



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES  
POLICY COMMITTEE MEETING AGENDA  
WEDNESDAY JULY 19, 2023, 5:30 PM OR DIRECTLY FOLLOWING BOARD MEETING  
**CITY OF WAUPACA COUNCIL CHAMBERS**

*Mission Statement: "...committed to offering opportunities for connections innovation, and engaged learning."*

**1. ROLL CALL :**

COMMITTEE MEMBERS: Liliana Liegl, Holly Olsen, John Turner, Sarah Hanneman, Cory Nagel and Mary Zimmerman

**2. APPROVAL OF AGENDA**

OPEN MEETING LAW STATEMENT: This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

**3. Review of existing policies**

- a. Patron Behavior Policy
- b. Meeting Room Usage Policy

**ACTION ITEM:** APPROVE changes to Patron Behavior Policy and Meeting Room Usage Policy

**4. Adjournment**

PLEASE CALL ERIC BAILEY (715-258-4414) BY 1:00 PM ON MEETING DATE IF YOU ARE UNABLE TO ATTEND.

PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS

## Policy Committee Meeting

Date: July 19, 2023

### Meeting Room Use Policy

Regarding business in the Library, I reached out to my fellow Library Directors in OWLS and then at their suggestion to the Fond du Lac Public Library. Practice varied within OWLS libraries. Fond du Lac PL has a reputation locally for having an open and business friendly policy. In speaking with Director Jon Mark Bolthouse, they haven't had problems with any of the egregious uses of meeting space that we discussed. These include individuals seeking to hold multi-level marketing sales events or operate a direct sales business on Library property. **While reassured that the chance of receiving such a request is small, I also believe that these would be outside the scope of what we want to permit with this policy change. Therefore, I have added language making them out-of-bounds for meeting room use.**

### Patron Behavior Policy

I have added language updating the name of the policy. I discussed the proposed changes further with Jake Waller, who supervises our cleaning crew, and he has no concerns about the new language.

I researched the subject of allergies and reached out to OWLS Directors regarding the topic. Ultimately, the Library is a busy public space. We don't have mechanisms in place to keep out things like peanut dust or latex, and the pandemic made clear that even basic health restrictions are immensely difficult for the Library to actually enforce. As the nature of our space puts us in line with what can be expected from most all public spaces, I don't think special signage at the Library entrance is necessary. It is certainly something we can be more aware of when the Library is providing food at events, and encourage our programming partners to be aware of as well.

After much consideration, I also do not think that the proposed alteration of the policy would increase food-related hazards at the Library. Most of the hazard is already present, due to the difficulty of ensuring no peanut-dusted hands handle materials and/or that no food is consumed in the Library. After additional research, discussion and consideration I opted only to make a few minor editorial changes to the proposed policy change. I have found the discussion on this very worthwhile and I think it will have a positive impact on our planning in the future.

Respectfully submitted,

Eric Scott Bailey

## Meeting Room Use - PROPOSED

### July 19, 2023

The Library welcomes the use of its meeting room for civic, cultural, educational or recreational purposes. The Library's meeting rooms are available on equal terms to all groups in the community regardless of beliefs and affiliations of the individuals or groups requesting use, and are booked on a first come first served basis.

#### Requirements and Limitations for Use of a Meeting Room:

##### 1. REQUIREMENTS:

- a. A room reservation form must be completed once each calendar year for each entity (whether an organization or an individual) making use of a meeting room.
- b. The person signing the reservation form must be over 18 years old and will be considered responsible for ensuring adherence to Library policy.
- c. Meetings may be reserved up to 12 months in advance, or within a time window designated by the Director or designee.
- d. AV equipment is available to use with meeting space, and what equipment is needed must be indicated when the room is reserved. Equipment must be checked out at the Circulation Desk by a group representative with a valid library card. The person who checks out the equipment is responsible for any damage incurred. Equipment must be returned to the Circulation Desk at the end of the meeting.
- e. Room reservations are not confirmed until the reservation form has been completed and signed by the applicant and the library administration. By signing this form, the applicant/group agrees to accept the responsibility and liability relating to the use of the facility.
- f. There is a snack kitchen available for beverages or other light refreshments. Use of the snack kitchen must be requested and approved in advance, and can only be used with Meeting Rooms A&B.
- g. A program which involves the sale, advertising, or promotion of products must be clearly stated on the meeting room reservation form. **The room is not available for in-person multi-level marketing sales or events focused exclusively on in-person direct sales.**

##### 2. LIMITATIONS:

- a. A person 18 years or older must be present at all times when the meeting room is in use.
- b. The room cannot be used for purposes that are illegal, potentially hazardous or that would interfere with the normal functioning of the Library.
- c. Use of a Library meeting room does not imply endorsement by the Library of the views expressed by users of the meeting areas.
- d. No signs or posters may be attached to the walls. Any signs, informational or directional, must be approved by the library administration.
- e. There will be no use of tobacco, cannabis, vaping devices, or use of controlled substances in the Library or on its premises. Alcohol may only be used on Library

property in keeping with the Library's policy on alcohol at Library events and programs.

