

Library Board Meeting Agenda

June 27, 2019

Highland City, West Conference Room
5400 West Civic Center Drive, Highland UT 84003

7:00 pm – Call to Order: Roger Dixon, Board Chair

1. Public Comment

2. Presentations

- a. Recognition of Lisa Bullington and Nancy Pasaretti
- b. Welcome New Members

3. Communication Items

- a. Director's Report – *Donna Cardon*
- b. Friends of the Library Report – *Wayne Tanaka*
- c. Outreach Committee Report – *Claude Jones*
- d. Policy Report – *Natalie Reed*

4. Action Items

- a. Amendments to Bylaws and Operation Procedures
- b. Amendment to Privacy Policy
- c. Amendment to Patron Behavior Policy

5. Discussion Items

- a. Charging Non-Cardholder Patrons for Computer Use
- b. Upcoming Initiatives

6. Future Items

- a. Annual Report to City Council

7. Future Meeting

TBD

8. Adjournment

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

ELECTRONIC PARTICIPATION

Members of the Library Board may participate electronically via telephone, Skype, or other electronic means during this meeting.

CERTIFICATE OF POSTING

I, Cindy Quick, the duly appointed City Recorder certify that the foregoing agenda was posted in three public places within Highland City limits. The agenda was also posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>) and on Highland City's website (www.highlandcity.org).

Please note the order of agenda items are subject to change in order to accommodate the needs of the Library Board, staff and public.

Posted and dated this 24th day of June, 2019

Cindy Quick, MMC, City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS



LIBRARY BOARD AGENDA REPORT

ITEM #4a

DATE: Date: June 27, 2019
TO: Library Board
FROM: Roger Dixon: Library Board Chair
SUBJECT: Amendments to Library Board Bylaws and Operating Procedures

STAFF RECOMMENDATION:

Library Board approve changes in the Library Board Bylaws regarding the approval of policies, and the election of officers.

BACKGROUND:

There are two small changes we would like to consider for the Library Board Bylaws:

1. As the Library Board has approved recent policy changes for the library there has been discussion about having those changes vetted by the City Attorney. The process has been for the Board to approve a policy, then show it to the attorney, and then have to approve changes to the policy in accordance to the attorney's suggestions. This is cumbersome and to streamline the procedure we would like to add a statement to the bylaws that approved policies go into effect after they have been vetted by the City Attorney.
2. The Bylaws currently state that new officers begin their term in July of each year. Because the Board does not meet until the fourth Tuesday of the month, this schedule would require that they be elected in June. New Board members also begin their terms in July of each year. This schedule makes it so that new Board members cannot participate in the election of new Board officers. It is proposed that the Bylaws be changed to state that new Board officers be elected at a different time than July of each year, the time to be determined by discussion in this meeting. An alternative option would be to move the schedule of election of officers to the Operating Procedures of the Library Board.

FISCAL IMPACT:

None

PROPOSED MOTION:

I move that Library Board approve proposed amendments in the Library Board Bylaws.

ALTERNATIVE MOTION:

I move that Library Board approve the proposed amendments in the Library Board Bylaws and Operations and Procedures.

ATTACHMENTS:

1. Library Board Bylaws
2. Operating Procedures
3. Roger's proposed changes document

Bylaws of the Highland City Public Library Board

Revised February 28, 2019

A. Authorization

The Board is authorized by Utah Code 9-7-401 to 410 and Highland Municipal Code 4.12.010 and 4.12.060. The Board shall operate under the direction of the Highland City Council and consistent with the policies approved by Highland City Council. An Organization and Operating Procedures document works in conjunction with these bylaws.

B. Name

The official name shall be the Highland City Public Library Board (“the Board”).

C. Purpose

The purpose of the Board is three-fold.

1. Work to improve the quality of Library services by advising and supporting the Library Director and staff.
2. Represent the interests of Highland’s citizens pertaining to Library services.
3. Advise the City Council and the City Administration on matters pertaining to the operation of the Library.

