

SUN PRAIRIE PUBLIC LIBRARY—POLICY COMMITTEE
MEETING MINUTES
Thursday, November 14, 2019
4:30 PM
CONFERENCE ROOM

1. Call to Order, Roll Call
 - a. Ken Wenzel called the meeting to order at 4:31
 - b. Present: Mary Bell, Ken Wenzel
 - c. Absent: Sandy Pittelli
 - d. Also Present: Svetha Hetzler, Sarah Michaelis, Rex Owens
2. Approval of minutes from September 12, 2019
 - a. **MOTION: To approve the September 12, 2019 minutes**
 - b. Bell (1); Owens (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 Table of Contents
 - i. **MOTION: To approve the changes to the Table of Contents**
 - ii. Bell (1); Owens (2); motion passed.
 - b. Consideration, Discussion and Possible Action on Introduction
 - i. No changes were made to the Introduction
 - c. Consideration, Discussion and Possible Action on Discussion Rooms Policy
 - i. No changes were made to the Discussion Rooms Policy
 - d. Consideration, Discussion and Possible Action on Conduct Policy
 - i. Under II. “Unacceptable Conduct” will be struck. “Ensure a Safe and Secure Environment” was added. “The role of the Sun Prairie Public Library is to ensure a safe and secure environment. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal law or ordinance is prohibited on Sun Prairie Public Library property. Unacceptable conduct on the premises includes but is not limited to:” was added.

- ii. II. 4-was added and subsequent numbers re-numbered.
- iii. II. 6-the period was removed from the end of the sentence.
- iv. II. 9-“alcohol or vaping” was added.
- v. II.10-the period was removed from the end of the sentence.
- vi. II. 13 was struck and subsequent sections were re-numbered.
- vii. II. 15 “including sleeping” was added.
- viii. **MOTION: To approve the changes to the Conduct Policy.**
- ix. Bell (1); Owens (2); motion passed.

e. Consideration, Discussion and Possible Action on Circulation Policy

- i. Under VII. A-Rentals will be struck.
- ii. VII. C-“rental items” will be struck.
- iii. VIII. E-“If a lost item has been paid for and is location, it may be eligible for a refund. Refunds are available for items returned within 30 days of being lost, and only if the replacement cost of the item exceeds \$25” was added. “A SP Library patron who locates the lost material (s) can return it within 180 days from the date the item was marked lost to the SP Library. Refunds for items returned within 180 days will be issued after other charges and fines are paid on the account and if the amount still exceeds \$15.00” will be struck.
- iv. In the Circulation Fine/Fee Schedule under Overdue Fines, “Buzz Movies” will be added after “Story Kits, Software, Buzz Books.” “Rental DVDs” was struck from Mobile Devices, Mobile Technology. Under “Fees” the entire box will be struck and removed. Under “Maximum fines are assessed per item as follows” “Rental DVDs” and “\$10” will be struck.
- v. **MOTION: To approve the changes to the Circulation Policy**
- vi. Bell (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 4:46 pm.**
 - b. Bell (1); Owens (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Ken Wenzel, Chair

