

**SUN PRAIRIE PUBLIC LIBRARY
POLICY COMMITTEE MEETING MINUTES
Thursday, January 9, 2025
5 PM
Library Conference Room**

1. Call to Order, Roll Call
 - a. Mary Bell called the meeting to order at 5pm
 - b. Present: Mary Bell, Sandy Pittelli
 - c. Absent: Emily Lindsey
 - d. Also Present: Svetha Hetzler, Sarah Michaelis, Kevin Johnson

2. Approval of minutes
 - a. **MOTION: To approve the July 11, 2024 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: None

7. New Business:
 - a. Consideration, Discussion and Possible Action on Table of Contents
 - i. The Table of Contents was reviewed. New policies have been added, which include Sustainability, Home Delivery and Diversity, Equity, Inclusion and Belonging.
 - ii. The next review date for the Bulletin Board policy will be changed.
 - iii. **MOTION: To approve the changes to the Table of Contents.**
 - iv. Pittelli (1); Bell (2); motion passed.
 - b. Consideration, Discussion and Possible Action on Circulation Policy
 - i. II. F. will be changed to "Home Delivery."
 - ii. The rest of this section will be tabled until the next meeting in March, when the Home Delivery policy will be discussed.
 - iii. VII. A – Energy Meter and the loan period will be struck. Kits & Equipment was added.
 - iv. **MOTION: To table this policy until the March Policy Committee Meeting.**
 - v. Pittelli (1) Bell (2); motion passed
 - c. Consideration, Discussion and Possible Action on Confidentiality Policy

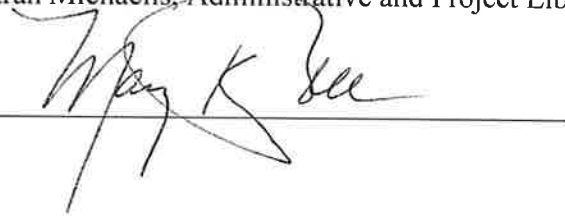
- i. No changes were made to the Confidentiality Policy
 - ii. **MOTION: To accept the Confidentiality Policy as is.**
 - iii. Pittelli (1); Bell (2); motion passed.
- d. Consideration, Discussion and Possible Action on Inclement Weather Policy
 - i. III. B – “South Central Library System,” was added.
 - ii. **MOTION: To approve the changes to the Inclement Weather Policy.**
 - iii. Pittelli (1); Bell (2); motion passed.
- e. Consideration, Discussion and Possible Action on Sustainability Policy
 - i. **MOTION: To adopt the Sustainability Policy.**
 - ii. 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 5:16 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 K Bell', is written over a horizontal line. The signature is stylized and cursive.