

**LIBRARY ADVISORY BOARD
AGENDA
BOARD OF DIRECTORS - REGULAR MEETING
November 10, 2014
LIBRARY BUILDING, 316 W THIRD ST
REGULAR SESSION - 5:30 PM**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF PREVIOUS MEETING

- A. Review minutes from last meeting for approval

IV. VISITOR/CITIZENS FORUM

At this time, any person with business before the Library Advisory Board may speak to the board. All comments must be directed towards the Chair, rather than individual commissioners or staff. All speakers must limit their comments to subject matter relating to the board. No formal action can be taken on these items.

V. REGULAR ITEMS

- A. Review Children in the Library Policy

VI. REPORTS/ANNOUNCEMENTS

VII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City of Kennedale will provide for reasonable accommodations for persons attending City Council meetings. This building is wheelchair accessible, and parking spaces for disabled citizens are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meetings. Please contact Amethyst Cirno, City Secretary, at 817.985.2104 or (TDD) 1.800.735.2989

CERTIFICATION

I certify that a copy of the November 10, 2014, Library Advisory Board agenda was posted on the City Hall bulletin board next to the main entrance of the City Hall building, 405 Municipal Drive, of the City of Kennedale, Texas, in a place convenient and readily accessible to the general public at all times and said agenda was posted at least 72 hours preceding the schedule time of said meeting, in accordance with Chapter 551 of the Texas Government Code.

Gwen Bevil, Library Director





Date: November 10, 2014

Agenda Item No: MINUTES OF PREVIOUS MEETING - A.

I. Subject:

Review minutes from last meeting for approval

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

Review minutes for approval

IV. Recommendation:

Approve

Approve with changes

V. Attachments:

1.	Library Board Minutes 08.11.2014	BoardMinutesAug2014.doc
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Kennedale Public Library

Library Board Meeting Minutes

August 11, 2014

I. Call to order

Chairman Rebecca Clark called the meeting to order at 5:35 pm.

II. Roll Call

Members present and signed in: Gwen Bevill, Library Director; Rebecca Clark, Chairman; Sharon Dehnel; Don Rawe; Elaine Brower

Members Absent: Shirley Jackson

III. Minutes for Previous Meeting

The members reviewed the minutes from the January 13, 2014 meeting. **Motion** To approve, **Action** Approve, **Moved By** Don Rawe, **Seconded By** Elaine Brower. Motion Passed Unanimously.

The members reviewed the minutes from the May 12, 2014 meeting. **Motion** To approve, **Action** Approve, **Moved By** Don Rawe, **Seconded By** Sharon Dehnel. Motion Passed Unanimously.

IV. Visitor/Citizens Forum

There was no one waiting to address the board.

V. Regular Items

A. *Discuss and consider necessary revisions of the Library's Materials Reconsideration Policy*

Motion To approve, **Action** Approve with no changes, **Moved By** Don Rawe, **Seconded By** Elaine Brower. Motion Passed Unanimously.

B. *Discuss and consider any necessary changes to the Citizen Request for Reconsideration of Library Material Form.*

Motion To approve, **Action** Approve with no changes, **Moved By** Don Rawe, **Seconded By** Elaine Brower. Motion Passed Unanimously.

VI. Reports/announcements

A. *Update the board on current consortium memberships.*

Gwen updated board on the Arlington Kennedale Mansfield Library Partnership and the progress on the new online resource portal with our current consortium and the Grand Prairie Public Library. She told them that our current Overdrive Consortium contract would not be renewed in December as we are now on the Arlington Overdrive contract.

VII. Adjournment

Motion To adjourn, **Action** Adjourn, **Moved By** Don Rawe, **Seconded By** Sharon Dehnel. Motion Passed Unanimously.

The meeting was adjourned at 6:15 pm. Next meeting was set for November 10, 2014 at 5:30 pm.

APPROVED:

Chairman Rebecca Clark

ATTEST:

Gwen Bevill, Library Director



Date: November 10, 2014

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Review Children in the Library Policy

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

Review current Children in the Library Policy

IV. Recommendation:

Approve

Approve with changes

V. Attachments:

1.	Children in the Library Policy	Children in the Library Policy.pdf
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Kennedale Public Library

Children in the Library Policy

The Kennedale Public Library welcomes the use of its facilities and services by children of all ages. Our services and programs are offered to make the library enticing to children, to encourage them to visit the library, and to develop a love of books, reading and libraries.

Because the library is an open public building, the *safety and welfare* of children left alone in the library is a serious concern of the library staff, the Library Advisory Board, and the city administration. Young children, left unattended, often become frightened and anxious. Even older children, though they may be able to occupy their time for a short while, often become bored and restless which can lead to disruptive behavior that interferes with the legitimate library business of other patrons and staff. Library staff cannot know if unattended children are leaving with their parents, strangers or even by themselves.

For the protection and well being of children who enjoy our library, and to prevent undue disruption of normal library activities, the Kennedale Public Library and the Library Advisory Board have adopted the following policy statements concerning unattended or disruptive children.

1. Children should not be left unattended at the Library.

Children should be accompanied by a responsible person – an adult or mature adolescent. Parents/caregivers are responsible for their children's behavior while in the library and while attending library programs. Parents or caregivers should remain in the building while their child is attending Storytime or other library programs. The public library is not a babysitting service, but an open, public institution where all patrons have an equal right to quality library services in a safe, relaxed environment. If a child is left unattended in the library, the staff will attempt to locate the parent or caregiver. If the parent or caregiver cannot be located within 30 minutes, the staff may contact the police to pick up the child.

Self-supervised children who are sufficiently mature are welcome to use the library unattended, as long as they display acceptable library behavior. Parents should be advised that if their children display disruptive behavior, the staff may call the parent and the child may be told to leave the library. Parents, even in their absence, are legally responsible for their children's behavior.

2. The library assumes NO responsibility for an unattended child – even for a very short time – before, during, or after library hours.

3. Children should have definite arrangements to be picked up before closing time.

Youngsters left to wait outside for a ride after the library has closed are placed in a vulnerable position. If Staff has reason to suspect that a child has been left at closing time, Staff will ask the child if he/she is waiting to be picked up, determine the child's name, and call the child's parent. ***If the parent cannot be reached or the transportation does not arrive within 15 minutes, the police will be called to assume responsibility for the child. Two Staff members will remain with the child for 15 minutes after closing until the parent or the police arrive. If the police remove the child from the library premises, Staff will leave a note on the door notifying the parent/caregiver.***

Staff members will use their judgment when dealing with unattended youth at closing, but the library staff will UNDER NO CIRCUMSTANCES transport or take the child away from the building.

In any situation involving youth safety and specifically whenever parents/caregivers or law enforcement personnel are contacted, Staff will complete an Incident Report to be sent immediately to the City Manager and will retain a copy on file at the library.

In order to institute this policy, signs will be posted as follows:

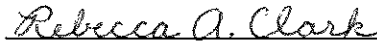
“While in the library, children should be accompanied by an adult. At library closing time, a parent or guardian whose child has not been picked up will be telephoned. *If there is no response to the call, the police will be contacted.*”

ONCE AGAIN, PARENTS AND CAREGIVERS, **NOT THE LIBRARY STAFF**, ARE RESPONSIBLE FOR THE ACTIONS AND SAFETY OF CHILDREN VISITING THE LIBRARY.

Effective Date 11/14/11 (approved 09/12/11)

Approvals:


Library Director


Library Advisory Board Representative