

Brooks Free Library Board of Trustees

Monday, May 13, 2019 - 7 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of April 10, 2019
3. Public Comment
4. Reports:
 - A. Chairman
 - B. Library Director
 - C. Building & Grounds Committee
 - Update on exterior furniture
 - Update on "Open House" event for Exterior Preservation Project
 - D. Liaison from Board of Selectmen
 - E. Friends of Brooks Free Library
5. Correspondence
6. Old Business:
 - A. Update on FY20 Budget and Library's Town Meeting Articles
 - B. Update on candidates for Board of Trustees (May 21, 2019 election)
 - C. Update on Strategic Planning Process and Timeline
 - D. Update on CPC projects
 - a. Rogers Groups
 - b. Harwich Oracle
7. New Business:
 - A. Offer to sell the Library a Rogers Group statue -discussion & possible vote
 - B. Town Insurance Requirements for Goods and Service Contracts
 - C. Vote to Accept Donations
 - D. Friends of Brooks Free Library landscaping project
 - E. Draft Policy- Meetings of Non-Library Sponsored Groups - discussion & possible vote
 - F. Library Director annual performance evaluation
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
 - A. Library Board of Trustees –Wed., June 12, 2019 - 7 PM – Brooks Library
10. Adjournment

Authorized posting officer

Virginia A. Hewitt

Brooks Free Library

Posted by

Town Clerk's Office

Agenda submitted electronically to Town for posting. The full packet - Agenda, Minutes & Reports – will be posted on the Town website, www.harwich-ma.gov/brooks-free-library-board-of-trustees, and the Library website, www.brooksfreeibrary.org/brooks-free-library-board-of-trustees on the Friday preceding the meeting.

** Per the Attorney General's Office: Boards/Commissions may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business"*

If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Library at 508-430-7562 or brooksfreeibrary@clamsnet.org.

Brooks Free Library Board of Trustees

Wednesday, April 10, 2019 - 7 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

DRAFT Minutes

1. Call to Order/Attendance: Chair called the meeting to order at 7:07 p.m. In attendance were JoAnn Brown, Joan McCarty, Jeannie Wheeler, Kathleen Remillard, Ann Emerson, Assistant Director Emily Milan and Director Virginia Hewitt. William Crowell was absent.
2. Approval of Minutes of Feb 13, 2019: JoAnn Brown made a motion to approve the minutes as amended. The motion was seconded by Jeannie Wheeler and passed unanimously.
3. Public Comment: none.
4. Reports:
 - A. Chairman: The Chair reminded the Board that all the necessary paperwork needs to be on file with the Treasurer's office before the last week of April when the Library will be submitting for payment of the Trustees stipend. Ms. Warde also confirmed that the conflict of interest training had been completed and submitted by all Trustees.
 - B. Library Director: As written.
 - C. Building & Grounds Committee: none
 - D. Liaison from Board of Selectmen: none
 - E. Friends of Brooks Free Library: none
5. Correspondence:
 - A. Invitation to attend MCPPO Inspector General training for Public Board and Commissions - May 14 in Centerville. Ms. Hewitt indicated that she plans on attending along with Administrative Assistant Megan Green and that an RSVP is required for anyone else who like to attend.
6. Old Business:
 - A. "Open House" event for Exterior Preservation Project: JoAnn Brown indicated that the Buildings and Grounds Committee has discussed options for a possible event is June. The Board discussed food vendors and event timing.
 - B. Update on FY20 Budget and Library's Town Meeting Articles: There have been no changes to either the operating budget or warrant articles relating to the library. The final vote on the budget will take place at the annual town meeting in May.
 - C. Update on CPC projects
 - a. Rogers Groups: Ms. Hewitt reported that we have a draft report from the conservator which was used to create a draft request for quotes. The draft is currently being reviewed by a member of CPC. The next step will be finalizing the request and soliciting bids.
 - b. Harwich Oracle: The digitization of the Harwich Oracle is underway and will be completed by June 30th.
7. New Business:
 - A. Update on candidates of Board of Trustees (May 21, 2019 election): Ms. Hewitt amended the information in her written report to note that no formal confirmation of a write in candidate for the vacancy on the Board has been announced. Potential write in

candidates should be directed to the Town Clerk's office for information on the write in process.

