May 11, 2022, 5:00-7:00 p.m.
Virtual Meeting

Library Board Agenda
POLICY COMMITTEE

1. WELCOME AND CALL TO ORDER

2. APPROVAL OF AGENDA*

3. APPROVAL OF APRIL 6, 2022, MEETING SUMMARY*

4. LIBRARY BILL OF RIGHTS POLICY DISCUSSION

5. COMMUNICATION POLICY DRAFT DISCUSSION

6. ADJOURN*

*Denotes board action item.

Library Board
Adja Kaba, President | Jane Brissett, Vice President | Lynn Stetler, Secretary | Tim Dolan | Erin Vrieze Daniels | Michael Hogan | Gordy Aune, Jr | Kimberly Urig | Briana Eicheldinger | Amal Karim | Keegan Xavi

Interim Library Director
Dan Rogan
Policy Committee

Meeting Summary

The Library Board Policy Committee met Wednesday, April 6, 2022, via Microsoft Teams.

Attendees

Present: Jane Brissett, Gordy Aune, Jr., Keegan Xavi, and Kim Urig

Hennepin County Staff: Ali Turner and J.R. Genett

Welcome and Call to Order

Chair Jane Brissett called the meeting to order at 5:00 p.m. and welcomed attendees.

Approval of Agenda

Gordy Aune, Jr. made a motion to approve the agenda; seconded by Keegan Xavi. Motion passed.

Approval of Meeting Summary

No changes were made to the March 16, 2022, meeting summary therefore the summary was approved.

HCL Donation Policy Discussion

The Policy Committee members reviewed the revised HCL Donation Policy. Because proposed revisions to the Commissioned Art Policy were minor, those revisions were not discussed at length. The committee planned to bring both revised policies to the full board for final vote on May 4.

Motion: Gordy Aune, Jr.
Second: Keegan Xavi
Motion Passed.

Committee members motioned to bring changes and final approval to the Library Board at the next full board meeting on May 4.

Motion: Gordy Aune, Jr.
Second: Keegan Xavi
Motion passed.
ADJOURN

Keegan Xavi motioned to adjourn, Gordy Aune, Jr. Second. Motion passed. Jane Brissett adjourned the meeting at 5:38 p.m.
Interpretations of the Library Bill of Rights

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Following are those documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights and background statements detailing the philosophy and history of each. For convenience and easy reference, the documents are presented in alphabetical order. These documents are policies of the American Library Association, having been adopted by the ALA Council.

Access to Digital Resources and Services: Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the Library Bill of Rights to ensure equitable access regardless of content or platform. Amended 2019

Access to Library Resources and Services for Minors: Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. Amended 2019

Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation: The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation. Amended 2020

Access to Resources and Services in the School Library: The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries. Amended 2014

Challenged Resources: ALA declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Amended 2019

Diverse Collections: Collection development should reflect the philosophy inherent in Article I of the Library Bill of Rights: "Books and other library resources should be provided for the interest,
information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. Amended 2019

**Economic Barriers to Information Access:** All resources provided directly or indirectly by the library, regardless of format or method of delivery, should be readily and equitably accessible to all library users. Imposing any financial barrier may disadvantage users, and libraries of all types—public, school, and academic—should consider eliminating barriers that limit access to library resources and other services. Amended 2019

**Education and Information Literacy:** Libraries and library workers foster education and lifelong learning by promoting free expression and facilitating the exchange of ideas among users. Libraries use resources, programming, and services to strengthen access to information and thus build a foundation of intellectual freedom. In their roles as educators, library workers create an environment that nurtures intellectual freedom in all library resources and services. Amended 2019

**Equity, Diversity, Inclusion:** Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual's inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do. Adopted 2017

**Evaluating Library Collections:** Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Amended 2019

**Expurgation of Library Materials:** Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). Amended 2014

**Internet Filtering:** The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering. However the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy. Adopted 2015

**Intellectual Freedom Principles for Academic Libraries:** A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. Amended 2014

**Labeling Systems:** Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that
individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Adopted 2015

**Library-Initiated Programs and Displays as a Resource:** Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library's role as a facilitator of information access. Concerns, questions, or complaints about library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other library resources. These policies should apply equally to all people, including, but not limited to, library users, staff, and members of the governing body. Amended 2019

**Meeting Rooms:** Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the Library Bill of Rights states, “Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” Amended 2019

**Minors and Online Activity:** The online environment offers opportunities for accessing, creating, and sharing information. The rights of minors to retrieve, create, and interact with information posted on the Internet in schools and libraries are extensions of their First Amendment rights. Amended 2019

**Politics in American Libraries:** The Library Bill of Rights specifically states that "all people" and "all points of view" should be included in library materials and information. There are no limiting qualifiers for viewpoint, origin, or politics. Adopted 2017

**Prisoners' Right to Read:** ALA asserts a compelling public interest in the preservation of intellectual freedom for individuals of any age held in jails, prisons, detention facilities, juvenile facilities, immigration facilities, prison work camps, and segregated units within any facility, whether public or private. Amended 2019

**Privacy:** All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. Amended 2019

**Rating Systems:** Rating systems are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to intellectual freedom principles. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view. Amended 2019

