

**Forsyth Township Public Library Board Meeting  
Tuesday, November 14, 2017  
Donna Adams Community Room**

**Board Members Present:** Donna Adams, Fran Lukkarinen, Linda Buck, Kathy Archibald, Dwight Sunday and Brian Rice. All members were present. A quorum was established.

**Also Present:** Forsyth Township Library Director Leslie Makela, Forsyth Township Trustee Liaison to the Library Chris Adams and Recording Secretary Colleen McGarry.

1. **Call to Order:** President Donna Adams called the meeting to order at 3:30 p.m.
2. **Approval of Agenda: Motion by Dwight Sunday/Second by Linda Buck to approve the November 14, 2017 agenda as presented. Motion passed.**
3. **Public Participation:** None.
4. **Approval of Minutes: Motion made by Kathy Archibald/second by Fran Lukkarinen to approve the October 10, 2017 minutes as presented. Motion passed.**
5. **Library Director Report:**
  - \*Please see written report.
  - \* Discussion about how the library cuts to the Gwinn School District could affect Township library use.
  - \*Leslie Makela reported that the Gwinn middle school and high school students now have access to EBooks made possible by the Forsyth Township Public Library and the Superiorland Library Cooperative.
  - \* Leslie will purchase two perpetual donor plaques for \$150 each from American Nameplate.
6. **Financial Report:**
  - a. **September Financials/Book Expenditures:**
    - \* The end of September fund balance is: \$75,624.54.
    - \* Discussion about book purchases. The board is very happy with purchases to date.
  - b. **Building status and current building issues- Architect Update- Signage:**
    - \* Signs Now will install 10" letters around November 17, 2017 for less than \$800.
    - \* Leslie Makela presented an Annual maintenance schedule for the library.
  - c. **Approval of November Bills: Motion was made by Donna Adams/second by Dwight Sunday to approve payment of the November bills in the total amount of \$5,571.06. Motion passed.**
  - d. **Status of Donations:** Donations as of October 31, 2017 total \$5,658.85.
7. **Unfinished Business:**
  - a. **Fundraising Update – Balance Due for Cookbook (\$97.53):**
    - \* Donna Adams reported that shipping was more than anticipated for the cookbooks. She requested reimbursement of the balance over the \$800.00 previously approved by the board.
    - \* **A motion was made by Fran Lukkarinen/second by Kathy Archibald to approve payment of \$97.53 to Donna Adams for reimbursement of remaining cookbook costs. Motion approved.**
  - b. **Review Internet Policy:**
    - \* The board reviewed the final draft of the new Computer Use & Internet Policy. Kathy Archibald thanked Leslie Makela for doing the majority of the work.
    - \***Motion by Kathy Archibald/second by Fran Lukkarinen to approve the following updated Computer Use and Internet Policy effective January 1, 2018. Motion passed.**

The Forsyth Township Public Library offers Internet access and computer workstations to fulfill the information, educational, recreational and entertainment needs of its patrons.

The Forsyth Township Public Library on-line catalog and Wi-Fi network can be used in the Library at any time. Users do not need to have a valid Forsyth Township Public Library card or Guest Internet Pass to use these resources.

### **Methods of Access**

Access to Forsyth Township Public Library computers and the Internet will be provided without charge to persons who have a valid Forsyth Township Public Library card or through the use of a Guest Internet Pass issued at the Circulation Desk with a valid photo id. Access to public computers and Internet will also be provided to patrons under the age of 18 who have parental/legal guardian permission to use the Internet on public computers on record. Forsyth Township Public Library cannot restrict access to the Wi-Fi network provided by the Library to persons under the age of 18. Use of the Internet is for those patrons who are in good standing as defined in the Forsyth Township Public Library Circulation Policy. Guest Internet Passes will not be issued to people with outstanding debt to the Library.

### **Use of Computer Drives**

Patrons can save, copy, move, paste and/or delete files to the following mediums: CDs, flash/jump drives and external hard drives.

Downloading of music, videos, and software is prohibited. The Library is not equipped to handle the load this would put on our system, plus the security risks are too great.