- B. Vote Employee Request for Leave of Absence: Senior Library Technician Joanne Clingan has requested a leave of absence for a period of time this Fall. Joan McCarty made a motion to approve Ms. Clingan's request, JoAnn Brown seconded and was approved unanimously.
 - C. Vote to Accept Donations: Jeannie Wheeler made a motion to accept the sum of \$799 from the Women's Club of Chatham to be used to purchase an iPad Pro for the VITAL program. The motion was seconded by Ann Emerson and passed unanimously.
 - D. Streetscape Furnishings - The Buildings & Grounds committee proposed purchasing benches and bike racks for the front and back of building. The committee presented research on options. Joan McCarty made a motion to authorize the purchase of exterior furniture for the library in an amount up to \$9,999 to be expended from the Fial Gift Account. Ann Emerson seconded and the motion passed unanimously.
 - E. Strategic Planning Process and Timeline: Ms. Hewitt indicated the desire to form a steering committee as the library begins the strategic planning process. This committee would include Ms. Hewitt, Ms. Milan and several trustees and would be responsible determining the timeline and process for undertaking the strategic plan. Kathleen Remillard and Jeannie Wheeler both volunteered for the steering committee. Mary Warde will serve as an alternate.
 - F. Re-schedule/cancel May meeting - The board discussed potentially moving the May meeting which is currently scheduled to take place the evening after the annual town meeting. The board decided it would be best to reschedule the meeting for Monday, May 13th at 7pm.
8. Trustee Reports and Requests for Next Meeting's Agenda: none
9. Upcoming Meetings/Events
- A. Annual Town Meeting - May 6 and 7, 2019 - Community Center
 - B. Library Board of Trustees - Mon., May 13, 2018 - 7 PM - Brooks Library
10. Adjournment: Kathleen Remillard made a motion to adjourn. Jeannie Wheeler seconded and, there be no further business, the Chair adjourned the meeting at 8:56 pm.

Respectfully Submitted,

Emily Milan

Library Director's Report
May 9, 2019

Election for Board of Trustees:

Two seats on the Board are up for election this year. Bill Crowell has filed nomination papers to run for re-election but Ann Emerson has decided not to run for another term. Bernadette Waystack has informed the Town Clerk that she is running as a write-in candidate.

May 2019 Annual Town Meeting

The budget passed at Town Meeting as did the two Library articles. (Article 12 for facilities maintenance included \$90,000 for sidewalk and streetscape repairs identified in 2015 by landscape architects Rowe, Richardson and Brown, part of McGinley Kalsow's larger report on the exterior. Article 28 repurposed \$21,322.55 from prior articles for technology for the Library.)

Friends of Brooks Free Library's landscaping project

The Friends project to landscape the parking lot and Bank St. sides of the building is now underway. The Friends are paying for the work and the Harwich Garden Club has agreed to maintain those areas, in addition to the beautiful plantings in the parking lot island that their members already maintain. This work will make a great improvement in the "curb appeal" of the Library and really put the finishing touches on the exterior preservation project.

Community Preservation Act Funded Projects:

As reported last month, on May 9th we're scheduled to return to Community Preservation Committee to update them on the status of the Rogers Groups. Since the last CPC meeting:

- we received the final assessment and conservation treatment plan from the conservator
- received and paid the conservator for his work (\$3,150, as specified in his contract)
- I met with Historic District Historical Commission representative on the CPC, Bob Doane, to review the assessment and recommended treatment
- Bob has provided his feedback on the assessment and treatment plan, which he thought was extremely thorough, and we've discussed plans for obtaining quotes to do the work and how to proceed if the funding is not sufficient to do the work on all the statues.
- We are ready to go out for quotes and have a draft contract prepared.

Offer to Sell a Rogers Group Statue to the Library:

A former Harwich resident has sent a letter offering to sell us a Rogers Group statue, Weighing the Baby. A scan of the letter and photograph are included in your packet. The Library's copy of this statue was one of the 55 stolen in 1976. We do not currently have a copy of this work in our collection.

Outreach/Community Engagement Activities:

- I attended the May 4th candidates forum sponsored by the Democratic and Republican Town Committees and distributed 45 copies of the Mass. Secretary of State's publication *A Citizen's Guide to Town Meeting*. Many of the attendees indicated they regularly attend Town Meeting but do not understand the mechanics of how Town Meeting works, so they were happy to have this handy guide to read in advance. They also expressed interest in the proposed Citizens Academy we are working on with the Voter Information Committee for next year.

- Housing advocacy – I attended the April 30th Housing Forum held by the Town’s Affordable Housing Trust.
- I attended the Cape Cod Technology Council breakfast meeting on May 3rd and heard an excellent presentation on copyright and online content.

Town Insurance Requirements for Goods and Services

The Finance Director recently provided departments with insurance requirements for goods and services contracts based on recommendations from MIIA, the Town’s insurance provider. These requirements which may create difficulties with some of the independent contractors we hire that are not part of a formal organization or that do not generally make their living doing these types of programs and therefore do not carry insurance. Some examples would be a community member who substitutes for the Youth Services Librarian to do storytime or a program presenter such as a local author, musician or someone presenting a craft program.

As the Trustees are responsible for the administration and operation of the Library, which includes procurement authority, I’m looking for some direction and guidance from the Board on whether the Library must comply with these instructions or should use them as recommendations. A copy of the Town requirements is included in your packet.

Draft Policy on Use of the Library by Non-Library Sponsored Groups

Competition for space by groups of community members looking for a space to meet has become a concern. One large group currently occupies all of the tables in the main area of the first floor for a substantial part of the day every week. Other patrons have complained of being told by participants that they need to vacate an area, despite the fact they have been told they cannot reserve space. Several other smaller groups meet on other days and times, without incident, but we are also fielding a number of requests for people who would like a regular reserved space, primarily for board and card games. As we head into the busy summer season this conflict for space will increase. As you may remember last summer we have an incident where a patron informed a tutor and her young student that they could not use a table.

To clarify the situation and provide guidelines for the public and staff members, I have included in your packet a draft policy to cover these types of situations.

CLAMS

I have decided not to continue on the CLAMS Board next year so the June Board meeting will be my final monthly board meeting for this term.

On May 15th we are holding a Town Hall forum for directors of all CLAMS libraries to provide an opportunity for members to share their concerns and ideas about changes we’d like to see to improve how the consortium functions and responds to members’ needs and concerns.

Building Maintenance:

In addition to the landscaping work discussed above:

- A. DPW is working to repair windows that don’t open or can’t be closed and latched if open. Some were painted shut from the exterior preservation project while others have needed repair for many years. (This work was removed by Administration from the exterior preservation project when initially seeking the funds to implement the recommendations in McGinley Kalsow’s 2015 report.)

- B. DPW is also working to repair the blinds in the south-facing windows. They are 20 years old and many cannot be raised or lowered and/or the slats do not operate.
- C. New zone values for the baseboard heating system are needed in several locations to prevent overheating. For now the valves have been shut off.

Respectfully submitted,

Virginia A. Hewitt
Library Director

FY19 Budget Balances

5.2.2019

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$0.00	\$160.00	0%
Dues, Subs & Travel	\$3,500.00	\$670.92	\$2,829.08	19%
Educational Supplies	\$152,725.00	\$119,753.64	\$32,971.36	78%
Electric	\$32,500.00	\$24,211.56	\$8,288.44	74%
Employee Fringe Benefits	\$393.00	\$0.00	\$393.00	0%
Gas	\$11,980.00	\$9,930.27	\$2,049.73	83%
Library Supplies	\$12,600.00	\$4,595.56	\$8,004.44	36%
Maintenance & Repair	\$5,600.00	\$2,800.03	\$2,799.97	50%
Office Supplies	\$5,650.00	\$3,770.33	\$1,879.67	67%
Professional & Tech	\$47,977.00	\$42,371.14	\$5,605.86	88%
Water	\$1,026.00	\$600.26	\$425.74	59%
Total Library Expenses	\$274,111.00	\$208,703.71	\$65,407.29	76%
Wages & Salaries	\$676,740.91	\$540,604.73	\$136,136.18	80%
TOTAL	\$950,851.91	\$749,308.44	\$201,543.47	79%

Reference Librarian's Report to Trustees
May 7, 2019

Outreach activities:

I spoke at both the **Men's and Women's COA breakfasts** over the past several weeks along with staff librarian, Emily Carta. My speech was fairly informal with a question and answer format. I highlighted some services and facts about the library and I solicited feedback from the audience and mentioned that we are about to start our long term planning process and welcome feedback. About 70-80 men attended the first breakfast and they were very engaged, raising their hands and asking and responding to questions. Later that day at the reference desk I helped three men that I had not previously met who had attended the breakfast. The woman's breakfast was attended by about 50 women who were also very engaged. They asked us if we had wifi hotspots available for loan and what we would put on a library 'wish list' if we had one. My first questions to both groups was 'How many of you have made a visit to the library since the beginning of this year' and for both groups about 70% of the hands in the room went up. It was a great opportunity to hear directly from so many interested and supportive members of the community.

