

Minutes of the Richard Sugden Library Trustees Meeting  
October 15, 2018

In attendance: Cheryl A Donahue, Library Director, Katie Smith, Children's Librarian  
Rebekah Salamack, Mary Anne Slack, Trustees, Lynn Dobson, Chair

Minutes from the September meeting were read and accepted.

Children's Librarian's Report:

- Community Connections has started two weekly programs: Parent/Child Playgroup on Mondays and rotating Thursday programs: Read, Build, Play, Icky Sticky and Cozy Corner.
- Paws and Pages will be held the last Thursday of the month.
- Imagination Station for grades K-5 and Teen Mania continue. Teen Mania will start a Dungeons and Dragons group, assisted by librarians who have successful programs established.
- Amy and Katie attended a YA Collaborative on October 1<sup>st</sup> and Katie attended the Teen Summit on October 4<sup>th</sup>.
- Katie has registered for the second of four Basic Library Techniques course.

Director's Report

- The annual Book and Bake Sale on September 22<sup>nd</sup> raised \$750 for the Friends of the Library. Twelve volunteers worked 75 hours preparing for and staffing the event.
- A front page article in the New Leader featured the library's offerings.
- An Open House for the public to meet local elected officials will be held on October 16<sup>th</sup>.
- Several successful programs were held in early October: Open Mic Night, Mindfulness Meditation, a series of craft workshops with Diane Johnson, and Walks with the Librarians. A second Paint Night was held at the American Legion on October 14<sup>th</sup> with 20 participants.
- Upcoming programs include a jewelry making class with Patricia Mayotte and a second local history program with Frank Morrill.
- Cheryl will be away from November 5<sup>th</sup> to November 26<sup>th</sup>. Katie Smith will be in charge.

Building Issues

- Cheryl is making efforts to upgrade the library's outdated phone system.
- Performance Plumbing and Heating from Medway won the bid for the installation of the new heating system. They plan to install it when the library is closed.

The meeting was adjourned at 5:30 PM. The next meeting was set for Monday, November 26<sup>th</sup> at 4:30 PM.

## **Patron Behavior Policy**

**The Richard Sugden Library strives to be a safe and welcoming space for all members of the community. In order to ensure constructive use of the library facilities, materials and services, as well as the personal comfort of all patrons, the Library Board of Trustees has established the following rules for use:**

- Patrons shall be engaged in activities associated with the use of a public library while in the library.
- Please keep voices and activities at a level that will not disturb others around you. This is not limited to, but also includes the use of cell phones.
- Any individual or group using disruptive or abusive language, inappropriate behavior, or otherwise creating a hostile environment may be asked to leave the library.
- Children under the age of ten (10) must not be left unattended. The library assumes no responsibility for the care and supervision of children. Parents or caregivers must supervise the behavior of their children. If a child is left unattended at closing time and a parent or caregiver cannot be reached, the police department will be called to make sure the child gets home safely.
- Smoking, the use of open flames and the use of alcoholic beverages are not permitted on library premises.
- Pets are not permitted in the library. Only animals properly identified as service animals that aid the physically challenged and those involved in library programming are allowed.
- Patrons must be fully clothed, including footwear, and shall also maintain a generally acceptable standard of personal hygiene. Unpleasant body odor which may offend others is considered unacceptable.
- The Children's Room of the library is for the exclusive use of parents/caregivers and their children or adults using resources which are only available in that area.
- A library patron who vandalizes, steals, or destroys any library material, equipment or building components may forfeit all library privileges and will be subject to financial liability for damages.
- Soliciting is not allowed on library premises.

We ask your cooperation in maintaining an environment that provides enjoyable use of the library. Patrons are encouraged to report disruptive individuals to the staff. Concerns should be brought to the attention of the Library Director. If necessary, the Spencer Police Department may be called.

**Approved by the Library Board of Trustees 11/26/18**