Call to Order: 1:18pm (Kay Henderson)

Present: Julia Fisher, Steve Ferry, Barbara Raines, Sara Schwartz C.R. Kendall, Kay Henderson, John Henderson

Approval of the Agenda: Unanimous

Public Comment: none

Approval of the Minutes for January 20, 2022: Unanimous

Introductions: All Library Commissioners present and one member of the public

Behavior Standards and Penalty Matrix: Steve Ferry approved as amended (see attached document), Julia Fisher seconded, approved unanimously

Library Director’s Report:

- South Lake Tahoe Library partial closure for maintenance July 21-August 22, 2022
- California State Library Early Learning/Community Hubs Connect Mentor Grant
  - El Dorado County was asked to be a mentor for libraries participating in the California State Library Early Learning/Community Hubs grants
  - $25,000 awarded for communication
- Palace Project from the California State Library has allowed us to join a free online library with 43,000 items for students K-12 to support school instruction and education.
- IT infrastructure update: Project nearing completion, with all libraries expected to be moved to the El Dorado County Network by June.
- The EL Dorado Courts and libraries are working together to provide free access to virtual court application assistance.
- California Library Association Annual Conference is being held in Sacramento June 2-4th this year and we have a dozen staff attending (possible through savings by not spending the night at the conference). Kay will also be attending.

Library Commissioner Reports:

Julia Fisher, District 1: The Friends of the Library have run out of room for donated books with the building increase (6,000 new homes; 4,994 new units, with 4,000 in EDH)

Steve Ferry, District 2: Would like to explore how libraries raise funds, there are existing donors with the business community and marketing companies. Will participate in the Business Walk. Kay asked Steve to present on this topic at the Corporate Friends of the Library meeting.

Barbara Raines, District 3: None

Sara Schwartz C.R. Kendall, District 4: Exploring possible new location for the library with the Fire District.

Kay Henderson, District 5, Chair: South Lake Tahoe library will have partial closure for new HVAC system.

The next scheduled Library Commission meeting will be held July 21, 2022-location to be determined.

Meeting adjourned at 3:30pm
El Dorado County Library Policy

Standards of Behavior

Purpose:
Library users of all ages have the right to expect that the library will provide a welcoming and respectful atmosphere in which to learn, read and appropriately engage in provided educational opportunities/resources.

Policy:

Be considerate
Loud and unreasonable noise must be taken outside of the library.

- Cell phones are ok when used quietly.
- Staff will address the source of offensive odors.
- Shoes and clothing are required.

Communicate with respect
Obscene, harassing, abusive language or gestures are not allowed.

- Staff are here to help. Ask for assistance.
- Respect fellow library users and staff when you talk to them.
- Offensive noise, language and gestures detract from others' library experience and are not allowed.

Use spaces as intended
For the safety, comfort, and enjoyment of everyone please use the library respectfully. Sleeping, smoking, consuming alcohol or drug use is not permitted.

- Keep your belongings near you; otherwise items may become lost or stolen. The Library is not responsible for items that are lost, stolen, or damaged in or on the grounds of the Library.
- Maintain orderly and safe entry/exit by keeping high-traffic areas, doorways, aisles and stairways clear.
- Enjoy meals outside of the library building; covered drinks and reasonable snacking is ok, however, food is not allowed at computers.
- Take care of library materials, furniture, the building and its grounds for the enjoyment of everyone.
- Restrooms are for handwashing and toilet use only.
- Take care of computers and ask for help when needed.
- We ask that furniture stay where it is placed.
- Please limit use of library furniture to one table or cubicle and one chair per person.
- We understand that everyone dozes off, but be aware that you will be asked to stay awake for your safety.
- Enjoy roller and wheeled activities outside; bikes and/or wheeled transportation belongs outside. Wheeled transportation for adults and children are acceptable.
- Large items reduce the overall space for library enjoyment (average maximum size should not exceed 18” X 32” or overall 32”). Please see library staff for temporary accommodations.