D. Members

1. The Board shall recommend the number of members on the Board to the City Council.
2. Board Members and liaisons shall not be compensated but may be reimbursed for necessary and related expenses incurred on assignment by the Board.
3. Board Members and liaisons are not exempt from late fees, fines, or other Library user fees.
4. The Board may recommend by a two-thirds vote to the Highland City Council the removal of a Board Member for misconduct or neglect of duty.
5. All Board Members shall attend approved training or orientation annually.
6. Board Members are permitted to serve on the Highland City Library Foundation Board.
7. The term of each Board Member shall be for three (3) years. Board Members shall not serve more than two (2) full terms in succession.
8. Board Member’s names, contact information, and the year their serving term ends, shall be published on the Highland City website.
9. Liaisons
 - a. The Board may approve liaisons.
 - b. Although liaisons are not members of the Board, they
 - i. receive meeting agendas,
 - ii. may place report items on the Board’s agenda, and
 - iii. may carry out assignments on behalf of the Board.

E. Officers

1. The elected officers of the Board shall include a Chair, Vice-Chair, and Secretary.
 - a. These officers shall be elected to one-year terms at the regular meeting in July.
 - b. In the event of an officer vacancy, the Board will elect a replacement officer at the Board's next meeting, who shall serve the remainder of the current term.
2. The Chair shall:
 - a. Preside at all the Board meetings.
 - b. Serve as the spokesperson, presenting the position of the majority of the Board in allofficial communications.
3. The Vice-Chair, in the absence of the Chair, shall assume all duties of the Chair.
4. The Secretary shall:
 - a. Take notes at the meetings and send them to the City Recorder.
5. The Library Director serves as the Board Executive Officer and shall:
 - a. Prepare the agenda for each meeting in coordination with the Chair.
 - b. Send electronic copies of the agenda and information packet to the Board Members and liaisons at least 48 hours prior to any regular meeting of the Board.
 - c. Send the audio recording of each meeting to the City Recorder.

F. Meetings.

1. The Board shall typically meet monthly.
2. An annual meeting calendar shall be approved and published on the City website and in any other locations required by open meeting laws.
3. Special Board meetings may be held at any time when called by the Chair or by any three Board Members.
4. Members of the Board may participate in Board meetings electronically via telephone or other electronic means.
5. All meetings shall be open to the public, and public notice shall be provided pursuant to Utah State Code section 52-4-202.
6. Only business properly noticed shall be actionable.

G. Responsibilities

1. The Board shall maintain and care for the Library and shall establish policies for the Library's operations.
 - a. Policies become effective when approved by a majority of the Board at a meeting.
2. Specific responsibilities of the Board include working in conjunction with the Library Director to:
 - a. Provide oversight of the Library Fund.
 - b. Approve, amend, and repeal policies for governing the Library.
 - c. Review the annual report to the State Library Board.
 - d. Present an annual report to the City Council in the third quarter of the calendar year based on the annual certification and previous fiscal year's annual report.
 - e. Ensure the Basic Certification Standards are met.
 - f. Review new or adjusted Library positions and submit a recommendation to the City Council for approval.
 - g. Establish an outreach program, and
 - h. Develop and maintain a long-range strategic plan and submit the plan to the City Council for approval.

3. In conjunction with City Administration, the Board shall:
 - a. Determine duties of the Library Director.
 - b. Participate in the selection of the Library Director.
 - c. Appoint a qualified person as Library Director.
 - d. Provide input for the annual performance review of the Library Director based on the Director's interactions with the Board.