**Religion in American Libraries:** The First Amendment guarantees the right of individuals to believe and practice their religion or practice no religion at all and prohibits government from establishing or endorsing a religion or religions. Thus the freedom of, for and from religion, are similarly guaranteed. Adopted 2016
**Restricted Access to Library Materials:** Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights. Amended 2014

**Services to People with Disabilities:** Libraries should be fully inclusive of all members of their community and strive to break down barriers to access. The library can play a transformational role in helping facilitate more complete participation in society by providing fully accessible resources and services. Amended 2018

**Universal Right to Free Expression:** Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information. Amended 2014

**User-Generated Content in Library Discovery Systems:** Libraries offer a variety of discovery systems to provide access to the resources in their collections. Such systems can include online public access catalogs (OPAC), library discovery products, institutional repositories, and archival systems. With the widespread use of library technology that incorporates social media components, intelligent objects, and knowledge-sharing tools comes the ability of libraries to provide greater opportunities for patron engagement in those discovery systems through user-generated content. These features may include the ability of users to contribute commentary such as reviews, simple point-and-click rating systems (e.g., one star to five stars), or to engage in extensive discussions or other social interactions. This kind of content could transform authoritative files, alter information architecture, and change the flow of information within the library discovery system. Amended 2019

**User-Initiated Exhibits, Displays, and Bulletin Boards:** Libraries may offer spaces for exhibits, displays, and bulletin boards in physical or digital formats as a benefit for their communities. The use of these spaces should conform to the American Library Association's Library Bill of Rights. Amended 2019

**Visual and Performing Arts in Libraries:** Visual images and performances in the library should not be restricted based on content. Librarians and library staff should be proactive in seeking out a wide variety of representational and abstract artwork and performance art, with limitations or parameters set only with respect to space, installation, fiscal, and technical constraints. Adopted 2018
Library Bill of Rights

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to affirm and endorse the following Library Bill of Rights as adopted by the American Library Association.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.


Process

This policy is reviewed by the Library Director (or designee) every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History
Next Review Date: 2022
Date Approved: 2018
Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.


Inclusion of “age” reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.
NJLA occasionally receives questions about whether or not library boards can meet and/or conduct business electronically. NJLA believes that it is a violation of the Open Public Meetings Act for library boards to meet electronically. NJLA also reminds boards that all electronic communication related to library business could be subject to the Open Public Records Act. More detailed information is available below.

NJLA STATEMENT

GUIDELINES FOR CONDUCTING LIBRARY BUSINESS VIA ELECTRONIC COMMUNICATION

1. Libraries should NOT disclose customer e-mail addresses, which are protected by the confidentiality statute. That is to say, if a library has e-mail lists or individual e-mail addresses for library customers, the e-mail contact information must NOT be disclosed without a subpoena issued by a court or a court order.

2. Libraries MUST disclose public communications, i.e., business transacted by government officials, including members of a library’s board of trustees, per the requirements of the Open Public Records Act (OPRA) and the Open Public Meetings Act (OPMA).

3. OPRA provides that government records must be disclosed UNLESS they are protected by another statute. This means that the library confidentiality statute trumps OPRA. If a library receives an OPRA request for customer e-mail addresses, the library must ask for a subpoena issued by a court or a court order.

4. The OPMA, frequently referred to as the “Sunshine Law,” requires meetings of public bodies to be open to the public at all times, except in certain designated instances. Public bodies, including library boards, may be tempted to “meet” via e-mail, but to do so would violate OPMA.

5. If a library board of trustees conducts library business by e-mail, the e-mail messages will have to be disclosed to the public if the library receives an OPRA request. In other words, if the board uses e-mail to take a vote, make a decision, or transact library business, it must disclose the e-mail messages that have been used for the purpose of conducting public business.
6. Library trustees are library customers. If a library has to disclose its board’s e-mail communication, it may have to disclose the e-mail addresses of its trustees. It is not necessary to procure a subpoena for the purpose of complying with the Sunshine Law.

7. For clarity, it may be helpful to update bylaws to indicate that library trustees must be physically present, in person, in order to take action on library business.

ANALYSIS


The e-mail addresses of library customers are confidential under state law. The New Jersey library confidentiality statute, N.J.S.A. 18A:73-43.2 provides that:

Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

a. The records are necessary for the proper operation of the library;
b. Disclosure is requested by the user; or
c. Disclosure is required pursuant to a subpoena issued by a court or court order.

This means that libraries must not disclose the e-mail addresses of their customers.

The library confidentiality statute trumps the Open Public Records Act. OPRA provides that “all government records shall be subject to public access unless exempt from such access by … any other statute.” It also states “a public agency has a responsibility and an obligation to safeguard from public access a citizen’s personal information with which it has been entrusted when disclosure thereof would violate the citizen’s reasonable expectation of privacy.” N.J.S.A. 47:1A et seq.

