

SUN PRAIRIE PUBLIC LIBRARY—POLICY COMMITTEE
MEETING MINUTES
Thursday, March 11, 2021
4:30 PM
REMOTE MEETING

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

2. Approval of minutes
 - a. **MOTION: To approve the January 14, 2020 Minutes**
 - b. Bell (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:
 - a. None

7. New Business:
 - a. Consideration, Discussion and Possible Action on Circulation Policy
 - i. II. A. 1 “expire” was added
 - ii. II A. 2 “Expired cards” and “for one year” was added.
 - iii. II A. 3 was added and subsequent sections were renumbered.
 - iv. II D. 2 “or from an email address on a school network” was added.
 - v. II. D. 7 was struck and subsequent sections were renumbered.
 - vi. VI. E. was renamed to “Contactless Delivery.”
 - vii. VI. E. 1 “delivery” was struck and “or other contactless delivery” was added.
 - viii. VI. E. 2 “delivery” was struck and “or other contactless delivery” was added.
 - ix. VI. E. 3 “delivery” was struck and “or other contactless delivery” was added.
 - x. **MOTION: To approve the changes to the Circulation Policy.**
 - xi. Pittelli (1); Bell (2); motion passed.

 - b. Consideration, Discussion and Possible Action on Library Operations Policy

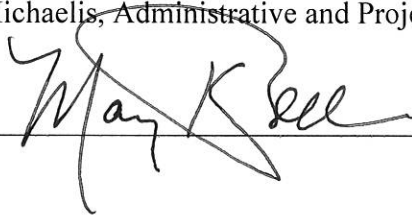
- i. II. A. "Building" was struck and replaced with "Operational."
 - ii. II. C. "building" was struck and replaced with "operational."
 - iii. **MOTION: To approve the changes to the Library Operations Policy.**
 - iv. Bell (1); Pittelli (2); motion passed.
 - c. Consideration, Discussion and Possible Action on Volunteer Policy
 - i. II. B. "Volunteers must be at least 18 years old, except those participating in the Teen Volunteer Program (as described below) or youth volunteers referred through partnership programs." was added,
 - ii. II. C "During emergencies, library staff may limit volunteer activity." was added.
 - iii. III. B "Teen Volunteer program. The VolunTeen program is for youth in Grades 6th through 12th and is administered by the Youth Services Department. New applications are typically accepted in the Spring." was added.
 - iv. **MOTION: To approve the changes to the Volunteer Policy.**
 - v. 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. Pittelli (1); Bell (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Ken Wenzel, Chair



Mary K Bell