

Pelham Public Library

May 9, 2016

MINUTES

The meeting was called to order at 6:00pm. Those in attendance were Sally Daniel, Joe Myers, Connita Turner, Norman Patty, and Maurice Mercer. Lynn Armistead was absent.

Minutes from previous meeting were read. Joe Myers made a motion to accept minutes as presented. Connita Turner seconded. Minutes were approved.

Director's Report

Mary Campbell informed the board of her attendance at the Front Desk Safety and Security Seminar last month. Mary will take the information received at the seminar and use it to train library staff on violence prevention and basic safety procedures. A safety and security policy will be devised for the library. Mary informed the board that Rebecca Burchfield was hired to fill the Children's Services position, and that Anna Olson has turned in her notice. Discussion followed.

Old Business

The new library was discussed. Mary informed the board that she spoke at the City Council work session on May 2nd, and they discussed the new library location, square footage options, architects, and timeframe. Discussion followed. Norman suggested that we get input from the community about what the new library should have that the current library does not. Joe suggested a simple survey be put out at the desk. Mary recommended that the Board, Debbie Parrot, and Beth McMillan meet to discuss library design and needed features. Sally asked that information be gathered from library staff about what they want to see in a new library first. Connita requested that we get a budget and possibly a decision about what architect we should use from the City Council. The board and other key staff will meet on June 27th at 6:00pm to discuss the new library design, so long as all requested information has been gathered by that time.

New Business

Update to Meeting Room Policy

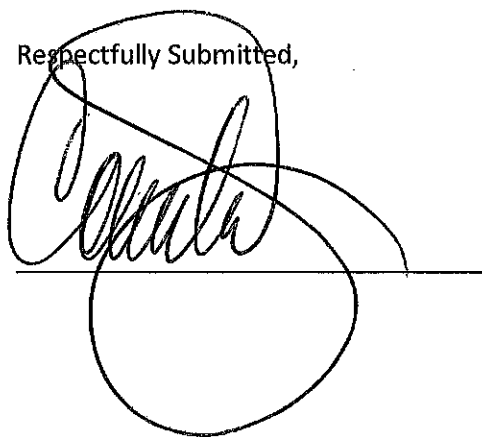
The board reviewed the recommended Meeting Room Policy (see attached). Discussion followed. Norman recommend Rule 14 be simplified to state: "Instructors who charge a fee cannot reserve the room." Norman motioned that the Policy be accepted as written with that one change. Joe seconded the motion. Sally called for a vote. Vote was unanimous with none abstaining. Motion passed. Approved policy is attached.

Mary informed the Board that the library has applied for an LSTA Technology Grant for 2 3D printers. Discussion Followed. Joe mentioned that North Shelby is now circulation Hot Spots. Mary will look into this option for Pelham and report to the board at the next meeting.

Next meeting was set for September, specific date to be chosen in August.

There being no other business to come before the board, the meeting was adjourned.

Respectfully Submitted,

A large, stylized handwritten signature, likely "Mary", written in black ink over a horizontal line. The signature is enclosed within a large, loopy circular flourish.

Approved

A handwritten signature, "Sally Daniel", written in black ink over a horizontal line. The signature is written in a cursive style.

Pelham Public Library

Meeting Room Policy

Approved 05/09/16

The public meeting room of the Pelham Public Library is provided to the general public for use in programs of an informative, educational, cultural, or civic nature. Preference is given to Shelby County residents. Use of the public meeting room must in no way infringe upon the normal operations of the library. Final authority regarding the interpretation of guidelines for use of the meeting room rests with the Pelham Library Board. Maximum capacity for the meeting room is 30 people.

EXCLUSIONS

1. Meetings promoting the sale of a commercial product or service.
2. Meetings promoting the interests of an individual including but not limited to private parties such as birthday parties, showers, wedding receptions, anniversary parties, etc.
3. Meetings which interfere with the functions of the library due to noise or any other disturbance.
4. Meetings held before or after regular hours of operation for the library.

RULES AND REGULATIONS

Any organization using the Pelham Public Library meeting room agrees to the following:

1. Meeting must be held during normal operating hours of the library. Meeting must conclude 15 minutes prior to closing of the library. Due to limited parking, meetings may not be held during times deemed to be peak hours when parking is at a premium. The Library Director will determine what times constitute sufficient parking.
2. The meeting room is reserved on a first come, first serve basis. Bookings are not accepted more than 30 days in advance. No standing reservations may be made.
3. Application must be accompanied by a fee of \$25.00 if refreshments are to be served.
4. The library is not responsible for items left in the meeting room. Storage space is not available.
5. Library or municipal programs take precedence over any and all other programs.
6. All meetings in the library meeting room must be free and open to the public. Groups using the room may not charge admission, sell items, or request donations for attendance or participation.
7. Smoking is not allowed.

8. The name or address of the library is not to be used in handouts or advertising of any kind except as a source of location. No group may use the library as a mailing address. Groups may not use the library's phone number as a contact for program information.
9. Any advertising, publicity, or other announcement must be approved by the Library Director in advance.
10. The library does not endorse the views of groups meeting in the facility. The library does not sponsor/support the various groups using the meeting room and publicity announcing meetings should in no way imply library sponsorship.
11. Meetings of groups or individuals under 18 years of age must have an adult sponsor in attendance. Children 12 years and under must have a parent or guardian in the library. Children 6 and younger must have a parent or guardian on the same floor.
12. Groups or organizations using this meeting space may not discriminate on the basis of race, national origin, sex, religion, age, or disabled status in the provision of services.
13. Signs, decorations, or other objects are not to be taped or attached to walls or doors in any manner. No equipment or furniture is to be removed from the meeting room. Groups using the room are responsible for reimbursing the library for any damage to library furniture or equipment.
14. Instructors who charge a fee cannot reserve the room.
15. Violation of these rules may result in the loss of meeting room privileges.
16. The Pelham Library Board reserves the right to cancel the use of the meeting room for any organization if a majority of the Board feel that the organization does not fall within the guidelines of these policies for use of the public meeting room.

I have read and understand the meeting room policy. I agree to comply with this policy.

Signed Name_____

Printed Name_____

Contact Information_____

Date_____