

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes August 14, 2013**

In attendance: Chairwoman Cheryl Storm, John Dyer, Clee Ace, Jim Nolan, Carole Hamilton, Diane Annunziato.

Absent: Director Nanci Hill, Linda Trouville.

The meeting was called to order at 4:32pm by Chairwoman Cheryl Storm.

Community Input- There was no community input

Review of the minutes from June 12, 2013- Clee Ace made a motion to accept the minutes of 6/12/13 as written. James Nolan seconded. The minutes were unanimously accepted.

Review of Bills- Bills Review 6/20/13 to 8/8/13. A motion to approve was made by Clee Ace and seconded by John Dyer. They were unanimously approved.

Review of Payroll – Review of Payroll 6/9/13 to 8/4/13. A motion to approve was made by Clee Ace and seconded by John Dyer. The Payroll was unanimously approved.

Budget and Financial Report –John Dyer indicated that he would like to see the trial sheets for end of Fiscal Year 2013. The Office Manager will email copies to all of the trustees upon receipt from the town accountant.

Performance Overview- A note was taken to ask Nanci if all of the circulating items on this list include those that are circulating outside of Evergreen. Freegal Performance Overview June, July, August 2013 were not listed in the performance. The total Check Out was not given.

Directors Report- [Addendum Attached] - There was a discussion regarding the parking space limitations since the construction of the new town hall has begun. John Dyer asked that the director gently request town employees limit parking in our lot because of the limited spaces for our patrons especially during the summer.

There was a discussion of the 25 cent color copy price John Dyer inquired if we could charge more discussion ensued. Director will be advised.

John Dyer asked if we have received a response to the letter the director sent to the cleaning company on August 5, 2013 we have not received a response.

The Office Manager will email flyers to all the trustees regarding the Books in Bloom program. John Dyer will distribute flyers to local civic organization to help promote the program.
Clee Ace has applauded Nanci for energizing the Friends Organization.

Unfinished Business- A discussion on the status of State Aid ensued. A response from Diane Carty of the MBLC was received and the revenue department is not taking an official position. The library trustees cannot make a complaint beyond what we have sent to the board. The next step would be the Attorney General's Office. Motion to table by John Dyer for further discussion when the director and all board members are present, seconded by Clea Ace, unanimously agreed. Clea Ace would like to know how other libraries and towns handle their state aid. John Dyer would like all trustees to receive a copy of all correspondence reviewed at today's trustees meeting on State Aid.

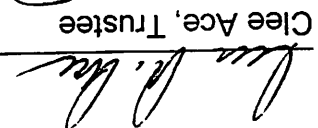
New Business- Circulation Policy (Addendum Attached) Board reviewed policies and agreed to adhere to ALA Library bill of rights. Board Voted to delete the last paragraph section III Borrowing "regarding access for children under 16 to the Video and DVD collections." Under IV Borrowing Periods, Limits, and Renewals the board voted to change those items listed a renewable once to renewable twice, also under the same section heading to remove the words "6 week" from paragraph 1. The Board voted to table discussion and vote on Section V Museum Pass Borrowing and Section IX, Denial of Borrowing Privileges regarding fines. John Dyer made a motion to accept and Clea Ace seconded, unanimously approved.

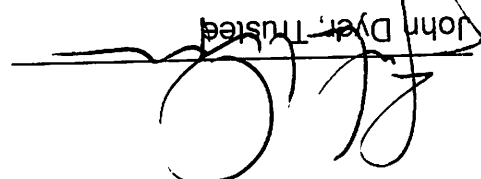
Next Meeting- September 11, 2013.

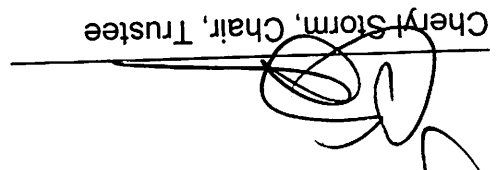
Suggestions for Next Meeting- none

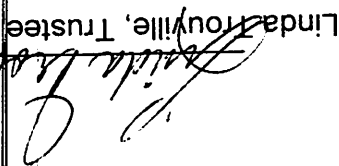
John Dyer moved to adjourn Clea Ace seconded unanimously approved.

