

SUN PRAIRIE PUBLIC LIBRARY—POLICY COMMITTEE
MEETING MINUTES
Thursday, November 11, 2021
4:30 PM
REMOTE

1. Call to Order, Roll Call
 - a. Mary Bell called the meeting to order at 4:30pm
 - b. Present: Mary Bell, Sandy Pittelli, Brianna Larson, Mark Schwingle, Rohit Vaidya, Chandu Vemuri, Leah Wilson
 - c. Absent: Brittanie Campbell-Turner, Shenika Moss, Lucila Polo
 - d. Also Present: Svetha Hetzler, Sarah Michaelis, Rex Owens, Steev Baker, Lynn Montague

2. Approval of minutes
 - a. **MOTION: To approve the September 9, 2021 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:
 - a. None

7. New Business:
 - a. Introduction of DEI Advisory Committee Members
 - i. Leah Wilson, Mark Schwingle, Chandu Vemuri and Brianna Larson introduced themselves to the group.

 - b. Consideration, Discussion and Possible Action on Introduction to Policy Manual
 - i. Under I., the letter A was struck from the section.
 - ii. **MOTION: To approve the Introduction to the Policy Manuel**
 - iii. Pittelli (1); Bell (2); motion passed

 - c. Consideration, Discussion and Possible Action on Discussion Rooms Policy
 - i. I-“its” and “for check out” was struck from the first sentence. “Approved events” was struck and “activities” was added to the second sentence.
 - ii. III “Checkout” was changed to “Checkin”

- iii. III A-The second sentence was struck.
- iv. III B-This will be updated to read “Each Discussion Rooms has a maximum capacity of six people.”
- v. IV. “For two hours” was added to the first sentence. From the second sentence: “A” was struck and replaced with “The” and “renewed” was struck and replaced with “extended at the discretion of library staff.” “For another two if there is no one waiting for a room” was struck.
- vi. V. A and B were struck.
- vii. **MOTION: To approve the changes to the Discussion Rooms Policy**
- viii. Pittelli (1); Bell (2); motion passed
- ix. Schwingle suggested having a copy of the Conduct Policy in the space.

- d. Consideration, Discussion and Possible Action on Library Operations Policy
 - i. II A-“Youth Services Librarian” was added.
 - ii. II C-“This minimum staffing level is for situations that will be in effect for at least one full day. Minimum staffing requirements that impact less than one full day are left to the discretion of the Library Director or the Supervisor on Duty” was added.
 - iii. **MOTION: To approve the changes to the Library Operations Policy**
 - iv. Pittelli (1); Bell (2); motion passed.
- e. Consideration, Discussion and Possible Action on Inclement Weather Policy
 - i. III. A-“when there is insufficient staff to maintain services as outlined in the Library Operations Policy” was added.
 - ii. IV. B-“he/she” was struck and “they” was added.
 - iii. **MOTION: To approve the changes to the Inclement Weather Policy**
 - iv. Pittelli (1); Bell (2); motion passed.
- f. Consideration, Discussion and Possible Action on Epidemic & Health Emergency Policy
 - i. III-The third paragraph will be updated to read “At the discretion of the Library Director, individuals exhibiting symptoms of an infectious, epidemic or public health emergency may be asked to leave the library.”
 - ii. III Minimum Staffing Level- “This minimum staffing level is for situations that will be in effect for at least one full day. Minimum staffing requirements that impact less than one full day are left to the discretion of the Library Director or the Supervisor on Duty” was added.
 - iii. **MOTION: To approve the changes to the Epidemic & Health Emergency 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 5:25 pm**
 - b. Bell (1); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Mary Bell, Chair



A handwritten signature in cursive script, appearing to read 'Mary Bell', is written over a horizontal line. The signature is fluid and somewhat stylized, with a long vertical stroke extending downwards from the end of the signature.