

# Price City Library Board Meeting Agenda

## Meeting Information

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Date: March 8, 2016

Time: 4:00 pm

Location: Room 106, Price City Hall

## Preparation for Meeting

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Please read:

- All attachments

Roll Call

Present

Excused

## Consent Items – No discussion necessary but needs a motion to approve

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1. Approval of minutes Program reports (attached)
2. Program report (attached)
3. Monthly Statistics (attached)

## Board Member Report

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4. Give each member time to report on library activities in the past month.

## Action Items

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5. Committee report—progress on basement – progress on decluttering (ask about removal of racks upstairs)
6. Program—Help me grow report -- Day of the book/Day of the child

## Agenda Items

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Review of Internet policy—review by attorney—set date for open meeting—preparation for board approval in May

## Other Notes or Information

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Next Board meeting

April 12, 2016

PRICE CITY LIBRARY BOARD MEETING MINUTES  
February 9, 2016

Roll Call:

Present—Eric Snow, Norma Procarione, Layne Miller, Bob Tanner, Bret Cammans, Lindsay Lauridsen and Natalie King.

Excuses—Melody Bradford

Consent items 1-3

Motion to approve minutes was made by Eric Snow, seconded by Bob Tanner. Motion carried

Motion to accept program report and monthly statistics was made by Eric Snow, seconded by Layne Miller. Motion carried.

Board member report:

4. Eric will contact school district art teacher about art displays.

Action Items

5. Layne Miller conducted the "Open Meeting" training for the Price City Library Board. This training is required to meet the state library requirements to certify public libraries. Role was taken and a copy will be submitted to the mayor.

Bob Tanner asked to address agenda item five (5) under other business.

Other business:

5. Bob asked the other board members for help with fundraising for the basement. He informed the board that he was given two options. The options were to start the 501c3 process over or to try to reinstate the prior one. He contacted the IRS about this question. When asked about who chairs the group he said he did just to speed up the process. He is willing to turn the chairmanship over when the process is completed. The IRS, after some time, agreed to allow reinstatement. The process should take less than 60 days. He feels the project should have a name that uses the words children or youth. Bob was wondering if they could get some sort of official backing through the city so solicitation of money wouldn't be a problem. Layne talked about going through the city's program called the Community Development Committee. Bob also thinks that people who donate to the fundraiser should be recognized by a small plaque or board with their name. Mr. Tanner believes that having a visual aid would be a big help in solidifying a vision in people's minds. Bret gave a timeline of 60 days to have a name and rendering of the project. Bret recommended a smaller projects committee so they could meet weekly. Lindsey, Bret, Norma, and Bob were all nominated for the committee.

Other Business:

Natalie brought up an issue about someone posting on Facebook about the Price City Library sending out a letter costing 49 cents to ship for an overdue of 30 cents. Norma said she will check about the situation and get back to the board.

Bret brought up the idea of the Purchasing Committee for books, audios, dvd's, and other purchases. No decision was made. We will continue to slow the amount of purchasing will continue.

Layne Miller moved to adjourn, and Lindsay seconded the motion.

The next board meeting will be held on March 1<sup>st</sup>, 2016.

Toddler and Story Time Report for February 2016

Date: **Feb. 1-4, 2016**

Toddler Time: MON- WEDS 22 KID(S) 13 ADULT(S) = 35 TODDLER TOTALS

Story Time: TUES.-THURS 6 KID(S) 4 ADULT(S)= 10 STORY TOTALS

**Craft Idea:** Paper groundhog craft

Activity: Made Valentine Bags that were kept at the library

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Date **Feb. 8-12, 2016**

Toddler Time: MON – WEDS. 28 KID(S) 16 ADULT(S) = 44 TODDLER TOTALS

Story Time: TUES.-THURS. 17 KID(S) 9 ADULT(S)= 26 STORY TOTALS

**Craft Idea:** Colored a valentine picture

Activity: Handed out Valentines to their story-hour friends

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Date: **Feb.15-19, 2016**

**Closed on Monday for President's Day**

**No Story-hour for the week**

**Toddler Time:** MON –WEDS. 0 KID(S) 0 ADULT(S) = 0 TODDLER TOTALS

**Story Time:** TUES. –THURS. 0 KID(S) 0 ADULT(S) = 0 STORY TOTALS

**Craft Idea:**

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Date: **Feb.22-25, 2016**

**Toddler Time:** MON –WEDS. 38 KID(S) 22 ADULT(S) = 60 TODDLER TOTALS

**Story Time:** TUES. – THURS. 8 KID(S) 8 ADULT(S) = 16 STORY TOTALS

**Craft Idea:** Made a paper George Washington picture

Activity: Going a Bear Hunt

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**88 TODDLERS AND 51 ADULTS TODDLER TIME**

**21 KIDS AND 21 ADULTS STORY TIME**

DATE PREPARED: **29-February 2016**

## **Price City Library Library's Internet and Online Access Policy**

Public access to the Internet and online services has become an integral part of the Price City Library's programs and services. The intent of this policy is to meet the provisions of Sections 9-7-213, 9-7-215, and 9-7-216, Utah Code Annotated, 1953 as amended (UCA), and Utah Administrative Rule R223-2, as well as provide guidelines for patrons and staff regarding Internet accessible and online computer use.

Developed under the direction of the Library Board of the Price City Library, this Internet and Online Access Policy was discussed and adopted during an open meeting of the Library Board on May 14, 2013. This policy supersedes all previous Internet and Online Access Policy statements of the Price City Library and is effective on July 1, 2013.

