

Board of Trustees of the Upper Sandusky Community Library

Minutes

February 13, 2020

The Upper Sandusky Community Library Board of Trustees convened on Thursday, February 13, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Dianne Grafmiller, Ms. Laurie Scheck and Ms. Ann Kemerley. Ms. Amy Aldridge-Ritchey, Mr. Todd Leightey and Ms. Jill Logsdon were absent. Director Kathleen Whitt and Brian Hemminger of the *Daily Chief-Union* were also present.

President Jenny Romich asked for public comments. Mr. Hemminger said that some of the community calendar sources still said that library Board meetings are held at 12:15 and should be updated to reflect the new 12:00 meeting time. Hearing no further public comments, Ms. Romich asked if there were corrections or additions to the distributed minutes of the January meeting. Hearing none, Ms. Romich declared that the minutes stand as distributed.

Next on the agenda was a motion to ratify the payment of the bills. Ms. Romich asked if there were any questions about the bills. Ms. Scheck asked about the library's membership to the Wapakoneta Chamber of Commerce for purposes of discounted health insurance. Ms. Whitt replied that when it was decided to go with a "Chamber of Commerce" health plan last year, it turned out that the Wyandot Chamber of Commerce did not participate in the plan, so the library was enrolled with the Wapakoneta Chamber of Commerce in order to be eligible. There being no further questions, the motion was made and seconded to ratify the payment of bills; in a roll call vote, all present approved the bills.

Under old business, Mrs. Whitt presented current quotes from Impact Network Solutions to upgrade the telephone system, replacing the library's phones. Both systems offered would allow use of the phones as a loudspeaker system and add voice mail capability for all staff, including those without a dedicated "office phone." The ESI system would meet current needs, while the Mitel system would allow for easier expansion to meet future needs. Two quotes were given for the Mitel system – a special promotion offers more of the large screen programmable phones (4 instead of 1) and paid licenses for any phones added in the future. The motion was made and seconded to accept the quote for the promotional Mitel offer at a cost of \$5,743.88, to be paid out of the capital expenditures budget line. In a roll call vote, all present approved the motion.

Under new business, Ms. Whitt presented for the Board's approval a revision of the 2019 Policy on Visitor Behavior, as well as a Policy on Unattended Children and a Policy on Video Surveillance and Recording. The Policy on Visitor Behavior includes additional examples of prohibited activities, including use bicycles, skateboards, etc. on library property. The Policy on Unattended Children was formerly included in the Policy on Visitor Behavior, but is now presented as a separate policy; the provisions have not changed, however. The Policy on Video Surveillance and Recording makes it clear that, in order to deter crime and protect library staff, visitors and property, the library has video security cameras on the premises. The motion was made and seconded to approve the revised Policy on Visitor Behavior and to adopt the Policy on Unattended Children and the Policy on Video Surveillance and Recording; all present approved the motion. All of these policies are attached at the end of these minutes.

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The last item on the agenda was a discussion of disposal of computer monitors, mice and keyboard that had been replaced in the recent computer upgrade project. These devices are no longer needed, but may have some service life remaining. It was moved and seconded to donate these to the Friends of the Library if they would like to make them available for sale at the annual book sale. If the Friends are not interested, then the devices can be recycled. In a roll call vote, all present approved the motion.

In the Director's Report, Ms. Whitt reported that:

1. There was a question in January about the 2019 circulation statistics. Looking at each circulation group, it appeared that 2019 circulation should have exceeded that of 2018. This was true, except for the items sent out to other SEO libraries, which was 4,647 items fewer than in 2018, causing the overall number to fall short of 2018 circulation. This is the first year in which we did not send out as many items to SEO as we requested in. (Usually we send out about twice as many as we receive.) I believe that this is due to the numerous issues we had to deal with last year, preventing me from ordering new materials as frequently. Thus, requests that we might have filled with new materials were filled by other SEO libraries instead.
2. The replacement and upgrades of staff and public computers is nearly complete, despite issues that continued to arise with compatibility among programs including Windows 10, Fortres Grand and Clean Slate (these prevent users from making changes to the public computers), and Cassie (which controls logons and printing from the public computers). A couple of small issues remain to be resolved, such as a "hot key" program that keeps crashing, slightly slowing work flow at the circulation desk, but overall we are back up to speed with the computers, including the critical upgrades to Windows 10 and installation of virus protection software. Charging stations for personal devices (phones, tablets and laptop computers) have also been installed.
3. Buckeye IT has completed organization and labelling of the network closet and replaced the switches to improve our internet speed. This also took a little longer than expected due to some defective parts, but it will make it easier for future IT staff or consultants to identify the various ports, as well as improving our connectivity.
4. Rachel Keirns-Moore and Krystal Smalley have made a terrific start on their new responsibilities. The February newsletter looks great, and Rachel's articles are well-written and informative. Krystal has picked up the website and Facebook page without a hitch, and also has some innovative ideas for other social media tools. I am holding regular "communications team" meetings with Rachel and Krystal in order to coordinate the various means we work to get the library's message out.
5. Our January adult programs were well-attended, with over 65 community members gathering to learn "whodunnit" at our Murder Mystery at Tall Oaks and 30 attendees at the Art of Healthy Living presentation.
6. The February 3 STEAMPunks was opened up to include adult participants as well, at a presentation on Ohio's Romantic Tragedies by Jim Kleefield. About 20 adults and teens gathered to hear a number of stories of well-known Ohioans of the 20th century.