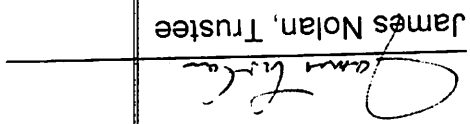
Minutes Approved by:


Clea Ace, Trustee


John Dyer, Trustee


Cheryl Storm, Chair, Trustee


Linda Mrouille, Trustee


James Nolan, Trustee

BOARD OF LIBRARY TRUSTEES

Dracut M. G. Parker Memorial Library

28 Arlington St
Dracut, MA 01826
(978) 454-5474
www.dracutlibrary.org

Agenda for August 14, 2013 Trustees Meeting

CALL TO ORDER

ATTENDANCE

COMMUNITY INPUT

REVIEW OF MINUTES FOR PREVIOUS REGULAR MEETING

REVIEW AND APPROVAL OF BILLS

REVIEW AND APPROVAL OF PAYROLL

BUDGET AND FINANCIAL REPORT

DIRECTOR'S REPORT

UNFINISHED OR CONTINUING BUSINESS

STATUS OF STATE AID TO PUBLIC LIBRARIES DISCUSSION

NEW BUSINESS

UPDATE TO CIRCULATION POLICY

ITEMS TO BE ADDED TO NEXT MEETING AGENDA

COMMENTS

ADJOURN

Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact: Parker Memorial Library; 28 Arlington Street; Dracut, MA 01462; (978) 454-5474 so that any necessary arrangements can be made to accommodate each request. It is possible that members of and possibly a quorum of members of the governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

		FY2014 APPROPRIATION	FY2014 SPENT	FY2014 UNSPENT	FY2014 % UNSPENT
5110	Department Payroll	391,325.00	36,092.97	355,232.03	90.8%
5120	Temp. / PT Payroll	92,000.00	8,124.03	83,875.97	91.2%
5140	Longevity	5,250.00	-	5,250.00	100.0%
5210	Electricity	39,000.00	4,133.14	34,866.86	89.4%
5212	Gas	21,000.00	23.18	20,976.82	99.9%
5230	Water Charges	1,900.00	493.66	1,406.34	74.0%
5231	Sewer Charges	650.00	-	650.00	100.0%
5241	Service Contracts	75,000.00	45,220.51	29,779.49	39.7%
5291	Custodial & Housekeeping	4,000.00	62.42	3,937.58	98.4%
5340	Telephone	1,500.00	107.04	1,392.96	92.9%
5341	Postage	1,200.00	10.46	1,189.54	99.1%
5420	Office Supplies	1,700.00	45.58	1,654.42	97.3%
5421	Computer Supplies	2,000.00	-	2,000.00	100.0%
5423	Duplicating Supplies	300.00	-	300.00	100.0%
5430	Building Main. Expense	5,700.00	1,163.78	4,536.22	79.6%
5432	Security Equipment	300.00	-	300.00	100.0%
5433	Equipment Maint. Expense	800.00	-	800.00	100.0%
5581	Library Supplies	5,000.00	209.20	4,790.80	95.8%
5586	Library Programming	1,000.00	45.98	954.02	95.4%
5712	Mileage Reimbursement	400.00	18.08	381.92	95.5%
5730	Dues & Publications	87,000.00	9,548.25	77,451.75	89.0%
5884	Machinery & Equipment	1,000.00	-	1,000.00	100.0%
TOTAL APPROPRIATION		738,025.00	105,298.28	632,726.72	85.7%

RESERVE/REVOLVING FUNDS	SPENT
22-3571-0000-5200	-
22-3571-0000-5400	-
TOTAL RESERVE/REVOLVING FUNDS	-

TOTAL LIBRARY OPERATING	738,025.00	105,298.28	632,726.72	85.7%
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Parker Memorial Library
DIRECTOR'S REPORT- AUGUST 2013

BUILDING MAINTENANCE

During the major rain storm in July, we experienced flooding in the rightmost-corner of the back parking lot, which is currently portioned off due to Town Hall construction. As it so happened, we had a major children's program that morning. Since Town Hall and construction employees seem to now be using our parking lot, several patrons voiced concern about the lack of parking spaces available.

Our two public copiers have been replaced. The one on the main floor has been replaced with a newer black and white model. The copier on the 2nd floor has been replaced with a newer copier that now allows our patrons to choose to print in color. It also has the ability to scan. Since we are leasing these machines and Conway takes care of them for us, they set the price per copy. The charge for a color copy is .25 per page. The price to scan is .25 per page.

On July 2nd we had a service call for the AHU-1 Cooling unit in the old building from Control Technologies. They report that at this point, until the controller is replaced and upgraded, problems will continue to remain unresolved. We have received a quote in the amount of \$3,381.00 to replace and upgrade the unit. We sent a purchase order to Town Hall on 7/11/13 to be paid out of the revolving fund account. It has been approved, but the funds for the new fiscal year have not yet been released.

Control Technologies came for a service call on 7/8/13. The AC was not working. It was discovered that all three contactors need to be replaced. They gave us a quote to replace the drive. The total comes to \$2,950.00. We sent a purchase order over to Town Hall on 7/12/13 for this work, to be paid out of the revolving fund account. It has been approved, but the funds for the new fiscal year have not yet been released.

The elevator inspection was completed on 7/29/13. It was conducted by ASAP Alarm & Electrical and the State's representative from the Department of Public Safety. We passed.

I sent a letter to the cleaning company on 8/5/13 detailing issues that staff have noted with their services. In particular, the stench present in the bathrooms on the main floor. We believe this is due to the fact that the company is not using clean mops. We also noted fingerprints on the glass siding of the main stairway and the front doors to the library.

COMMUNITY INVOLVEMENT

I continue to work with the Dracut Garden Club to plan our first Books in Bloom event. We will be accepting entries in three categories; Adult, Children, and Teen. In addition to a 1st, 2nd, and 3rd place in each category, the staff will award a "Librarian's Choice" award. I have prepared publicity in the form of our monthly email newsletter, our web page, and Constant Contact. The Garden Club is taking care of all print publicity. I put together a flier which has been posted in the library. Several members of the Dracut Rotary Club agreed to put up fliers around town as well.

Entries will be accepted from Thursday, September 12th (during open hours), through Friday, September 13th. We will have a reception on Friday, 9/13/13 from 6:00 pm to 7:00 pm, with refreshments provided by the Friends of the Library. Arrangements will remain on display throughout the next week, as long as they last.

COLLECTIONS

In July, we went live with Freegal; our new, downloadable music product. Each Dracut cardholder is allowed to download (3) songs per week, and keep them with no charge. We are handing out promo pieces at the Circulation Desk with each check-out and so far, the product seems to be very well received. Since July 1st, 102 patrons have downloaded 393 songs.

FRIENDS OF THE DRACUT LIBRARY (FOL)

The Friends of the Library held their Lowell Spinners fundraiser on August 5, 2013. Though it rained that day, and the Spinners lost, a good time was had by all of us who attended. We currently have (20) tickets available to the game on Monday, August 26th at 7:05 pm. Tickets are \$5.00 each. Tickets are available at the Reference Desk, if you are interested.

The Friends will be meeting next on Wednesday, August 21st 14th at 6:00 pm in the Director's Office. On the agenda is the price of book bags (both canvas and grocery-type) and Old Home Day.

STAFF

We have interviewed four candidates for the part-time, adult page position. We plan to offer the job to one of the candidates sometime next week.

Respectfully Submitted,

Nanci Milone Hill
Library Director

FY 2014 PERFORMANCE OVERVIEW

	Jul-13	Aug-13	Sep-13	Oct-13
First Time Checkout	24,837			
Desk Renewal	1,020			
OPAC Renewal	2,167			
Overdrive / Audio	114			
Overdrive / e-Books	378			
Overdrive / TOTAL	492			
Total Checkouts				
Total Checkins	26,564			
Requests Placed at mdr	2,589			
Requests Cancelled	389			
Holds Fulfilled	2,226			
Users Added	122			
Copies Added	263			
Bib Records Added	143			
Quiet Study Use				
<i>Children's Programs</i>	30			
Children's Attendance	1,538			
<i>Young Adult Programs</i>	4			
Young Adult Attendance	54			
<i>Adult Programs</i>	8			
Adult Attendance	95			
<i>Community Meetings</i>	3			
Community Meeting Attendance	31			
<i>Quiet Study Use</i>	49			
<i>Quiet Study Room Attendance</i>	12			
TOTAL Adult Volunteers	4			
TOTAL Adult Vol. Hours	63			

TOP 10

Adult DVDs	2,544
JE or JJ Books	3,558
Adult Fiction	2,579
Easy Readers	2,185
J DVD Feature	1,902
J PB Fiction	1,652
J Fiction	1,326
Adult Music CDs	937
Adult Books on CD	640
Adult Periodicals	569

CIRCULATION

	2006	2007	2008	2009	2010	2011	2012	2013	% Change
January	8,102	16,424	17,818	21,186	20,677	20,724	20,196	15,948	-26.6%
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938	-4.2%
March	10,320	17,832	19,914	23,674	22,823	23,655	22,865	20,555	-11.2%
April	762	15,922	18,689	22,166	19,967	20,477	21,206	21,352	0.7%
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292	-18.0%
June	19,006	18,555	18,436	26,120	23,094	22,471	22,115	19,635	-12.6%
July	20,571	22,683	28,688	28,526	25,595	24,600	25,077	16,832	-49.0%
August	21,518	21,254	22,381	24,728	24,948	26,785	24,502		
September	15,278	15,410	19,691	20,258	20,451	20,246	18,531		
October	16,460	18,294	20,920	21,789	21,412	20,717	21,054		
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517		
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949		
TOTALS	161,383	205,765	237,907	270,025	257,300	257,775	252,415		