This means that when a government record is protected by another statute -- such as the library confidentiality law -- the record cannot be disclosed under OPRA. A helpful analogy may be the State Department of the Treasury, which must disclose "public" records, but may not disclose tax records, which are protected by statute.
Libraries should not give lists of patron e-mail addresses to the Friends of the Library, or to the Foundation that supports the library financially. For purposes of making this possible in the future, libraries can ask patrons for authorization when they sign up for a library card or library newsletter, authorizing disclosure of the patron's e-mail address for other purposes.

2. Libraries Must Disclose Public Communications.

The purpose of the Open Public Records Act is to ensure transparency and accountability in government. OPRA commands that "government records shall be readily accessible for inspection, copying, or examination by the citizens of this State, with certain exceptions, for the protection of the public interest."

Public libraries are, of course, governmental agencies and, as such, accountable to taxpayers for their operations. It is not difficult to make a distinction between "public" records that must be disclosed, such as budgets, and personal records that must remain confidential, such as personnel files and customer records (including e-mail addresses), which are protected by statutes that trump OPRA.

3. The Library Confidentiality Statute Trumps OPRA.

If a library receives an OPRA request for customer e-mail addresses, the library must ask for “a subpoena issued by a court or a court order.” This is the language of the library confidentiality statute, which, as noted, pre-empts OPRA.

Every library should adopt a policy that all requests for information about library customers must be referred to the library director. Customer e-mail addresses and e-mail lists constitute information about library customers.

The library director will be able to tell the difference between a subpoena and a court order, because the first page will identify the document with the word "subpoena" or "order." A
search warrant is a kind of court order.

The League of Municipalities has called attention to a couple of lawsuits in New Jersey where courts have ordered government agencies to disclose e-mail and home addresses. You can read the League’s analysis at [http://www.njslom.org/letters/2012-0320-OPRA.html](http://www.njslom.org/letters/2012-0320-OPRA.html), but you should note that the library confidentiality statute would mandate a very different outcome in the case of a public library.

4. Meetings of Public Bodies Must Be Open to the Public

The Open Public Meetings Act (OPMA), also known as the "Sunshine Law," applies to meetings of the Board of Trustees. The statute, NJLA 10:4-6 et seq., provides specifics about giving notice to the public, taking minutes, and maintaining websites. All formal actions must occur in public. The public must be invited; a board meeting can never operate as a mere “rubber stamp” on decisions made in private. The statute permits public bodies to meet by telephone conference call or by other means of electronic communication, but this is a bad idea for library boards, which should always meet in person.

Closed or "executive" sessions may be held during the course of a public meeting, to discuss certain matters that are enumerated in the statute. Before going into executive session, the body must adopt a resolution stating the nature of the subject to be discussed. It is not sufficient merely to recite the language of the statute. All formal actions must be taken in public.

5. E-Mail Messages of Trustees May Occasionally Be “Public”

A "public meeting" is one convened with the intent to discuss or act as a body on public business. If a quorum of board members communicates by telephone or e-mail to discuss public matters, their telephone and electronic communications must be disclosed to the public.

Committee meetings need not be open to the public under OPMA so long as there are not
enough members of the governing body present to constitute a quorum, and as long as the committee functions only in a research and advisory capacity. If committees are used improperly in an effort to keep out the public, their meetings will be in violation of OPMA. The League of Municipalities provides an OPMA guide at http://www.njslom.org/magart_1208_pg74.html.


When library trustees act in their capacity as public servants, as opposed to library customers, their "public" communications may have to be disclosed, revealing their e-mail addresses. In this situation, it is not necessary to get a "subpoena issued by a court, or court order." This kind of situation should be extremely unusual. Library trustees should not conduct public business by e-mail.

7. It May Be Helpful to Update Bylaws

In order to avoid having to disclose electronic communications, meetings of a library Board of Trustees should be conducted in person. Bylaws should indicate whether votes will be taken by telephone or e-mail. If the bylaws are silent, it would be appropriate to adopt a policy and practice of permitting board members to vote only if they are physically present.

Adopted by the NJLA Executive Board March 19, 2013
Hennepin County Library Board Communication Policy

Purpose

The purpose of this policy is to clarify how Hennepin County Library Board members communicate with one another and with Library administration in accordance with Minnesota Open Meeting and Government Data Practices Laws.

Definitions

“Library business” refers to the responsibilities and powers of the County Library Board as outlined in the Board’s bylaws.

“Non-substantive matters” refers to topics of coordination, such as reminders of meeting times, dates, places, or suggestions for agenda items.

Policy

It is the goal of the Library Board to keep all board members and Library administration informed about matters related to the work of the Library Board. In accordance with Minnesota Open Meeting Laws, Board member communications on library business are executed during Board or Committee meetings. Email is used for non-substantive matters.

Board members must be mindful of the requirements of Minnesota Open Meeting Laws and Minnesota Government Data Practices and how they impact email communications. There is no expectation of privacy for any messages sent or received by email in connection with a Board member’s role.

Library Board members will receive Board packets, meeting invites and reminders via email. This information is also posted to the public website.

Library administration may provide information relating to library business to Library Board members using email. Any response from Library Board members regarding these communications must be sent only to Library Administration, not the entire Board.

Additionally, patron feedback is critical to the work of the Board. Outside of public comment periods of Board meetings, patrons can contact the Library Board by mail or by email.

Email Protocol

The Library maintains a single Library Board email address. Emails sent to this address go to the board members private email addresses and to a Library staff member. Staff will respond on behalf of the board to routine emails sent to the Library Board’s email address unless the Board Chair or their designee directs otherwise.

When messages from the public require a Board response, the Board President or their designee will respond and will copy the other Board members and Library administration.

Process
This policy is reviewed by the Library Board (or a committee thereof) every four years, or more frequently as needed. Recommendations are advanced to the Library Board Policy Committee, which reviews, revises as necessary, endorses, and advances to the full Library Board for approval.

Associated Policies and Laws

- Minnesota Open Meeting Law
- Minnesota Government Data Practices Act
- Bylaws of the Hennepin County Library Board

Policy History

Next review: 2023

Date adopted: INSERT DATE
BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES EMAIL COMMUNICATION POLICY

It is the goal of the Board of Trustees of the Bartlett Public Library District to keep all board members, as well as the Library Director, informed about matters related to the work of the Library Board. However, the Board must be mindful of the requirements imposed by the Illinois Open Meetings Act and the Local Records Act, particularly as they apply to communications among board members outside normal library meetings.

1. Generally, Library Trustees shall not use email to conduct Library business. Email communication between the Board members is permitted on a limited basis for non-substantive matters such as:
   - Agenda item suggestions.
   - Reminders regarding meeting times, dates, places.
   - Responses to questions posed by the community or library administration.

2. Email sent between and among trustees regarding such non-substantive matters shall be copied to the Library Director. There is no expectation of privacy for any messages sent or received by email.

3. The Library Board finds that electronic “chat rooms” and “bulletin boards” are inherently detrimental to the open meetings process. The Board will not utilize such methods for Library communications or to conduct Library business.

4. The Library Administration may provide information relating to library business to Board members using email. Any response form Board members regarding these communications must be sent only to the Library Administration (no “reply to all” responses). An appropriate record of these communications will be maintained in the district files to ensure compliance with current laws.

5. A Board Member may send email to all other Board Members with items of passing interest provided that no response is requested or required. Such email messages should clearly state that no response should be made and should be copied to the Library Administration for storage. Board Members may also send email regarding the scheduling of committee meetings.

6. Emails from the public to the Library Board will be copied to all Trustees and the Library Director. When emails from the public require a Board response, the President or his designee will respond and will copy the other Trustees and the Library Director.
Board of Library Trustees e-mail Communication

It is the goal of the Board of Library Trustees of the City of Crystal Lake to keep its Board members, as well as the Library Director, informed about matters affecting the Board’s work. However, the Board must be mindful of the requirements imposed by the Illinois Open Meetings Act and the Local Records Act, particularly as they apply to communications among Board members outside normal Library Board meetings.

1. Generally, Trustees shall not use e-mail to conduct Library business. E-mail communication to, by and between the Board members is permitted on a limited basis for non-substantive matters such as:

- Agenda item suggestions
- Reminders regarding meeting times, date and places
- Board meeting agenda or public record information concerning agenda items
- Responses to questions posed by the community, administration or staff

E-mail sent between and among Trustees regarding such non-substantive matters shall be copied to the Library Director. There is no expectation of privacy for any messages sent or received by e-mail.

2. The Board finds that electronic “chat rooms” and “bulletin boards” are inherently detrimental to the open meetings process and will not utilize such methods to conduct Library business or deliberations.

3. The Library Director may provide information relating to Library business to Board members using e-mail. Any response from Board members regarding these communications must be sent only to the Library Director (no “reply to all” responses). An appropriate record of these communications will be maintained in the Library’s files to assure compliance with open records laws.

4. A Board member may send e-mail items to all other Board members with items of passing interest provided that no response is requested or required. Such e-mail should clearly state that no response should be made. It is required that any such e-mails be copied to the Library Director for record retention compliance.

5. A Board member may send e-mail to all other Board members regarding scheduling issues. Board members may reply to the sender provided only that their response is limited to the subject of the original message and does not cross over to items of substance.

6. Trustees may correspond between themselves if such correspondence would not constitute a violation of the Open Meetings Act.
7. E-mails from the public to a Library Trustee about Library business will be copied to all Trustees and the Library Director. When e-mails from the public require Board response, the President, or designee, will respond and will copy the other Trustees and the Library Director.

8. Any items of business for a Board agenda shall be directed to both the Board President and the Library Director so that it may be included in the Board’s agenda according to normal procedures. Action items shall be prepared and distributed by the Library Director in accordance with the Board’s established procedures.

9. The Library Director shall maintain a record of all official e-mails as described herein and in accordance with appropriate record retention time periods as established by the State of Illinois.
3.2 Board of Trustees Email Policy

Approved:

Effective:

Revisions:

Review:

Email accounts established for Trustees of the Hudson Area Public Library are subject to Wisconsin Opening Meeting Laws (Wisc. §19.81), as well as Wisconsin Public Records Laws (Wisc. §19.31). These email accounts are provided to trustees with the goal keeping all board members, as well as the Library Director, informed about matters related to the work of the Library Board. However, the Board must be mindful of the requirements imposed by the Wisconsin Opening Meeting Laws (Wisc. §19.81) and the Wisconsin Public Records Laws (Wisc. §19.31), particularly as they apply to communications among board members outside normal library meetings.