H. Committees

1. The Board shall have the following standing committees: Library Fund, Policies, Reports, Outreach, and Long-range Strategic Planning.
2. The primary responsibilities of the committees consist in consulting with and supporting the Library Director, carrying out the assigned responsibilities of the committee, and informing the Board of progress and concerns in the relevant area of the committee.
3. The members of each committee shall be determined by the Board.
4. The term for each committee member shall be one year or until a replacement is appointed. Terms run from July 1 – June 30.
5. Each committee shall report to the Board at least annually.
6. Ad Hoc Committees may be created by the Chair, with the approval of the Board, at a regular meeting. Ad Hoc committees shall present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed.

I. Parliamentary Procedure

The most recently published Robert's Rules of Order: Simplified and Applied shall govern the parliamentary procedure of the Board.

J. Amendments

Amendments to these Bylaws shall become effective after: being adopted by a majority vote of the Board during a regular Board meeting and approved by the City Council.

Highland City Library Board

Organization and Operating Procedures

I. Board Role

- A. The role of the Library Board is to
 - 1. Establish a clear mission for the Library and a strategic plan allowing the Library to achieve that mission.
 - 2. Set such policies for the Library as are needed to carry out its mission.
 - 3. Provide oversight to ensure that Library policies are implemented effectively.

II. Members and Officers

- A. Vacancies
 - 1. Advertisements of Board vacancies include a brief summary of the position, a solicitation for volunteers, and information about how to volunteer.
 - a) For expected vacancies (such as the end of a member's term of office), advertisement is made between 60 and 90 days before the vacancy begins.
 - b) For unexpected vacancies, advertisement is made as soon as practical once the vacancy occurs.
 - 2. Volunteer applications or nominees for open Board seats shall be discussed in a Board meeting and the Board shall make recommendations to the Mayor.
- B. Officers
 - 1. An officer may serve a third consecutive term if approved unanimously by the Board.

III. Board Meetings

- A. Time and place
 - 1. The regular meeting of the Board shall be on the fourth Thursday of each month at the Highland City Building at a time selected by the Board. Deviations may occur as a result of holidays or other events.
- B. Preparation
 - 1. The Executive Officer (Library Director) shall assemble an agenda for each Board meeting and coordinate the agenda with the Chair.
 - 2. Any Board member wishing to have an item placed on the agenda must contact the Executive Officer at least 3 days prior to the meeting.
 - 3. The agenda and information packet shall be distributed electronically to the Board by the Executive Officer 48 hours prior to the meeting.

Highland City Library Board

Organization and Operating Procedures

4. A Board member who is unable to attend a meeting shall notify the Chair as early as possible, so the Chair can determine if a quorum will be present for the meeting.
- C. Conduct of Meetings
 1. General
 - a) Only business properly noticed shall be actionable. An item is “properly noticed” when included in the published agenda for the public to see. To be “actionable” an item must be placed in the “consent agenda” or in the “action/policy” portions of the agenda.
 2. Order of business
 - a) The following Order of Business shall be followed at meetings, excepting that items not needed at any given meeting may be omitted:
 - Call to order • Public comments • Introductions • Consent Agenda • Reports • Action/Policy Items • Discussion Items • Future Agenda Items • Adjournment (Appendix C, Sample Board Bylaws from the State)
 3. Consent agenda
 - a) The Board establishes a Consent Agenda to provide an efficient meeting process. Items that are not expected to require discussion or debate may, at the Chair’s option, be placed in the Consent Agenda portion of the meeting.
 - (1) Any item will be pulled from the Consent Agenda at the request of one or more members. No vote is required to pull the item. The Chair shall decide where to place any such item on the agenda.
 - (2) Approval of the Consent Agenda by the Board constitutes approval of each item on the Consent Agenda at the time of approval.
 - (3) Minutes of the meeting will include the full text of motions/resolutions adopted under the Consent Agenda portion of the meeting.
 4. Voting
 - a) Voting may be by voice, ballot, or show of hands. Whatever method is used; the Chair announces the individual votes (or a unanimous decision) for inclusion in the minutes.
 5. Training
 - a) A portion of the meeting may be designated for training to meet the State requirement for Board member training. (Standard #5, Basic Certification Standards)
- D. Official records

Highland City Library Board

Organization and Operating Procedures

1. The Executive Officer shall work with the City Recorder to ensure the Library Board is following all Open Meetings Law Requirements including proper posting of annual meeting schedules, agendas, minutes, audio recordings, etc.

