

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
January 21, 2016**

Trustees Attending:

President: Sarah Collins
Vice President: Mary Ann Thomas
Secretary: Mary H. Bacalles
Emily J. Marino
Barry W. Nicholson
Douglas V. Porter
Hazel Russell

Absent:

Treasurer Nancy Kirby Kurjakovic
Kate Paterson
Don Spencer
Pro Bardhan

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director
Lori Reenan, Library Business Manager & Notary Public

Call to Order:

President Sarah Collins called the meeting to order at 4:34 p.m.

Public Comment:

There was no public comment.

Trustee Oaths of Office:

Sarah Collins explained because the library now has public funding, the Board of Trustees should follow many of the same procedures as Public Libraries, including taking Oaths of Office, even though we are classified as an Association Library. Lori Reenan administered the Oath of Office to trustees present: Collins, Thomas, Bacalles, Marino, Nicholson, Porter and Russell.

Trustees sworn in:

Sarah Collins – Term expires 12/31/2016
Mary Ann Thomas – Term expires 12/31/2017
Mary H. Bacalles – Term expires 12/31/2018
Emily J. Marino – Term expires 12/31/2017
Barry W. Nicholson – Term expires 12/31/2018
Douglas V. Porter – Term expires 12/31/2016
Hazel Russell – Term expires 12/31/2017

December Minutes:

On a motion by Hazel Russell, seconded by Barry W. Nicholson, the minutes of the December 17, 2015 Library Board of Trustees meeting were approved unanimously.

Director's Report:

(See Director's Report for December 2015)

Library Director Pauline Emery reported the library had increases during 2015 in all patron use categories except library visits, which were down slightly from 2014. That decline was due to fewer summer programs. Circulation, Internet use and program attendance all rose in 2015. The library's collection procedures, acquisitions selection procedures and purchasing procedures have been revised. These improvements will go into effect starting January 2016. Dark Fiber installation has been delayed until 2016. The new library website is in operation, but is undergoing revisions. A website launch event will be held during the first quarter of 2017. A Rotary fundraising event will take place on April 1 in the library. The event will raise funds for Rotary school literacy projects. The library will apply for a Southern Tier Library System Foundation matching grant to augment a \$2,000 New York State Council on the Arts Decentralization grant for arts education programming in the library. The previously approved Decentralization grant was administered by The ARTS Council, and the grant was written by library staff member Erica Unterman.

Committee Assignments:

Sarah Collins updated trustee committee assignments. Trustees were urged to join at least once board committee.

December Financial Report:

(See Financial Report for December 2015)

The Finance Committee reviewed the December 2015 Financial Report on January 12, 2016.

Pauline Emery noted both gross income and expenses fell short of budget expectations in 2015. Net income at the end of year was \$38,750.03.

Sarah Collins noted the library will receive roughly \$26,000 in library aid from Steuben County, which was unexpected. "We are in good shape."

Technology Use Policy/Law Enforcement Inquiry Procedures:

Vice President Mary Ann Thomas, chair of the Policy & Personnel Committee, indicated her committee reviewed and recommends approval of a new Technology Use Policy to go into effect when E-Rate funding is in place. After brief discussion trustees approved the following policy unanimously:

Southeast Steuben County Library Technology Use Policy

The Southeast Steuben County Library has Internet-enabled computers and wireless Internet access (Wi-Fi). These provide electronic resources that supplement the Library's print collection and are available for educational, informational and recreational purposes.

Use of the library's Internet and Wi-Fi connection is a privilege, not a right. The user is accountable for his or her actions and activity while on-line. Users are reminded that the library's computer terminals are located in public areas that are shared with library users and staff of all ages, backgrounds and sensibilities. Individuals are expected to respect the sensibilities of others when accessing information or images.

The Library complies with the Children's Internet Protection Act (CIPA). This enables the Library to continue to be eligible for certain federal funding. CIPA states that all Library-owned computers with Internet access must be equipped with filters to protect against visual depictions of obscenity, child pornography and material defined as harmful to minors.

Unacceptable use of Internet access will result in the suspension of computer privileges, and may result in loss of library privileges.

Guidelines:

Patrons are reminded that the Library's computers are located in public areas that are shared with people of all ages, backgrounds, and beliefs. Individuals are expected to consider this diversity and respect the rights of others when accessing potentially offensive information or images.

To achieve an atmosphere conducive to the best use of its resources, the Library has developed the following guidelines for the use of public computers:

- Customers must be courteous and respectful when using computers and conform to the Patron Code of Conduct Policy.
- Customers must use their own library card (or guest pass) to register for an assigned session.
- Customers are responsible for logging into a new, private session each time they use a computer, and for closing all personal applications and logging out when they are done using their computers. Sessions are logged off automatically after their assigned time has expired. This ensures that each customer's privacy is protected.
- Computer users are responsible for bringing their own headphones if they wish to listen to audio, and their own flash drives or other devices for saving their work. The library sells sound earbuds and flash-drives. These can be purchased at the Check Out desk.
- If adult caregivers of children use the children's computers they must adhere to rules regarding computer use by children (e.g.

