SUN PRAIRIE PUBLIC LIBRARY—POLICY COMMITTEE
MEETING MINUTES
Thursday, May 14, 2020
4:00 PM
REMOTE MEETING

1. Call to Order, Roll Call
   a. Ken Wenzel called the meeting to order at 4:00pm
   b. Present: Ken Wenzel, Sandy Pittelli
   c. Absent: Mary Bell
   d. Also Present: Svetha Hetzler, Rex Owens, Sarah Michaelis

2. Approval of minutes
   a. **MOTION: To approve the March 12, 2020 Minutes**
   b. Wenzel (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: None

7. New Business:
   a. Consideration, Discussion and Possible Action on Circulation Policy
      i. Section F-Curbside Delivery was added.
      ii. **MOTION: To approve the changes to the Circulation Policy**
      iii. Wenzel (1); Pittelli (2); motion passed

   b. Consideration, Discussion and Possible Action on Epidemic & Health Emergency Policy
      i. **MOTION: To adopt the Epidemic & Health Emergency Policy**
      ii. Wenzel (1); Pittelli (2); motion passed

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

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

REFERRALS:

8. Items to be referred to staff or committees for review or action

9. Adjournment
    a. **MOTION: To adjourn the meeting at 4:08 pm**
    b. Pittelli (1); Wenzel (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Ken Wenzel, Chair