

**LIBRARY ADVISORY BOARD
AGENDA
BOARD OF DIRECTORS - REGULAR MEETING
April 13, 2015
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 and approve the minutes from regular January 12, 2015 Board meeting

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 Computer Usage Policy for revisions

VI. REPORTS/ANNOUNCEMENTS

- A. Library Director will update board on all programs

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 the City Secretary at 817.985.2104 or (TDD) 1.800.735.2989

CERTIFICATION

I certify that a copy of the April 13, 2015, 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: April 13, 2015

Agenda Item No: MINUTES OF PREVIOUS MEETING - A.

I. Subject:

Review and approve the minutes from regular January 12, 2015 Board meeting

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

IV. Recommendation:

Approve

V. Attachments:

1.	Library Advisory Board Minutes Jan2015	BoardMinutesJan2015.doc
----	--	-------------------------

Kennedale Public Library

Library Board Meeting Minutes

January 12, 2015

I. Call to order

Chairman Rebecca Clark called the meeting to order at 5:32 pm.

II. Roll Call

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

Members Absent: None

III. Minutes for Previous Meeting

The members reviewed the minutes from the November 10, 2014 meeting. **Motion** To approve, **Action** Approve, **Moved By** Elaine Brower, **Seconded By** Shirley Jackson. Motion Passed Unanimously.

IV. Visitor/Citizens Forum

There was no one waiting to address the board.

V. Regular Items

A. Review Edge Assessment in order to make recommendations for Edge Reimbursement Program.

Director explained what the assessment process was and why our library rated low in certain areas like not providing formal computer training due to lack of building space to set up classes; why we don't schedule meeting rooms as the building does not provide any space for meetings; and why we don't have more relationships with organizations in the community due to only the schools and chamber of commerce being available to our community. The director asked how the board felt about providing a couple of computers with educational programs for small children. If they are not hooked up to the internet, the library would not be required to apply CIPA to all of the computers in the library, including the staff computers. Board agreed to allow director to explore the possibility of educational programs for young children and addition of more software for the public computers.

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 current consortium and the Grand Prairie Public Library. The new program that they are exploring is a consortium online component for the summer reading program.

VII. Adjournment

Motion To adjourn, **Action** Adjourn, **Moved By** Don Rawe, **Seconded By** Elaine Brower. Motion Passed Unanimously.

The meeting was adjourned at 6:25 pm. Next meeting was set for April 13, 2015 at 5:30 pm. Board will continue to meet quarterly.

APPROVED:

Chairman Rebecca Clark

ATTEST:

Gwen Bevill, Library Director



Date: April 13, 2015

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Review Computer Usage Policy for revisions

II. Originated by:

III. Summary:

Review current Computer Usage Policy

IV. Recommendation:

Approve with changes

V. Attachments:

1.	Computer Usage Policy	Computer Use Policy.doc
----	-----------------------	-------------------------

Kennedale Public Library

Computer Use Policy

I. Purpose

In response to advances in technology and the changing needs of the community, the Kennedale Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the City of Kennedale. The Kennedale Public Library provides access to a broad range of information, including resources available through the Internet.

This document contains a Library-wide policy for the management of computer data networks and resources made available by the Kennedale Public Library. In addition, this document reflects the privileges and responsibilities of Kennedale Public Library patrons.

II. Confidentiality

The Kennedale Public Library will consider information stored on its computer network that identifies or serves to identify a person who requested, obtained, or used a Library material or service, including the Internet, as confidential, unless the information is exempted from confidentiality under the Texas Public Information Act.

III. Copyright

U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials except as permitted by the principles of "fair use". Users may not copy or distribute electronic materials, including electronic mail, text, images, programs, or data without the explicit permission of the copyright holder. Any responsibility for any consequences or copyright infringement lies with the user. The Kennedale Public Library expressly disclaims any liability or responsibility from such use.

IV. Disclaimer

In consideration for the privilege of using the Library and for having access to the information contained in it, and information accessed through the Internet, you hereby release and hold harmless the City of Kennedale, its officers, agents, servants, employees, volunteers, representatives and advisors, from any and all claims, liability, or responsibility for damages or injury arising

either directly or indirectly from the use of the Library, information and computer access, including, but not limited to the Internet, whether or not caused, in whole or in part, by alleged negligence of the City of Kennedale, its officers, agents, servants, employees, volunteers, representatives, or advisors.

