

Pelham Public Library  
November 14, 2016  
MINUTES

The meeting was called to order by Sally Daniel at 6:00pm. Board members in attendance were Sally Daniel, Joe Myers, Connita Turner, and Norman Patty. Lynn Armistead was not present. 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. Norman Patty seconded. Minutes were approved.

Director's report

Mary Campbell informed the board of the success of the last Library Guild Meeting. 26 individuals joined or renewed their membership and \$475 was raised for the Building Fund. The next Guild meeting will be in January and the Taste of Pelham will be March 7<sup>th</sup>. The board was also informed that the City Council passed the city budget, and the library received the funds requested. The Incident report from November 4<sup>th</sup> was given to the Board, discussion followed.

Old Business

HotSpots: 5 HotSpots were purchased from T-Mobile. The units were free as part of a library promotion T-Mobile ran. The service charge is \$29.75 per month for each unit. The Board was presented with a HotSpot Lending policy. The policy was read by the members and discussion followed. Recommendations were made to change 3 aspects of the policy. Joe Myers moved to accept the policy with those changes. Connita Turner seconded the motion. The motion passed with all members in favor.

The newest Library drawings and plans were presented to the board by Mary Campbell. Mary filled the board in on all recent developments and updated the board on where we are in the process. Much discussion followed.

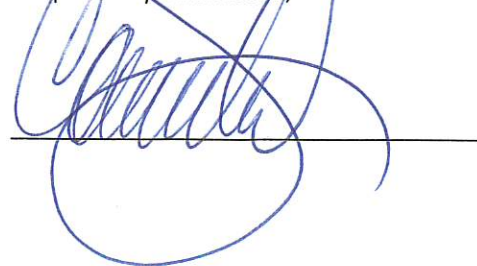
New Business

Fundraising ideas for the new library were discussed. Mary gave the board a possible list of donation levels and naming rights. Discussion followed.

The Next meeting was set for January 30<sup>th</sup>.

There being no other business to come before the board, the meeting was adjourned at 7:20pm.

Respectfully Submitted,



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Approved



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# 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.
- 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.
- **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

Approved: 11/14/16