

**Minutes of the Fennville District Library
Board of Trustees**

April 18, 2024 at 4:00 pm
Regular Meeting

Present: Midge Bernard, Robin Buchler, Donna Matula, Bob Sherwood, Willow Vandenberg, Kathleen Yankee, Marilyn Jessup

Absent: Dennis Martin

Staff present: Teresa Kline

Observers present: Eleanor Clough – read her journal entry.

Meeting called to order: 4:00 pm, by Sherwood, Vice President

Approval of Agenda: *It was moved by Matula seconded by Vandenberg, to approve the agenda.*

Carried 7-0.

Approval of the Minutes: *It was moved by Buchler, seconded by Bernard, to approve the minutes of March 21, 2024. Carried 7-0.*

Correspondence: From Senator Aric Nesbitt, a letter to each board member

Financial and Budget Performance Report:

- There will be a couple budget amendments due to the unanticipated hiring of a cleaning service, electrical repairs inside and outside and technology related repairs
- More millage money has come in than budgeted, and penal fines are also increasing – we might reach our budget.
- After reviewing the “Profit & Loss Budget vs Actual” Sheet and the Balance Sheet for March 2024, they were received and filed.

Director's Report:

- Meetings attended: Lakeland Library Board and Council, Allegan County Library Association
- At the ACLA meeting, there was a speaker from the Allegan Food Alliance. Through a grant, they gave us seeds for our seed library
- Staffing – a page is leaving; Abi will interview and hire a replacement; Adelaide, a college student, will be with us during the summer.
- Our cleaning service, Calico Cleaning, is working well.
- The Friends group hosted (cooperatively with the school) Mr. Lincoln, and is making teacups for Mother's Day.
- Abi will be hosting the Michigan Notable Author event
- Tuesday the 23rd is our Staff Appreciation pizza lunch. Trane will be bringing coffee.
- Incidents: a patron's backpack was stolen; 2 teen girls misbehaving (standing on furniture, locking bathroom stall doors, among other things. Mother was notified and they were given the Patron Code of Conduct;
- Youth Activities handout, Monthly Circulation Statistics, and Door Count

President's Remarks: A compliment to our lawn service – the grounds look very good. Also, commented on the many issues Herrick library deals with including homeless people, patrons issues and hiring an officer.

Board Members' Remarks: None

Committee Reports: None

Unfinished Business:

Insurance Claim – Teresa obtained two quotes each for inside repairs and outside repairs and sent them to our attorney for him to “do his stuff”.

Grant Updates –

Libraries Transforming Communities: Accessible Small and Rural Communities

Grant: There will be conversations with people with low vision/blindness on how we can better meet their needs. The meetings will be held on May 15 at 3:30 and May 23 at 5:30.

The Parking Lot Grant: The Department of Labor has NEVER done this kind of grant before – they are experiencing a “learning curve”... Next week Teresa will be meeting with Doug (School Superintendent) and Katy (City Manager)

Pay it Forward Update – It is going well, with \$400 donated so far, almost reaching the \$500 for the matching donation

New Business:

Seed Libraries Event – There are 800 in the country, with 300 of them in Michigan!! It is not about seeds, but about COMMUNITY.

Social Media Policy – *It was moved by Yankee, seconded by Buchler, to adopt the Social Media Polity (attached) Carried, 7-0.*

Population Report – From Lakeland Library Co-op, included for our information

Gifts – *It was moved by Matula, seconded by Vandenberg, to accept the following gifts:*

Norma and Phil Bard	in memory of Toni Alwin
Allegan Food Alliance	\$15.00
Worth Books	a copy of <u>We've Got Issues</u> by Dr. Phil McGraw

Carried, 7-0

Public Comments – Eleanor Clough (referred to above under “Observers Present”)

Adjournment: The meeting was adjourned by Vice President Sherwood at 5:15.
Next meeting is May 16, 2024 at 4:00.

Respectfully submitted,

Marilyn Jessup, Secretary

Fennville District Library

Social Media Policy

Purpose:

In order to meet its stated mission—"to provide access to varied materials and services for lifelong enrichment"—the Fennville District Library (hereafter known as "the Library") uses Social Media to engage current and potential library users, promote events and services, showcase the library, and provide a limited public forum for feedback. This Social Media Policy (hereafter known as "Policy") will set forth guidelines and rules for both Library patron and Library employee/staff engagement with Social Media.

General Guidelines:

For the purpose of this Policy, Social Media refers to any online Library account that allows members of the public to respond to content via comments, built-in messaging systems, or to tag the Library in their own post, i.e. link their post to the Library's account.

The Library uses its Social Media presence to provide a limited public forum where current and potential library users can provide feedback. Comments and postings by the public are allowed but will be reviewed by Library staff. The Library reserves the right to remove comments or posts that are deemed in violation of this Policy but is not required to do so.