IV. Communication

A. Polling between meetings

1. From time to time it may be necessary between meetings to get the collective opinion of the Board on certain simple matters that are completely internal to the Board. This may be accomplished by asking the Chair to poll the Board. The Chair will request that the Secretary send the matter, by email, to the Board, collect the responses, and inform the Board of the decision. No decision reached in this manner has the ability to bind the City of Highland, the Highland City Public Library, or the Library Board.

V. Committees

A. Standing committees

1. General
 - a) The Board shall have the following Standing Committees: Library Fund, Policy, Reports, Personnel, Outreach, and Strategic Planning.
 - b) The main purpose for the Standing Committees is to provide support to the Library Director and the Library Staff.
 - c) It is the responsibility of the Library Director to provide guidance to the committees how they can provide this support.
2. Library Fund Committee: (9-7-404)
 - a) Supports the Library Director as requested on budget, fee, and fund issues.
3. Library Outreach.
 - a) Supports the Library Director as requested on outreach to the community, library patrons, and other communities such as Alpine and Cedar Hills.
4. Library Policies. (Utah State Code 9-7-404, 405)
 - a) Supports the Library Director as requested on policy issues.
 - b) Investigates and recommends decisions about patron appeals of Library Director decisions such as fine assessments, request for reconsideration of library materials, or use of meeting room.
5. Library Reports. (Utah State Code 9-7-406)
 - a) Supports the Library Director as requested on reports.

Highland City Library Board Organization and Operating Procedures

- b) The Committee shall review the annual report prior to submission to the Board.
- 6. Library Long-range Strategic Planning. (Standard #3, Basic Certification Standards)
 - a) In conjunction with the Library Director, the Committee shall review the Long-range Strategic Plan as to content and execution, and make recommendations for updates to the Board.
 - b) Ensure that the efforts of the Library Foundation, Friends of the Library, and any other relevant organizational support are coordinated with the Long-range Strategic Plan.

VI. Reference Information

A. Members, liaisons, and officers

- 1. Library Board members
 - Seat 1. Ed Dennis (CC) 2020 eddennis@highlandcity.org
 - Seat 2. Nancy Passaretti 2019 nancysitaly@yahoo.com
 - Seat 3. Lisa Bullington 2019 lisabullington1@gmail.com
 - Seat 4. Claude Jones 2021 clauderjones@gmail.com
 - Seat 5. Michael Burns 2021 heymikeburns@gmail.com
 - Seat 6. Roger Dixon 2019 dixonrd@xmission.com
 - Seat 7. Jessica Anderson 2020 jessicaesq@gmail.com
 - Seat 8. Natalie Reed 2020 nreedx69@gmail.com
 - Seat 9. Doug Cortney 2021 djcortney@yahoo.com
- 2. Library Board officers
 - a) Chair - Roger Dixon
 - b) Vice-chair - Claude Jones
 - c) Secretary - Lisa Bullington
 - d) Executive Officer - Donna Cardon DCardon@highlandcity.org
- 3. Liaisons from other entities
 - a) Friends of the Library: Wayne Tanaka
waynetanaka10@yahoo.com
- 4. Liaisons to other entities
 - a) Friends of the Library: Nancy Passaretti

B. Committee assignments

- 1. Library Fund – Doug Cortney, Natalie Reed, Claude Jones
- 2. Policies – Natalie Reed, Doug Cortney
- 3. Reports – Jessica Anderson, Ed Dennis
- 4. Personnel – Lisa Bullington, Mike Burns

Highland City Library Board Organization and Operating Procedures

5. Outreach – Claude Jones, Lisa Bullington, Wayne Tanaka, Nancy Passaretti
6. Strategic Planning – Mike Burns, Roger Dixon

Change 1

In Section G, the current Library Board bylaws state the following:

G. Responsibilities

1. The Board shall maintain and care for the Library and shall establish policies for the Library's operations.
 - a. Policies become effective when approved by a majority of the Board at a meeting.

