

1. **Call to Order, Roll Call, and Declaration of Quorum**
2. **Acknowledgment of Audience**
3. **Approval of Agenda** – *Motion to accept the agenda for Wednesday, September 28, 2022.*
4. **Board Officer Reports**
  - A. **Secretary's Report**
    1. *Motion to accept the minutes for the August 24, 2022 regular monthly meeting.*
    2. *Motion to accept the IGA with Illinois Libraries Present.*
  - B. **President's Report**
  - C. **Treasurer's Report**
    1. *Motion to accept Claim Ordinance #582 in the amount of \$149,753.15.*
    2. *Motion to accept resignation of Trustee Kovacik as Treasurer.*
    3. *Motion to remove Trustee Kovacik from all library accounts and as administrator for banking.*
    4. *Motion to appoint Trustee Conlin as Treasurer and as administrator for banking.*
5. **Director and Library Report**
  - A. **Library Report & Updates**
    1. *Local History report to Board.*
6. **Committees**
  - A. **Building Committee Report**
    1. *Discussion- Remodel updates*
  - B. **Finance Committee Report**
    1. *Motion to accept the minutes of the September 6, 2022 Finance Committee Meeting.*
  - C. **Policy Committee**
    1. *Motion to accept the minutes of the August 22, 2022 Policy Committee Meeting.*
    2. *Motion to accept the revised Homebound Services Policy as presented.*
    3. *Motion to accept the revised Patron Use Policy as presented.*
  - D. **Personnel Committee**
  - E. **Technology Committee**
    1. *Motion to accept the contract from E-Rate First for account and grant preparation work.*
7. **Unfinished Business**
8. **New Business**
9. **Adjourn to Closed Session**
  - a. *Move that the Berkeley Public Library Board of Trustees adjourn to Closed Session pursuant to:  
-The selection of a person to fill a public office - 5 ILCS 120/2 (c) (3)*
10. **Reconvene Regular Session**
  - a. *Action on any items discussed in Closed Session*
11. **Adjournment**

## Berkeley Public Library **UPDATED DRAFT REVISION**

### Homebound Service Policy

The Berkeley Public Library offers Homebound Services to those patrons residing in the Village of Berkeley who are unable to visit the library. 'Homebound' is defined as being generally confined to one's residence either temporarily, due to illness or accident, or permanently due to disability, age, or other mobility issues.

#### Patron Eligibility, Registration & Use

A patron applying for homebound service must first have a Berkeley Public Library card in good standing. If the patron does not have a library card, **one can be obtained online (<https://swanlibraries.net/patron-registration-form/?library=bks>) prior to scheduling a delivery. Patrons that are interested in initiating homebound service should call the library.**

Patrons registered for Homebound Service may call or email the library to request specific titles, or they can request that a librarian select materials based on the patron's reading preferences.

#### Delivery Schedule & Loan Period

Deliveries of library materials will be made by library staff or volunteers as material availability or staffing levels permit. Participating patrons will be contacted by phone in order to set an equitable time for delivery. Standard library loan periods apply to items provided through Homebound Service, and it is the patron's responsibility to contact the library to schedule a pick up prior to the expiration of the loan.

#### Fines/Fees/Renewals

There is no fee for participation in the homebound service. The library's standard fee schedule will apply **for all items that are checked out.**

#### Materials Available for Homebound Service

All circulating materials are available for homebound service, though special arrangements may have to be made for **technology items that require a deposit, for certain heavy or bulky items, or for a larger quantity of items.**

#### Homebound Environment Required for Delivery

Patrons requesting homebound services must provide a safe and appropriate environment for staff members or volunteers who make deliveries to their homes, and patrons must protect all library materials while in their custody. Volunteers or staff members may recommend suspension of the service if any of the following conditions exist:

1. Pets are not confined (with the exception of service animals trained to assist a disabled person)
2. A clear and safe path to the home, with snow shoveled and ice removed
3. Any person in the home is dressed in revealing attire
4. Any person in the home presents threatening behavior
5. Any person in the home uses abusive or obscene language, makes obscene gestures, or displays obscene images
6. Any person in the home harasses the library's representative

