

SUN PRAIRIE PUBLIC LIBRARY—POLICY COMMITTEE
MEETING MINUTES
Thursday, September 12, 2019
4:30 PM
CONFERENCE ROOM

1. Call to Order, Roll Call
 - a. Mary Bell called the meeting to order at 4:37 pm.
 - b. Present: Mary Bell, Ken Wenzel (4:41pm)
 - c. Absent: None
 - d. Also Present: Svetha Hetzler, Sarah Michaelis, Rex Owens

2. Approval of minutes from July 11, 2019
 - a. **MOTION: To approve the July 11, 2019 minutes**
 - b. Owens (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 Donation Procedure Policy
 - i. III.A-Registration is struck in the second sentence and replaced with “Welcome”. Registration is struck in the third sentence and replaced with “Welcome”.
 - ii. **MOTION: To approve the changes to the Donation Procedure Policy**
 - iii. Owens (1); Bell (2); motion passed.

 - b. Consideration, Discussion and Possible Action on Reference Services Policy
 - i. II. A for “both adults and children and the Information Desk” is struck and “patrons of all ages at the library service desks” is added.
 - ii. II. B. 1 “the Information Desk or other” is struck.
 - iii. II. B. 2. “at the Information Desk” is struck.
 - iv. IV. B A period will be added after “Assistance will be provided courteously and impartially to all. “Regardless of age, background, gender, disability, origin or views.” will be struck.
 - v. **MOTION: To approve the changes to the Reference Services Policy**

vi. Wenzel (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 4:52 pm.**
 - b. Wenzel (1); Bell (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Ken Wenzel, Chair

A handwritten signature in cursive script, appearing to read "Ken Wenzel", is written over a horizontal line.