

MINUTES
POLICY COMMITTEE
June 6, 2024, 3:00 p.m.
Fairview Heights Public Library- Lower Level

Meeting called to order at 3.04pm

Policy Committee Members in Attendance: Trustee Pat Baeske (Chair), Trustee Bill Poletti, Trustee, Rochelle Hobson, Alternate Committee Member/Trustee, Carolyn Clark. Also in attendance: Jill Pifer, Library Director. Chair Baeske arrived at 3.23pm. Prior to her arrival, alternate committee member Carolyn Clark was a voting member of the committee.

Public Participation: None.

The committee discussed the proposed updates, additions and removal of policies that were referenced in the agenda.

IV. Review and discuss Overdues, Damaged and Lost Material Policy:

This policy was superseded by the passage of the Fees & fines Policy by the full library board in May 2024. It was recommended that it be removed from the current policy manual.

Motion #1 (B. Poletti/C. Clark) To remove the Overdues, Damaged and Lost Material policy from the current policy manual and move the recommendation on to the full board. **Motion passed via consensus.**

V. Review and discuss Photographing and Recording Policy

This is an entirely new policy. It covers a variety of areas involving when photography and video is used in the library or is being requested to be used in the library. It covers the library's use of photographs and video at programs. It clearly lays out the ways in which patrons can photograph and use video in the library, the limitations regarding restricting or prohibiting access to the building as well as commercial use of library photography and video use.

Motion #2 (C. Clark/R. Hobson) To approve the Photographing and Recording Policy as presented and move to the full board. **Motion passed via consensus.**

VI. Review and discuss updates to the Rules of Conduct Policy

Many aspects of the older policy are in the new one but updated. Added was the section on Supervision, Safety and Behavior of Children and Vulnerable Adults. The committee discussed the ages at which a child could be in the library unattended as well as the age direct supervision is needed. Also discussed was the age a 'responsible caregiver'. Added was the designation of vulnerable adult and the behavior expectations as well as when a responsible caregiver would be needed for a vulnerable adult.

Motion #3 (R. Hobson/B. Poletti) Approve the updated Rules of Conduct Policy as amended and move to the full board.

Roll call vote requested by Bill Poletti: Rochelle Hobson, yes; Bill Poletti, yes; Pat Baeske, yes. Motion passes.

VIII. Review and discuss updates to the Unattended Children policy

Pending the approval by the full board of the updated Rules of Conduct Policy which contains provisions addressing unattended children in the library, the Unattended Children Policy will be superseded and can be withdrawn from the library policy manual.

Motion #4 (B. Poletti/ R. Hobson) To remove the Unattended Children Policy from the current policy manual upon approval of the proposed amendments to the Rules of Conduct Policy. **Motion passed via consensus.**

VIII. Review and discuss the Computer Use Policy

Library Internet and wireless is filtered as part of a requirement when accepting E-Rate funds. Accepting e-Rate money also means you agree to be CIPA (Child Internet Protection Act) compliant and also address filtering in your policy which is in place in the current policy. Previous to this, we had parents sign a form consenting to allow a child to use the computers. With filtering in place, this is no longer necessary. The rapid changes in tech with so many kids having e-devices means the library cannot control or know when children are on the Internet in the library. Many questions were asked regarding security and filtering of our library network. We updated the time limit on the computers to 3 hours for all users, added specific verbiage on accommodating on-line test students and added a new section on hardware and software use. Other minor edits were also noted throughout the policy.

Motion #5 (R. Hobson/P. Baeske) Approve the Computer Use Policy as amended and move to the full board for approval. **Motion passed via consensus.**

IX. Review and discuss Wireless Internet Access Policy

Internet is available both on the hard wired public computers and through any electronic device that a patron brings to the library. Changes to this policy are more to clarify and expand on some of the previous wording or to update the wording. We added mobile printing services to the policy and removed wording referencing Internet Express or word processing only PCs as they no longer exist in the library.

Motion #6 (B. Poletti/ R. Hobson) Approve the Wireless Use Policy as amended and move to the full board for approval. **Motion passed via consensus.**

Meeting adjourned at 4:23pm.

Submitted by:

Pat Baeske
Chair, Policy Committee