- f. Meetings are only permitted during Library operating hours.
  - g. Organizations are responsible for their own room setup, clean up and garbage removal.
  - h. Participants must be admitted to all meetings free of charge.
  - i. Occupancy guidelines (70 for Meeting Room A, 40 for Meeting Room B, 120 for Meeting Rooms A&B and 12 for Meeting Room C) and other safety guidelines must be followed at all times.
  - j. No food warming devices, such as electric roasters, crock pots, etc. are allowed, with the exception of coffee and tea pots.
  - k. The Meeting Room and kitchen must be left clean after use.
  - l. The Library does not provide cutlery, cups or dishes for use.
3. FEES:
- a. For profit, private parties and meetings that are not open to the public will be charged a fee for using the meeting rooms. (\$10/hour or \$50 per day) This fee is to be paid prior to meeting room use.
  - b. Nonprofit organizations are asked to make a monetary donation for each meeting to cover meeting room expenses.
  - c. Fees may be charged for damage or cleaning of the room, and any expense incurred by the Library as a result of usage is the responsibility of the group or individual on file.

In case of an unscheduled closing of the Library, an attempt will be made to provide an alternative date or time for the group.

Future usage of meeting space may be denied to any group or individual judged by the Director or designee to have been in violation of Library policy during previous usage. Usage of space may be denied to new applicants if their proposed usage is judged by the Director or designee to be in violation of Library policy.

## **Meeting Rooms - CURRENT POLICY**

Meetings are scheduled on a first-come, first-served basis. Nonprofit organizations are asked to make a monetary donation for each meeting to cover meeting room expenses. For profit, private parties and meetings that are not open to the public will be charged a fee for using the meeting rooms. (\$10/hour or \$50 per day) This fee is to be paid prior to meeting room use.

The room reservation form must be signed by an adult at least 18 years of age, who will be responsible for adherence to the policy. The person who signs the reservation form will be regarded as the responsible party for the group. Information must be provided at this time regarding the program and AV equipment needs. There must be an adult present at every meeting. The meeting rooms may be reserved by any group up to 6 months in advance. Use of the meeting rooms does not imply that the Library endorses or supports the viewpoints presented.

All library or City committees (Library Board, sub-committees, Foundation, Friends group, library programs and city elections) may book the meeting room an unrestricted number of times. If a Library or City event conflicts with another reservation, the group will be contacted as soon as possible.

Room reservations are not confirmed until the reservation form has been completed and signed by the applicant and the library administration. By signing this form, the applicant/group agrees to accept the responsibility and liability relating to the use of the facility. Fees may be charged for damage or cleaning of the room.

Meetings may be held between 9:00 AM and 8:00 PM, Monday through Thursday and during other open library hours. Organizations are responsible for their own room setup, clean up and garbage removal. Due to liability issues no one is to be in the building after the library closes. Participants must be admitted to all meetings free of charge. A program which involves the sale, advertising, or promotion of products must be clearly stated on the meeting room reservation form.

Groups may choose the meeting rooms based on expected attendance. Meeting Room A (70) Meeting Room B (40), Meetings Room A & B (120 occupancy) or Meeting Room C (12-15). Meeting Rooms A & B are located in the lower level. Meeting Room C is located on the main level. No refreshments are to be served in Meeting Room C. The Teen Program Room or Children's Story Time Room may be available upon request.

**The meeting rooms may not be used for any purpose which may interfere with the regular operation of the library.**

There is a snack kitchen available for beverages or other light refreshments. Use of the snack kitchen must be requested and approved in advance. Some serving utensils are provided. No food warming devices, such as electric roasters, crock pots, etc. are allowed, with the exception of coffee and tea pots. The kitchen must be left clean.

Any audiovisual equipment or material needed must be reserved at the time of room booking. The library cannot provide operators for this equipment. If instructions are required, it is suggested that a representative of the group make an appointment with library staff before the meeting. All audiovisual equipment must be checked out at the Circulation Desk by a group representative with a valid library card. The person who checks out the equipment is responsible for any damage incurred. Equipment must be returned to the Circulation Desk at the end of the meeting.

No signs or posters may be attached to the walls. Any signs, informational or directional, must be approved by the library administration. Meetings should end on time. Individuals responsible for the meeting should be sure all attendees know where the fire exits are located. No smoking or consumption of alcohol is permitted.

Exceptions will be made for library programs in all cases. Exceptions may be made for nonlibrary programs with Library Board approval.

By signing the Meeting Room Reservation Form, the applicant:

1. Has read the Meeting Room Policy and understands it.
2. Understands that any failure to abide by these regulations may result in a loss of meeting room privileges. Failure to notify library staff of a cancellation may also result in loss of meeting room privileges.
3. Accepts the financial responsibility for any and all damage caused to the building, furnishings, or equipment beyond normal wear/and or usage as determined by library staff.
4. All meetings must have adult supervision (someone over 18).