Act responsibly
Violating any law, ordinance or regulation is not allowed. We want our libraries to be a welcoming place for everyone. Those disrupting the intended use of the library may be asked to leave.

- We want children to be safe. Keep them under your care. Please see the Children’s Policies below.
- Respect one another; concerns about fellow library patrons should be addressed to library staff.
• Violating any law, ordinance or regulation is not allowed; including library policies. Weapons are not allowed in the library including firearms, knives or any item used in a threatening manner. Library staff and/or law enforcement will take action when any of the following occur: physical assault, report of weapon; smoking, use of any tobacco products; behavior that demonstrates a person being under the influence of alcohol or illegal drugs.
• We love animals, but only service animals defined under the law are allowed inside.
• Library fundraising is the only solicitation allowed on the library premises.

**Procedures:**

Library staff and/or appropriate authorities will enforce standards. Violations may result in ejection from the Library and its premises and/or library privileges may be revoked.

**Standards of Behavior-Children’s Policies**

**Purpose:**

The El Dorado County Library welcomes and encourages children to use library materials, programs, resources, and services.

The Library is open to a wide cross-section of the public. Library staff care deeply for your child’s safety but cannot substitute for parents or teachers, and are not babysitters.

The El Dorado County Library affirms the right and responsibility of parents/legal guardians to determine and to monitor their children’s use of online resources.

In order to ensure that patrons of all ages can safely enjoy the library’s services, the following policies are in effect:

1. **Children 0-9 years old** must be directly supervised by a parent/legal guardian or responsible caregiver at least 16 years of age.
2. **Children and youth 10-15 years old** are expected to adhere to the following:
   a. All Library Standards (listed above)
   b. For safety and emergency contact information, unattended youth must carry an El Dorado County Library card while at the Library and/or on the Library grounds.
   c. Parent/legal guardian will be notified if a child or youth continues to disregard Library Standards and the child’s library privileges will be reviewed/suspended.
3. **Youth 16-18 years old** are expected to follow Library Standards
   a. Are not required to carry library cards at all times
   b. May provide direct supervision for children 0-9 years of age and be responsible for children in their care

Requests for reconsideration of suspensions for three months or longer for violations of Standards of Behavior will be addressed by the Library Commission.