Additionally, these email addresses provide the public with a mechanism for contacting Library Board Trustees regarding Library business. To maintain a complete and accurate public record, Trustees should forward any Library business related emails that have been received on a personal / private email account to the Library Board Trustee email account. Library Board Trustees shall make every effort to use the Library email account for public correspondence related to the Library and should refrain from use of their own personal / private email accounts for any Library-related discussions.

1. Library Trustees shall not use email to conduct Library business. Email communication between Board trustees and the Library Director is permitted on a limited basis for non-substantive matters such as:

   • Agenda item suggestions.
   • Reminders regarding meeting times, dates, places.
   • Responses to questions posed by the Library Director

Email sent between the trustee and the Library Director are subject to Public Records Laws. There is no expectation of privacy for any messages sent or received by email, in connection with a trustee’s role as a Library Board member. Any other such email is inherently detrimental to the open meetings process. The Library Board will not utilize such methods for Library communications or to conduct Library business.

2. The Library Director may provide information relating to library business to Library Board members using email. Any response from Library Board members regarding these communications must be sent only to the Library Director (no “reply to all” responses). An appropriate record of these communications will be maintained in an electronic file to ensure compliance with current laws.

3. Library Board Trustees may receive Library Board packets via email; however, this is not required and, by request, Library Board packets can be picked up at the circulation desk or mailed to the trustee.

4. A Library Board Member may send email to all other Library Board Members with items of passing interest provided that no response is requested or required. Such email messages should clearly state that no response should be made and should be copied to the Library Director for storage.
3.2 Board of Trustees Email Policy Agreement

Approved:  
Effective:  
Revisions:  
Review:

Email accounts established for Trustees of the Hudson Area Public Library are subject to Wisconsin Opening Meeting Laws (Wisc. § 19.81), as well as Wisconsin Public Records Laws (Wisc. § 19.81). These email accounts are provided to trustees with the goal of keeping all board members, as well as the Library Director, informed about matters related to the work of the Library Board. However, the Board must be mindful of the requirements imposed by the Wisconsin Opening Meeting Laws (Wisc. § 19.81) and the Wisconsin Public Records Laws (Wisc. § 19.81, particularly as they apply to communications among board members outside normal library meetings.

Additionally, these email addresses provide the public with a mechanism for contacting Library Board Trustees regarding Library business. To maintain a complete and accurate public record, Trustees should forward any Library business related emails that have been received on a personal / private email account to the Library Board Trustee email account. Library Board Trustees shall make every effort to use the Library email account for public correspondence related to the Library and should refrain from use of their own personal / private email accounts for any Library-related discussions.

1. Library Trustees shall not use email to conduct Library business. Email communication between Board trustees and the Library Director is permitted on a limited basis for non-substantive matters such as:
   - Agenda item suggestions.
   - Reminders regarding meeting times, dates, places.
   - Responses to questions posed by the Library Director

   Email sent between the trustee and the Library Director are subject to Public Records Laws. There is no expectation of privacy for any messages sent or received by email, in connection with a trustee’s role as a Library Board member. Any other such email is inherently detrimental to the open meetings process. The Library Board will not utilize such methods for Library communications or to conduct Library business.

2. The Library Director may provide information relating to library business to Library Board members using email. Any response from Library Board members regarding these communications must be sent only to the Library Director (no “reply to all” responses). An appropriate record of these communications will be maintained in an electronic file to ensure compliance with current laws.

3. Library Board Trustees may receive Library Board packets via email; however, this is not required and, by request, Library Board packets can be picked up at the circulation desk or mailed to the trustee.

4. A Library Board Member may send email to all other Library Board Members with items of passing interest provided that no response is requested or required. Such email messages should clearly state that no response should be made and should be copied to the Library Director for storage.

I, ______________________________, have read and agree to follow the Board of Trustee Email Policy.

Trustee Signature: __________________________________________ Date: ___________________________
5 LIBRARY OPERATIONS & FACILITIES

5.1 SERVICE HOURS  NEEDS REVISION TO HOURS
Approved: June 8, 2016
Effective: January 1, 2019
Revisions: December 2018

Review:
The Hudson Area Joint Library maintains consistent, posted hours of service during which all services of the Library are available to patrons. Those hours are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>10:00 a.m. to 3:00 p.m.</td>
</tr>
<tr>
<td>Sunday*</td>
<td>12:00 p.m. to 4:00 p.m.</td>
</tr>
<tr>
<td>Monday</td>
<td>9:00 a.m. to 8:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9:00 a.m. to 8:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9:00 a.m. to 8:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>9:00 a.m. to 8:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m. to 6:00 p.m.</td>
</tr>
</tbody>
</table>

*The Library is open on Sundays during the school-year from 1st Sunday after Labor Day through 1st Sunday in May.

