

**MAURY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES: MINUTES**

November 18, 2019
Columbia

Present: Joel Friddell, Peggy Richardson, Mathew White, Jan McKeel, Kate Collier, Sondra Martin, Cara Lynn

Absent: none

Also present: Anne Osborne, BRRL, Caitlin Scroggins, MCPL Interim Director, Bill White, Mt. Pleasant Mayor, Linda Spresser, Student's Club

Call to Order: Chair Peggy Richardson called the meeting to order. Minutes from previous meeting approved.

Library Director Candidate Discussion: Peggy Richardson gave a synopsis of the search for a new director from applicants through interviews. She informed the board that references had been received for both of the two final candidates. Peggy checked with the County and learned that Mr. Shaw qualified for a salary in the 4th quartile (\$67k) and Mr. Fox 1st quartile (\$60k). A short discussion was held on the salary range and questions were asked about the County's process for determining salary as well as benefits. Matthew White suggested that the board ask for the highest salary appropriate for the final candidate rather than having to go before the Commission later to ask for more funding for the position.

Peggy shared input from the staff on the two candidates. The staff had been given a chance to answer questions and comment in written form before the board meeting. She told the board that overall the staff had positive things to say about both candidates and presented the input to the board for review.

Candidate Selection: Jan McKeel suggested that a straw poll before reviewing pros and cons for each candidate might streamline the process. She made a motion for the poll, which was seconded by Joel Friddell and unanimously agreed upon. The Chair asked for a show of hands for Zachary Fox. All members of the board voted for Mr. Fox. There was a discussion where members shared why they were in favor of Mr. Fox over Mr. Shaw. It was agreed that both candidates were a good choice, but that Mr. Fox showed an enthusiasm and connection to the community that gave him an edge. Jan McKeel made a motion to make an offer to Zachary Fox for the position of Library Director, Joel Friddell seconded and the motion was affirmed unanimously.

Internet Policy: Cara Lynn told the board that she had looked into internet policy for libraries and specifically referenced the Brentwood Library's policy as an example that could be implemented. There was a discussion on CIPA (Children's Internet Protection Act), State Law and the issue of pornography being accessed or viewed in the library. Cara clarified that pornography was prohibited by current law, but agreed that a policy of record was needed by the library. Joel made the motion to adopt the Brentwood Library internet policy, Sondra Martin seconded and the board voted unanimously to adopt and implement the policy. It was later amended to remove language about using the copier which was deemed irrelevant to the policy (policy attached).

Financial Report: Cara Lynn reported that there were no new developments.

Buffalo River Regional Library: Anne Osborne presented the schedule for upcoming workshops and events. She pointed out the last date for trustee certification was coming up on

November 22, 2019. There was a discussion about the issue of Macmillan's policy of placing an 8 week embargo on ebooks sold to libraries. Anne also pointed out the need for libraries to regularly review and update policies.

Student's Club: Linda Spresser said that the Student's Club had not yet met. However, she did invite the members to the Student's Club Christmas luncheon on Dec. 12, 2019.

Librarian's Report: The ceiling replacement and new lighting installation is complete with a few exceptions. Caitlin Scroggins said that the reaction from patrons is very positive and that, even though the library was closed for over 3 weeks, most had been understanding about the interruption of services and were pleased with the results. Caitlin said that one thing which stood out with the new lighting was the state of the walls and paint in the library. She said that the painter, Beardslee Painting, who did work under the mezzanine had given her a quote for the entire library in the amount of \$8,000 and that the job could be done at night so the facility would not have to close.

Caitlin informed the board of changes in programming for the children's library due to staffing issues. Jan asked about volunteers and told Caitlin that Kiwanis would be interested in providing a weekly volunteer for reading to children. Caitlin also presented the Holiday schedule for programming and closures.

Ms. Scroggins gave the members an update on issues with Atrium and how the staff had used the time while the library was closed to do inventory which would improve the system. Caitlin told the board that she had spoken to the County IT department about filters on public computers as well as CIPA compliance. Brad informed her that the library was CIPA compliant and that the filters were quite strict. It was suggested by the board that a meeting with IT and a line by line review of CIPA to ensure the library was indeed following those guidelines should be held. This would provide the library with the legal protection.

There was a short discussion on an appreciation day for staff. The board offered to have lunch catered for the staff on December 20, 2019.

RECAP of 2019: Peggy presented a short review of the accomplishments as well as the remaining challenges from the past year (see attached).