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7. Wendy Searfoss, media specialist at Upper Sandusky High School, is finishing her MLIS degree, and has requested the opportunity to do her practicum here at USCL. We are looking forward to working with Wendy this June, which will help us with summer reading events, and should also help promote greater collaboration between the high school library and our own.

8. Memorial/Honor/Donations November-December 2019:

In memory of:

Louis Schoenberger Family

James E. Grafmiller, Jr.

Donor(s):

Louis Schoenberger

Rev. & Mrs. Charles Steward

Jerry & Jill Logsdon

Wanda Ward

Nancy Dixon

Paul Dixon

Sara Lape

Rinda & Rick Kraus

Crash Kuenzli

Debra Carr

Carol Logsdon

Constance Frank

Mark & Mary Rossel

Kathryn Collins

Loretta & Leroy Kimmet

Diane & P. Groth

Carol Ann Grubel

Ann Kemerley & Ron Gottfried

Jim Packer

Richard & Sheryl Grafmiller

Thomas & Rebecca Vaughn

Mark & Rebecca Romich

Joseph & Denise Clark

Michael & Cynthia Courtad

Jane E Orwick TTEE

Lawrence & Cheryl Passet

MFCD LLC

Jeanette Myers

Eric & Jill Troiano

David & Marcina Mason

Dean Richard Clausing

Alan & Ann Richards

Van & Vicki Orians

Mark & Nancy Johnson

Roger & Kindar Miller

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Under Items Not on the Agenda, Ms. Whitt reported that issues surrounding the large numbers of unaccompanied minors after school seem to be escalating, and several staff members expressed concerns over their own and library visitors' safety. It has been suggested that the library consider hiring security personnel for the times of greatest concern. Ms. Whitt mentioned that some other libraries hire off-duty or retired law enforcement officers for this. The Board asked Ms. Whitt and the staff to continue monitoring this situation and watch for patterns in when the greatest issues seem to arise, in terms of times, days of the week, activities, etc., and to report back on the observations made.

Ms. Romich asked if there were any other items for discussion. Hearing none, the motion was made and seconded to adjourn; the meeting was adjourned at 12:40 p.m.

President

Secretary



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USCL Policy on Visitor Behavior

Adopted by the Board of Trustees

Date: 3/14/2019; Revised 2/13/2020

The Upper Sandusky Community Library seeks to provide quality library service to all users. The following standards of library behavior have been developed to:

- Protect the rights of all individuals to use library materials and services.
- Protect the right of library employees and volunteers to conduct library business without interference.
- Ensure the safety of library users, employees, and volunteers.
- Preserve library materials and property from harm.

Please Do:

- Keep your voice to a level appropriate to indoor conversation.
- Put book bags, instrument cases, etc. on or under tables and out of the way.
- Place coats on the back of your chair or on a table and out of the way.
- Have beverages in a covered container and consume with care to avoid spills.
- Leave the area you were using clean and in order for the next user.
- Return all game pieces, etc., to their boxes and return to the shelf.
- Return any books or other materials you have been using to the circulation desk (unless you have checked them out).
- Place trash in trash cans.
- Check that you have all of your belongings when you leave. The Library is not responsible for items left behind.

Avoid—Examples of prohibited behavior include but are not limited to:

- Bringing food (including candy) into the library, except for meeting rooms or for a library program.
- Use of cell phones or other devices at a volume that disturbs other patrons or library staff.
- Profane, abusive or obscene language.
- Making racial, ethnic, religious, gender, or sexual orientation epithets.
- Loud behavior, including loud talking, singing, other loud or disruptive noise.
- Disruptive or rowdy behavior including shouting, running, jumping, or chasing, hitting or pushing.
- Fighting, challenging someone to fight, physical abuse or assault.
- Harassing patrons or staff, including deliberate or repeated language or behavior that is intimidating, hostile, or offensive, or that adversely impacts staff work performance or patron use of the library.
- Inappropriate use of furniture (sitting on tables, feet on tables and chairs, etc.).
- Vandalism, or intentionally damaging, destroying or stealing property belonging to the library, other patrons, or staff.
- Littering.
- Congregating around or interfering with access to entrances and other areas of the library.
- Trespassing, violating an eviction, entering library property when banned, or remaining on library property after having been restricted or directed to leave.
- Inappropriate physical contact, engaging in or soliciting a sexual act, or indecent exposure.
- Improper dress, including bare feet, no shirt, and uncovered swimsuits.
- Posting, selling, or distributing materials without permission from library staff.

