. **MOTION: To approve the changes to the Circulation Policy**
- xxix. Pittelli (1); Lindsey (2); motion passed.

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

- i. “Displays” was struck from the policy name and any mention of displays was struck from subsequent sections.
- ii. I. B – “PL” was added and “Library” was struck.
- iii. I. E was struck.
- iv. I. F was moved to I. A.
- v. I. G. 1 was changed to “Encourage education and recreation, imagination and reflection, and enrich experiences.”
- vi. I. G. 4 was struck.

- vii. III. A – “exhibits” was added.
 - viii. III. D – “SPPL” and “exhibits” was added.
 - ix. IV. A – “or commercial enterprise” was added.
 - x. IV. B and D – “Exhibit” was added twice.
 - xi. **MOTION: To approve the changes to the Displays & Exhibits Policy**
 - xii. Lindsey (1); Pittelli (2); motion passed
- d. Consideration, Discussion and Possible Action on Naming Rights Policy
- i. I. A. Sun Prairie Public and SPPL was added and “collections” was added.
 - ii. II – “General” was added
 - iii. II. A – This section was changed to: “Appropriate contributions for such naming opportunities will be at the discretion of the Library Board and will be determined by project cost, actual cost of equipment, furniture, construction, and on-going operating costs, depending on the specific area or item.” and etc. was struck.
 - iv. II. C. “personnel” was added and “appointment of persons” was struck.
 - v. II. D. – The last sentence was struck.
 - vi. II. E. – The last sentence was changed to “Appropriate recognition of previous donors will be directed by the Library Board.”
 - vii. II. F and G will be combined and re-lettered and subsequent sections will be re-lettered.
 - viii. II. J was struck.
 - ix. III was renamed “Sun Prairie Public Library Foundation Guidelines.”
 - x. III. A was added and subsequent sections will be re-lettered.
 - xi. III. B – “Capital Campaign Committee” was struck and “SPPL Foundation” was added.
 - xii. III. C – “Capital Campaign Committee” was struck and “SPPL Foundation” was added. “Firearms” was added and “etc.” was struck.
 - xiii. III. D – “Sun Prairie Public Library’s Naming Rights” was struck and “policy” was un-capitalized.
 - xiv. III. F was changed to read: “Upon approval of the naming by the Library Board, an appropriate dedication ceremony may be planned and conducted. The donor, guests, the media, and the Library Board will be notified for attendance and participation. A dedication plaque or comparable marking may be revealed at the ceremony. All such recognitions must conform to the style that has been selected for the area in scale, design, location, materials and content.”
 - xv. **MOTION: To approve the changes to the Naming Rights Policy**
 - xvi. Lindsey (1); Pittelli (2); motion passed

REFERRALS:

- 8. Items to be referred to staff or committees for review or action

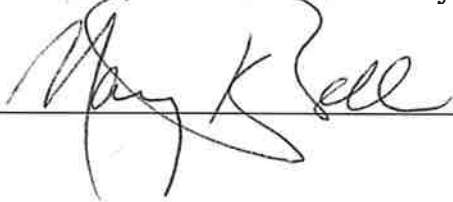
a. None

9. Adjournment

- a. **MOTION: To adjourn the meeting at 4:54 pm**
- b. Lindsey (1); Pittelli (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Mary Bell, Chair

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