Living with vision loss is the current title of a new program that Carla Burke and I will be running at the COA the first Tuesday of every month at 9:30am. This will be similar to device advice in that it will be a drop in format held at the same time every month. I specifically suggested this date and time because the Sight Loss Services Support group meets at 10am directly after our program. Carla and I will be going on Channel 18 on May 21 to talk more about this program, we got a blurb in the COA newsletter, and we have a meeting scheduled with Emily Mitchell (director) and Susana Keith (Social Services Coordinator) at the end of this month to discuss the new program and other opportunities for collaboration.

Assistant Director Emily Milan will be staff a table at the **Remembering walk** at Brooks Park this Saturday. I recently updated and supplemented our collection of Alzheimer's/Dementia related books for this occasion and Emily will be bringing these books with her to the event

Project updates:

I put in an application to the Boston Public Library via the Digital Commonwealth for the **digitization of our collection of Harwich High School yearbooks**. Our collection runs from 1962 to 2014 but had 6 volumes missing. I contacted Sarah Wheaton, Librarian at Monomoy Regional High School, who surprised me by saying she had extra copies of the years we had missing and then offered to bring them over so I could add them to our collection! I recently heard back from staff at the BPL. They accepted the project and will be picking up the volumes to scan sometime early in the Fall. These volumes will be scanned and put up on the web just like our town annual reports. The print copies get a lot of looks here in the library so I expect that the digital versions will be popular as well.

The Harwich Oracle newspapers are currently out at micrographics being digitized and should be returned soon. We will be boxing up the paper copies soon, placing them in archival boxes and making room upstairs for the ever expanding collection of our 'Library of Things'. We are purchasing our first iMAC computer to house this digital collection. Our older windows 'research' computer can not handle the current digital newspaper collections (The Harwich Independent and the Central Cape Press) so we needed something with a lot more memory, stability, and longevity, and Emily Carta and I both agreed that a Mac would do the job well. Having an Apple computer here at the library will also help our staff to become more familiar with the Mac and it's operating system. We do have patrons who bring in Macbooks who need device advice but most of us here don't have a lot of experience with Macs.

The director of the **Mass Memories** program has let me know that although our application was approved last July, that their group has been very busy doing other private programs and they may or may not be able to do a program here in Harwich next Spring. Sometime this summer I should be able to get a firm yes or no and as soon as I have that information I will pass it on.

Respectfully submitted,

Jennifer Pickett, Reference Librarian

4-20-19

To The Board of Trustees,

At the age of 83 I am
needing to down size and sell
my "Weighing The Baby" statue.
My husband bought it in the
1970's in Springfield, Ma.

A talented man in Dennis White
washed it according to Rogers' formula.

The last time I saw a Rogers' for
sale in the Boston Globe it sold to
a New Yorker for \$3500 in one day.

Please call if interested.

352-489-9899. I don't
answer but always return messages.

I lived in Harwich for 37 yrs.

Thank you, Carol E. Hudson



Carol Hudson
7998 SW 186th Cir.
Dunnellon, FL 34432



New vendor form and Certificate of Liability

2 messages

Patricia Sampson <psampson@town.harwich.ma.us>

Mon, May 6, 2019 at 4:08 PM

To: Carlene Jones <cjones@town.harwich.ma.us>, Elaine Banta <ebanta@town.harwich.ma.us>, Emily Milan <emilan@clamsnet.org>, Foster Banford <fbanford@town.harwich.ma.us>, Ginger Farrell <gfarrell@town.harwich.ma.us>, Jennifer Clarke <jclarke@town.harwich.ma.us>, Kate Varley <kvarley@harwichpolice.com>, Kim Berube <kberube@harwichdpw.com>, Lee Ames <leeames@town.harwich.ma.us>, Marie Carlson <mcarlson@town.harwich.ma.us>, Megan Green <mgreen@clamsnet.org>, Michael Serijan <mserijan@town.harwich.ma.us>, Michelle Morris <mmorris@town.harwich.ma.us>, Nancy Knepper <nknepper@town.harwich.ma.us>, Pam Domos <pdomos@town.harwich.ma.us>, Patti Macura <pmacura@town.harwich.ma.us>, Robbin Kelley <rkelley@town.harwich.ma.us>, Samantha Estabrook <sestabrook@town.harwich.ma.us>, Sandra Sieger <ssieger@harwichwater.com>, Sandy Robinson <srobinson@town.harwich.ma.us>, Shelagh Delaney <sdelaney@town.harwich.ma.us>, Susan Pires <spires@harwichfire.com>, Wellesley Marsh <wmarsh@harwichwater.com>