Adopted 7/1993 Revised 8/1994, 6/1998, 2/2001, 9/2005, 1/2008, 11/2009, 6/2010, 12/2012, 8/2017

## ~~Rules of Conduct Policy~~ Patron Behavior Policy

### **Patrons and Library staff have the right to a secure and comfortable environment:**

- Seating at Library tables and chairs is limited to the number of persons for whom the furniture was designed.
- Consumption of alcoholic beverages or possession of alcoholic beverages is not permitted on Library property, except as part of a program authorized by the Library Administration Director or designee.
- Use of tobacco and vaping products is prohibited in the building or lobby. Per City Ordinance (02-17), smoking is not allowed within 50 feet of the East and West main entrances.
- Bicycles are not permitted in any Library public area or entryway. Bicycles must be parked in the racks outside the building. Wagons and strollers must not obstruct corridors, hallways, aisles, entries or exits. Recreational wheeled devices are not permitted in the Library or Lobby
- Blocking or obstructing an entrance, exit, or sidewalk is not permitted. Individuals or groups may not loiter in or around the Library.
- Animals, except those used to aid persons with disabilities, or as part of a Library-sponsored program, are not permitted in the Library. Animals may not be left unattended on Library property.
- The Teen Room has been set aside for use by teens (Grade 6 through Grade 12 or age 18). For safety purposes, persons not within this age range must restrict activity in the Teen Room to browsing library materials.
- The Library is **not** responsible for personal belongings left unattended.
- Food is permitted with permission of the Director or designee in meeting rooms. Elsewhere in the building, lidded drinks and light snacks are permitted. Patrons are responsible for cleaning up any mess created by food they have consumed. If a patron's use of food or drink is disruptive to normal use of the Library the Director or designee may suspend this privilege without limiting other access to the Library.

### **Patrons have the right to use library materials and services without being disturbed by others:**

- Behavior that disrupts or hinders use of the Library is prohibited. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, bullying, drunkenness or drug intoxication, running, and fighting.
- Courteous cell phone use only.
- Misrepresenting eligibility for services or identity in order to receive Library services is prohibited and may be prosecuted as a felony.

~~Selling products or services, soliciting donations or business, or distributing materials not approved by Library Administration, is not permitted on Library property. Exceptions may be made for Library-sponsored programs or when otherwise authorized by the Library Administration. Panhandling is not permitted on Library property.~~

- Selling products or services, soliciting donations or business, or distributing information unrelated to Library services is permitted only in designated meeting space and when previously approved by the Director or designee. Panhandling is not permitted on Library property. Library space is not to be used for in-person multi-level marketing sales or in-person direct sales.
- Taking surveys, circulating petitions, and similar activities are permitted in the Library only when authorized by the Library Administration.
- Bathing or the washing of hair or clothes is not permitted. Persons whose bodily hygiene is offensive so as to constitute a nuisance to other library users will be asked to leave.
- Sleeping is not allowed in the library.
- Staring at or following others with the intent to annoy or harass them is not permitted.
- Eavesdropping on other Library users or staff is prohibited as an invasion of privacy and confidentiality.
- Parents or other legal guardians are responsible for the behavior of their minor children in the Library. Refer to the Safe Child Policy.

Materials, policies, and laws are to be respected:

- Theft, vandalism, and mutilation of Library property are criminal offenses and will be prosecuted. Library staff reserves the right to inspect all bags, briefcases, backpacks, and other such items when the staff has reason to believe this rule has been violated. Violators will be prosecuted.
- The violation of federal or state laws or local ordinances is not permitted on Library property.

## Rules of Conduct for Virtual Programs

The Waupaca Area Public Library is committed to providing a safe, positive, and welcoming environment for its virtual program participants. All participants are expected to abide by this Virtual Program Code of Conduct.

## Prohibited Behaviors

The following behaviors may result in being dismissed from the program.

- Engaging in or promoting any form of violence, harassment, or cyberbullying.
- Verbal abuse of any attendee, including but not limited to, comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, or national origin.



- Any boisterous, lewd or offensive behavior, including but not limited to, obscene gestures, profanity or anything of a sexually explicit nature.
- Displaying or using inappropriate background images or pictures.
- Taking any recording or photographs of virtual programming without the prior written permission of the program director.
- Any behavior which interferes with another person's ability to participate in a virtual program is prohibited.

Failure to comply with these rules may result in the loss of Library privileges, as outlined in the Security Policy.

Revised by the Waupaca Area Library Board November, 2001.

Approved by the Waupaca Area Public Library Board of Trustees, March 2008

Approved by the Waupaca Area Public Library Board of Trustees, May 2009

Revised by the Waupaca Area Public Library Board of Trustees, February 2011

Revised by the Waupaca Area Public Library Board of Trustees, September 19, 2018