As a matter of policy, the Price City Library will abide by all laws governing or regulating Internet use as such legislation relates to library policy or service.

This Policy document will be reviewed by the Price City Library Board at least every three years, and a copy of the new policy will be sent to the Utah State Library Division as required by Administrative Rule R223-2.

### **Legal requirements:**

The Price City Library's Internet Access Policy complies with Section 9-7-215, UCA, Internet and online access policy required, and Section 9-7-216, UCA, Process and content standards for policy, as well as reporting procedures established by Utah Administrative Rule R223-2.

The Price City Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure, hereafter called "filtering software," on any publicly accessible computer with Internet access that makes significant efforts to protect against access to visual depictions that are pornography, materials harmful to minors, or obscene (as defined by state and federal legislation). The filtering software will be enforced to provide Internet safety during any use of a computer by all users. *(NOTE: Filtering software relies on such things as black lists and keywords to filter sites. We have implemented significant measures to filter inappropriate content but we cannot guarantee that all inappropriate sites will be blocked. Inappropriate sites recognized internally will be blocked when discovered.*

The Price City Library has in place a policy of Internet safety, including the operation of a technology protection measure on any publicly accessible computer with Internet access that protects against access to visual depictions that are pornography or obscene. The filtering software will be enforced to provide Internet safety during any use of a computer.

Library policy restricts access to Internet sites that contain visual depictions that are pornography, harmful to minors or obscene, and may also limit Internet access or otherwise protect against materials other than the materials specified by Utah law. Filtering software will provide Internet safety for all library computers connected to the Internet. However, an authorized library representative may disable a technology protection measure at the request of an adult patron to enable Internet access for research or other lawful purposes.

The Library Board has approved the use of Microsoft security software to restrict access to illegal websites.

The Library Board has disapproved the use of public access Internet computers for gambling, commercial activities, and any illegal purposes in an effort to protect patrons the library and Price City against materials other than the materials specified in Utah law.

**Implementation requirements:**

A notice of the availability of this Policy will be posted in a conspicuous place within the library for all patrons to observe.

The Library Board has established procedures and guidelines to handle complaints about this policy, enforcement of this policy by library staff, and what a patron should do if they observe inappropriate behavior by another library patron. A copy of those policies, procedures and guidelines are attached and made a part hereof. A notice of the availability of these procedures for public review will be posted, as well as the policies made readily available to all staff members. These procedures and guidelines will be adhered to by library staff to enforce the requirements of **Sections 9-7-215 and 9-7-216 UCA.**

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Library Board Chairperson

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Library Director

Footnote: The effective date of this policy is May, 2001

Reviewed:	May 18, 2004
Reviewed:	May 15, 2007
Reviewed	May 18, 2010
Reviewed	May 14, 2013
Reviewed	May

## **Procedure for staff when addressing users violating above guidelines**

The Librarian will maintain a professional atmosphere. A staff member who observes a person viewing inappropriate materials (obscene), or who is in violation of this policy, will direct the user to remove the materials from the computer screen. The patron will be asked to refrain from viewing such materials, or violating this policy in the future. If the user refuses to comply with the Librarian's request, law enforcement officials will be called to enforce compliance.

- Violators are will be given one (1) warning.
- First time offenders will be informed about the rules and told to discontinue the offensive behavior.
- At the time of the second offense, patrons will be asked to exit the site and will be restricted from computer use for the remainder of the day or/and the police will be notified.
- Repeat offenders will be restricted from use of the machines until they meet with the Library Board. During an executive session, the Price City Library Board will render a ruling. For purposes of these guidelines, a repeat offender is defined as anyone having committed three (3) prior offenses.
- This policy will be reviewed every three (3) years.

Policy reviewed and updated by the Price City Library Board on May 14, 2013.

## **Internet use guidelines**

The following specific guidelines are in effect regarding Internet access:

1. Patrons (adults and minors) are restricted from access to sites that contain visual depictions of materials deemed obscene or pornography, or to any materials deemed harmful to minors.
2. Internet computers will not be used for illegal activities.
3. Installation, downloading or modification of software is prohibited.
4. Patrons are limited to two (2) hours per day in 30 minute increments of Internet use, unless additional time is authorized by Library Staff.
5. Patrons will purchase paper from the Librarian at 10 cents per sheet. Patrons are not allowed to bring in paper for printing purposes.
6. By mutual agreement, two people may share one machine so long as their behavior or conversations do not disturb staff or other library users.

7. Patrons are discouraged from entering chat rooms.
8. Patrons are not allowed to check bulletin boards or any two-way communications.
9. Patrons are allowed to play games.
10. When asked by a Librarian to end a session, patrons are expected to do so immediately without question.
11. Repeated violation of the above rules will result in a three (3) day suspension of computer access. Continuous offenders will be restricted from use of the machines until they meet with the Library Board. The Library Board will render a ruling concerning further use of the computers by the repeat offenders.

## **POLICY FOR CHALLENGED MATERIALS**

Policy: The Library is interested in the community's concerns, especially in regards to library services. If a patron has some questions or concerns pertaining to library materials including media sources they should express their questions or concerns to the librarian.

Procedure for staff:

1. After hearing the patron's concern, the staff should supply the patron with a "Challenge Form". The patron is encouraged to fill the form out at this time but the form can be taken home and returned.
2. The patron will be informed that all complaints need to be submitted in writing.
3. Complaints will be reviewed at the next scheduled Board Meeting.
4. Patrons may appear to present their position at the Board Meeting but the librarian must be informed 10 days prior for scheduling on the agenda.
5. Patrons will be informed of the Board's decision.
6. The Board will take no longer than 90 days to render a decision.