

**SUN PRAIRIE PUBLIC LIBRARY
POLICY COMMITTEE MEETING MINUTES
Thursday, March 13, 2025
5:15 PM
Library Conference Room**

1. Call to Order, Roll Call
 - a. Mary Bell called the meeting to order at 5:17pm
 - b. Present: Mary Bell, Emily Lindsey
 - c. Absent: Sandy Pittelli
 - d. Also Present: Svetha Hetzler, Sarah Michaelis, Kevin Johnson, Rex Owens, Steev Baker
2. Approval of minutes
 - a. **MOTION: To approve the January 9, 2025 Minutes**
 - b. Bell (1); Lindsey (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 Naming Rights Policy
 - i. II. C was added and subsequent sections were re-lettered.
 - ii. II. H will be moved up next to D and subsequent sections will be re-lettered.
 - iii. **MOTION: To approve the changes to the Naming Rights Policy.**
 - iv. Owens (1); Lindsey (2); motion passed.
 - b. Consideration, Discussion and Possible Action on Home Delivery Service Guidelines, Application and Service Agreement
 - i. This is not a policy but it affects the Circulation Policy. Staff are doing a soft launch of the Sun Prairie Public Library Home Delivery Service. Currently the Adult Services staff will be delivering to the community but it will eventually be rolled out to volunteers.
 - c. Consideration, Discussion and Possible Action on Circulation Policy
 - i. II. C. 2-5 – “Use” was struck.
 - ii. II. C. 2 “a” was struck and replaced with “an”.

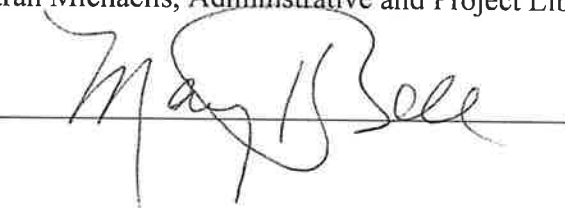
- iii. II. F – “Homebound” was struck and replaced with “Home Delivery Service (HDS)”
- iv. II. F. 1 – “unable to visit SPPL may be eligible for Home Delivery or Mail Delivery service” was added.
- v. II. F. 1. A. – This section was changed to say “Home Delivery Service (HDS) provide by SPPL is limited to SPPL owned books, dvds, cds, and magazines. An application form to determine eligibility must be filled out prior to signing up for this service. An application form is available on the library’s website or may be requested by contacting the Adult Services department.”
- vi. II. F. 1. B. was added.
- vii. VII. A – “Energy Meter 14 Days” was struck. “Kits & Equipment Loan periods vary” was added.
- viii. **MOTION: To approve the changes to the Circulation Policy**
- ix. Lindsey (1); Owens (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 5:27 pm**
 - b. Lindsey (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", written over a horizontal line.