The book drop is available for the return of all material during the hours the library is closed. The book drop is located on the north side of the Library building.
7.15 PUBLIC PROGRAMMING POLICY  DRAFT

7.15.1 Purpose
Hudson Area Public Library supports its mission of being a gathering space for the cultural and civic life of our community, one that promotes literacy, a love of reading and lifelong learning, by developing and presenting programs that provide opportunities for information, inspiration, learning, and entertainment. Programming is an integral part of library service that:

- Expands the Library’s role as a community resource
- Introduces customers and non-users to Library resources
- Promotes literacy and lifelong learning for all people
- Provides opportunities for recreational learning and entertainment.

7.15.2 Statement of Responsibility
Ultimate responsibility for Library programming rests with the Hudson Area Public Library Director, who, in turn, delegates the authority for program management to the Adult & Youth Services Coordinator and other designated Library staff. Programs are planned three to twelve months in advance of anticipated presentations.

7.15.3 Citizen Program Proposals
The Library welcomes ideas concerning programming and has a process to seek, review and select outside proposals for program presentations (see Citizen Program Proposal Form). Reviewing any such external and/or internal programming proposals within the context of planned activities, library staff utilizes the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Budget / Cost of program
- Presenter background/qualifications in content area
- Relevance to community interests and issues
- Cultural, historical, or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs
- Community needs and interests

Programs provided by outside presenters must not imply that a program is endorsed, sponsored, co-sponsored, or approved by the Library in any manner including, but not limited to, advertising, promotional materials, and press releases.

Program presenters must adhere to the Meeting Room Use Policy of the Hudson Area Public Library.
7.15.4 Library Program Guidelines

The Hudson Area Public Library offers a variety of programming that:

1. All Library programs are free and open to the public. Program attendance may be limited and require advance registration. The Library will attempt to accommodate all who wish to attend a program. When limits must be established, attendance will be determined on a first come, first served basis. Advance registration or distribution of free tickets before the event may be used if attendance is anticipated to exceed capacity. On occasion, the library may offer multiple sessions of popular programs to allow for maximum attendance.

2. Library sponsored programs may be held at the Library, on City property, or off-site as appropriate. Any sales of products, such as books, CDs, or DVDs, at Library programs must be approved by the Library Director.

3. Programs are for the promotion of literacy, educational, cultural and civic activities, which do not include commercial purposes or for the solicitation of business.

4. Schools and daycare or other organized groups should contact the Adult & Youth Services Coordinator prior to attending scheduled programs. Groups that have not received advance authorization to attend a scheduled program will be admitted if space and materials are available at the advertised starting time with the understanding that it may not be possible to admit everyone in the group. When this situation occurs the group leader will be informed as to how many children can be accommodated. The group leader will then make the decision as to which if any members of the group attend. The group leader is expected to provide supervision for all children in their care, in or out of the program. In those instances, when groups cannot be accommodated at scheduled programs library staff may offer to provide a special program for the group at a later and mutually agreed upon date.

7.15.5 Programs Conducted by Outside Resources

The Library may draw upon other community resources in developing programs and partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs as applicable.

Professional presenters that reflect specialized or unique expertise may be hired for Library programs. Presenters will not be excluded from consideration because of their origin and background.

All outside presenters will need to undergo a background check or equivalent when presenting a library sponsored or co-sponsored program to children/youth under the age of 18. (Equivalent meaning a comparable background check from another source within the previous 12 months).
Background Checks are essential for:

- Public safety and confidence
- Limitation of liability
- Protecting vulnerable populations
- Customer assurance
- Fraudulent credentials

All program presenters conducting programs with children/youth shall submit a City of Hudson Release of Information Authorization, in order for a background check to be completed. Presenters who refuse permission to conduct these checks will not be accepted for their services. **Exceptions: Library employees**

When the background check is completed, the Library Director receives a copy of the applicant’s criminal history record. If the criminal background record check discloses an adjudication or conviction for any of the below-listed offenses, the presenter shall automatically be disqualified from program presentation:

- child abuse
- sexual abuse of a minor/adult
- sexual assault
- causing a child’s death
- neglect of a child or any other individual for whom the potential volunteer had/has responsibility
- kidnapping
- murder
- manslaughter
- felony assault
- prostitution
- identity theft
- burglary/aggravated robbery
- terroristic threats
- stalking
- drug offenses with the intent to deliver
- arson
- indecent exposure/public lewdness
- child pornography
- criminal sexual conduct

A presenter’s failure to disclose pending charges shall result in forfeiture of program presentation. Background Checks will be kept on file for future use for a period of one year.

Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming and not subject to additional background checks.
10 APPENDIX

10.1 APPENDIX A

10.1.1 Presenter Agreement
HUDSON AREA PUBLIC LIBRARY PROGRAM PRESENTER AGREEMENT

Today’s Date:

Presenter:

Address:

Dear (Presenter),

It is agreed between us, that __________________________ (Presenter Name), hereinafter known as “Presenter” will create and present a Program titled: ___________________________ (Program Name) on __________________________ (Date) under the following terms and conditions:

1. Presenter hereby agrees to prepare and present a ___________________________ (Program Name) hereinafter known as the “Program.”

2. Presenter will deliver to an audience at Hudson Area Public Library (hereinafter known as the “Library” the Program in form and content acceptable to the Library. The Program shall be delivered on: __________________________ (Date and Time).

