

**FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 20, 2022**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, September 20, 2022 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

TRUSTEES PRESENT WERE: Mark Bohach, Lisa Evangelista, Bryan Everitt, Margaret Quamme, and Matt Wideman.

TRUSTEES EXCUSED WERE: Nathan Hale and Mary Mesi.

Also attending were Becky Schaade, Library Director; Alyssa England, Fiscal Officer; and Leslie Yost, Administration Assistant.

The meeting was called to order at 10:16 a.m. by Matt Wideman, Vice President.

51-22 APPROVE AGENDA

Be it resolved, upon motion by Bryan Everitt, seconded by Lisa Evangelista, that the Board of Trustees approves the agenda.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

FRIENDS OF THE LIBRARY REPORT – Becky Schaade

- Garret Players' performances of *The Sweet Delilah Swim Club* were a success. The Friends received \$1,100 in donations.
- Roxanne Dicken was voted in as Interim Treasurer. The Friends Board meet in November to vote in officers and at that time she will become Treasurer. Former Treasurer Nancy Conrad will continue to work with Dicken the rest of the year.
- The Deck the Halls fundraiser has begun with letters going out to tree decorators and sponsors. To date, the Friends have raised \$2,615 in donations.
- The Friends have set their Spring Book Sale including setup and take down for May 3 through May 9, 2023.

PUBLIC PARTICIPATION

There was no public participation.

DIRECTOR'S REPORT – Becky Schaade

- Delaware County District Library Director George Needham and Wagnalls Memorial Library Director Tami Morehart will be retiring at the end of September.
- The Governing Council of the Central Library Consortium (CLC) approved an increase to the fiscal fees paid to Grandview Heights Public Library. In 2013, Governing Council approved \$12,000 a year remittance to GHPL to offset cost associated with the financial administration for CLC. Since that time, the budget of CLC has grown more than 150% and has become more complex as new project annexes and significant new services were added. GHPL estimates that the fiscal officer spends approximately 8 hours per week and deputy fiscal 2 hours per week on CLC fiscal business. Total for 2023 would be \$35,000. Governing Council approved this increase in fees.
- Customers are now able to download eBooks from Libby without a library card by using Libby's Instant Digital Card (IDC). This has been a very popular service with nearly 700 customers in the

Library's service area signing up since June. The IDC allows them to use Digital Downloads in this way for one year. The Digital Download consortium is working with libraries to reach out to these customers to see after the year is up, if they would like to sign up for a Library card to continue this service.

- The Digital Downloads consortium is made up of 18 member libraries. Although they have a collection development policy and have not had any material challenges in the past, they thought it important to pass a request for reconsideration policy given the current state of material challenges. The Library's Coordinator of Adult Services Lea Carrigan served on this committee.
- The Library's Coordinator of Information Technology Kevin Freeman was accepted into the Chamber of Commerce's Fairfield Leadership program.
- The Ohio Department of Education (ODE) is offering "Libraries Accelerating Learning" grants to address learning loss associated with the pandemic. Coordinator of Youth Services Shannon Keese is writing a grant for FCDL that would allow the Library to create circulating kits that focus on literacy, math, and science skills. Awards are estimated to be between \$25,000 and \$250,000. Grant requests are due by the end of September.
- Buildings Manager Dave Clark, England, and Schaade met and ranked the top three firms from the Request for Qualifications for the limestone band project. The top-ranked firm was SHP. They met with Jeffrey Sackenheim, the lead architect, to go over the basics of the project and answer a few questions. Yesterday, Schaade and England received their basic services fee proposal with some modifications. After England and Schaade review the proposal with the attorney because of the modifications, Schaade will bring it to the Board for review next month.
- On Wednesday, September 14, the Building Manager was contacted at 8:00 p.m. by the Transportation Coordinator for the Columbus Metropolitan Library (CML). He let Clark know that their delivery truck had hit the Northwest Branch building and broken through the ground floor office window located on the west side. Clark took care of securing the window opening with plywood and cleaning up the glass. He contacted Glass Doctor to get an estimate of repairs to pass on to CML. Schaade and Clark are working with the Transportation Coordinator on suggestions for their delivery drivers for parking in the lot without further damaging the building.
- The Bargaining Unit has filed the Notice to Negotiate with the State Employee Relations Board (SERB).

Personnel

APPOINTMENT, Ashley Boch, Library Assistant III – Adult Services, 20 hours per week, \$12.10 per hour, effective September 12, 2022.

SECRETARY'S REPORT

52-22 AUGUST REGULAR MEETING MINUTES

Be it resolved, upon motion by Bryan Everitt, seconded by Mark Bohach, that the minutes of the August 16, 2022 regular meeting be approved as submitted.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

FINANCIAL REPORT – Alyssa England

- The Public Library Fund (PLF) continues to exceed the estimates and was up another 7.34%. In September, the Library was up another \$10,000 for the month. Due to the increase in PLF amounts received, England plans to move funds into the Capital Projects account for the limestone band project before the end of the year.
- Flu shots will be given tomorrow (Wednesday, September 21) with approximately 16 employees signed up.

- England received an invoice from Time Warner. It did not have any back billing for the two branches. However, Time Warner did bill the Library for service to the annex which is paid for by OPLIN which England will get corrected.

53-22 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Lisa Evangelista, seconded by Bryan Everitt, that the financial report and the check register as of August 31, 2022 be approved as submitted.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

DONATIONS

No new donations were received.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

54-22 REVISED CODE OF CONDUCT POLICY

Be it resolved, upon motion by Bryan Everitt, seconded by Mark Bohach, that the Board of Trustees approves the attached revised Code of Conduct Policy presented to the Board by the Library Director and as edited by the Board of Trustees.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

55-22 REVISED CONCEALED WEAPONS POLICY

Be it resolved, upon motion by Mark Bohach, seconded by Bryan Everitt, that the Board of Trustees approves the attached revised Concealed Weapons Policy presented to the Board by the Library Director and as edited by the Board of Trustees.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

There being no further business, the meeting adjourned at 11:06 a.m.

FAIRFIELD COUNTY DISTRICT LIBRARY

BOARD OF TRUSTEES POLICY: CODE OF CONDUCT

PASSED BY RESOLUTION NUMBER: 54-22

DATE: SEPTEMBER 20, 2022

For the orderly operation of the Fairfield County District Library facilities, the Board of Trustees establishes the following code of conduct for library visitors:

Library visitors must act in a polite, orderly manner when using library facilities and dealing with library staff for any reason. Disruptive or inappropriate behavior is any behavior that library personnel judge to interfere with visitors' full use of library services or the ability of staff to carry out their duties. To ensure that your visit is pleasant and productive, please observe the following:

Shouting, screaming, loud conversation, or language which is rude, abusive, profane or vulgar is prohibited.

Loitering, running, shoving, fighting, spitting or throwing objects is prohibited.

Playing personal audio equipment at a volume high enough for others to hear is prohibited.

Using cell phones and computers in a manner that disturbs others is prohibited.

Threatening, harassing or physically harming library staff or other visitors is prohibited.

Library facilities, materials, furniture and/or equipment must be used for their intended purposes. Please keep feet on the floor, not on tables or chairs. For safety sake, do not tip back on chairs and do not block aisles or shelving with personal items.

The Library reserves the right to request that adults unaccompanied by a minor or without a need for children's or young adult materials remain in the main areas of the library.

Computer workstations are generally intended for individual use. Due to noise and space considerations, no more than two (2) users may gather at a computer workstation at one time.

Use of another customer's FCDL public Internet access is prohibited. Accounts will be blocked if given to another user. Once blocked, reapplication for access, including proof of identification, will be required.

Covered beverages and small snack foods may be consumed in the library. Carry-out meals/pizzas, etc. are not permitted in the library. Beverage containers and food wrappers must be disposed of in waste baskets. Food and nonalcoholic beverages may be served in meeting room areas if authorized to do so.

Because of their potential for triggering the Library's smoke alarms, use of any device that produces smoke, vapor or mist is prohibited inside any Library facility.

Smoking and use of tobacco products is prohibited in all Library facilities. Use of lighters, matches or other combustible devices is prohibited.

Use of alcohol or illegal drugs is prohibited. Customers who exhibit signs of intoxication or impairment will be reported to law enforcement and removed from the Library.

Shirt and shoes must be worn in any library facility. If even a small child is walking about in the Library, he/she must be wearing shoes.

Neglecting body hygiene so that it gives offense constitutes a nuisance to other customers.

Animals may not enter any library facility unless they are needed to assist a visitor with a disability or if they are authorized to enter as part of a Library sponsored program or presentation. A service animal must stay with its owner while in the Library. Service animals that are disruptive may be removed from the Library at the staff's discretion.

"Staff Only" areas are off limits to the public unless accompanied by a staff member.

Photography/videotaping of Library staff or customers without their permission is prohibited.

Soliciting contributions or signatures, or conducting surveys inside or immediately outside a library facility is prohibited without permission of Library Administration.

Posting or distributing materials on Library property is prohibited without permission of Library Administration.

The Library reserves the right to limit the number of individuals who may gather together where ingress or egress are blocked.

Children under the age of eight (8) must be accompanied by an adult in any library facility. Responsibility for their safety and behavior rests with their parents or guardians, not with library staff. In the interest of safety, children may not climb/sit on counters, railings, tables or shelving.

Firearms and weapons are prohibited on library property, with the exception of active-duty law enforcement personnel. The use of knives in a manner that threatens, intimidates, or could result in personal injury or property damage is prohibited.

Under Title 29 of the Ohio Revised Code (ORC), anyone who knowingly moves, defaces, vandalizes, damages, destroys or otherwise improperly tampers with Library property is liable to prosecution. Anyone who intentionally deprives the Library of property without following proper procedures is liable to prosecution.

The Library reserves the right to inspect all bags, purses, briefcases, packs, overcoats, etc. for library materials.

The only wheeled vehicles that can be used in the library are baby strollers, wheelchairs, and other assistive devices for the disabled. Bicycles are to be parked outside of library buildings.

Engaging in public sexual behavior, including but not limited to public indecency, viewing obscene material or offensive touching is prohibited.

The above rules are based on powers granted to a public library board of trustees under the ORC, Section 3375.40 (H). Engaging in any of these activities or any other illegal behavior may result in temporary or permanent loss of Library privileges. These rules will be strictly enforced.

The Library is not responsible for personal belongings left unattended or left behind.

This code of conduct will be posted for public viewing in every Library facility.

FAIRFIELD COUNTY DISTRICT LIBRARY

PROCEDURE: CODE OF CONDUCT

Disruptive or inappropriate behavior is any behavior that a library staff member judges to: interfere with visitors' full use of library services, interfere with the ability of staff to carry out their duties; or be destructive.

If a Library visitor fails to follow the Library's Code of Conduct, the staff member(s) noticing the situation should address the issue with the visitor. If they do not feel comfortable or if the situation is serious, a supervisor should be called. If the situation occurs in a branch library, when a supervisor is not present, and the staff member does not feel comfortable addressing the issue, the staff member should call 911 for assistance.

When inappropriate but non-threatening behavior occurs, a staff member or supervisor should discuss the code of conduct and the behavior with the visitor, then request the inappropriate behavior cease. If the situation warrants, the supervisor/staff member should ask to see the visitor's library card and/or ask for their name, address and phone number. The visitor may refuse to provide this information and should not be harassed for failure to cooperate.

When inappropriate behavior persists or is immediately judged to be severe or dangerous enough to warrant immediate expulsion, the supervisor/staff member should ask the visitor to leave the premises and escort the visitor to the door. Depending on the circumstances, staff may immediately call 911 for assistance. If a visitor refuses to leave the Library facility when asked, staff should call 911 for assistance.

The supervisor/staff member involved should fill out a Report of Unusual Occurrence Form and forward the original to the Director. A note may also be placed in the customer's record (if known) about inappropriate behavior and consequences taken.

If the supervisor/staff member completing the report feels further action is warranted, he/she should discuss the incident with the Director or his/her designee as soon as possible. If it is decided the incident warrants further action, a police report may be filed and/or a letter mailed to the visitor stating that he/she has lost library privileges.

2. No stranded child shall be ejected from the Library at closing time. Any child under the age of fourteen (14) left at a library facility upon closing will be questioned by the supervisor/staff member. If possible, a phone call to a parent/guardian will be made requesting the child be picked up immediately. If a parent/guardian is on the way to pick up the minor, the supervisor/staff member and one additional staff member will remain until the parent/guardian arrives. After fifteen (15) minutes passes and the parent/guardian has not arrived or if the parent/guardian cannot be contacted and fifteen (15) minutes after closing has passed, the supervisor/staff member should call law enforcement to take responsibility of the juvenile.

The supervisor/staff member involved should prepare an unusual occurrence report to be forwarded to the Director.

- Two staff members should always be present when waiting with a minor child.
- Under no circumstances should a staff member take responsibility for a minor child left at a library facility and/or take the minor child to another location. This includes driving or walking the child to another location.
- Bargaining unit staff will be paid for any additional time they must stay in such a circumstance.

3. The protection and privacy of library visitors extends to telephone requests seeking to locate patrons. Except in the case of medical emergencies, staff should not engage in locating, identifying, or paging patrons for the benefit of third-party inquiries. Staff should also avoid confirming or denying the presence

of library patrons in their buildings. An appropriate response to a request to page or locate a patron might be, "The library will page people in the case of medical emergencies. If this is not a medical emergency I can take the name and a description of the person you're looking for. If I locate them I'll be happy to pass along a message on your behalf."

4. If a visitor asks to take photographs or video within a library facility, a supervisor/staff member should ask how the photographs will be used. If the visitor shows identification as a news media person, permission may be given. Any other visitor must agree to take photos only for personal use and receive permission from any person or parent/guardian of any child that will appear in the photos. Additionally, permission from the artist of any piece of art not owned by the library must be given when photographed.

5. Any child who appears to be under the age of eight (8) and who is unaccompanied by an adult will be approached by the Supervisor/staff member on duty to ascertain the situation. If upset or unable to state his/her situation, the supervisor/staff member should page/search for a parent/guardian. If a parent/guardian is not located, the supervisor/staff member should call law enforcement to report the situation and request assistance.

6. If a customer brings a firearm into the Library, a supervisor should be notified and 911 called if necessary. If the customer is an active-duty law enforcement officer in uniform, he/she is permitted to bring a firearm/weapon into the building. If the supervisor/staff member does not feel comfortable talking to the customer, the supervisor/staff member should call 911 and request assistance.

7. When a customer is suspected of stealing library materials, a supervisor/staff member may ask the customer to "open and empty his/her book bag" or "remove the items from jacket pocket" or "see his/her check out receipt." If the customer does not comply, the supervisor/staff member should ask the customer to wait while police are called. The customer may decline to wait. Staff should never physically restrain a customer or ask another customer to help stop or restrain an uncooperative person. If possible, the supervisor/staff member should ask to see the visitor's library card and/or ask for their name, address and phone number or seek their identity from other staff or customers. If the customer leaves, the supervisor/staff member will need to decide if the police should be called. Whether the police are called or not, the supervisor /staff member should complete an unusual occurrence report and file it with the Director.

8. Internet access at the Library is reserved for an individual customer and may not be shared. If a customer is found to be using another card holder's access, the account being used should be blocked and a note put into the account record about the abuse. Reapplication for Internet access will be required, including photo identification and/or parental presence, to reinstate access.

9. Anytime a customer is evicted from the Library (temporarily or permanently), a registered letter should be sent to the offender stating the length of their banishment and the reason for the eviction. A note is placed in the customer account (if one exists) and the account blocked from checkout and from Internet access. Notices regarding the barring of a minor patron from the Library will be sent to the parent or guardian of record. Once the time period for a temporary eviction has passed, the customer can reapply to have their card and Internet access reinstated provided the card is in good standing for such privileges. When possible, a photo of the evicted customer should be shared with staff.

Consequences/Progressive Consequences for failure to follow the Library Code of Conduct

These guidelines are intended to help staff be consistent and fair as they suspend library privileges for violations of the Library Code of Conduct or the law. These guidelines are not formal and the Library, at its sole and absolute discretion, may deviate from any order of progressive suspension and respond as the Library deems appropriate under the given circumstances.