Burning and/or making copies of music or video CDs/DVDs is also prohibited due to copyright laws.

The Library has flash/jump drives for patron use while in the library. They are available at the Circulation Desk.

### **Restricting Use of the Internet by Minors**

Restricting the use of Library materials by minors is the responsibility of parents or legal guardians. The Forsyth Township Public Library staff is unable to act in the place of a parent or guardian in advising minor children on acceptable use of the Internet. The Library cannot enforce any limitations which a parent or guardian may place on a child's use of the Internet.

Parents or legal guardians may request that a child's library card be blocked from using the self-sign-in-system, but Library staff cannot ensure that a child will not gain Internet access in other ways. A parent or guardian who wishes to deny access to the Internet

by his/her child is required to modify a child's account with a staff member at the Circulation Desk.

## **Internet Access Policy**

The Internet (World Wide Web) offers a wealth of information. However, not all sources provide accurate, age-appropriate, current, or legal information that is acceptable to everyone. Users need to evaluate for themselves the validity of all information found.

The Forsyth Township Public Library reserves the right to set limitations on the use of electronic resources.

Internet access is filtered at the Library. However, the filters we have in place are not able to limit access to all web sites that some individuals may find objectionable. Due to the nature of the Internet, the Library cannot ensure the availability, accuracy, accessibility, or appropriateness of electronic resources.

All users of the Library's Internet access via workstations or data ports must observe copyright and communication laws and others' right to privacy.

Illegal activities or any other activities intended to disrupt computer or network services or equipment are prohibited. Individuals are prohibited from using Library resources for illegal purposes as may be defined by applicable local, state, or federal law and may be subject to prosecution for violation.

## **Patron Responsibilities**

All patrons using Library computers or accessing the Internet via Library data ports must comply with the following Forsyth Township Public Library Computer/Internet Use Guidelines:

- Internet workstations are in public areas in view of patrons of all ages. Users are responsible for the selection of sites and should be aware that others may be involuntarily exposed to what is displayed. Library patrons are advised that displaying pages depicting pornography or other graphic images is inappropriate for a public environment and is prohibited. Library staff are authorized to ask computer users to stop using the Internet if they are displaying pornography or other graphic images.
- Parents and legal guardians are responsible for monitoring the Internet activity and choice of workstations by minors. Filtering software does not replace the need for parental guidance.
- Patrons who wish to use the public access computers must have their own library card or use a Guest Internet Pass. Library cards are not transferable. Do not allow others to use your card.
- Patrons are allotted 1 hour per day on public computers with an additional 30 minutes automatically provided if other public machines are available to patrons.

Staff may assign additional time at the request of a patron who is building a resume, test taking or engaging in other activities of high importance. Forsyth Township Public Library staff reserve the right to deny additional time for any reason.

- Patrons must respect the privacy of others using the computers, and their right to a quiet environment. Patrons who are disturbing others may be asked to leave the library.
- The Library's security systems may interfere with a patron's ability to perform certain tasks. Some examples include: downloading file attachments, opening zip files, and visiting certain websites. While the Library recognizes that this may be an occasional inconvenience, patrons must recognize that the Library's priority must be to maintain the integrity of hardware and software. Staff cannot circumvent security systems in place to accommodate specific requests for service.
- Patrons should recognize that the Library staff does not have time or expertise to assist individuals with specific software or to give individualized computer lessons. Introductory materials are available in the Library's collection and/or through Interlibrary Loan.

## **Library Responsibilities**

The Library and its staff will:

- Make patrons aware of the Computer and Internet Use Policy and Guidelines through printed materials available upon request and on the Library's website.
- Use reasonable efforts to ensure compliance with the Use Policy and Guidelines.
- Respond to patron complaints through appropriate channels.
- Take measures to ensure the privacy of patrons on workstations.
- Offer assistance to patrons when time and knowledge permit in accordance with the Computer Help Policy.