Cc: Robert Lawton <rlawton@townofharwich.us>, Christopher Clark <cclark@town.harwich.ma.us>, Carol Coppola <ccoppola@town.harwich.ma.us>, Wendy Tulloch <wtulloch@town.harwich.ma.us>, Amy Duffy <abulloch@town.harwich.ma.us>, Amy Usowski <ausowski@town.harwich.ma.us>, Anita Doucette <adoucette@town.harwich.ma.us>, Carolyn Carey <ccarey@town.harwich.ma.us>, Charleen Greenhalgh <cgreenhalgh@town.harwich.ma.us>, "Chief David J. Guillemette" <dguillemette@harwichpolice.com>, Dan Pelletier <dpelletier@harwichwater.com>, Donna Molino <dmolino@town.harwich.ma.us>, Emily Mitchell <emitchell@town.harwich.ma.us>, Eric Beebe <ebeebe@town.harwich.ma.us>, Ginny Hewitt <vhewitt@clamsnet.org>, Heinz Proft <hproft@town.harwich.ma.us>, Jamie Goodwin <jgoodwin@town.harwich.ma.us>, John Rendon <jrendon@town.harwich.ma.us>, Lee Culver <LeeCulver@harwichpolice.com>, Link Hooper <lhooper@harwichdpw.com>, Meggan Eldredge <meldredge@town.harwich.ma.us>, Norman Clarke <n.clarke@harwichfire.com>, Raymond Chesley <rchesley@town.harwich.ma.us>, Roman Greer <rgreer@town.harwich.ma.us>, Sheila House <shouse@town.harwich.ma.us>

Please accept our apologies for any confusion last week with regard to the new vendor form. The new form contains pertinent information we need to collect to complete our financial records. It also contains information on W-9's and insurance certificates.

As you are aware the IRS requires the Town to collect W-9 forms for all vendors, the W-9 clarifies the type of organization and the firm/proprietor's federal identification number. This information is required for our office to comply with 1099 reporting requirements. In addition, the form also contains an area to clarify if the town has received a Certificate of Insurance for those firms/individuals that are classified as vendors and who work on town properties. If your department has been maintaining the insurance certificates please check with the Town Administrator's office to confirm this process moving forward. MIIA recommended insurance requirements are attached for guidance as you ensure compliance with this requirement. Any and all exceptions to the insurance requirements must be approved by the Town Administrator in writing prior to the performance of services.

The new procedure will become effective July 1, 2019, however, earlier adoption is always encouraged.

Should you have any questions, please do not hesitate to call or email myself or Carol.

Thank you in advance for your attention to this important matter.

Patricia Sampson
Town of Harwich
Town Accountant's Office
psampson@town.harwich.ma.us
508-430-7518 x 3332

2 attachments

Town Insurance Requirements - rec'd 5.6.19

Commercial General Liability Insurance including but not limited to Personal Injury Liability, Independent Contractor's Liability, Contractual Liability, Products Liability, Ongoing and Completed Operations Liability and Property Damage Liability with a minimum limit of liability of \$1,000,000 per occurrence/ \$3,000,000 aggregate for bodily injury and property damage. Such insurance shall include the Town of Harwich as an Additional Insured for both on-going and completed operations and shall contain a Waiver of Subrogation in favor of the Town of Harwich.

Contractors who conduct programs involving youth must ensure that they have Sexual Abuse and Molestation insurance with a minimum limit of liability of \$1,000,000 per occurrence/ \$3,000,000 aggregate, and/or that such coverage is not specifically excluded under their policy or subject to limits of less than \$1,000,000 per occurrence/ \$3,000,000 aggregate.

Workers' Compensation Insurance and Employers Liability Insurance shall be provided which shall cover the Contractor, their employees and including any subcontractors and its employees for injuries and/or diseases arising under all applicable Workers' Compensation laws including statutory limits in accordance with the Massachusetts Workers' Compensation Act. Employers' Liability coverage shall be included with a minimum limit of liability of \$1,000,000 per occurrence. Such insurance shall provide a Waiver of Subrogation in favor of the Town of Harwich.

