

**SUN PRAIRIE PUBLIC LIBRARY—POLICY COMMITTEE**  
**MEETING MINUTES**  
**Thursday, July 11, 2019**  
**4:30 PM**  
**CONFERENCE ROOM**

1. Call to Order, Roll Call
  - a. Mary Bell called the meeting to order at 4:32 pm.
  - b. Present: Mary Bell, Ken Wenzel, Tiffany Thiede
  - c. Absent: None
  - d. Also Present: Svetha Hetzler, Sarah Michaelis, Rex Owens
2. Approval of minutes from May 9, 2019
  - a. **MOTION: To approve the May 9, 2019 minutes**
  - b. Owens (1); Bell (2); motion passed.
3. Citizen Appearances/Public Comment
  - a. None
4. Business of Committee Chairperson
5. Staff Report
  - a. None
6. Unfinished Business: None
7. New Business:
  - a. Consideration, Discussion and Possible Action on Circulation Policy
    - i. I. II-“Use” is struck and changed to “Easy Access.” “Up to” is struck and changed to “under.”
    - ii. B. 2-“under 16 years of age” is added and “15 years of age and under” is struck.
    - iii. VI. A “online using Linkcat which can be accessed through the library’s website” was added and “on the SP Library web site” was struck.
    - iv. **MOTION: To approve the changes to the Circulation Policy**
    - v. Bell (1); Wenzel (2); motion passed.
  - b. Consideration, Discussion and Possible Action on Collection Development Policy
    - i. D. 3-“In the case of digital collections, digital resources are selected according to this policy. However, individual titles and materials within each digital collection cannot be selected specifically by the SP Library due to the nature of the resource” was added and the subsequent sections were renumbered.

- ii. **MOTION: To approve the changes to the Collection Development Policy**
- iii. Bell (1); Thiede (2); motion passed
- c. Consideration, Discussion and Possible Action on Fund Balance Policy
  - i. No changes were made to the Fund Balance Policy
- d. Consideration, Discussion and Possible Action on Proctoring Policy
  - i. No changes were made to the Proctoring Policy.

**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 4:38 pm.**
  - b. Bell (1); Thiede (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Ken Wenzel, Chair

