

SUN PRAIRIE PUBLIC LIBRARY—POLICY COMMITTEE
MEETING MINUTES
Thursday, July 8, 2021
4:30 PM
Library Community Room

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

2. Approval of minutes
 - a. **MOTION: To approve the March 11, 2021 Minutes**
 - b. Pittelli (1); Bell (2); motion passed.

3. Citizen Appearances/Public Comment
 - a. None

4. Business of Committee Chairperson
 - a. Bell noted that as policies are reviewed, the committee will also focus on looking at items in the policies with a diversity, equity and inclusion lens in mind.

5. Staff Report
 - a. Hetzler reintroduced Steev Baker, Head of Access and Circulation Services. He will be serving as a staff liaison to the committee.

6. Unfinished Business:
 - a. None

7. New Business:
 - a. Consideration, Discussion and Possible Action on Collection Development Policy
 - i. IV. A. 3-“Support cultural” was struck and “Diversity, equity and inclusion” was added.
 - ii. IV. C. 1- “many and “are” were struck and add “may be considered” was added.
 - iii. **MOTION: To approve the changes to the Collection Development Policy.**
 - iv. Pittelli (1); Bell (2); motion passed.

 - b. Consideration, Discussion and Possible Action on Fund Balance Policy
 - i. No changes were made to the Fund Balance policy.

- c. Consideration, Discussion and Possible Action on Proctoring Policy
 - i. I. A. “cost responsibility” was removed.
 - ii. **MOTION: To approve the changes to the Proctoring Policy.**
 - iii. Pittelli (1); Bell (2); motion passed.

- d. Consideration, Discussion and Possible Action on Social Media Policy
 - i. III. A “Members of the public are encouraged to comment or post on the library’s Facebook Pages” was struck. “And adult” was added to the second sentence.
 - ii. III. B and C were added.
 - iii. III. E was struck. Subsequent sections will be re-lettered.
 - iv. IV. “Inappropriate” was struck and “Moderation of” was added. “The Sun Prairie Public Library’s Social Media serves as a limited public forum and all content published is subject to monitoring. User-generated posts will be removed (if possible) when the content includes:” was added. “reserves the exclusive right to determine inappropriate content, which includes but is not limited to the following” was struck.
 - v. IV. A. “or” was struck, “or illegal” was added, “language, images, videos, or other” was struck.
 - vi. IV. B “Statements intended to harass, insult, or threaten” was struck. “Harassing, threatening, defamatory, or discriminatory content” was added.
 - vii. IV. C “Potentially libelous statements” was struck. “Offensive terms targeting protected classes.” was added.
 - viii. IV. D “or material in violation of copyright” was added.
 - ix. IV. E “provided” was struck.
 - x. IV. G was struck and the subsequent section will be re-lettered.
 - xi. IV. H “hate speech” was struck and “Incites or promotes violence or illegal activities” was added.
 - xii. Section VI. was added.
 - xiii. **MOTION: To approve the change to the Social Media Policy**
 - xiv. Pittelli (1); Bell (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 4:45 pm**
 - b. Bell (1); Pittelli (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Mary Bell, Chair



Mary Bell