Automobile Liability and Property Damage Insurance hired and non-owned vehicles with a minimum combined single limit of liability of \$1,000,000 per occurrence for bodily injury, death, and/or property damage. Such insurance shall name the Town of Harwich as an Additional Insured and shall include a Waiver of Subrogation in favor of the Town.

(When Applicable) Professional Liability insurance covering acts, errors, mistakes, omissions arising out of the work or services performed by the Contractor, or any person employed by the Contractor, with a limit of not less than \$1,000,000 each claim. Professional Liability insurance must be in place for at least the applicable prescriptive period defined by the laws of Massachusetts.

Cyber Risk Insurance: Not less than \$2,000,000 per claim to be maintained for the duration of the agreement and three years following its termination. •This insurance requirement applies when a third party will be using, storing or accessing private, confidential or protected information.

The Contractor must furnish the Town of Harwich with certificates of insurance evidencing the above insurance requirements prior to commencement of operations under the contract. Additional Insured endorsements and Waivers of Subrogation must name the Town of Harwich as follows: Town of Harwich, its Board of Selectmen, officers, representatives, agents and employees. If Contractor is conducting a program involving youth, certificate shall also evidence Sexual Abuse and Molestation insurance as required above. Certificates shall specify that in the event of cancellation or material change in coverage, written notice of such cancellation must be given in accordance with policy provisions. All coverage of the Contractor must be primary without contribution from the Town of Harwich. Failure of the Town of

Town Insurance Requirements - rec'd 5.6.19

Harwich to request a certificate of insurance or acceptance of a non-conforming certificate does not waive the insurance requirements under the agreement. All certificates of insurance should be mailed to: Town of Harwich, Attn: Accounting, 732 Main Street, Harwich, MA 02645. Facsimile: (508) 430-7504.

Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is a condition precedent to the contract. All such insurance shall satisfy all applicable laws of the State of Massachusetts. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized to do business in Massachusetts. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing Massachusetts laws or the contract. The limits of coverage under each insurance policy maintained by the Contractor shall not serve to limit the Contractor's liability to the Town of Harwich under the contract.



TOWN OF HARWICH

REQUEST FOR NEW VENDOR / CHANGE FORM

This form must be complete and forwarded to the Finance Office PRIOR to securing goods or services from this vendor. The Finance Office will notify you when this request is complete so you can begin the purchase process.

Date _____

VENDOR NAME: _____

Purchasing Address _____

Remit Address (if different) _____

Telephone # _____ Contact _____

Telephone # _____ Contact _____

Fax# _____ E-Mail _____

Vendor's Web-Site Address _____

Signature of Staff Person Initiating Request _____

Signature of Finance Director _____

Vendor Number _____ W-9 Sent _____ W-9 Rec'd _____ Certificate of Insurance Rec'd _____

Use of the Library for Non-Library Sponsored Group Activities

DRAFT 5.7.19

The Library welcomes community members to use the Library as a place to meet others and share interests or participate in an activity. Examples of non-Library sponsored group activities are one-one tutoring, mentoring or meetings with a client, informal visits by group homes and childcare/afterschool/vacation camp programs, study groups, board or card game groups, and groups of community members meeting for social purposes or to share an interest or activity. To ensure the opportunity for other community members to use the Library is not infringed upon and to limit conflict between groups competing for space, the following conditions are established for non-Library sponsored group activities:

- Tables, seating areas and space within the Library cannot be reserved by non-Library sponsored groups. Community members cannot demand that other patrons vacate tables, seating areas or spaces. Groups may not monopolize space or resources and cannot disturb others.
- Group activities are permitted in other areas that are not designated as Quiet Areas. (Note: areas designated as Quiet Areas will have signs posted in those areas.)
- The table in the Young Adult (YA) area, which is reserved for teens, tweens and families and may not be used by non-Library groups.
- Classroom field trips will be scheduled in advance with the Youth Services Librarian so sufficient staffing is available to provide book talks, storytime or other programming and to provide readers advisory services to the students.
- Visits by group homes, preschool, afterschool, and vacation camp programs are welcomed, provided that the coordinators remain aware of and engaged in supervising their clients.
- Tutoring, whether paid or provided by a volunteer, is permitted in the Library in the Library in areas that are not designated as Quiet Areas.
- Members of non-Library sponsored groups are asked to return Library furniture to its original location and to clean up after themselves before leaving.
- Groups of patrons meeting at the Library to exchange ideas or engage in an activity will be deemed a meeting and subject to our Meeting Room Policy if more than 4 participants and/or they meet on a regular day and time.