Internet filtering and priority for class visits). Allowing adults to use children's computers is at the complete discretion of the Library.

- Patrons must perform their own Internet searches, though staff will provide assistance.
- Computers may be used by two or more people so long as their behavior is not disruptive.
- Computers and copy machines are automatically shut down 5 minutes before the Library closes.
- Patrons are prohibited from starting up or shutting down public use PCs. Ask staff for assistance.
- Computer time extensions are allowed until 10 minutes before the library closes.
- Printing requests must be made at least 15 minutes before the Library closes. Customers may release their print requests from the printing station until 5 minutes before closing time.
- The Library is not responsible for loss of information due to viruses or other problems.

Customers may NOT:

- Use SSCL computers or Wi-Fi for illegal activity.
- Use SSCL computers or Wi-Fi to access material that is legally defined as obscenity, child pornography, or, in the case of persons under the age of 17, material that is harmful to minors.
- Use any device to attempt to redistribute, share, or boost the Library's Wi-Fi signal.
- Use the network for unauthorized access or "hacking" into any computational, financial informational or communication services or resources.
- Distribute unsolicited advertising.
- Invade the privacy of others by misrepresenting oneself as another user or attempting to modify or gain access to files, passwords or data belonging to others.
- Add, delete, damage, vandalize or modify the Library's installed hardware or software.
- Engage in any activity that is harassing or defamatory.
- Deliberately propagate computer worms or viruses.
- Download copyrighted materials in violation of any copyright protection laws.
- May not open equipment or try to fix any problems or printer jams. Any computer related issues should be directed to the library staff.

These rules apply to all circulated SSCL laptops, and tablets.

Internet Use:

Customers should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. SSCL respects the confidentiality of those using its electronic resources, and will release library records only as required by law.

The Library has taken certain measures to assist in the safe and effective use of the Internet, including filtering. The public should bear in mind that no filters are foolproof and may "under-block" (permit access to material that is prohibited by CIPA) and "over-block" (deny access to materials that are constitutionally protected). Customers may request that a specific site be reviewed by SSCL if they think the filter is in error.

Parents and caregivers are responsible for supervising their children's computer access and are encouraged to learn about the Internet and help their children use it wisely. Below are SSCL's suggestions when customers encounter the following:

- **Direct Electronic Communications.** Educate yourself and child about the importance of keeping personal information private. Monitor your child's participation with email accounts, chat rooms and discussion groups.
- **Social Networking.** Encourage your child to be honest about his/her age when signing up for social networking sites (e.g., Facebook, Twitter, Second Life, and other social sites) or blogs. These sites and services often have minimum age requirements and may not be appropriate for all children.
- **Unauthorized Disclosure.** Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, The Southeast Steuben County Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

SSCL has taken certain measures to assist in the safe and effective use of these resources by minors (age 17 and under). The Library is proactive by:

- Developing and maintaining an "Internet Use Q&A" on our website for parents and caregivers
- Developing and maintaining age-appropriate sections on our website for children and teens
- Installing and maintaining free educational and recreational programs and databases that help users safely and effectively search and navigate the Internet.
- Providing training programs and computer workshops.

Computer Sign Up:

- Adults agree to the Library's Technology Use Policy by signing in to use one of the computers or accessing the library's Wi-Fi.
- Children, under the age of 14 must have a library card with parental/or guardian consent to use the library computers. This consent agreement is located on minor's library card application.

- Due to limited computers and space the library has only 2 designated PC areas. Children's Computers are for birth to age 12. Adult Computers are for age 13 and older.
- Patrons may use the computers for one hour per day. Patrons needing more time can request more time at the reference desk. Time extension maybe limited during peak computer usage.
- The library may reserve computers for training or class use at any time.
- Patrons must be present to sign up for computer usage time. Telephone sign-ups will only be accepted for persons with special needs (such as persons with disabilities)
- The library makes no guarantee regarding computer sign ups due to matters beyond its control.
- Patron must pause their computer session, if they leave the computer. Leaving the computer for more than 5 minutes constitutes the end of the session.
- In the children's section parents or teachers may work with a single child per computer at one time.

Library Computer Usage:

- Patrons may save temporary files to local hard drives; however, the library must periodically clear all temporary files.
- Patrons may not open equipment or try to fix any problems or printer jams. Any computer related issues should be directed to the library staff.
- Patrons may not attempt to modify or damage computer hardware or software. Please notify a staff member if there is hardware or software that you feel should be available.
- Only the software provided and installed by the library may be used.
- Patrons will be charged for any purposeful damage to equipment.
- Patrons may print documents. Payment for copies is located at the Check Out desk.

Staff Assistance and the Public Computers:

Individual assistance on using the library's computers is available upon request at the Reference Desk. Many staff members are able to answer brief questions and offer suggestions on where to search for information. More advanced Digital Literacy based assistance must be requested by appointment. Patrons can request digital literacy appointments in person, by email or phone at (607) 936-3713.

Wi-Fi Usage:

The Southeast Steuben County Library offers wireless access (Wi-Fi) for library patrons to use with their own personal notebooks, laptops and other mobile devices. A patron's use of this service is also governed by the SSCL Technology Use Policy.