The City Attorney wishes to review Library policies before they become official. Therefore, we need to amend the current Library Board bylaws. There are, at least, two ways to accomplish the amendment. We could do one or both of them.

1. In the Library Board bylaws, we could drop item "a" and replace it with statement that "Policies become effective when approved by a majority of the board after review by the City Attorney."
2. In the Library Board bylaws, we could drop item "a" and in the Library Board Operating Procedures, we could replace item "a" with description of the full process "Establishing Library Policies" in the by adding a new letter "a" to section **2. Committee Responsibilities**. The subsequent sections "a" through "f" would be re-lettered.
 - a. Establishing Library Policies
 - The Library Director will propose new or revised policies as needed.
 - Policy proposals will be considered by the Board at a regular Board meeting.
 - If approved or as amended, the policies will be passed to the City Attorney for review.
 - If the City Attorney has no changes, the policies become effective. If the Attorney suggests changes, the policies will come back to the Board for a final review. Policies becomes effective when approved by a majority of the Board.

Change 2

H.4 states, "The term for each committee member shall be one year or until a replacement is appointed. Terms run from July 1 – June 30."

The Board should discuss an appropriate updated timeline and by-law language so that new Board members can participate in the election of officers and appointment of members to committees.



LIBRARY BOARD AGENDA REPORT ITEM #4b

DATE: Date: June 27, 2019
TO: Library Board
FROM: Donna Cardon: Library Director
SUBJECT: **Amendment to Privacy Policy**

STAFF RECOMMENDATION:

Library Board approve changes in the Privacy Policy concerning the Library staff taking photographs during Library events.

BACKGROUND:

In May 2019, the Library Board discussed a new Privacy Policy for the Library. An unresolved question was how to deal with the Library staff's taking of photographs during library events. We referred the issue to Erin Wells who consulted with the City Attorney on the issue. Their suggestions were to have us notify patrons at the time they sign up for their card that staff may take and use pictures and to subsequently put signage up at events that pictures are being taken. If patrons do not wish their picture to be taken and used, they must notify a staff person at the event. These amendments are included in the attached policy.

FISCAL IMPACT:

No significant fiscal impact.

PROPOSED MOTION:

I move that Library Board approve new language in the Privacy Policy concerning photography at Library events.

ATTACHMENTS:

1. Privacy Policy (track changes)

Draft of Privacy Policy of the Highland City Library

General

The Highland City Library is committed to protect each patron's personally identifiable information. Librarians will not give circulation information to anyone except for the library card holder, someone they have designated to have access to their account or to their legal parent/guardian if they are a minor except as described in this policy. Patrons can request that their information be made available to a third party such as a spouse, or caregiver. The Highland City Library does not sell patron information to any third party. Patrons are responsible to keep their library card and pin private to prevent unauthorized use.

Registration Information

At the time a patron registers themselves or a minor child for a library card, they will be asked to show a valid state issued photo ID and proof of residency. They will be asked to fill out a registration application and provide a current phone number, email address, and physical address. Information given at the time a patron registers to get a library card is stored in the Library's patron management system during the time the patron has an active account plus 2 years. An account may remain active after this period if the patron has outstanding fines. The paper application is shredded as soon as information is imputed into the patron management system. Registration information is used for internal function of the library and is not shared with any third party except as discussed in the "Information about Fines" section.

Patron Email

Patron email addresses collected at the time a patron registers for a Library Card will only be used by Library staff to conduct legitimate library functions. No email addresses will be disclosed to third parties except as discussed in the "Information about Fines" section.