Meeting Adjourned

Minutes recorded and submitted by MCPL Secretary, Joel Friddell

Maury County Public Library Internet Policy

1. Internet Access and General Computer Use Rules

To ensure equity of access for all patrons, the Library offers wireless internet and computer access. A PC reservation and printing system enables patrons access to the internet via the Library's public access computer workstations.

Patrons must log in using their library card number or a guest pass to use the public access computer stations. Use of the internet and database computers is on a first-come, first-served basis. Time will be limited when other patrons are waiting. Due to the potential for accessing objectionable materials, parents are responsible for monitoring their minor child's computer use while in the Library. Minors age 14 years and under require parental permission. Parents are responsible for accompanying their child while the minor is using the computer.

Individuals who use the library's computer resources inappropriately may have their library privileges suspended. It is illegal to circumvent anti-piracy measures, disseminate copyrighted material or download music, games, or videos through peer-to-peer file sharing programs without permission.

Individuals using library computing resources for illegal purposes or who cause malicious destruction to property may also be subject to legal prosecution.

- a. Downloading to public access computers is permitted. Patrons are responsible for deleting any materials downloaded or saved to library equipment.
- b. Patrons are not permitted to use their own software or peripherals (such as scanners and game controllers) on the public access computers.
- c. Limited staff time and expertise do not permit training in the use of software; but staff will provide basic assistance with startup, as well as with saving and printing files.
- d. Any problems with the functioning of the computers, printers, or internet connection should be reported to staff.
- e. Patrons assume all risk associated with online activities conducted using Library internet access and equipment, as well as personal property liability and damages (viruses, spyware, adware, etc.).
- f. The Library does not guarantee the security of internet access

2. Internet Access Policy

The Library provides public access computer stations, printing system, and access to the internet in accordance with our mission to provide informational and educational material to the public in a variety of formats. The Library Board shall have the authority to post guidelines regarding its use.

The Library does not monitor nor has any control over the massive content of information available through the internet. The quality of the content available on the internet varies widely

in accuracy and scope. As with all other Library resources, the access of materials/content by children is the sole responsibility of parents or guardians. Library staff is available to provide assistance and to help identify appropriate sites as time permits. Reference materials, which provide instruction on internet usage, are available.

Patrons are expected to use the internet in a responsible manner. Sending, receiving, or displaying text or graphics that may reasonably be construed as obscene by community standards is prohibited by state laws. Destruction or damage to equipment may also result in prosecution.

In consideration of being granted permission to use the public access computer stations, the User does forever release and discharge the Maury County Public Library, its successors and assigns, and its officers, employees, agents and their heirs, administrators, and executors from any and all causes of action, claims, damages, liability, and loss of services which the User may have against the Maury County Public Library, its successors and assigns, and its officers, employees, agents and servants and their heirs, administrators, and executors resulting from any damage or injury which may or might be suffered while the User has the use of the public access computer station. The User does further covenant with and agree to indemnify and hold harmless the Maury County Public Library, its successors and assigns, and its officers, employees, agents, and their heirs, administrators, and executors from all damage, expense, and liability that may or might be incurred while the User has use of the public access computer station.

Adopted by the Maury County Library Board, November 18, 2019

Richardson, Peggy

From: Peggy Richardson <jpecka5@gmail.com>
Sent: Monday, November 18, 2019 8:37 AM
To: Richardson, Peggy
Subject: Fwd: Library Accomplishments

Sent from my iPhone

Begin forwarded message:

- **From:** "Peggy & Jim Richardson" <jpecka5@gmail.com>
Date: November 16, 2019 at 7:09:01 AM CST
To: Caitlin Scroggins <CScroggins@maurycounty-tn.gov>
Subject: **Library Accomplishments**

This has been a year of housecleaning at the library::

Mt Pleasant:

Deep weeding and deep cleaning

Removed vertical blinds and tinted windows to let more natural light into the library

Painted interior walls and have new carpet

Bi-weekly interior cleaning of Mt Pleasant library

Columbia:

New ceiling and interior lighting

Buffed and waxed floors in staff areas

Washed windows for the first time

New furnishings to create a teen space and private study area

Decluttered library

4 day a week interior cleaning

New computer program for book processing

Staffing: increased full time staff hours to 40 hour work week

Future:

Acquired property for additional parking and building expansion

We will set goals at the January meeting for the year but they should include:

Evaluation of handicapped accessible and remodeled childrens bathrooms

Interior lighting in the childrens library

Exterior pressure washing and improved lighting

signage to childrens library (I spoke with Mr King and he will be at a trade show this week and will call when he returns to meet and moving forward with that

Internet policy