3. Presenter warrants and represents that all material in the Program prepared and submitted by Presenter hereunder will be original and will not infringe any copyright or contain any libelous material. You will indemnify and hold harmless the Library and its public officials and personnel from any claim, suit, damage, loss, or expense (including attorney’s fees) arising out of any breach or any allegation which, if true, would constitute a breach of any of the foregoing warranties or representations.

4. Presenter is solely an independent contractor and not an agent, partner, or employee of the City. Presenter is not controlled or directed by the Library. Presenter is not entitled to any rights or benefits to which employees of the Library are entitled. Presenter will not be treated as an employee for federal tax purposes. Presenter has no authority to enter into contracts or agreements on behalf of the Library or bind or obligate in any manner whatsoever the Library. Any compensation provided to Presenter that is $600 or above, shall require a W-9 to be presented to the Library.

5. Presenter shall provide the Library with a W-9, if required as set forth in Section 4 above. Depending on what the parties agree upon as set forth below, a check, payable to the Presenter will be either:

   _____ Mailed to Presenter at the above address within 30 days after the event

   _____ Handed to the Presenter on the day of the Program (provided an invoice is submitted at least two months prior to the date of the event.)
6. Presenter represents that neither Presenter nor any of Presenter’s employees (if any), who will be on Library property in connection with the Program has ever been convicted of, been adjudicated with regard to (including an adjudication of delinquent conduct), pled guilty to, or pled no contest to a criminal charge, or ever received probation or deferred adjudication for a criminal charge, except as follows:

______________________________________________

7. Prior to providing the Program under this Letter Agreement, Presenter agrees to provide the Library sufficient information for it to conduct a background check on Presenter and/or Presenter’s employees who will be on the Library property in connection with the Program.

If results of the criminal background check indicate that the Presenter or any of Presenter’s employees has been convicted of any of the following offenses:
   a. A felony or a misdemeanor classified as an offense against a person or family;
   b. A felony or a misdemeanor classified as public indecency;
   c. A felony or a misdemeanor violation of any law intended to control the possession or distribution of any controlled substance;
   d. Any offense involving moral turpitude;
   e. Any offense that indicate the individual is a registered sex offender or is to be registered in the Wisconsin Sex Offender Registration Program; or
   f. Any offense that would potentially put the Library, the joint municipal partners, the Friends of the Hudson Area Library, or the Hudson Area Library Foundation at risk such individual will NOT be considered for employment for the Program.

8. If Presenter presents a “Program” more than one time during a twelve-month period, Presenter will only be required to submit to one background check during such twelve-month period; any new employees of Presenter during that twelve-month period will be required to submit to one.

9. Presenter shall provide the necessary information in sufficient time that the Library is able to secure the background check at least sixty (60) days prior to the Program presentation date.

10. Please Indicate What Type of Equipment You Need for your Program:

   ___ Projector ___ Laptop ___Speakers ___ Easel ___ Podium ___ Other __________

11. Please attach the following:
   a. A one paragraph bio
   b. A one paragraph description of your program
   c. A publicity photo

12. _____If Presenter is an author or performer, check here if you would like to sell and sign your books, CDs or DVDs after the event. (Please bring your own copies of the book, CD or DVD as well as change and a sign with the book’s price, unless you have made other arrangements in advance.)

13. Presenter may display business cards, brochures, or similar information for attendees to take, but neither business solicitation nor fundraising for nonprofits should be part of the program.

14. In the event that either the Library or the Presenter is unable to make, or must cancel the scheduled program, both the Library and the Presenter will make every effort to reschedule at a future, mutually convenient date and time. The Library shall be responsible for payment only for those authorized services performed by Presenter.
15. Please Check All that Apply

____ Presenter agrees to allow the Library to take photos of and/or record this event and use them on their website and social networking pages.

____ Please do not take photos of the Program

____ Please do not record the Program

16. Presenter shall properly safeguard against any and all damage, loss, or injury, to persons or property that may arise, or be incurred in connection with the Program without regard to whether or not Presenter or Presenter’s employees (if any), or agents has been negligent. Presenter shall assume all responsibility for risks or casualties of every description, for any and all damage, loss or injury, to persons or property arising out of the Program; negligence or failure of Presenter to comply with this Letter Agreement; arising from action of the elements or from any unforeseen or unusual difficulty.

17. PRESENTER AGREES TO BE SOLELY RESPONSIBLE FOR AND FURTHER AGREES TO RELEASE, HOLD HARMLESS, AND INDEMNIFY THE HUDSON AREA PUBLIC LIBRARY, THE FOUR MUNICIPAL PARTNERS—THE CITY OF HUDSON, TOWN OF HUDSON, VILLAGE OF NORTH HUDSON, TOWN OF ST. JOSEPH—THE LIBRARY BOARD, EMPLOYEES, FRIENDS OF THE LIBRARY AND HUDSON AREA LIBRARY FOUNDATION FROM AND AGAINST ANY LIABILITY, COSTS, CAUSES OF ACTION, OR DAMAGES, INCLUDING REASONABLE ATTORNEY AND OTHER FEES, ARISING OUT OF OR RELATED TO THE ACTS OR OMISSIONS OF CONTRACTOR, INCLUDING BY WAY OF EXAMPLE AND NOT IN LIMITATION, ANY INJURY TO THIRD PERSONS, PROPERTY DAMAGE OR THEFT.

