

**SUN PRAIRIE PUBLIC LIBRARY
POLICY COMMITTEE MEETING MINUTES
Tuesday, October 10, 2023
4 PM
Remote Meeting**

1. Call to Order, Roll Call
 - a. Mary Bell called the meeting to order at 4pm
 - b. Present: Mary Bell, Sandy Pittelli, Rex Owens
 - c. Absent: Emily Lindsey
 - d. Also Present: Svetha Hetzler, Sarah Michaelis, Steev Baker

2. Approval of minutes
 - a. **MOTION: To approve the May 11, 2023 Minutes**
 - b. Pittelli (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 Bulletin Board Policy
 - i. II. A –Registration was struck and “Welcome” was added.
 - ii. II. D-“and as space permits” was added.
 - iii. II. E was added
 - iv. III. B – A coma was added after “in general”.
 - v. **MOTION: To approve the changes to the Bulletin Board Policy**
 - vi. Pittelli (1); Owens (2); motion passed.

 - b. Consideration, Discussion and Possible Action on Conduct Policy
 - i. II. A “property” was struck and “premises” was added.
 - ii. II. A 6 “Selling, or engaging in any commercial activity” was struck and “Monetary solicitations and fundraising activities” was added. “or fundraising” was struck. A period was added at the end of the sentence as well as in all other sentences in section II. A.
 - iii. II. A 12 “Taking photographs or recordings of other patrons without their permission” was struck and “Activities that violate patron privacy and confidentiality.” Was added.
 - iv. II C “or on the premises” was added.

- v. **MOTION: To approve the changes to the Conduct Policy**
 - vi. Pittelli (1); Owens (2); motion passed.
- c. Consideration, Discussion and Possible Action on Discussion Rooms Policy
- i. I. “and partner organizations” was added.
 - ii. II. A “will” was struck and replaced with “may”. “Made” will be added. “Be” was erroneously struck and will be unstruck.
 - iii. **MOTION: To approve the changes to the Discussion Rooms Policy with the proposed updates.**
 - iv. Pittelli (1); Owens (2); motion passed
- d. Consideration, Discussion and Possible Action on Meeting Rooms Policy
- i. I. B “includes stage” will be struck.
 - ii. I. C “small” was added.
 - iii. II. D was struck and subsequent section will be re-lettered.
 - iv. II. G “Circulation” will be struck and replaced with “Welcome.”
 - v. V. A “No storage facilities are available” was added.
 - vi. V. C “or food storage” was added.
 - vii. V. E “Please refer to the Library’s Bulletin Board Policy.” Was added.
 - viii. VII. A “or on library premises” was added.
 - ix. VII. D “are not permitted” was added.
 - x. VIII. E “sign” was struck and replaced with “submit.”
 - xi. **MOTION: To approve the changes to the Meeting Rooms Policy**
 - xii. Pittelli (1); Owens (2); motion passed
- e. Consideration, Discussion and Possible Action on Request for Reconsideration Form
- i. Under format, “circle” was added and “other”.
 - ii. “Please note: This form must be filled out completely with full responses for each question in order to be considered. You may use extra pages to complete this form.” Was added.
 - iii. #3 will be moved to #1 and other questions will be renumbered.
 - iv. “Over” was added at the bottom of page 1.
 - v. **MOTION: To approve the changes to the Request for Reconsideration Form**
 - vi. Pittelli (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 4:25 pm**
 - b. Pittelli (1); Owens (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Mary Bell, Chair 