

Pelham Public Library
January 22, 2018
MINUTES

The meeting was called to order by Sally Daniel at 6:05pm. Board members in attendance were Sally Daniel, Norman Patty, Joe Myers, and Connita Turner. Council Representative, Maurice Mercer was absent. Library Director, Mary Campbell, was also present.

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

Director's Report
Nothing to report

Old Business

Sally asked for some discussion on the matter of [REDACTED] which was discussed at the last meeting. Mary informed her that he had not been in the library in the last month or so, but the staff continues to be watchful.

Construction update: The Certificate of Occupancy is expected to be ready in early February. Everything is still on schedule, and final punches are scheduled for next week. Mary informed the board that the Furniture package has been ordered. Metal shelving should arrive and be installed in early March, with end panels and furniture expect in early to mid-April. The opening date should be late April or early May.

Fundraising: Maurice Mercer is putting together a T-shirt Fundraiser and will have a website for orders put together soon. The next Guild meeting is January 29th at 5:30pm. Mary and Maurice are working to put together a fundraising night at Full Moon Barbecue. The Guild is throwing a Preview Party on February 17th at 6:00pm at the new library. The Guild, Board and all donors are invited.

Unattended Child Policy: Mary presented the Unattended Child Policy for review and approval. Norman made a motion to approve the policy. Joe seconded the motion. Sally asked if there was any discussion. Connita caught a typo, and Joe recommended amending a couple of lines for clarity. The policy with minor adjustments was approved unanimously.

New Business

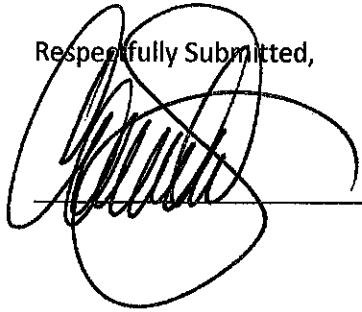
Mary informed the Board of an incident which occurred at the library between December 29th and 30th. The board was given the attached information. Discussion ensued. Norman asked if there was any kind of training that might help the staff with situations like these. Mary will looking into what types of training is available. The Board also recommends adding some safety procedures at the new library to ensure that people are not misbehaving in corners of the new larger library. Mary will implement these procedures and will look into other safety policies before the next meeting.

Tours: Mary offered to take any of the members on a tour of the new building. Connita has already been on one tour. Mary will make arrangements with Joe, Norman, and Sally so that they may go as well.

The Next meeting was set for April 30.

There being no more business to bring before the Board, the meeting was adjourned at 6:50pm.

Respectfully Submitted,



A large, stylized handwritten signature in black ink, featuring a large loop and several horizontal strokes, positioned above a horizontal line.

Approved



A handwritten signature in black ink that reads "Sally Daniel", written in a cursive style, positioned above a horizontal line.

PELHAM PUBLIC LIBRARY UNATTENDED CHILD POLICY

The Pelham Public Library welcomes children and adults. A collection of children's material is available as are numerous activities for children. However, the library does not provide childcare services. It is impossible for library staff to monitor the comings and goings of children as well as recognize if a child leaves with an adult other than a family member or designated caregiver. Due to a concern for, above all, the safety of children while on the library premises; the Pelham Public Library has drawn up the following to serve as rules and regulations in regard to children at the library.

1. Children under the age of 11 must be accompanied by someone 16 years or older while in the library. Children 6 and under must always be directly supervised by a caregiver.
2. Children under the age of 11 may not be dropped off to attend a library program and picked up at a later time including but not limited to story hour, summer reading program, or any other program for children.
3. It is not acceptable for children under the age of 11 to be left at the library under the supervision of a sibling who is less than 16 years old.
4. Children 11 years or older may be at the library unattended as long as they exhibit appropriate library behavior.
5. Inappropriate behavior includes but is not limited to loud talking, offensive comments directed at library staff or other library patrons, interference with other library patrons' use of the facility, running, misuse or abuse of library materials or equipment, and failure to observe courteous behavior to other library patrons. If a child exhibits inappropriate behavior, the parent of the child will be contacted to take the child home. Failure to follow appropriate library behavior will result in library staff instructing parents that their child may not be left unattended at the library even if the child is 11 years old or older. Continued inappropriate behavior may result in the loss of library privileges.
6. Children under the age of 18 may not be left alone on library property at closing time.
7. If a child is left at the library after closing time, at least two library staff members will wait with the child for twenty minutes while trying to reach the parents. After twenty minutes the Pelham Police Department will be called to take the child and await the arrival of a parent.
8. Parents arriving to pick up a child who has been left at the library after closing time will be asked to sign an incident report and will be informed that should this inappropriate behavior recur, the Shelby County Department of Human Resources will be called to intervene.
9. Children may not be left unattended in parked cars in the library parking lot. The Pelham Police Department will be called if such an incident comes to the attention of library staff and the child appears to be in any danger.