

**SUN PRAIRIE PUBLIC LIBRARY
POLICY COMMITTEE MEETING MINUTES
Thursday, July 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
 - c. Absent: Emily Lindsey, Sandy Pittelli
 - d. Also Present: Svetha Hetzler, Sarah Michaelis, Rex Owens, Steev Baker

2. Approval of minutes
 - a. **MOTION: To approve the May 9, 2024 Minutes**
 - b. Owens (1); Bell (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 Conduct Policy
 - i. II. A. 13 was added and subsequent sections re-lettered.
 - ii. **MOTION: To approve the changes to the Conduct Policy**
 - iii. Owens (1); Bell (2); motion passed.

 - b. Consideration, Discussion and Possible Action on Public Relations Policy
 - i. II. "Library Director" and "Board President" were capitalized.
 - ii. III. C "Library Director" was capitalized.
 - iii. III. D "Board President" and "Library Director" were capitalized.
 - iv. III. F "Library Director" was capitalized.
 - v. IV "News Gathering" was struck and replaced with "Media"
 - vi. IV A. was changed to "Media personnel are encouraged to contact the Library Director or designees in advance and make themselves
 - vii. known when they are on site."
 - viii. IV. B was changed to "Media personnel must adhere to the library's Conduct and Confidentiality Policies."
 - ix. V. A will be changed to "Library staff is responsible for promoting library programs, services and resources."

- x. V. B – “and recording” was added and punctuation was corrected.
- xi. **MOTION: To approve the changes to the Public Relations Policy.**
- xii. Owens (1); Bell (2); motion passed.

c. Consideration, Discussion and Possible Action on Programming Policy

- i. V. A “Sun Prairie” was added.
- ii. V. C was added.
- iii. **MOTION: To approve the changes to the Programming Policy.**
- iv. Owens (1); Bell (2); motion passed.

d. Consideration, Discussion and Possible Action on Purchasing Policy

- i. III was changed to read “This policy applies to all procurements of supplies, services, and construction, by the Sun Prairie Public Library. It applies to all expenditures of funds by a Library employee for Library purchasing regardless of the source of funds. When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. This Policy does not prevent any Library employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.”
- ii. V. A – “adjustment” was struck and replaced with “amendment”, “transfers” was struck and replaced with “amendments”. “Transfers” was struck and replaced with “amendments” in the last sentence.
- iii. VI. B. – “the” was added and “letting” was struck and replaced with “awarding.”
- iv. VII. A “is a unique City Department in that is” was struck.
- v. VII. B “for public construction” was added and the second sentence was struck.
- vi. VII. C was changed to read For city-funded expenditures, the Library Director and staff shall follow the City of Sun Prairie Purchasing Policy.
- vii. VIII “or Designee” was added.
- viii. VIII. 2 was changed to read: Ensure accounts are accurate in amount and properly charged against the treasury.
- ix. IX was struck and subsequent sections will be renumbered.
- x. New IX – “or Manager” was added. “The Library Board Financial Secretary” was struck and replaced with “Library staff.”
- xi. **MOTION: To approve the changes to the Purchasing Policy**
- xii. Owens (1); Bell (2); motion passed

e. Consideration, Discussion and Possible Action on Internet & Computer Policy

- i. III C. was changed to read “Adult internet computer sessions are two hours. Teen internet computer sessions are one hour. Youth computer sessions are 30 minutes. All library computer use ends at 10 minutes

- before closing. Library laptops must be turned in 10 minutes prior to closing. Youth and Teen ages will be defined.
- ii. III D. was added. Ore will be changed to "or".
 - iii. III. G "configured for installation of" was added and "equipped to install" was struck.
 - iv. **MOTION: To approve the changes Internet & Computer Policy.**
 - v. Owens (1); Bell (2); motion passed
- f. Consideration, Discussion and Possible Action on Wireless Use Policy
- i. No changes were made to the Wireless Use 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 4:49 pm**
 - b. Owens (1); Bell (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Mary Bell, Chair

A handwritten signature in cursive script, appearing to read "Mary Bell", is written over a horizontal line.

