

3. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.

Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

CLOSED SESSION

5. Closed Session to Discuss a Personnel Matter, Library Director's Annual Performance Objectives.
Pursuant to California Government Code Section 54957 a closed session can be held to discuss a personnel matter.

WORK SESSION

6. Continue discussion on two proposed policies --- Information Technology Equipment Use Policy and Patron Exclusion Policy.
7. Discuss and determine allocations for the Securitization Reimbursement and Fiscal Year 2012-2013 Surplus.

ADJOURNMENT

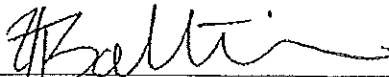
8. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

9. Adjourn

*****CERTIFICATION OF POSTING*****

I, Yesenia Baltierra, Business Manager of Placentia Library District, hereby certify that the Agenda for the September 11, 2013 Closed and Work Sessions of the Library Board of Trustees of the Placentia Library District was posted on September 4, 2013.



Yesenia Baltierra, Business Manager

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss the Development of a Patron Exclusion Policy

DATE: September 11, 2013

BACKGROUND

At the July 15, 2013 Library Board of Trustees meeting, staff presented a proposed new policy to address the process for excluding patrons from the Library. It was decided to reschedule the proposed policy for discussion at a work session in September.

Libraries have long been an institution which provides access to information that benefits the educational, recreational, social, and research needs of communities they serve. Libraries must also maintain an environment that is safe and healthy in which patrons, volunteers, and staff can be free from harassment, intimidation, and threats to their safety and well-being. Libraries are faced with challenges of patron behavior that must be addressed to ensure the effective delivery of service and full access for patrons using the library. Libraries must maintain an environment that is conducive to all patrons' exercise of their constitutionally protected right to receive information. The American Library Association provides a framework as outlined in its Code of Ethics and the Library Bill of Rights which governs regulations of patron behavior.

In order to protect all library patrons' right of access to library facilities, to ensure the safety of patrons, volunteers, and staff, and to protect library resources and facilities from damage, it is recommended that the Library develop a policy that addresses the guidelines and procedures for excluding patrons from library premises. The policy would embody the principles stated in the Library Bill of Rights as well as guidelines set forth by the American Library Association Code of Ethics.

Attachment A is a proposed draft of a Patron Exclusion Policy.

Attachment B is the American Library Association Code of Ethics.

Attachment C is the Library Bill of Rights.

RECOMMENDATION

Approve the proposed Patron Exclusion Policy as a first reading as presented with inclusion of feedback from the Library Board of Trustees and to be adopted at the next Library Board of Trustees meeting.

PATRON EXCLUSION POLICY

According to the Placentia Library District Policy 6065 – Public Behavior Policy, persons who violate the code of conduct will be asked to cease the behavior by library personnel. After being warned, if behavior persists, then the violator will be asked to leave the premises. The first occurrence requiring staff to order person to leave results in the person being excluded from library premises for one month; the second occurrence earns loss of library privileges for two months; the third occurrence merits six months; any future occurrence earns twelve months.

If a person exhibits behavior that violates the code of conduct and constitutes a threat to other library patrons, library volunteers, and/or library staff, then the library can ban a patron from the library premises by following the procedures outlined below:

1. Library staff members have the authority to ban from the library premises for predetermined time periods patrons whose inappropriate behavior has been documented adequately. Staff will refer to and follow the procedures for applying any level of exclusion from the library. This procedure details the process for banning an offending patron for periods less than one year.
2. In the event that a patron's behavior constitutes an imminent serious threat to Library property, other library patrons, volunteers, and/or staff, library personnel may call the police for assistance. The Library Director has the authority to ban from the library premises for a period of twelve months any individual whose behavior is a sufficient threat to the ability of the library to operate in a safe manner or whose behavior prevents staff, volunteers, and/or patrons from using the library services, furniture, facilities and materials for their intended purposes. Permanent and/or indefinite ban will require a decision by the Library Board of Trustees with exception of emergencies or time sensitive occurrences.
3. If an individual who has been excluded attempts to return to the library premises, such an act will be considered trespassing and the police will be called to remove the person from the library premises.
4. Banning or exclusion from library premises denies the patron access to the building, grounds and services of the Placentia Library District as well as from all telephone reference. The patron may still access from an offsite computer the Library's webpage. The individual's library card will be blocked.
5. If the individual who has been banned wishes to appeal this decision, then the notification must be made in writing to the Library Director within ten (10) days from the date of the exclusion. The appeal will be heard at the next regularly scheduled meeting of the Library Board of Trustees. Trustees will decide by a majority vote to uphold the exclusion if the behavior is a sufficient threat to the ability of the library to operate in a safe manner or if the behavior prevents staff and patrons from using the library services, furniture, facilities and materials for their intended use. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

6. It is the sole responsibility of the individual banned for twelve months to apply for reinstatement of library privileges; these are not automatically available at the end of the period of exclusion. The person notifies the Library Director that he/she plans to attend the regular meeting of the Library Board of Trustees to request reinstatement of his/her library privileges. This request may be made only after the twelve months has been completed. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

7. Following the reinstatement by the Library Board of Trustees of a patron whose privileges had been revoked under this policy, it is understood that even one new violation of the Placentia Library District Policy 6065 – Public Behavior Policy can result in the individual being banned for an additional year from the Placentia Library District.

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss and determine allocations for the Securitization Reimbursement and Fiscal Year 2012-2013 Surplus

DATE: September 11, 2013

BACKGROUND

The Placentia Library District received \$162,050 from the State of California from the Proposition 1A Securitization loan. Staff seeks directions from the Board with regards to allocations of the securitization reimbursement including the following considerations:

- Reserves
- Book Budget
- Technology Improvement
- Library Expansion
- Cost of Living Allowance Increase
- Benefits Increase
- Solar Panels
- RFID system

RECOMMENDATION

Action to be determined by the Library Board of Trustees.