- A. Users are responsible for the access points they reach. **Parents are responsible for monitoring the Internet and computer activity of their children.**
- B. As with printed information, not all sources on the Internet provide accurate or complete information.
- C. As a user of the Internet, you should be aware that the display of pornographic material in a public place is a criminal offense (see Texas Penal Code, Sections 43.21, 43.22 and 43.24). Computer users will be asked to remove such material from a computer screen. Failure to remove such material from the computer screen will result in the police being called and the user being prosecuted to the fullest extent of the law.

V. General Use Requirements

- A. Internet access computers are available on a first-come, first-served basis, subject to maintenance, during established operating hours at the Kennedale Public Library.
- B. Prior to using the Library's computers, Library patrons must:
 - read the Computer Use Policy carefully; and
 - fill out and sign the Computer Use Agreement.
- C. Patrons are required to have a current Kennedale Public Library card or a current card from one of our NTLC (North Texas Library Consortium) libraries and be a member in good standing.
- D. Visiting Patrons over the age of 18 may request a temporary guest pass from the library staff and will be expected to abide by all other policy restrictions.
- E. Patrons under the age of 18 must have their Computer Use Agreement signed by a parent or legal guardian before they will be allowed access to the public computers. The parent or guardian must sign the Computer Use Agreement at the Library with proper identification.
- F. Patrons may use the Library computers for 1 hour. Time may be extended if no one is waiting. Patrons must relinquish the computer immediately when asked by a Library staff member.

- G. All patrons are asked to cease use of the computers 15 minutes prior to closing time.

VI. Assistance From Staff

- A. The Library staff will be glad to assist you in accessing the Internet and other programs but cannot provide in-depth training.
- B. Due to Library scheduling, computer trained staff may not always be available to assist you.
- C. Users should notify the Library staff immediately if they encounter any problems with the computer or programs.

VII. Rules For Use

- A. Email accounts are not provided by the Library.
- B. No more than two patrons will be allowed at each computer at one time.

VIII. Printing

- A. Printing of documents is allowed for a fee.
- B. Patrons will be responsible for all printouts made intentionally or otherwise.

IX. Warning Regarding Virus

Although a virus-checker is used on the Internet access computers, this will not completely protect the storage device you use for downloading from the chance of being infected with a virus. Software downloads from the Internet may contain a virus and you need to have virus-checking software on your personal or work computer.

The KENNEDALE PUBLIC LIBRARY is not responsible for damage to a patron's storage device or personal/work computer; or for any loss of data or damage or liability that may occur from patron use of the Library's computers. (See Disclaimer on page 1-2.)

X. **You *WILL* lose your computer privileges if you engage in any of the following actions:**

- A. Gain unauthorized access to any network or computer system, including the Library network or computer system.
- B. Engage in illegal or criminal activity, including slander, libel and the transmission/display of pornography. According to the Texas Penal Code, Sec. 43.24(b) a person commits an offense if he displays harmful material and is reckless about whether a minor is present who may be offended or alarmed by the display.
- C. Willfully attempt to damage or misuse any computer hardware and/or software, or to alter software configurations.
- D. Violate copyright laws and software licensing agreements by the unauthorized reproduction or distribution of copyrighted or licensed materials.
- E. Obstruct other people's work by using the system unreasonably or by deliberately crashing or disrupting any computer systems.
- F. Engage in any activity prohibited by federal or state law or local ordinance.
- G. Violate any rules established herein.

Effective Date _____ (adopted with revision on 06/11/12)

Approvals:

Library Director

Library Advisory Board Representative

Kennedale Public Library

Computer Use Agreement

I have read the COMPUTER USE POLICY document carefully. As a patron of the Library's computer system, I hereby agree to comply with the guidelines and procedures as stated in the Computer Use Policy. I further understand that failure to use the Internet connection appropriately and responsibly in accordance with the Computer Use Policy will result in revocation of computer use privileges.

I agree to the Disclaimer section on page 1 of the Kennedale Public Library's Computer Use Policy, and I accept full responsibility for my use of the public access computers.

Patron's Name (please print)

Library Card #

Patron's Signature

Street Address

City, State, Zip

Home Phone

Work Phone

If my child is under the age of 18, my signature on this Computer Use Agreement will indicate that I have discussed this policy with my child and my child will comply with all guidelines and procedures contained herein.

Parent/Guardian's Name (if user is under age of 18) (please print)

Parent/Guardian's Signature

Witness (Library Employee)

Date



Date: April 13, 2015

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

Library Director will update board on all programs

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

Library Director will update board on all current programs and consortium activities.

IV. Recommendation:

None

V. Attachments: