

## *Board of Library Commissioners Policy Committee (a committee of the whole)*

*June 15, 2004: MINUTES*

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Library Commissioners Present:

- Helen Boyle
- Janet Denney
- Janet Edwards
- Barbara Garvey
- Rudy Ruggeri
- Bettye Webb

Springfield Law Dept. Staff:

- Attorney Maria Puppolo

Library Staff Present:

- Emily Bader, Library Director
- Lee Fogarty, Assistant Library Director

Meeting called to order at 5:05 p.m.

Emily Bader presented two new Library Policies for discussion:

1. Policy on Library Exhibit and Display Spaces
2. Policy on Posting and Distribution of Non-Library Materials:

Attorney Puppolo stated that she had reviewed the policies and is prepared to recommend them as written. The policies are based on the American Library Association (ALA) recommendations as well as the ALA Bill of Rights. Commissioners reviewed the current policies.

### **Policy on Library Exhibit and Display Spaces:**

Discussion focused on two primary issues:

1. What criteria are used in making a decision to remove exhibit materials that are not appropriate?
2. Who is responsible for making that decision?

Commissioner Ruggeri stated that the words "inappropriate for public viewing" addressed the issue of inappropriate materials. Also, the policy states that exhibits are accepted at the discretion of the Branch Library Manager or the Library Director. Commissioner Denny entertained a motion to add language that the "library reserves the right to remove and store exhibit materials if they aren't picked up by the agreed upon date." Commissioner Webb seconded the motion. Motion carried. Policy accepted as amended.

### **Policy on Posting and Distribution of Non-Library Materials:**

Commissioner Denney questioned whether information about Springfield Ballot issues could be displayed in light of the current policy. Commissioner Webb entertained a motion to amend the policy and include language that allows information provided by the Springfield Election Commissioner regarding local ballot measures to be made available at the Library. Commissioner Ruggeri seconded the motion. Motion carried. Policy accepted as amended.

### **Privacy Policy:**

Commissioners reviewed Draft 3 of the Privacy Policy. Attorney Puppolo stated that she had met with Ms. Bader and Ms. Fogarty to develop language for modifications to the current policy which would be in compliance with M.G.L. Chapter 78, Section 7. The following exception was recommended. The only exception to this policy is in the case of "cardholders seventeen years old and younger who have overdue fines \$10.00 and over or who have one billed item on their patron record. In this instance a parent or legal guardian upon supplying proper identification, will be provided with information about titles that are checked out on the minor's library card. If library staff are unable to confirm the identity of the parent or guardian, no confidential information will be supplied." Motion to accept as amended by Commissioner Denney, Seconded by Commissioner Edwards. Motion carried. Policy accepted as amended.

Commissioner Garvey discussed staff and financial support for the Library website. Ms. Garvey recommended that Ms. Bader investigate the use of the City Technology fund to help fund the website.

Emily Bader discussed the impact of vacant positions on public service. After some discussion on the impact of services, it was decided that the Central Library would not be open on Saturdays from July 3, 2004 through September 4, 2004, to allow staff to supplement Saturday hours in the Branches. Ms. Bader stated that the Central Library will have to be open in the summer of 2005 in order to be in compliance with new State Standards for Regional Reference Centers. Emily mentioned that the Central Library Computer Lab as well as some desks may have to be closed intermittently based on staffing issues. Commissioner Denney expressed concern that the public would not have access to the Internet on those days. There are 23 public computers in Wellman Hall for use even when the Computer Lab is closed.

Ms. Mcelwaine praised the Commission and Library staff for involving the public in the decision to close the Central Library on Saturdays in the summer.

Meeting was adjourned at 6:15 p.m.

Approved June 29, 2004