

**SUN PRAIRIE PUBLIC LIBRARY—POLICY COMMITTEE**  
**MEETING MINUTES**  
**Thursday, May 9, 2019**  
**4:30 PM**  
**CONFERENCE ROOM**

1. Call to Order, Roll Call
  - a. Mary Bell called the meeting to order at 4:33 pm.
  - b. Present: Mary Bell, Tiffany Thiede,
  - c. Absent: Ken Wenzel
  - d. Also Present: Svetha Hetzler, Sarah Michaelis, Rex Owens
  
2. Approval of minutes from January 10, 2019
  - a. **MOTION: To approve the January 10, 2019 minutes**
  - b. Thiede (1); Bell (2); motion passed.
  
3. Citizen Appearances/Public Comment
  - a. None
  
4. Business of Committee Chairperson
  - a. Mary Bell is chairing the meeting in Ken Wenzel's absence.
  
5. Staff Report
  - a. None
  
6. Unfinished Business: None
  
7. New Business:
  - a. Consideration and Discussion of Bylaws of the Board of Trustees
    - i. Under VI. A "Facilities Committee" has been added.
    - ii. Section VI. A. 4 has been added.
    - iii. Periods will be added to sentences in that section.
    - iv. **MOTION: To approve the changes to the Bylaws of the Board of Trustees**
    - v. Thiede (1); Bell (2); motion passed.
  
  - b. Consideration and Discussion of Library Operations Policy
    - i. II. A-In the first sentence "Building Supervisors" was added, "Management" was struck, "Access &" was added, "Assistant" was struck, "Administrative & Project Librarian" was added. In the third sentence "Management" was added and "Team" and "Department Heads" was struck. "Access &" was added.
    - ii. II. B-"Management Team" was added and "Department Heads" was struck.
    - iii. **MOTION: To approve the changes to the Library Operations Policy.**

- iv. Thiede (1); Bell (2); motion passed
- c. Consideration and Discussion of Social Media Policy
  - i. III. A-"The library maintains a teen Instagram page" was added.
  - ii. **MOTION: To approve the changes to the Social Media Policy**
  - iii. Thiede (1); Bell (2); motion passed.
- d. Consideration and Discussion of Volunteer Policy
  - i. V.B-"Representatives from the Library Board, Friends of the Library Board, and Library Foundation Board are encouraged to serve on the committee" was struck.
  - ii. **MOTION: To approve the changes to the Volunteer Policy**
  - iii. Thiede (1); Bell (2); motion passed.
- e. Consideration and Discussion of Pages 1-4 of Circulation Policy
  - i. Under II, "Limited Use Card" was struck and "Easy Access Card" was added. Juvenile Limited Use Card will be changed to Juvenile Easy Access Card
  - ii. Anywhere in the policy that "Limited Use" is used will be changed to "Easy Access".
  - iii. **MOTION: To approve the changes to the Circulation Policy**
  - iv. Thiede (1); Bell (2); motion passed.

**REFERRALS:**

- 8. Items to be referred to staff or committees for review or action
  - a. Hetzler will email Baker regarding school cards and include Thiede.
- 9. Adjournment
  - a. **MOTION: To adjourn the meeting at 4:46 pm.**
  - b. Thiede (1); Bell (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Ken Wenzel, Chair