PATRON ATTENDANCE

	2006	2007	2008	2009	2010	2011	2012	2013	% Change
January		12,011	12,492	12,750	12,352	10,869	12,191	12,089	-0.8%
February*		10,354	13,144	13,183	12,100	11,140	13,141	11,826	-11.1%
March		12,687	14,532	14,634	14,649	13,842	13,703	12,568	-9.0%
April		11,682	13,726	14,478	12,367	12,767	12,756	13,252	3.7%
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271	-7.7%
June	10,502	10,604	13,903	15,650	13,046	13,063	12,114	10,779	-12.4%
July	13,879	14,763	17,528	17,236	14,440	14,343	14,768		
August	16,460	15,857	15,684	15,151	14,854	15,663	15,200		
September	12,784	10,944	12,812	12,234	12,151	12,425	11,874		
October	13,231	12,553	13,158	12,883	12,529	12,960	11,979		
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583		
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455		
TOTALS	98,744	141,928	161,231	162,777	152,096	152,334	149,902		

Parker Memorial Library
CIRCULATION POLICY

I. CARD ELIGIBILITY AND REGISTRATION

A library card should be applied for—at least—20 minutes before the closing of the Library.

Youth under 16 years of age must have the permission of their parent or guardian.

A child must be able to write or print their name.

To register for a library card, a Dracut resident needs to:

- Present a current valid driver's license with a current Dracut address OR a current valid government issued photo identification with a current Dracut address
- If neither a driver's license nor a government-issued photo identification with a current Dracut address can be presented:
 Present a current valid driver's license OR a government issued photo identification AND present one of the following with the current Dracut address: property tax bill, car registration, excise tax bill, renter's lease, utility bill, and postmarked mail

To register for a library card, a Dracut taxpayer needs to:

- Present a current valid driver's license with a current address AND a property tax bill.

To register for a "Dracut-Only" library card, an out-of-state resident needs to:

- Purchase a "Dracut-Only" card. (See Fine and Fee Schedule.)
- Present a current valid driver's license with a current address OR a current valid government issued photo identification with a current address

To register for a "MVLC" library card for inter-library loan, an out-of-state resident needs to:

- Purchase a "MVLC" card. (See Fine and Fee Schedule.)
- Present a current valid driver's license with a current address OR a current valid government issued photo identification with a current address

II. LOST CARD

If a *Parker Memorial Library* card is lost, a patron may apply for a new card by showing valid identification, paying a non-refundable replacement fee, and clearing any existing fines and fees on their account.

Patrons are responsible for all materials checked out on a card until that card is reported as lost.

III. BORROWING

To borrow materials or access their account in Dracut, residents of Dracut or other Merrimack Valley Library Consortium (MVLC) communities need to:

- Provide their MVLC library card OR a current valid driver's license with a current address OR current valid state identification card with a current address

To borrow materials or access their account in Dracut, residents of other MA communities need to:

- Provide the library card from their city or town of residency.
- Present a current valid driver's license with a current address OR a current valid government issued photo identification with a current address

Children who do not have their library card may not check out materials.

The Library assumes that the person using a library card is the owner of that card or has the permission of the owner to use the card.

~~A parent or guardian may allow their children under 16 access to the video and DVD collections; their permission must on file at the circulation desk.~~

IV. BORROWING PERIODS, LIMITS, AND RENEWALS

Material	Borrowing Period	Borrowing Limit	Renewals
HOT Books	1 week	Unlimited	No
HOT DVDs	3 days	3 maximum	No
HOT CDs	3 days	3 maximum	No
Fiction Books	3 weeks	Unlimited	Once Twice
Non-Fiction Books	3 weeks	**Variable Limit	Once Twice
Magazines	1 week	Unlimited	No
DVDs & VHS	1 week	Unlimited	Once Twice
Music CDs	3 weeks	Unlimited	Once Twice
Video Games	2 weeks	3 maximum	No
Museum Passes	See Section IV.	2 per month	No

***We ask that patrons check out only a reasonable number of books on a single subject at one time. The library reserves the right limit to items to three per subject for school projects.*

After the ~~6-week~~ borrowing period, a returned item must be shelved before being taken out again. It must remain shelved for 24 hours before being taken out by the patron who just returned the item.