- Soliciting or panhandling library patrons or staff, including soliciting money or donations, or selling or attempting to sell merchandise to library patrons or staff.
- Being under the influence of or possessing alcohol or drugs, or selling drugs or alcoholic beverages.
- Smoking, using tobacco or using electronic nicotine delivery devices (e.g. e-cigarettes, vaping) in the library or on library property. Receptacles located at the entrances for disposal of cigarettes before entering are not to be used as “smoking areas.”
- Bringing animals other than service animals into the library.
- Playing in or walking and running through landscaping stones, bushes, and trees.
- Using roller blades, roller skates, skateboards, spiked shoes, cleats or other sports equipment in the library or on library property.
- Entering unauthorized workspaces or work areas or other non-public areas.
- Taking photographs or recording videos of library staff or patrons without their permission.
- Possessing weapons of any kind, either concealed or in plain view, in the library, unless the person in possession of the weapon is a law enforcement officer.
- Inappropriate use of the Internet or violation of the library’s Internet Use Policy.
- Engaging in other acts disruptive to patrons or staff.

The examples above are not a complete list of violations but are intended to provide guidance. The director and other library staff are authorized to determine what constitutes disruptive behavior.

PERSONAL BELONGINGS

The library is not responsible for lost or stolen items. It is recommended that patrons do not leave personal belongings unattended.

EMERGENCIES

In the event of an emergency, patrons shall comply with instructions from library staff.

PLEASE NOTE:

- Warnings will be issued to the entire group causing a disturbance, and all will be asked to leave if the behavior continues. **DO NOT JOIN OR STAY IN A GROUP THAT YOU THINK WILL GET YOU IN TROUBLE.**
- Parents or other caregivers are responsible for their children’s behavior while in the library.
- The library does not assume or accept responsibility for unattended minors.
- Criminal or potentially dangerous activity will be reported to the police.

Violators of this policy will be warned once by library staff. If the behavior is continued, the violator will be asked to leave the library property—this includes the outdoor grounds. In cases of gross misconduct, violators will not receive a warning and will be asked to leave the library property immediately. If the violator does not leave when asked by library staff, the police will be called. In case of serious or repeated infractions, violators may be banned from the library either temporarily or permanently.

Administration of this policy shall be the responsibility of the Library Director, and enforcement of this policy shall be the responsibility of all library employees. Appeals may be made to the Library’s Board of Trustees at a regularly scheduled meeting.



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Policy on Unattended Children

Adopted by the Board of Trustees

Date: 2/13/2020

The Upper Sandusky Community Library welcomes and encourages children to visit the library, use library resources and services, and attend library programs. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. Library staff cannot act *in loco parentis* and are not responsible for children who are unattended or demonstrating inappropriate behavior. The library is not responsible if children leave library property.

Children displaying inappropriate or destructive behavior will be informed of the rules. If inappropriate behavior continues, the child may be asked to leave the library. If a child is unaccompanied by an adult or appropriate-aged caregiver, and, in the judgment of the staff, is too young to travel the streets alone, the staff will attempt to contact a parent, guardian, or assigned caregiver. Library staff are not permitted to give an unaccompanied child a ride home. Local law enforcement may be asked to intervene if the situation warrants.



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Policy on Video Surveillance and Recording

Adopted by the Board of Trustees

Date: 2/13/2020

The public will be notified, using signs displayed at the building entrances, so that library visitors have reasonable and adequate warning that surveillance is or may be in operation.

The purpose of video surveillance is to deter crime and to aid in protecting the safety of individuals and the property of the library. Video surveillance of areas for security purposes is conducted in a manner consistent with other existing library policies, and is limited to uses that do not violate the reasonable expectation of privacy. Areas under surveillance may include those of public use, staff work areas, parking lots, and grounds. Targeted video surveillance is prohibited if such observation is based on the characteristics and classifications that would be considered discriminatory under law (e.g., race, gender, sexual orientation, national origin, disability, etc.). All requests for security camera footage or still shots by law enforcement will be referred to the Library Director. In the event of a search warrant, which is executable immediately, the library's administration will comply with the search warrant and consult with legal counsel.

The existence of this policy does not imply or guarantee that any or all cameras are recording images, or are monitored in real time, 24 hours a day, seven days a week.