

Pelham Public Library
January 30, 2017
MINUTES

The meeting was called to order by Norman Patty at 6:05pm. Board members in attendance were Joe Myers, Connita Turner, and Norman Patty. Sally Daniel and Lynn Armistead were not present. Lynn is still recovering from an accident. Library Director, Mary Campbell, and Council Representative, Maurice Mercer, were also present.

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 reminded the board of the Capital Campaign Kick-off event on February 7th and encouraged members to be there. The next Guild meeting will be in February 13 at 5:30 and the Taste of Pelham will be March 7th. Discussion about Taste of Pelham followed. The board got to see the design for the new updated Library website and new logo. Discussion followed.

Old Business

The board was also informed that of the construction timeline for the new building: ground breaking in May 2017 and possible completion in March of 2018.

HotSpots are proving to be very popular. The library has run into one problem. One individual has repeatedly returned a HotSpot overdue. Staff has had to suspend his overdue HotSpot on 3 occasions. This requires staff time to suspend and reactivate. Mary asked the board how they would recommend amending the HotSpot Policy to help address this issue. Discussion followed. It was decided that a \$10 reactivation fee would be added to the policy. Mary will add this to the policy and send the new amended policy to the board via email for a vote.

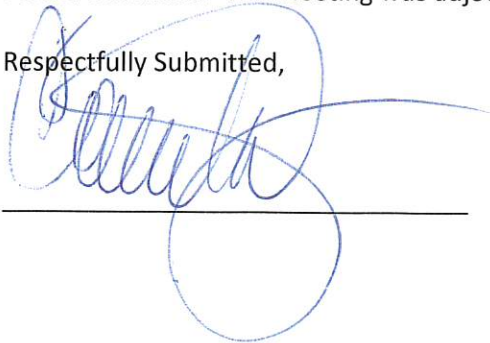
New Business

Mary presented an update to the Library's Gifts and Donations Policy. Discussion followed. The board recommended a few changes. Mary will make those changes and send the policy to the Board by email for a vote.

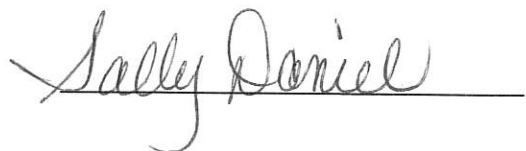
The Next meeting was set for April 24th

There being no more business to bring before the Board, Joe Myers moved to adjourn and Connita Turner seconded. The meeting was adjourned at 7:00pm

Respectfully Submitted,

A large, stylized handwritten signature in blue ink, likely belonging to Mary Campbell, the Library Director. The signature is written over a horizontal line.

Approved

A handwritten signature in blue ink, likely belonging to Sally Daniel, a board member. The signature is written over a horizontal line.

The Pelham Public Library

Mobile HotSpot Lending Agreement

Guidelines for Borrowing and Use Outside of the Library

- Patrons must be **19 years of age** or older and must read, understand, and sign this agreement at the Circulation Desk in the presence of a library staff member each time a Mobile Hotspot is checked out.
- A valid Shelby County Library Card AND a current driver's license, passport or military photo ID must be presented at the time of checkout.
- Patron must be a Pelham resident.
- Patrons must be in good standing with the library (no overdue items, lost items, or fines over \$3) with a current address on file.
- **Mobile HotSpots may only be checked out from and returned to the Circulation Desk at the Pelham Public Library.**
- **Mobile HotSpots may be checked out for one week with no renewals.** HotSpots may be placed on hold. Patrons have 24 hours to pick up a HotSpot that is being held for them.
- Overdue Mobile HotSpots will be **deactivated** within 24 hours of due date and a **\$10 reactivation fee will be charged.**
- The Mobile HotSpot can provide Wi-Fi Internet access for up to 10 devices.
- **PRIVACY ALERT:** The library disclaims all liability for loss of confidential information or damages resulting from that loss and accepts no responsibility for breach of privacy.
- **NOTE TO PARENTS/GUARDIANS:** Internet content filtering is NOT provided through the Wireless HotSpot. Parents/Guardians are responsible for monitoring what their children access via the Wireless HotSpot

Fines and Liability

- The overdue fine is \$2.00 per day until returned.
- **\$10 fee** for reactivation of a deactivated device.
- **Patrons will be charged \$25 for Mobile HotSpots returned to a book drop (indoor or outdoor) or to another library.**
- The Mobile HotSpot should be kept in a temperature controlled environment; **DO NOT leave it in your car.**
- The patron is responsible for costs associated with loss or damage of the Mobile HotSpot and/or peripherals.

Mobile Hotspot replacement costs due to loss or damage:

___ Mobile HotSpot Unit: **\$80**
___ Power Adapter & Cord: **\$20**
___ Bag: **\$15**
Total Replacement Cost: **\$115**

Initial each line to confirm that all items are present at checkout.

I agree:

- To abide by the Pelham Public Library's Mobile HotSpot Lending Guidelines as stated above.
- Not to use the Mobile HotSpot in any way that violates federal, state or municipal laws.
- To pay an overdue fine if returned late.
- To pay full repair and/or replacement costs should the Mobile HotSpot or any peripherals be stolen, lost, not returned or damaged.
- **To return the Mobile HotSpot to the Circulation Desk at the Pelham Public Library and understand that returning it to a book drop (indoor or outdoor) or to another library will result in a \$25 fine**

I have read this entire document and my signature below indicates my agreement with the above statements.

Print Name: _____

Signature: _____

Library Card Number: _____

Address: _____

Phone Number: _____ Email Address: _____

Photo ID Type and #: _____

I understand that the Mobile HotSpot does not provide content filtering. _____ Patron Initials

I agree that the Mobile HotSpot is in working order and that all accompanying parts are present upon checkout.

Patron Initials

Staff Initials

Date