

SPANISH FORK

PRIDE & PROGRESS

Spanish Fork City Library Board Meeting

November 28, 2023

5:00 p.m.

Attending: Stacy Beck, Melanie Shockley, Julie Rust, Becky Hill, Ben Samson, Scott Aylett, Nicole Holwege

Excused: None

Call to order and roll call: Julie Rust at 5:01 PM

Items:

1. Approve [minutes from October meeting](#)
 - First: Angie Gorrell
 - Second: Melanie Shockley
 - Vote:
 - Yes: Nichol, Stacy, Melanie, Ben, Becky, Angie, Julie
 - No: None
2. [Library Code of Conduct Policy](#)
 - Update language:
 - weapons: added the following language:
 - Possessing or brandishing dangerous weapons unless authorized by local, state, or federal law. Firearms must be holstered.
 - Unattended minors being accompanied by someone other than an adult. Changed the policy from “responsible adult” to “older responsible party”. This allows for minors to be accompanied by an older sibling, babysitter, etc.
 - staff expectations for enforcing policy: recognizing that objectively applying policy is challenging. A new section to the policy (titled “Expectations for Staff”) has been added to address application of the policy as well as training procedures for staff.
 - Once approved by the City Manager and City Attorney, the policy will be made available on our website, as well as paper copies at our staff desks that can be given to patrons as needed.
 - Motion to approve recommending the Library Code of Conduct Policy for approval:
 - First: Ben Sansom
 - Second: Nichol Holwege

- Vote:
 - Yes: Nichol, Stacy, Melanie, Ben, Becky, Angie, Julie
 - No: None

3. Collection Development Policy - Self-Published Submissions

- Physical quality of the book or the editing is different from other books. Author should provide a donated book up front so library staff can decide if it can be added to our collection. Happens about once a week.
- Proposed policy:
 - 3.30.10.030. Selection Criteria
 - Review of Self-Published Materials: Self-published authors seeking to have their materials included in the Library's collection must complete the "Self-Published Submission" form. Due to concerns regarding the overall quality of self-published materials, the author must provide a copy of the item for review as either a donation or with the understanding that the Library will purchase the item if staff decide to add it to the collection. If the item is not donated, and the staff decide not to add it to the collection, the item will be returned to the author.
 - Motion to approve recommending the Review of Self-Published Materials policy for approval:
 - First: Angie Gorrell
 - Second: Ben Sansom
 - Vote:
 - Yes: Nichol, Stacy, Melanie, Ben, Becky, Angie, Julie
 - No: None

4. Library Board Vacancy:

- Nicole will be leaving the board. Looking for new members. Have until Dec 15 to apply for the board position. Looking for people with a library card, how often they come to the library, etc. Currently have a few applicants.

5. Adjourn

- First: Melanie Shockley
- Second: Stacy Beck
- Vote:
 - Yes: Nichol, Stacy, Melanie, Ben, Becky, Angie, Julie
 - No: None

ADJOURN 5:19 PM