

Pamunkey Regional Library
Work Session
April 9, 2024

The Pamunkey Regional Library (PRL) Board of Trustees (BOT) met on Tuesday, April 9, 2024, for a work session at the Atlee Branch Library.

Attendees

Trustees:

Goochland County: Barb Young, Barbara Slone
Hanover County: Bob Johnson, Ryan Martin, Christy Schumacher
King and Queen County: Tricia Simpkins
King William County: John Edwards, Mary Shipman

Trustees unable to attend: Joe O'Connor

Guests:

Ellen Bowyer – Hanover County, Senior Assistant County Attorney
Jim Taylor – Hanover County, Deputy County Administrator

Library Staff:

Tom Shepley - PRL Director
Sherida Bradby – PRL Deputy Director
Jamie Stoops – PRL Deputy Director
Jeff Huff – Collection Strategy Librarian

1. Call to Order

Chair B. Young called the meeting to order at 9:00 a.m.

2. Stated Work Session Purpose

B. Young stated that the purpose of the work session is to review PRL Policies.

3. Consideration of Agenda Amendments

MOTION: J. Edwards moved to defer discussion on the Collection Policy until the regular board meeting. M. Shipman seconded the motion, and after discussion and a vote of the BOT the motion failed.

Copies of the proposed draft Collection Policy sections (“Policy for Protecting Children from Harmful, Sexually Explicit Material in Areas Designated for Minors” and “Reconsideration of Library Materials and Library Materials Reconsideration Policy”) were distributed to the public.

4. Broad View of PRL Policies

The Board of Trustees is responsible for PRL policies.

Policies are rules made by organizations to achieve aims and goals.

Regulations are rules made to make people comply and behave in a certain manner.

For each policy, the BOT should discuss policy statements, determine if any regulations/laws (i.e. safety) should be included, and outline PRL procedures, making sure that policies and procedures match.

The BOT received from PRL Staff a template for the formatting of policies.

Some additional points and requests from the BOT members were:

- Table of Contents be dynamic.
- From a formatting perspective, margins should be wider and forms should fill the page.
- Hyperlinks throughout the document.
- Ensure information is updated and easily accessible on the website.
- Change log should include what was changed in the policy and why it was changed.

B. Young created a document with a suggested way to organize PRL policies – General, Collections & Programs, Computers & Internet Services, Personnel, Financial, and Safety & Motor Vehicle. The Finance Committee has talked about the auditors reviewing Financial Policies. Input from staff is needed in all these areas as they work with these things every day.

Discussion was had regarding whether the policy document is to be created for digital use or a static print copy. General consensus was to lean heavily on website development and keep those items updated online, rather than print copies which can be quickly outdated.

5. Review of Policies and Forms

Policy Introduction – Library Policies

Comments from various BOT members included:

- The PRL Plan mentioned is from 2016-2020 and policies should not be based on an expired plan but be forward looking.
- Policy Introduction should include overarching mission statements, purpose, values, and goals rather than having them embedded in individual policies or long-range planning.
- “Library Bill of Rights and Freedom to Read Statement” and “Libraries – An American Value” documents were aspirational and had good goals in them as initially written, over time the interpretation and implementation of these documents has veered off track. The ALA has decided to waiver from being neutral within libraries and has decided to take strong political and social positions. Some goals expressed on the ALA website are to help those in society deal with maldistribution of wealth, union organizing, build

collective power, prepare libraries for climate change, ensure collections are diverse & hiring lawyers to do this. The BOT should be aware of this while reviewing policies, as it is their responsibility to make decisions for their communities, and not be influenced by an organization based in Chicago.

The BOT is asked to read the “Library Bill of Rights and Freedom to Read Statement” and “Libraries – An American Value” from pages 51-56 of the PRL Policies by the next meeting.

Confidentiality of Library Circulation Records

Changes proposed as follows:

- Code of Virginia should read 2.2-3705.7 (Addition of “.7”)
- Under Procedures, Point 1 rewrite to say “Library staff is only allowed to relate information about library circulation files or records to the individual library user or to the parents or legal guardians of the library user who is under the age of 18.”
- Under Procedures, Point 2 add “(for example, phone or address associated with the account, driver’s license, picture identification, or passport)”
- Under Procedures, Point 3 “Supervising Librarian” changed to “Deputy Director”.

Customer Service and Safety (FORM: Injury/ Incident Report)

Changes proposed as follows:

- Change “Supervising Librarian” to “Deputy Director” in two locations under Procedures, Safety, Point 4.a. and Point 5.g.1.
- Under Procedures, Safety, Point 2.b. add “by a staff member”.
- Under Procedures, Safety, Point 3 rewrite “Send the report to the Administrative Office IMMEDIATELY.”
- E. Bowyer is willing to support T. Shepley in providing advice on the legal questions surrounding the extent of staff liability (brought up when reviewing Procedures, Safety, Point 5.f.) and the oversight/treatment of minor children in a public space.
- Form on Page 8, the top box deleted (as there is a separate form for employees injured on the job) and the wording “Part 2” should be deleted from the Injury/Incident Report.

E. Bowyer advised that when policies are completed that the Hanover Attorney’s Office would be happy to complete a full formal review.

Suggestion was made to have forms in a separate section, not within the policy.

Friends of the Library

Discussion of this policy was deferred until BOT members receive additional input and information from the Friends of the Library groups within the system.

Collection Policy (Request for Reconsideration)

The Board discussed one of the draft collection policy pieces called “Policy for Protecting Children from Harmful, Sexually Explicit Material in Areas Designated for Minors”. This policy sets criteria for new book purchases for minor areas of the library.

Feedback from T. Shepley included:

- Clarity in policy to define “inappropriate materials”.
- Provide a source for the statement “inappropriate for minors”.
- Is there anything within VA Code which could define criteria?
- Nothing under point (1) for the Library Director’s responsibility that uses the same wording of “sex act” or “sexual activity”, terms used in the criteria portion. Definition of additional terms in section (1).
- Rename “Children’s” to “Juvenile” for a consistent reference to the collections.
- Requested more instructions and expectations under point (3), reporting to the Library Board regarding the Library’s compliance with this policy.

Feedback from BOT included:

- YA is currently aged 13-18 in the PRL Collections Policy, suggested it should be aged 13-17 if the policy piece is adopted, since 18 is an adult. Staff stated that collection development is done based on the appeal of the book to the audience, not based on appropriateness, and not based on legally defined ages.
- Shared the idea to give parents additional control over minor library cards and determine which collections their children can check books out from.
- Localities have asked BOT to address age-appropriateness of books and the sections they are assigned to, as well as provide tools to parents. This policy piece is an attempt to address these issues brought by jurisdictions.
- Why does the publishing industry not provide easily accessible definitions and standards?

Feedback from PRL Staff included:

- Need to implement a policy that staff can enforce.
- Legal implications for restricting access to materials?
- What happens to non-fiction, educational, scientific books describing human anatomy and puberty?

6. Review Policy Review Plans Moving Forward

B. Young indicated additional time to review policies would be scheduled at the April BOT meeting, including a plan to vote on the final product for the first two policies. The Friends of the Library policy will be discussed at the May meeting. The BOT will continue to have work sessions every couple of months. B. Young will put together a calendar for addressing policies to give a better idea of future work sessions.

7. Adjournment

The April 2024 BOT meeting will be held on April 24, 2024, at the Ashland Branch Library at 10:00 a.m.

B. Young adjourned the meeting at 11:58 am.

Respectfully submitted,

Christy Schumacher
PRL Board of Trustees' Secretary

DRAFT