- Due to the proliferation of Wi-Fi networks, Library users may also be able to access other Wi-Fi networks within the library that are not provided by the SSCL. Use of these non-library wireless networks within the Library's facilities is prohibited.
- As with most public wireless "hot spots," the library's wireless connection is not secure. There can be untrustworthy parties between you and anybody with whom you communicate, and any information being transmitted could potentially be intercepted by another wireless user.
- Use of SSCL's wireless network is entirely at the risk of the user. The library disclaims all liability for loss of confidential information or damages resulting from that loss.
- Cautious and informed wireless users should choose not to transmit personal information (credit card numbers, passwords and any other sensitive information) while using any wireless "hot spot." Please take appropriate precautions when using this service.
- Library staff can provide general information for connecting your device to the wireless network, but cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration. The Library cannot guarantee that your device will work with the Library's wireless access points.
- All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. The library will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.
- Printing access is not available via the wireless connection from your personal laptop. If you need to print, please save your work to a flash drive or email files to yourself, then login to a wired library workstation and send jobs to the public printer.
- All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the Technology Use Policy and the educational and informational purposes for which it is provided.

*- Adopted by the Southeast Steuben County Library
Board of Trustees on January 21, 2016*

Mary Ann Thomas indicated the Policy & Personnel Committee reviewed and recommends approval of Law Enforcement Inquiry Procedures. On discussion, Pauline Emery indicated the procedures will be the same for all libraries in the Southern Tier Library System. Following discussion, trustees approved the following procedures unanimously:

Southeast Steuben County Library Law Enforcement Inquiry Procedure

References: Southeast Steuben County Library Policy on the Confidentiality of Library Records; Civil Practice Laws and Rules Section 4509 Library Records

Procedures for library staff and volunteers:

If a law enforcement officer requests library records or information about a library user or staff member:

- Ask for the officer's identification.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Refer the officer to the Library Director.

If a law enforcement officer requests library records or information about a library user or staff member and the Library Director is not present:

- Ask for the officer's identification. Record the information on the identity card.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Attempt to reach the Library Director, or the president of the Board of Trustees. If you cannot reach the Library Director or Board President, utilize the procedures outlined below for use by the Library Director. A written report describing the officer's inquiry should be provided to the Library Director at the earliest opportunity.

Procedures for the Library Director or President of the Board of Trustees:

In all cases:

- Ask for the officer's identification. Record the information on the identity card.
- If possible, ask a colleague to be present during the interview with the officer.

Requests for voluntary assistance or warrantless searches (the officer does not present a subpoena or court order):

- Explain the library's privacy policy, informing the officer that library records and information about library users and library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.

- If the officer persists, provide the officer with the contact information for the library's legal counsel and ask the officer to speak to the library's attorney. The SSCL's attorney is Conrad Wolan at Sayles and Evans 607-734-2271.
- If the officer claims that an emergency or other circumstance requires the library to turn over records or provide information without a court order, call the library's legal counsel [if available] or [if no legal counsel is available] Southern Tier Library System Executive Director and ask for assistance.
- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident.
- If a library worker is required to respond to a voluntary request or a warrantless search in the absence of the Library Director or a designated alternate, all materials should be turned over to the Library Director.

If the law enforcement officer presents a subpoena or similar request for records:

- Accept the subpoena. Inform the officer that the library's legal counsel responds to subpoenas on behalf of the library.
- Turn the subpoena over to the library's legal counsel. If a library worker accepts service of the subpoena in the absence of the Library Director or a designated alternate, the subpoena should be turned over to the Library Director.
- The Library Director will work with the library's legal counsel to respond appropriately to the subpoena.

If the law enforcement officer presents a search warrant:

- Read the warrant and any attached documentation. Verify that it is signed by a judge and is issued by a local state or federal court. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for legal counsel, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of records or items not named in the warrant.
- Do not agree to any additional searches or volunteer information about the items or records in the warrant. Do not sign any documents on behalf of the library without the advice of the library's legal counsel.
- Ask the officers to provide an inventory of the items or records seized. Ask if it is possible to provide copies to the officers or to make copies for the library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officials are unwilling to cooperate with you, simply step aside and let them do their job. Request that the officer sign an inventory receipt for the materials. Keep a written record describing the incident.

- If a library worker is required to respond to a search warrant in the absence of the Library Director, all materials should be turned over to the Library Director.

*- Adopted by the Southeast Steuben County Library
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Nominating Committee Update:

Hazel Russell will chair the Nominating Committee. The committee will seek candidates from Campbell and Lindley as a priority.

Other Updates:

The Library Trustees Association of New York State will hold its annual conference in Albany on May 6-7.

Applications for the Nancy Douth and Friends of the Southeast Steuben County Library Honorary Scholarship are due by May 2, 2016.

Adjournment:

Sarah Collins adjourned the meeting at 5:15 p.m.

The next regular meeting of the Library Board of Trustees will be held in the library on Thursday, February 18, 2016 at 4:30 p.m.