



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Monday, July 25, 2016

11:00 AM

225 N. Oneida Street

Personnel & Policy Committee

1. Call meeting to order
2. Roll call of membership

3. Action Items

- A. [16-1153](#) APL Children's Room Appropriate Use Policy

Attachments: [Childrens Room Appropriate Use August 2016 markup.pdf](#)

- B. [16-1154](#) APL Security Policy

Attachments: [Security Policy August 2016 draft redline.pdf](#)

- C. [16-1155](#) Library Director's 2016 mid-year performance review

Closed Session

The Committee may meet in Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters and then may resume meeting in Open Session.

4. Adjournment

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

Children's Room Appropriate Use Policy

Purpose

~~The mission of Children's Services is: "To enrich the lives of children and help them develop a love of learning. Children's Services provides access to quality children's materials and makes information and cultural opportunities available to children and people involved in children's lives."~~ The Appleton Public Library welcomes people of all ages to use its facilities and services. In an effort to ensure the safety and well-being of children, ~~ensure use of Children's Services consistent with their mission~~ and maintain an atmosphere of constructive library use, the following policy regarding appropriate use of the Children's Room is adopted.

Policy

1. The materials, services and equipment in the Appleton Public Library Children's room are intended for the use of children, their parents and caregivers, and others needing children's materials and services for some specific purpose. All other patrons are asked to use the adult areas of the library.
2. Appropriate use of the Children's room includes:
 - a. Use by children birth to age 14.
 - b. Use by a parent or caregiver while attending a child in the library. Parents and caregivers should generally be with the child in their care and assisting the child in using library resources.
 - c. Use by a teacher, day care provider, researcher, etc. in developing curricula or other resources related to children's literature or materials.
 - d. Use by a patron over age 14 when materials suitable to the patron's particular needs are not available in the adult areas of the Library.
 - e. Tour groups, visiting librarians, library volunteers, teachers, city officials, trades people, or others visiting the Children's area for business-related purposes.
3. Use of materials and/or computers that are openly available for viewing must be appropriate for all children using the area. Material that is not appropriate includes but may not be limited to sexualized nudity and/or extreme violence toward fantasy characters, human-like characters or recognizable animals. Loud, running violent commentary and/or use of profane language is also not appropriate in Children's Services.
43. Staff is authorized to enforce this policy, and may request that any persons using the children's area inappropriately leave the area.

04/03; 7/16

Appleton Public Library Security Policy

Purpose

The purpose of this policy is to maintain a safe and secure environment for the library staff and the public in accordance with the library's Rules of Conduct Policy.

Policy

1. The Library will monitor public behavior using staff and security equipment, subject to provisions of Wis.Stat. § 43.30 and the Library's Privacy Policy.
2. Inappropriate behavior of any library patron will be addressed with a response proportionate to the severity of the behavior.
3. Enforcement of this policy is the responsibility of all Library staff.
 - a. All staff members are expected to deal with any inappropriate behavior ~~problems~~ they encounter.
 - b. ~~Any~~All staff members have the right to ask ~~others~~ other staff members, security and/or the police for assistance and should provide assistance when requested.
 - c. ~~Any~~All staff members may contact the Appleton Police Department ("APD") at any time to preserve his or her own safety, the safety of Library users or for assistance in enforcing this policy and preserving the library environment as defined by the policies adopted by the Library Board of Trustees ("library board").
 - d. Supervisors, professional librarians and ~~monitors~~ Operations Clerks are expected to have a greater awareness of this policy and exhibit a willingness to step in and serve as a resource in helping other staff deal with problems.
 - e. Library staff who have acted in their best judgment in ~~confronting a person on~~ addressing violations of library policies and any other law, rule or regulation will be supported by their supervisor, the librarian in charge and the administration.
4. Response to Inappropriate Behavior:
 - a. Any staff member observing ~~serious criminal behavior~~ Class 1 behavior, as defined in Section 5(a) below, ~~such as assault, robbery, child pornography, child endangerment, etc., should~~ must contact the ~~APD~~ Police immediately, followed by contacting the librarian in charge or their supervisor.

- b. ~~While evictions from the library are covered under 5.c. below, t~~The Library ~~b~~Board delegates authority to ~~ban-restrict~~ people from the Library for an extended period of time to the Library Director and Assistant Library Director. If the Director and Assistant Director are unavailable, a Section Supervisor may ~~ban-restrict~~ an individual for up to fourteen (14) consecutive days.
- c. The library board may also restrict ~~l~~individuals ~~may be banned-restricted~~ from entering the library for the following time periods:
 - i. ~~for a~~A specified limited time,
 - ii. ~~I~~Indefinitely, pending some specified legal condition or ruling, or
 - iii. ~~p~~Permanently.
- d. The length of the ~~ban-restriction~~ will depend on the following factors, as applicable, though other factors may be ~~relevant-considered~~ in specific cases:
 - i. Severity of offense,
 - ii. ~~Prior and/or R~~repeated offenses,
 - iii. Likelihood of possible continued offenses, and/or
 - iv. Safety of library staff and patrons
- e. When an individual receives a library restriction~~is banned~~, that person and the ~~p~~PoliceAPD ~~will must~~ be notified within 2 business days~~24-hours~~ of the restriction in writing by the Library Director or designee, and the information will be made available to Library staff. Should a ~~banned restricted~~ individual return to the library in violation of the ~~ban~~restriction, staff should contact the ~~Police~~APD.^[CR1]
- f. Any staff member may stop someone from using equipment if the use violates rules or policy, or may contact a supervisor, as the situation warrants. Supervisors or ~~a~~Administration may bar patrons from using the equipment for a period of time or permanently.
- g. Any staff member may issue a verbal warning or may refer a problem to a monitor, supervisor or the librarian in charge, ~~unless it involves a Class 1 offense pursuant to sections 5(a) herein, in which case the APD must be contacted.~~
- h. Any staff member may evict a patron for violations of library rules or policies. Eviction will generally be from the library as a whole, not just an area, and is generally for the balance of the day. In the case of juvenile patrons, staff may contact their parents or guardians.
- i. ~~Any~~All staff members ~~is~~are authorized to request identification from library users as necessary and appropriate for safety and security, or when library rules have been violated. Refusal to identify oneself under these circumstances may be grounds for contacting the ~~Police~~APD.

