

**SUN PRAIRIE PUBLIC LIBRARY—  
JOINT POLICY AND DEI ADVISORY COMMITTEE  
MEETING MINUTES  
Thursday, November 10, 2022  
4:30 PM  
Library Conference Room**

1. Call to Order, Roll Call
  - a. Rex Owens called the meeting to order at 4:30pm
  - b. Present: Rex Owens, Emily Lindsey, Sandy Pittelli, Brittanie Campbell-Turner, Brianna Larson, Lucila Polo, Mark Schwingle, Chandu Vemuri, Shenika Moss, Leah Wilson
  - c. Absent: Mary Bell, Rohit Vaidya, Krystal Johnson
  - d. Also Present: Svetha Hetzler, Steev Baker
  
2. Approval of minutes
  - a. **MOTION: To approve the October 13, 2022 Minutes**
  - b. Pittelli (1); Larson (2); motion passed.
  
3. Citizen Appearances/Public Comment
  - a. None
  
4. Business of Committee Chairperson
  - a. None
  
5. Staff Report
  - a. Presentation of 2022 DEI Advisory Committee Report
  - b. Intellectual Freedom Speech Video (Sumner County School Board, Sumner County, TN)
  
6. Unfinished Business: None
  
7. New Business:
  - a. Consideration, Discussion and Possible Action on Conduct Policy
    - i. A will be added in section II.
    - ii. II.3-add “racist” to list
    - iii. II.6-“or fundraising” was added and “sponsored fundraising” was struck
    - iv. II. 10-“assistance/therapy animals” was struck and “service animals as defined by the Americans with Disability Act (ADA) was added.
    - v. II. 11 will be struck and subsequent sections renumbered.
    - vi. II. 12-“or the property of library staff or other library patrons” was added.
    - vii. II. 13-“including sleeping” was struck.

- viii. II. B – police was struck and replaced with “public safety or emergency services” and “if the safety of the patron, library staff or other library patrons is in question.” was added
- ix. III. A was added “In case of conduct policy violation, library staff will make every effort to discuss the conduct policy and acceptable library behavior with patron(s) (and parent or caregiver), before citing any infractions.”
- x. III. B-“will” was struck and replaced with “may” and “for up to 24 hours” was added.
- xi. III. C-“will” was struck and replaced with “may”.
- xii. III. D-“will” was struck and replaced with “may”, “privileges for not less than one more of more than” was struck and “for up to a” was added.
- xiii. III. E-“will” was struck and replaced with “may”.
- xiv. III. G was struck.
- xv. IV-“or in-person” and “by the patron (or parent or caregiver)” was added.
- xvi. **MOTION: To approve the changes to the Conduct Policy**
- xvii. Pittelli (1); Owens (2); motion passed.

b. Consideration, Discussion and Possible Action on Unattended Child Policy

- i. I. A – “Library staff does not operate in loco parentis. Though”-was struck-
- ii. II. B – “unless otherwise noted.” was added.
- iii. II. C- “Please refer to the conduct policy” was added.
- iv. III. A. 1 and 2 were added and subsequent sections were renumbered.
- v. III. A. 4- “If satisfactory arrangements cannot be made, Police will be contacted.” was struck.
- vi. III. A. 6-“partner organizations serving youth to assist library staff and young patrons in successfully using the library” was added. The second sentence was struck.
- vii. III. A. 7 was added.
- viii. IV –The first sentence was struck. The rest of the paragraph was amended to read “If a child is waiting for a parent or caregiver at the time of closing, staff will contact the Sun Prairie Police Department to wait with the child until their parent or caregiver arrives. Staff will wait until an officer or the child’s parent or caregiver arrives, whichever occurs first.”
- ix. **MOTION: To approve the changes to the Unattended Child Policy**
- x. Owens (1); Pittelli (2); motion passed.

c. Consideration, Discussion and Possible Action on Public Relations Policy

- i. III. C –The last sentence was struck
- ii. V. A – This was revised to read “Library department managers or designee will be responsible for promoting their respective programs.”
- iii. **MOTION: To approve the changes to the Public Relations Policy**

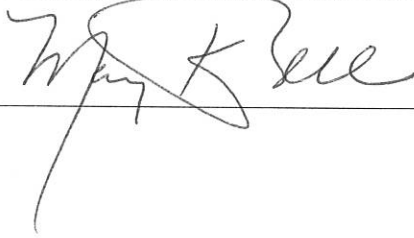
iv. Owens (1); Pittelli (2); motion passed

**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 5:45 pm**
  - b. Pittelli (1); Owens (2); motion passed.

Submitted by: Steev Baker, Head of Access and Circulation Services

Mary Bell, Chair

A handwritten signature in cursive script, appearing to read "Mary Bell", is written over a horizontal line. The signature is written in black ink and is positioned to the right of the printed name "Mary Bell, Chair".