7. Any person in the home exhibits signs of illness that may jeopardize the health of the library's representative and the library has not been notified of the illness
8. Any person is engaging in any illegal activity in the home at the time of the library's delivery
9. Any library material currently in the possession of the homebound patron appears to have been willfully defaced, mutilated, or damaged while in the custody of the homebound person

If a volunteer or staff member must leave the home, deny service, or wishes to recommend suspension of service due to the occurrence of any of the above, and deems that the home environment for delivery is unsafe or inappropriate, the volunteer or staff member shall provide the Director of the Berkeley Public Library with notice of why such action occurred along with a recommendation for length of suspension of service.

The Director shall send written notice to the patron of the reason for and the length of any continuing suspension of service. No suspension of service in excess of 30 days shall be imposed unless it is recommended by the Library Director and approved by the Board of Trustees. Any homebound patron may request in writing that the suspension of service be reviewed by the Board of Trustees at the next regular monthly Board meeting.

*ADOPTED AND APPROVED by the Board on December 17, 2014.*

*REVISED AND APPROVED by the Board on July 24, 2019.*

*AYES: 5 NAYS: 0*

*REVISED AND APPROVED by the Board on \_\_\_\_\_.*

*Revised 8/2022*

# Berkeley Public Library (Updated 2022 Review)

## Patron Policy

### Purpose

The purpose of this policy is to express the roles and responsibilities patrons have to ensure the library's physical and virtual spaces are welcoming, safe, and secure. The Library's mission is achieved in part by the willingness of its patrons to respect one another and coexist in library spaces. Public library spaces are vital community assets that rely on the stewardship, mutual support, and goodwill of all. This policy applies to the library building and grounds as well as the library's website and social media pages.

### Patron Conduct and Use of Library Spaces

Patrons are expected to:

- Understand that the library is a public space intended to be shared by many.  
*Violations include (but are not limited to) the following:*
  - Discrimination based on an individual's race, color, creed, religion, national origin, sex, gender, age, disability status, marital status, sexual orientation, or public assistance status.
  - Harassment, including sexual and racial harassment.
  - Behavior that is abusive, bullying, intimidating or disrespectful including obscene, racially charged or abusive language.
  - Activities or conversation that are disruptive to other patrons, including personal phone calls.
  - Disruptive behavior such as fighting, running, or excessive noisemaking.
  - Offensive body odor, including excessive scent, which unreasonably interferes with other patrons' ability to enjoy use of the library and its services.
  - Sleeping that impedes others from using library spaces or resources.
- Avoid disruptive behaviors that may hinder other library patrons.
- Be courteous and respect other library patrons and staff.
- Conduct themselves in a safe and orderly way; allowing others to do the same.
- Attend to children in their care.  
*Violations include (but are not limited to) the following:*
  - Leaving vulnerable individuals or children unattended or alone in the library.
- Respect library property.  
*Violations include (but are not limited to) the following:*
  - Defacing, damaging, or destroying library property.
  - Bringing beverages in uncovered containers or food in to the library.
  - Use of library furniture, power cords, personal electronic devices, or other equipment in a way that creates a hazard for others.
- Safeguard personal items.
- Comply with all federal, state, and local laws.  
*Violations include (but are not limited to) the following:*

- Panhandling or soliciting on library property.
- Bringing weapons on library property.
- Use of controlled substances or being under the influence of alcohol or controlled substances in a manner that causes a public disturbance.
- Smoking, chewing tobacco, or use of e-cigarettes.
- Infringement of copyright laws including illegal downloads of copyrighted material.

Failure to follow this policy may result in eviction from the library and may include a trespass order or arrest. Inappropriate conduct will be referred to the proper authorities for legal action in accordance with Illinois Statutes.

## **Related**

Berkeley Public Library General Policies *(Revised February 13, 2019)*.

American Library Association 'Library Bill of Rights' *(Revised January 29, 2019)*.

*REVISED AND APPROVED by the Board on July 24, 2019.*

AYES:   5   NAYS:   0