Only the Library Director or his/her designee has the authority to suspend any customer for more than one day. Staff involved in an incident will be queried for recommendations regarding the length of a suspension when more than one day is warranted.

| Offensive Behavior | Consequence | Consequence for repeated offenses |
|---|---|--|
| <ul style="list-style-type: none"> • Failure to obey the FCDL Code of Conduct • Disturbing the peace | <ul style="list-style-type: none"> • Banned for the remainder of the day from inside or outside Library property | <ul style="list-style-type: none"> • Second offense within a week – ban for 7 days • Third offense within a month – ban for 30 days • If repeated within six months, impose another 30 day ban |
| <ul style="list-style-type: none"> • Vandalism of any kind • Public intoxication • Escalation of any failure to comply requiring a call to police • Trespassing during a suspension of 30 days or less | <ul style="list-style-type: none"> • Banned for 30 days | <ul style="list-style-type: none"> • Second offense within six months – ban for six months • Third offense within one year – ban for one year • The Library may press criminal charges |
| <ul style="list-style-type: none"> • Theft or attempted theft • Criminal damaging or destruction of library materials • Fighting, harassment and/or uttering threats of physical harm • Possession of a firearm or other dangerous weapon | <ul style="list-style-type: none"> • Banned for a minimum of six months | <ul style="list-style-type: none"> • The Library may press criminal charges • Second offense – ban for at least one year • Trespassing during a suspension of one+ year will result in permanent banishment |

- Eviction for the day will be issued when customer behavior (loudness, inappropriate language, disrespect, etc.) is disruptive to the public/staff. A person asked to leave must immediately exit Library property and not return to the premises until the following day. In the case of a minor who was dropped off and expected to remain at the Library until picked up, the parent/guardian will be contacted. If the parent/guardian cannot be reached, the police may be called to take custody of the minor.
- A report of Unusual Occurrence will be filed for all Code of Conduct violations which result in any length of suspension. Reports are kept on file in the Administration office.
- A note regarding the suspension should be placed in a customer record (if one exists) and the customer account blocked for the length of the suspension when a suspension of a week or longer is imposed.

(Updated 09/22)

FAIRFIELD COUNTY DISTRICT LIBRARY

BOARD OF TRUSTEES POLICY: CONCEALED WEAPONS

PASSED BY RESOLUTION NUMBER: 55-22

DATE: SEPTEMBER 20, 2022

The Fairfield County District Library is a community gathering place for lifelong learning, and has children and adults of all ages in their buildings at all times.

Firearms and weapons are prohibited on library property, with the exception of active-duty law enforcement personnel. The use of knives in a manner that threatens, intimidates, or could result in personal injury or property damage is prohibited.

The Board of Trustees of the Fairfield County District Library will post the Concealed Carry signage as required by the Ohio Revised Code.

FAIRFIELD COUNTY DISTRICT LIBRARY

PROCEDURE: CONCEALED WEAPON

The library generally defines a dangerous weapon as something used to injure, defeat or destroy and may cover many types of instruments including but not limited to:

- a pistol, revolver or any other firearm;
- any knife having a blade three inches or more in length, or any snap-blade or spring-blade knife regardless of the length of the blade;
- any ice pick or similar sharp stabbing tool;
- any straight edge razor or any razor blade fitted to a handle;
- any cutting, stabbing or bludgeoning weapon or device capable of inflicting grievous bodily harm;
- any dirk or dagger or bludgeon;
- any "taser public defender" or other similar electronic immobilizer which causes, by means of an electrical current, a person to experience muscle spasms and extreme pain, followed by unconsciousness;
- any bomb or bomb making materials.

Only law enforcement personnel are authorized to carry weapons in the library. No other person may carry a firearm or any other weapon readily capable of lethal use into the library. Law enforcement officers are expected to report their presence to the library staff. If you are approached, please ask to check ID, write down the person's name and ID information, and report this information to a supervisor.

When a staff member notices that a customer is wearing a concealed weapon or any other weapon, notify the supervisor who is responsible for the department or a supervisor who is the most readily available. Because any law enforcement officer should have reported their presence to the staff and the supervisor should be aware of their presence, the supervisor should know if this person is approved to have a weapon in the library. Report to the supervisor calmly and without attracting attention.

A supervisor should assess the situation and determine whether it is reasonable and safe to approach the armed individual. No staff member is expected to approach or confront an armed person if they feel uncomfortable doing so. Any unauthorized person carrying a weapon in the library should be asked to leave, but may return without the weapon. If the supervisor determines it is unsafe to approach the armed individual, they should call 911 and report the presence of an armed individual in the library. The supervisor should direct the police to the correct person when they arrive. The rest of the staff should quietly go about their business until requested to do otherwise.

If this behavior is repeated, the offender will be subject to suspension up to and including the library pressing charges.

Safety is absolutely primary for both our staff and our patrons.

(Updated 09/22)