An item is only renewable if no holds on the item exist.

V. MUSEUM PASS BORROWING

Museum passes are available to:

1. Patrons with a current valid Parker Memorial Library card—including purchased library cards.
2. Patrons with a current valid MVLC or Massachusetts library card and a current “individual” membership in the Friends of the Dracut Library.

Patrons reserving passes must be 18 years or older, and their cards must have fines less than ~~\$5.00~~ \$10.00.

Museum passes are reserved on a “first come, first serve” basis.

Families may reserve 1 pass a day and a total of 4 passes in a 60-day period.

Returnable passes are due back by 9:15am the next day the library is open. Passes may be returned in the book drop if the library is closed.

Please call the library if your plans change and you will not need the pass. If you reserved your pass online, you can cancel up to 24 hours in advance.

A “per day” fine (See Fine and Fee Schedule) will be charged until returned. A patron is responsible for the replacement cost of lost or damaged passes.

VI. FINES AND FEES

See *Fine and Fee Schedule*.

VII. REPLACEMENT COSTS

See *Fine and Fee Schedule*.

VIII. SPECIAL SERVICES

INTERLIBRARY LOAN (ILL)

Patrons may request that the Library locate and borrow for their use, a specific material that is not available in the Merrimack Valley Library Consortium (MVLC) or the Virtual Catalog. ILL requests may take 2-3 months to arrive; and in some cases, an ILL request may not be available. Depending on the lending library, a processing fee may be applicable.

HOLDS

Patrons may reserve a specific item that is checked out by another patron. When the item is available, a patron will have 7 days to pick up those materials. HOT materials cannot be reserved.

IX. DENIAL OF BORROWING PRIVILEGES

To ensure that no one patron accrues an excessively high fine, patrons will have their borrowing privileges denied if fines exceed \$5–\$10.00 or if their account has 1 or more items billed.

X. RESPONSIBILITY

Library patrons are responsible for all materials checked out on their own cards or on the cards of children for whom they have assumed responsibility.

If a patron allows others to check out materials on his or her card, those materials are still the responsibility of that patron.

XI. CONFIDENTIALITY OF USER RECORDS

See *Confidentiality Policy*.

Approved by the Board of Library Trustees on February 8, 2012.

Amended on January 11, 2012.

Free Access to Libraries for Minors

An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, nonprint, or digital format. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.¹ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As *Libraries: An American Value* states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library

resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

See also Access to Resources and Services in the School Library Media Program and Access to Children and Young Adults to Nonprint Materials.

¹ See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975) "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; and July 2, 2008

- Use of a material indicates that it no longer needs to be housed locally and access may be obtained through regional or national sources.

B. Disposal of Withdrawn Materials

The *Parker Memorial Library* disposes of materials that have been withdrawn according to the "Criteria for Withdrawal." Withdrawn materials remain the library's property until the materials are disposed of.

IV. REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The *Parker Memorial Library* believes that each patron has the right to read, listen, or view any item of their choosing. The collection includes resources that range widely in subject and treatment, including complex and controversial issues that may be unpopular or unorthodox in opinion.

Evaluation of materials included in the collection must pertain to the entire work, not just individual parts of the work. Language, situations, or subjects which may be offensive to some community members do not disqualify materials which—in their entirety—are judged to be of value.

A material will not be removed from the collection until the process below is completed.

If a patron wishes to have the material reconsidered, a patron may fill out a "Reconsideration of Library Materials" form. All completed forms will be directed to the Library Director, initiating the review process. A written response will be provided to the patron within fifteen (15) working days of receiving the completed form.

An appeal may be made—in writing—within ten (10) days of the receipt of the Library Director's decision.

Parker Memorial Library
28 Arlington Street
Dracut, MA 01826
cc: The Board of Library Trustees

The Board of Library Trustees will call for a special meeting to review and discuss the submitted "Reconsideration of Library Resources" form.

The Board will appoint an advisory committee to review, view, or listen to the work which is the subject of the request. The committee shall consist of three (3) members: a librarian on staff, one current Board member, and one local citizen with no library affiliation.

The advisory committee will have two (2) weeks for all members to read, view, or listen to the work in question. The advisory committee will then meet and make a formal recommendation.

The Board of Library Trustees will hold a 2nd special meeting to consider the patron's request and the recommendation of the advisory committee. The Board will make a final determination to the request.

The Library Director and Board President will convey in writing the Board's decision to the patron's request.

Approved by the Board of Library Trustees on 9 November 2011.