18. Venue and Jurisdiction for this Letter Agreement lie in Saint Croix County, Wisconsin.

19. This Letter Agreement may not be assigned by either party, in whole or in part, without the prior written consent of the other party. This Letter Agreement represents the entire agreement between the parties. Presenter has no right to use, and shall not use, the Library’s name or logo for advertising, publicity, or promotion without the prior written authorization of the Library.

20. Signature indicates that the presenter has read, understands and will adhere to the terms of this Letter Agreement, including consenting and authorizing the Library, to conduct the background check as set forth herein.

I, as the Presenter named above, have been notified that a computerized criminal history verification check will be performed and I agree to such check and I agree to release, indemnify and hold harmless the Hudson Area Public Library, the joint municipal partners—City of Hudson, Town of Hudson, Village of North Hudson, and Town of St. Joseph—the Friends of the Hudson Area Library, and the Hudson Area Library Foundation, and any agency used with regard to obtaining the information. I acknowledge that a facsimile, copy or electronic version of this form shall be as valid as the original.

Presenter Signature: ____________________________ Date: __________

Hudson Area Public Library Representative: ______________________ Date: __________

Return to: Tina Norris, Director, Hudson Area Public Library
10.2 APPENDIX B

Authorization for Release of Information

I ________________________________, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Hudson Area Public Library, whether said records are of a public, private or confidential nature.

I am aware that a thorough investigation of my background is to be conducted. I hereby authorize and request the release of any and all information concerning me (including a transcript of any academic record) to the Hudson Area Public Library or its agent upon presentation of this or copy hereof.

In addition, I authorize all employers and other parties, whether named in my application or not, to provide information relative to my volunteering/employment as requested by the Hudson Area Public Library.

I understand that any information obtained by a background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization may be considered in determining my suitability for volunteering/employment/ or program presentation with the Hudson Area Public Library. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof even though said photocopy does not contain an original writing of my signature. This release form will be in effect for one year from the date of signing.

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>Please Print:</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Street and Number</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
<td>Driver’s License Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Security Number:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have you lived in any other state(s) in the last 5 years: If yes, please list all previous addresses

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Witness</th>
<th>Date:</th>
</tr>
</thead>
</table>

For Office Use Only

<table>
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<tr>
<th>Requested by:</th>
<th>Request Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed by:</td>
<td>Completion Date:</td>
</tr>
<tr>
<td>NCIC Check Completed:</td>
<td>Y / N</td>
</tr>
<tr>
<td>Reference Check Completed:</td>
<td>Y / N</td>
</tr>
<tr>
<td>Hudson Police Department Check Completed:</td>
<td>Y / N</td>
</tr>
<tr>
<td>Sex Offender Registry Check Completed:</td>
<td>Y / N</td>
</tr>
</tbody>
</table>

Total Cost: ________
If you would like to propose a program, recommend a book title or author event that is free of charge at the Library, please fill out the form below. All proposals will be evaluated based on availability of space, need, budgetary considerations, and how they support the Library’s mission.

HAPL plans programs at least 3 months ahead of time. Programs must be held during normal library hours. The cost of the program is the responsibility of the presenter.

Those selected will be contacted and will have to be vetted pursuant to the Library’s Programming Policy. If a program is not accepted, a Request for Reconsideration of Program Presentation form, may be submitted. Thank you for your interest in the Leander Public Library.

GENERAL INFORMATION

Contact Person/Organization: ____________________________________________

Address: ______________________________________________________________

Phone Number: __________________________________________________________

E-mail address: __________________________________________________________

Website (if applicable): _________________________________________________

Program Content: _______________________________________________________

Presenter(s) Name(s): ___________________________________________________

Title of Program: _________________________________________________________

Type of Program (Lecture, panel discussion, performance, film screening, workshop, book talk, etc.): ________________________________

Brief program description (3-4 sentences): ______________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

Who is the primary audience for this program? (Check all that apply):

Children: ____ Families: _____ Teens:______ Adults: ______ Older Adults (55+):_______
Request for Reconsideration of Program Presentation

Please complete this form and return it to a staff member.

Name ________________________________ Date ________________________________
Address ____________________________________________ Phone # ____________
City ___________________ State __________ Zip ____________
Email ________________________________

Do you represent: ❑ yourself ❑ an organization? (check one)

Title of Program: ____________________________________________

Type of Program (Lecture, panel discussion, performance, film screening, workshop, book talk, etc.):
________________________________________________________________________
________________________________________________________________________

Brief program description (3-4 sentences): ______________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please explain why you believe that this program proposal should be reconsidered.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Thank you for your comment. We value and respect your input. The Library Director will contact you regarding your concerns. Please use the back of this page for further comments, if necessary.

Please note that this form becomes a matter of public record and is subject to Wisconsin Statutes (Wisc. §19.32)

Staff use only:
Received on: __________
Staff Initials __________