

**SUN PRAIRIE PUBLIC LIBRARY**  
**POLICY COMMITTEE MEETING MINUTES**  
**Thursday, May 9, 2024**  
**4:30 PM**  
**Library Conference Room**

1. Call to Order, Roll Call
  - a. Mary Bell called the meeting to order at 4:30 pm
  - b. Present: Mary Bell, Sandy Pittelli
  - c. Absent: Emily Lindsey
  - d. Also Present: Svetha Hetzler, Sarah Michaelis
  
2. Approval of minutes
  - a. **MOTION: To approve the March 14, 2024 Minutes**
  - b. Pittelli (1); Bell (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 Collection Development Policy
    - i. III – changed to “The mission of the Library is to serve the community as an accessible central hub supporting lifelong learning and literacy through educational, cultural and enjoyable discovery opportunities for all.”
    - ii. IV. A – “including” was added and “as outlined below” was struck.
    - iii. IV. A. 4 was struck.
    - iv. IV. B - “by filling out a purchase request form” was added to the first sentence.
    - v. IV. C. 6 was added and subsequent sections renumbered.
    - vi. IV. C. 7 – “moved or withdrawn from the Sun Prairie Public Library collection” was struck and replaced with “reconsidered”. The last sentence was changed to read: “Once a recommendation has been made, the title will not be reviewed again for a period of 3 years.
    - vii. IV. C. 8 was added and subsequent sections renumbered
    - viii. IV. C. 9 - “Their” was struck and replaced with “The Library Board’s”.

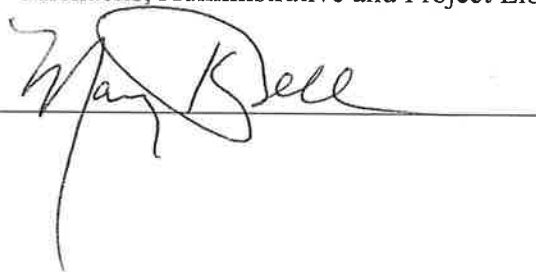
- ix. **MOTION: To approve the changes to the Collection Development Policy**
  - x. Pittelli (1); Bell (2); motion passed.
- b. Consideration, Discussion and Possible Action on Fund Balance Policy
- i. II. F was added.
  - ii. **MOTION: To approve the changes to the Fund Balance Policy**
  - iii. Pittelli (1); Bell (2); motion passed.
- c. Consideration, Discussion and Possible Action on Unattended Children Policy
- i. II. B – The first sentence was changed to read: “Children under the age of 8 must be supervised at all times by a responsible caregiver.
  - ii. IV was changed to read: “If a child is waiting for a parent or caregiver at the time of closing, staff may contact the Sun Prairie Police Department to wait with the child until their parent or caregiver arrives.”
  - iii. **MOTION: To approve the changes to the Unattended Children Policy**
  - iv. 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 4:40 pm**
  - b. Pittelli (1); Bell (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Mary Bell, Chair

A handwritten signature in black ink, appearing to read "Mary Bell", is written over a horizontal line. The signature is cursive and somewhat stylized.