

**SUN PRAIRIE PUBLIC LIBRARY
POLICY COMMITTEE MEETING MINUTES
Thursday, March 9, 2023
4:30 PM
Remote Meeting**

1. Call to Order, Roll Call
 - a. Mary Bell called the meeting to order at 4:37pm
 - b. Present: Mary Bell, Emily Lindsey, Sandy Pittelli
 - c. Absent: None
 - d. Also Present: Svetha Hetzler, Sarah Michaelis, Steev Baker

2. Approval of minutes
 - a. **MOTION: To approve the January 12, 2023 Minutes**
 - b. Lindsey (1); Pittelli (2); motion passed.

3. Citizen Appearances/Public Comment
 - a. None

4. Business of Committee Chairperson
 - a. None

5. Staff Report
 - a. Hetzler shared the policies with the DEI Advisory Committee and their comments were incorporated in the policies that will be reviewed.

6. Unfinished Business: None

7. New Business:
 - a. Consideration, Discussion and Possible Action on Discussion Rooms Policy
 - i. II. B – “In order t” will be struck and the T will be capitalized.
 - ii. III. was changed from “Checkin” to “Check-in”
 - iii. III. A “or Welcome Desk” was added and “requests or” was struck.
 - iv. **MOTION: To approve the Discussion Rooms Policy**
 - v. Pittelli (1); Lindsey (2); motion passed.

 - b. Consideration, Discussion and Possible Action on Epidemic and Health Emergency Policy
 - i. III. C “the Sun Prairie Area School District” was added and parenthesis were added in between SPASD.
 - ii. In the third paragraph of III -“Dane County Public Health” was struck and replaced with “Public Health Madison & Dane County”. In the third sentence, “or” and “disease” were added and “or public health emergency” was struck.

- iii. In the fourth paragraph of III “will” was struck and replaced with “may”, “no overdue charges are assessed and” was struck and “and due dates may be extended” was added.
- iv. Under Minimum Staffing Level “operational supervisor” was replaced with “Operational Supervisor” and “circulation” was changed to “Access & Circulation Services.”
- v. VI-“Emergency” was struck and replaced with “Unscheduled”.
- vi. VII. 3-. “Shelf action lists” were struck, “Expired holds,” was added, “pick lists” were struck and “Holds Queue” was added.
- vii. VII. 4-“preparing for and holding” was struck
- viii. VII. 5-“for” was added.
- ix. **MOTION: To approve the Epidemic and Health Emergency Policy**
- x. Lindsey (1); Pittelli (2); motion passed.

c. Consideration, Discussion and Possible Action on Inclement Weather Policy

- i. II. “Grounds/” was struck
- ii. III. A “with approval from the Library Board President or Vice President” was added. “when city government offices close, when” was struck and “or when” was added.
- iii. **MOTION: To approve the changes to the Inclement Weather Policy**
- iv. Pittelli (1); Lindsey (2); motion passed

d. Consideration, Discussion and Possible Action on Social Media Policy

- i. I. A. will be made into I. C.
- ii. I. B “The Sun Prairie Public Library uses social media to” was added.
- iii. I.C. will be made into I. A. and will be changed to read “The Sun Prairie Public Library uses social media to engage community members, and reach the broadest number of people possible.”
- iv. III. D “will moderate contest” will be added and the remainder of the sentence will be struck. III. D and E will be swapped.
- v. III. E “or discontinue the use of social media platforms” was added.
- vi. **MOTION: To approve the changes to the Social Media Policy**
- vii. Lindsey (1); Pittelli (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 4:55 pm**
 - b. Pittelli (1); Lindsey (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Mary Bell, Chair

A handwritten signature in cursive script, reading "Mary K. Bell", is written over a horizontal line. The signature is fluid and somewhat stylized, with the first letter of each name being capitalized and prominent.