

SUN PRAIRIE PUBLIC LIBRARY—POLICY COMMITTEE
MEETING MINUTES
Thursday, September 9, 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
 - c. Absent: None
 - d. Also Present: Svetha Hetzler, Sarah Michaelis, Steev Baker

2. Approval of minutes
 - a. **MOTION: To approve the July 8, 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. The Media Center will not be televising the meeting going forward. Citizens will still be able to attend the meeting and can email any questions to Hetzler before the meeting.

6. Unfinished Business:
 - a. None

7. New Business:
 - a. Consideration, Discussion and Possible Action on Bylaws
 - i. VI. A. 6-“a minimum of” and “a minimum of” was added to the first sentence. “DEI Committee Chair” will also be added to the first sentence.
 - ii. **MOTION: To approve the changes to the Bylaws**
 - iii. Pittelli (1); Bell (2); motion passed.

 - b. Consideration, Discussion and Possible Action on Circulation Policy
 - i. No changes were made to the Circulation Policy. There will be a pause on reviewing the policy again until January as it’s reviewed quite frequently.

 - c. Consideration, Discussion and Possible Action on Donation Procedure Policy
 - i. The Donation Procedure and Gift Policy has been combined.
 - ii. “& Gift” was added to the title.

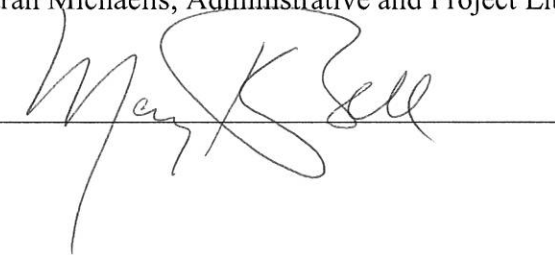
- iii. I. A. The first sentence will be struck. “And donations” was added to the second sentence.
 - iv. VI. and VII. were struck.
 - v. **MOTION: To strike III B and re-letter subsequent sections.**
 - vi. Pittelli (1); Bell (2); motion passed
 - vii. Hetzler will work with the new Foundation Executive Director to add a Fundraising section to the policy or create a new policy. This will be brought to the committee in early 2022.
- d. Consideration, Discussion and Possible Action on Reference Policy
- i. III. C “Interlibrary” was struck and replaced with “Outerlibrary”.
 - ii. IV. C. 2 “law, medicine, tax, personal finance” were struck and replaced with “legal, political, medical, financial, taxes”
 - iii. **MOTION: To approve the change to the Reference Policy**
 - iv. Pittelli (1); Bell (2); motion passed.

REFERRALS:

8. Items to be referred to staff or committees for review or action
- a. Hetzler will work with the new Foundation Executive Director to add a Fundraising section to the Donation Procedure & Gift Policy or create a new policy. This will be brought to the committee in early 2022.
9. Adjournment
- a. **MOTION: To adjourn the meeting at 4:49 pm**
 - b. Bell (1); Pittelli (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Mary Bell, Chair

A handwritten signature in black ink, appearing to read "Mary Bell", is written over a horizontal line. The signature is fluid and cursive.