## **Prohibited Activities**

Any activity that interferes with or disrupts computer access is prohibited. The Forsyth Township Public Library reserves the right to restrict computer and Internet access to violators. When it is appropriate, violators will also be prosecuted to the full extent of the law.

Examples of misuse include:

- Use of workstations for illegal or criminal purposes or to seek access to unauthorized areas.
- Infringement of copyright and other intellectual property rights.
- Subverting or attempting to subvert any security devices in either software or hardware format.
- Attempting to install viruses or other programs designed to damage or alter software.
- Installing/downloading any software on Library computers.

- Theft of, vandalizing, damaging or altering equipment, software or configurations. Vandalism is defined as any malicious attempt to harm or destroy hardware, the data of another user, the internet, or any other agencies or networks that are connected to the system.
- Sending unsolicited commercial material or “spamming”.
- Misrepresenting oneself as another user.
- Attempting to modify or gain access to files, passwords or data belonging to others.
- Patrons using data ports must use designated ports and may not disconnect library equipment.

### **Consequences of Violating Computer Use Guidelines**

Library staff will determine if a patron has violated the Forsyth Township Public Library Computer and Internet Use Policy and Guidelines. Consequences are based on the severity of the infraction. For most violations the following procedures will apply.

#### **First Warning**

The patron will be informed in person by Staff of the Forsyth Township Public Library rule(s) that has been violated and will be given a verbal warning. The patron will be asked to leave the Library for a period of 7 business days.

#### **Second Warning**

The patron will be informed, in person by staff and with a follow up letter, of the Forsyth Township Public Library rule(s) that has been violated. The patron will be banned from using public access computers/Internet and other library services for a period of 30 business days.

#### **Third Warning**

The patron will be informed, in person by staff and with a follow up letter, of the Forsyth Township Public Library rule(s) that has been violated. The patron will be banned from using the public access computers/Internet and other library services for a period of 1 year.

Immediate disciplinary action, including prosecution, will be taken if a patron uses the Library’s computers for illegal purposes, steals Library property or intentionally abuses or vandalizes Library equipment.

A user who has been notified of a violation of the Forsyth Township Public Library Computer and Internet Use Policy and Guidelines may schedule a hearing with the Library Director. If the user is a minor, a parent or legal guardian must attend the hearing. To schedule an appointment with the Library Director, please call 346-3433.

## **8. New Business**

**a. November/December Calendar:** Leslie Makela distributed copies of the activity calendar for November/December.

**b. Director Makela's Performance Review:** Kathy Archibald is providing evaluation forms for the Board members to complete and return to the library in a sealed envelope or to her by mail. The deadline for completion is November 27, 2017. The review will be conducted at the December 12, 2017 meeting.

**c. Computer Upgrades: Motion by Donna Adams/second by Dwight Sunday to replace four older computers at a cost not to exceed \$3000. Motion passed.**

**d. MPLC (Motion Picture Licensing Corporation) Update:** Donna Adams reported that the \$240.00 for the license was collected but the application process will be delayed until after the next Township meeting.

**e. Time Change for Meetings: Motion by Donna Adams/second by Kathy Archibald to change the time of the December 12, 2017 meeting to 4:00 pm. Motion passed.**

**9. Public Participation:** Chris Adams praised the library board's fiscal responsibility. He encouraged getting information on the possible impact to the library involving the Cooperative's MERS deficit.

### **10. Board Member Comments:**

\* Kathy Archibald thanked everyone for a job well done.

\* Board members encouraged Dwight Sunday to question the MERS deficit at the next Superiorland Cooperative board meeting.

\* Brian Rice complimented the information provided in board packets, and the success of the Tea Party.

**11. Adjournment:** President Donna Adams adjourned the meeting at 4:40 p.m.

The next regular library board meeting is scheduled for December 12, 2017 at 4:00 p.m. in the Donna Adams Community Room.

Note: To help ensure a quorum at the next meeting, please call Library Director Leslie Makela at 346-3433 to let her know if you are unable to attend.

Respectfully Submitted,

Colleen McGarry, Recording Secretary

Linda Buck, Secretary