Circulation Information

Patrons have the option at the time of registration to direct the Library to save their circulation history or not. A patron can change their preference on this matter at any time through the online catalog, or by making a request of a library staff member. Parents may have access to the circulation history of minor children. Library staff do not share circulation histories with any third party except as discussed in the "Law Enforcement Requests for Information" section.

Information about Fines

Library staff will only give information about fines accrued to the library account holder, their parent/guardian if they are a minor, or a person the card holder has predesignated to have access to that information. If a patron has fines over \$50, the Library may inform the patron that their fines must be resolved or they will be sent to a collection agency. If a collection agency is used, they will only be given the information they need to collect the fines.

Computer Use Information

The Library keeps a record of when patrons use their library card to log into public access computers and the length of that use for statistical purposes and to check compliance with Library computer use policy. Patrons have the option to ask for a guest pass to use the public access computers. Patrons should remember that the Library computers are on an open network. Any information they enter into Library computers may be accessible to a third party. Patrons use library computers at their own risk.

Law Enforcement Requests for Information

The Library will comply with law enforcement requests for information about patrons and their circulation history or computer use only if served with a valid search warrant or as required by law. The Library may share information about patrons' use of the Library with law enforcement to investigate infractions of the Library Patron Behavior Policy.

Information Given Over a Phone or Email

The Library does not accept payment of fines over the phone or through email. Librarians will not give circulation information to anyone over the phone or through email except to the library card holder or to their legal parent/guardian if they are a minor, or a person the card holder has predesignated to have access to that information. Identity of a caller will be established by their giving the librarian their name, library card number, and pin.

Information Shared with Co-op Libraries

If a patron wishes to obtain a library card at a Northern Utah County Library Co-operative library, that library may call Highland City Library to verify that the patron requesting a card is a Highland City Library card holder in good standing. The Highland City Library will provide this information to the requesting library.

Library Programs

~~Library programs are considered public events.~~ Library employees or volunteers may take photographs at library events that may be posted on the Library website, the City website, or on social media. Library staff will notify patrons when they register for a Library Card that photographs are often taken at library events. They will also notify them at specific events they may be taking photographs. Any patron who would not like their or their minor child's image to be used in this way must inform the library employee who is overseeing the Library event.

Security Cameras

The Library has security cameras that are in use at all times. The images from the security cameras will only be used by the Library and law enforcement to investigate infractions of the Library Patron Behavior Policy and for Library security. The Library will comply with law enforcement requests for access to security camera footage only if served with a valid search warrant or as required by law.



LIBRARY BOARD AGENDA REPORT ITEM #4c

DATE: Date: June 27, 2019
TO: Library Board
FROM: Donna Cardon: Director
SUBJECT: **Amendments to Patron Behavior Policy**

STAFF RECOMMENDATION:

Library Board approve an amendment to the Patron Behavior policy prohibiting recreational vehicles inside the library.

BACKGROUND:

The Library staff has recently had a problem with teens riding scooters and powered hover boards in the library. This is hazardous to other patrons and damages the carpet. We have asked them to please leave their vehicles outside of the main library doors, but they continue to try to bring them into the library. We would like to add recreational vehicles to the prohibited patron behaviors list so that the staff feel that they can take stricter measures in dealing with these patrons.

FISCAL IMPACT:

No fiscal impact

PROPOSED MOTION:

I move that Library Board approve changes to the Patron Behavior policy prohibiting recreational vehicles in the library.

ATTACHMENTS:

1. Patron Behavior Policy (track changes)

Highland City Library: Patron Behavior Policy

All people are welcome to use the library and have access to information and library resources. In order to protect library users' right of access, ensure the safety of users and staff, and protect library resources and facilities, the library prohibits activities that are illegal, interfere with the use or enjoyment of the library by others, present health or security risks, damage library resources, or disrupt the normal flow of library operations.