- j. All ~~S~~staff members have the right to take photographs of patrons as needed to identify them for security purposes.
- ik. Library staff will communicate disciplinary actions with one another, including reports to the supervisor, operations staff or librarian in charge. Disciplinary actions beyond verbal warnings ~~should~~ must be documented by library staff.

5. Classes of behavior and responses:

- a. Class 1 - ~~S~~erious danger or overt criminal behavior, including but not limited to:

- i. ~~F~~ighting or combative behavior,
- ~~ii. alcohol or drug intoxication~~
- ~~iii. possession of weapons~~
- ~~iv.~~ii. ~~E~~xhibitionism,
- ~~v.~~iii. ~~I~~inappropriate, overt, and/or unwelcome sexual behavior,
- ~~vi.~~iv. ~~T~~hreats,
- ~~vii.~~v. ~~R~~efusal to leave when asked,
- ~~viii.~~vi. ~~P~~hysical abuse,
- ~~ix.~~vii. ~~S~~talking,
- ~~x.~~viii. ~~possession of alcohol, except as part of an approved program~~
- ~~xi.~~ix. ~~P~~ossession of illegal drugs,
- ~~xii.~~x. ~~C~~hild pornography,
- ~~xiii.~~xi. ~~T~~heft, including theft of library materials,
- ~~xiv.~~xii. ~~V~~andalism.

Staff response ~~will~~ must include calling the ~~p~~PoliceAPD and may result in the patron being immediately evicted and/or banned from the library.

- b. Class 2 - ~~P~~otentially serious behavior, including:

- i. Alcohol or drug intoxication,
- ii. Possession of weapons,
- iii. Possession of alcohol, except as part of an approved program,
- ~~i.~~iv. ~~V~~erbal abuse of staff or other patrons,
- ~~ii.~~v. ~~L~~oitering in a manner that interferes with others,
- ~~iii.~~vi. ~~E~~xcessively emotional, hostile, threatening or uncontrolled behavior,
- ~~iv.~~vii. ~~U~~se of loud profanity, obscenity or obscene gestures,
- ~~v.~~viii. ~~I~~ntentional entry into restricted areas of the building,
- ~~vi.~~ix. ~~P~~anhandling,
- ~~vii.~~x. ~~I~~ntrusive behavior, including staring at or following staff or patrons with the intent to annoy, harass them, violate privacy, or interfere with staff performance of duties or patrons use of the library.

Staff response will vary according to the severity of the disruption or threat, ranging from a warning ~~through~~ to calling the ~~p~~PoliceAPD to immediate eviction and/or banning from the library.

c. Class 3 - ~~a~~Annoying or disruptive ~~behavior~~, including:

- i. Bodily hygiene which is so offensive that it is a nuisance to patrons and staff,=-
- ii. ~~I~~Loudness and/or talking in monologues,
- iii. ~~M~~onopolizing the time of ~~Library~~ staff,
- iv. ~~I~~inappropriate public displays of affection,
- v. ~~b~~Blocking the ~~L~~ibrary entry or sidewalk in front of the building,
- vi. ~~I~~Loud profanity or obscenity in front of the building or in the parking lot,
- vii. ~~O~~ther violations of the Rules of Conduct Policy

Staff response will vary according to the severity of the disruption, ranging from tolerance to warning. In severe or repeated cases, eviction, calling the ~~p~~PoliceAPD or ~~banning a library restriction~~ may follow.

~~6. The Library staff will communicate disciplinary actions with one another, including reports to the supervisor, monitor or librarian in charge. Disciplinary actions beyond verbal warnings should be documented by Library staff.~~

6. Appeals

Individuals who are restricted from the library may appeal their restriction by contacting the library director via library administration at 920-832-6170. The library director will respond to the reconsideration request within fourteen (14) regular business days by orally or written. If the person is dissatisfied with the decision of the library director, he/she may appeal to the library board within fourteen (14) regular business days after notification of the decision.

The library board will reconsider the decision at its next regularly scheduled meeting, allowing for fourteen (14) calendar days review time by the library board. The person appealing the decision shall be notified of the date, time and location the library board will hear the matter, and may appear at the board meeting to be heard. The person may be required to be accompanied or escorted to the meeting. Should the person requesting the appeal be unable to appear in person, he/she may ask the library board to consider the merits of the request based on a written statement.

The library board shall base its reconsideration on whether the decision conforms to this policy, and the matter will be heard and voted on in accordance with the library board's bylaws. The decision of the library board shall be final.

-5/02; 4/05; 6/07; 8/16