Social Media content is subject to Freedom of Information Act requests. All posts that include the Library, including those made by third parties and comments removed for violating the Policy, will be securely retained in accordance with the Library's retention schedule.

The Library will periodically review its use of Social Media and may terminate one or many of its Social Media accounts at any time without notice.

Patron Usage Rules:

By engaging with the Library's Social Media, patrons agree to abide by this Policy. Users must also follow any applicable terms and conditions set forth by the third-party host of the Social Media site. Violation of the Policy may result in the removal of a comment or post or in the Library banning or blocking a user from engaging with their Social Media. If a post or comment is removed or a user is banned or blocked, the Library will make best effort to inform the user that this is happening and why.

Comments or posts containing the following content may be removed:

- Obscene, illegal, sexually harassing, threatening, racist, or abusive speech
- Threats to any person or organization, or any comment or post that affects the safety and security of the Library, its property, patrons and staff or creates a hostile work environment

- Private or personal information, requests for personal information, or any information that violates the Michigan Library Privacy Act
- False or misleading information, including any statement made by a user under a false name or falsification of identity
- Spam or commercial promotion
- Proclaiming support of or opposition to any political campaigns or ballot measures
- Solicitation of funds
- Violations of another person's intellectual property rights, including, but not limited to, violations of the Copyright Act
- Promotion, fostering, or perpetuation of discrimination based on race, creed, ethnicity, color, age, religion, gender, sexual orientation, gender identity, class, national origin, or ability
- Encouragement of illegal activity
- Libelous statements
- Anything that violates another Library policy
- Any images, links, or other content that falls into the above categories

Reconsideration and Appeals:

If a Patron would like to request that the Library remove something from their Social Media, they can do so by submitting a Request for Reconsideration in writing within 10 (ten) days of the post or comment in question being made. The Library Director will consider the request and communicate their decision in writing within 30 (thirty) days of receiving the Request for Reconsideration and any necessary actions in response will be taken. If the Patron is dissatisfied with the Library Director's decision, they may appeal the decision to the Board of Trustees at the following Board Meeting.

If a Patron who had a comment or post removed from the Library's Social Media or who was banned or blocked from engaging with the Library's Social Media believes this was wrongly done, they can Appeal the decision by submitting an Appeal in writing within 10 (ten) days of the post or comment in question being removed or within 10 (ten) days of their account being banned or blocked, whichever is applicable. The Library Director will consider the request and communicate their decision in writing within 30 (thirty) days of receiving the Appeal and any necessary actions in response will be taken. If the Patron is dissatisfied with the Library Director's decision, they may appeal the decision to the Board of Trustees at the following Board Meeting.

Privacy:

As Social Media is a limited public forum, users should have no expectation of privacy when they comment on Library Social Media posts or when they tag the Library in their posts. Such comments and posts are typically public regardless of the user's own privacy settings.

The Library reserves the right to reproduce comments and/or posts in other public venues (ex. Testimonials). While third party platforms may gather, store, or disclose personally identifiable information (PII), the Library will not do so. Third party platforms may also gather, store, or disclose non-

PII, and the Library may do so only for situations discussed in this policy, i.e. retention in compliance with the Freedom of Information Act or to reproduce in other public venues. Please be advised that all platforms have their own privacy policies, which should be reviewed before engaging with the Library's Social Media.

The Library may sometimes share photographs of Library events or spaces on their Social Media. If a patron is pictured in the photograph, the Library will obscure said patron's PII unless the patron has signed a Photo Release Form (Appendix A).

Staff Responsibilities:

Only Library employees appointed by the Library Director may post on Library Social Media. Employees representing the Library via Social Media must conduct themselves as representatives of the Library. When Library employees engage with the Library accounts outside of work hours with their personal accounts, they are doing so as a citizen addressing the Library, not as an official representing the Library. All staff working with Library Social Media will engage in cybersecurity best practices.

Disclaimer:

Comments and posts made by third parties on Library Social Media do not reflect the views or positions of the Library, its Board of Trustees, or its employees. Social Media users must exercise their own judgment about the quality and accuracy of any information presented through Social Media. The responsibility to monitor what content can be viewed or is engaged with by minors is the responsibility of their legal guardian, not the Library.

Appendix A: Photo Release Form

I authorize Fennville District Library to use my or my child's photograph to further their mission "to provide access to varied materials and services for lifelong enrichment."

I realize that my or my child's photograph will be used to promote and market Fennville District Library online and/or in print. I hereby waive any and all claims to said photographs and to compensation for their use. By signing below, I acknowledge I have read and understand this release.

Name: _____

Signature: _____

Guardian Name (if under 18): _____

Guardian Signature (if under 18): _____

Date: _____