Examples of Behaviors that are Prohibited in the Library

- A. Destruction or abuse of property (that of other patrons, staff, or the library).
- B. Physical confrontation (such as an altercation between two patrons or physically abusive behavior directed at a staff member).
- C. Threatening or harassing others verbally or nonverbally
- D. Exhibitionism, sexual acts or abuse, excessive public display of affection (making out) and lewdness.
- E. Theft.
- F. Exhibiting or watching pornography on library computers or on personal computers or devices in the library.
- G. Consuming liquor, smoking, vaping, or using illegal drugs
- H. Intoxication.
- I. Soliciting of any kind without permission.
- J. Entering the library with excessively wet or dirty clothing, or with extreme offensive body odor.
- K. Eating or drinking anything except water in public areas.
- L. Sleeping.
- M. Excessive noise or loud talking.
- N. Unsafe running or horseplay.
- O. Leering or staring at other patrons or staff.
- P. Bringing animals in the library, with the exception of service animals or those authorized in library programs.
- P.Q. Bringing recreational vehicles (e.g. bikes, hover boards, skateboards etc) into the library.

Staff Responses to Inappropriate Behavior

If a patron violates any of the behavior guidelines the library employee, with the assistance of another employee, may follow these steps depending on the nature of the offence:

- A. Inform the patron that the behavior is inappropriate and if it is not stopped, they will be asked to leave.
- B. Ask the patron to leave if the inappropriate behavior does not stop.

- C. Notify the police if the patron refuses to leave or becomes threatening in any way.
- D. File an incident report with the director of the library.

Children in the Library

The Highland City Library encourages children to use its facilities and services. However, children in the library are the responsibility of their parents. The library has neither the staff nor the legal authority to supervise children in the library.

Children under 9 years of age must be accompanied by a responsible adult or caregiver. Caregivers must be at least 12 years old, stay in the same room as the child, and supervise the child under age 9 at all times.

If a child under age 9 is found to be unattended in the library, the library may take action necessary to resolve the situation. If necessary, the library may ask the police or child protective services to take the child into custody for the child's protection.

A. Dealing with Disruptive Children

If a young child is being disruptive (prolonged noise making; running up and down aisles; damaging library property; or bothering other library patrons), library staff may do the following:

1. Remind the child that they should be quiet (should not run around, etc.) in a library.
2. If the behavior continues, library staff will attempt to locate the child's parent or caregiver. When the parent/caregiver is located in the library, staff will explain that the child's behavior is disturbing other library patrons, and will ask the parent/caregiver to deal with the problem.
3. If the parent/caregiver refuses or is unable to control the child, they may be asked to remove the child from the library until the problem is resolved.

If an older child (above 9 years old) is disruptive, the library staff will inform him/her that he/she is behaving inappropriately and ask him/her to behave in a more appropriate manner. If the disruptive behavior continues, library staff may:

1. Attempt to locate a parent/caregiver to deal with the problem.
2. Ask the child to leave the library. Library staff members are to use their discretion in such situations. (Is the child old enough to leave on his/her own; does he/she live within walking distance; is it light or dark out; etc.)

3. If a parent/caregiver cannot be located within the library, the disruption is sufficiently severe, and the staff feels it would be unsafe to require the child to leave the library, the police or child protective services may be called to deal with the situation.

B. Unattended Children at Closing

Library staff will not remain after hours with an unattended child and are not permitted, under any circumstances, to give him/her a ride home. If a child's transportation is not available within 15 minutes after closing, and the staff feels it would be unsafe to leave the child alone, the police may be called to escort the child home or keep the child until parents can be reached.

The library is not responsible for children outside the library who await transportation or who are socializing.

Remember that parents and caregivers, not library staff, are responsible for the safety and behavior of children within the library.

Approved by Library Board January 28, 2009, Revised by Library Board March 28, 2012, Revised by Library Board March 28, 2019