Library Commission Approval: April 21, 2022
Effective Date: July 1, 2022
Review Date: April 21, 2024
<table>
<thead>
<tr>
<th>Behavior</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Using profane language loudly and disruptively in the library</td>
<td>Warning</td>
<td>1 day</td>
<td>1 month</td>
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<tr>
<td>2  Sleeping in the library (ongoing, not just briefly closing eyes)</td>
<td>Warning</td>
<td>1 day</td>
<td>1 month</td>
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<tr>
<td>3  Loitering in high traffic areas</td>
<td>Warning</td>
<td>1 day</td>
<td>1 month</td>
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<tr>
<td>4  Disruptive rollerblading, skateboarding or scooters on library</td>
<td>Warning</td>
<td>1 day</td>
<td>1 month</td>
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<tr>
<td>property.</td>
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<tr>
<td>5  Violating library's food and drink policy</td>
<td>Warning</td>
<td>1 day</td>
<td>1 month</td>
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<tr>
<td>6  Excessive public displays of affection</td>
<td>Warning</td>
<td>1 day</td>
<td>1 month</td>
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<tr>
<td>7  Smoking inside or where prohibited outside</td>
<td>Warning</td>
<td>1 month</td>
<td>6 months</td>
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<tr>
<td>8  Harassing or disturbing customers or staff</td>
<td>Warning</td>
<td>6 months</td>
<td>12 months</td>
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<tr>
<td>9  Soliciting or panhandling</td>
<td>Warning</td>
<td>6 months</td>
<td>12 months</td>
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<tr>
<td>10 Offensive, pervasive odor</td>
<td>1 day</td>
<td>1 week</td>
<td>1 month</td>
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<tr>
<td>11 Intoxication - displaying no danger to self or others</td>
<td>1 day</td>
<td>1 month</td>
<td>3 months</td>
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<tr>
<td>12 Inappropriate dress (no shoes, shirt, etc…)</td>
<td>1 day</td>
<td>1 month</td>
<td>6 months</td>
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<tr>
<td>13 Inappropriate use of library restroom facilities</td>
<td>1 month</td>
<td>6 months</td>
<td>12 months</td>
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<tr>
<td>14 Tampering with library computers - including hardware and software</td>
<td>1 month</td>
<td>6 months</td>
<td>12 months</td>
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<td>(Warnings acknowledged at sign on)</td>
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<tr>
<td>15 Violating Library Internet Policy</td>
<td>1 month</td>
<td>6 months</td>
<td>12 months</td>
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<tr>
<td>16 Refusal to comply with staff/security officer request</td>
<td>1 month</td>
<td>12 months</td>
<td>24 months</td>
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<tr>
<td>17 Possessing alcohol or illegal substances on library property</td>
<td>1 month</td>
<td>12 months</td>
<td>Permanent</td>
</tr>
<tr>
<td>18 Abusive language to staff or security officers</td>
<td>6 months</td>
<td>24 months</td>
<td>Permanent</td>
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<tr>
<td>19 Destroying Library property; minor: tearing pages from a magazine,</td>
<td>1 month</td>
<td></td>
<td>Permanent</td>
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<tr>
<td>writing on a wall or table, defacing a book.</td>
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<tr>
<td>20 Theft</td>
<td>12 months</td>
<td>Permanent</td>
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<tr>
<td>21 Stalking or intimidating another patron or staff</td>
<td>12 months</td>
<td>Permanent</td>
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<tr>
<td>22 Making threats of violent behavior</td>
<td>12 months</td>
<td>Permanent</td>
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<tr>
<td>23 Displaying violence without injury or destruction of property</td>
<td>12 months</td>
<td>Permanent</td>
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<td>24 Indecent exposure</td>
<td>Permanent</td>
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<td>25 Engaging in sexual activity</td>
<td>Permanent</td>
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<tr>
<td>26 Destroying library property; major: damaging furniture, computers,</td>
<td>Permanent</td>
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<td>fixtures, clogging toilets</td>
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<tr>
<td>27 Intentionally causing a false fire alarm</td>
<td>Permanent</td>
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<tr>
<td>28 Assault on a patron or staff</td>
<td>Call the police + Permanent</td>
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<tr>
<td>29 Displaying violence with injury and/or destruction of property</td>
<td>Call the police + Permanent</td>
<td></td>
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<tr>
<td>30 Possession of a weapon</td>
<td>Call the police + Permanent</td>
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<tr>
<td>31 Trespassing; violating prior ban and bar</td>
<td>Call the police + Permanent</td>
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El Dorado County Library Behavior and Penalty Matrix Guidelines

Repeat Offenses

Individuals who repeatedly violate these Behavior Rules having been previously excluded for library rule violations will face longer exclusions. Repeat offenders need not violate the same rule to be subject to stricter enforcement and may not be warned that their behavior is inappropriate before being excluded.

Law Enforcement

Failure to leave after being asked to do so may result in law enforcement being notified which may increase time of exclusion.

Penal Code References

Any person who intentionally interferes with the business of the library by obstructing or intimidating those attempting to carry on business in the library and who refuses to leave the library after being requested to do so by the library management is guilty of a misdemeanor crime under California Penal Code Section 602.1

Any person who defaces, damages, destroys or steals library property is guilty of a misdemeanor crime under California Penal Code Section 490.5 or Section 19910 of the California Education Code.

State law permits library staff to search purses, bags, parcels, briefcases, and other packages in order to prevent the theft of books and library materials. (Cal. Pen. Code Section 490.5). Additionally, State law makes it a misdemeanor to cut, tear, write in, mark, deface, break, or injure library property. (Cal Ed. Code Section 19910).

All other laws pertaining to behavior in a public place apply, including California Penal Code Sections 314, 415, 647 and 653b.

Requests for reconsideration of suspensions that are 3 months or longer for violations of Standards of Behavior will be addressed by the Library Commission.

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