

Meeting of the Operations Committee of the Byron Public Library District
Meeting held on Zoom
April 21, 2021

Committee Members Present: Susan O'Neil (chair), David Conley, and Rachel Hansen
Also Present: Emily Porter, Director

Absent: none

Mrs. O'Neil called the meeting to order at 5:37 p.m.

Mrs. Porter presented a packet containing current and proposed versions of policies in order to complete the work of the 2021 Per Capita grant. Because much of the current Computer Use policy was out of date and informal, Mrs. Porter presented the Oak Park public library's policy. It refrains from setting time limits, so the staff will be free to allow extra time when available. The committee agreed to recommend the proposed policy.

The same informality was found in the Materials Selection policy. The committee agreed that it was prudent to adopt a more formal policy to respond to questions and removal requests.

After reviewing the Reference and Readers' Advisory Service policy, the committee agreed that it is adequate in its current form.

The Per Capita grant required that the committee consider a Children and Teen Services policy. Mrs. Porter presented Scarborough, MA's version. Although it is brief, she believes that its contents encompass all of the appropriate visions and goals that the board has for those departments.

Finally, there were a number of issues in the current Patron Behavior policy. Because we can't actually ban taxpayers permanently from the library, our policy needed at the least to be revised. The committee decided to use Oak Park's policy instead of revising our current one. The procedural language within the current policy on how to deal with difficult patrons will be added to the Employee handbook at a later date. It was agreed that the new policy should include suggested guidelines for exclusion periods. Three months is the minimum, and one year is recommended for a second offense. The board will reserve the right to exclude patrons for violent or egregious behavior for longer periods of time.

The meeting adjourned at 6:14 p.m.

Respectfully submitted,
Emily Porter, Director

Approved May 12, 2021.