SUN PRAIRIE PUBLIC LIBRARY—POLICY COMMITTEE
MEETING MINUTES
Thursday, March 12, 2020
4:30 PM
CONFERENCE ROOM

1. Call to Order, Roll Call
   a. Ken Wenzel called the meeting to order at
   b. Present: Ken Wenzel, Mary Bell
   c. Absent: Sandy Pittelli
   d. Also Present: Svetha Hetzler, Rex Owens, Sarah Michaelis

2. Approval of minutes from January 9, 2020
   a. **MOTION: To approve the January 9, 2020 minutes**
   b. Bell (1); Wenzel (2); motion passed.

3. Citizen Appearances/Public Comment
   a. None

4. Business of Committee Chairperson
   a. The Library Operations Policy will be added to new business.

5. Staff Report
   a. None

6. Unfinished Business: None

7. New Business:
   a. Consideration, Discussion and Possible Action on Bulletin Board Policy
      i. No changes were made to the Bulletin Board Policy

   b. Consideration, Discussion and Possible Action on Circulation Policy
      i. Under the Circulation Fine/Fee Schedule, Buzz Books and Buzz movies will be struck.
      ii. **MOTION: To approve the changes to the Circulation Policy**
      iii. Bell (1); Wenzel (2); motion passed

   c. Consideration, Discussion and Possible Action on Programming Policy
      i. No changes were made to the Programming Policy

   d. Consideration, Discussion and Possible Action on Library Operations Policy
      i. I.A will be changed to "This policy provides guidelines for continuity of operations for 1. Emergency situations 2. Absence of Library Director"
      ii. I. B will be struck.

iii. II. A "When building closure is in question, the Library Management Team (Head of Technical Services, Head of Access & Circulation Services, Head of Adult Services, and Head of Youth Services) may consult with appropriate City Department personal, Dane County Public Health and the Library Board Present to determine the best course of action" will begin a new paragraph. "Innovation" was added wherever Head of Technical Services was mentioned. "Dane County Public Health" was added
iv. II. B was added.
v. II. C was added.
vi. **MOTION: To approve the Library Operations Policy as amended.**
vii. Bell (1); Wenzel (2); motion passed.

REFERRALS:

8. Items to be referred to staff or committees for review or action
    a. The Library Operations Policy will be referred to tonight's Library Board meeting.

9. Adjournment
    a. **MOTION: To adjourn the meeting at 4:48pm**
    b. Bell (1); Wenzel (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Ken Wenzel, Chair