



**MINUTES
 POLICY COMMITTEE MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 JUNE 21, 2021**

The Policy Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Monday, June 21, 2021 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice-President/Secretary Karen L. Kaluzsa, Trustee Mary Kruse (Chair), Director Edith G. Craig and Administrative Assistant Virginia Tsipas.

I. Call to Order

Trustee Kruse called the meeting to order at 7:03 pm and established there was a quorum.

II. Communications and Citizen's Comments – On Agenda Items

No Comments.

III. Review Collection Management Policy

The Collection Management Policy is reviewed every two years. This policy dictates the ordering and weeding of materials for the collection. Ms. Craig stated no changes are recommended at this time.

After discussion, changes to be amended in the policy are, where “St. Charles Public Library” appears, it should be revised to “St. Charles Public Library District.”

Trustee Gephart asked how this policy affected the decision of our Library in deciding whether to pull the titles that were announced by the Dr. Seuss Enterprise to cease publication because of insensitive and racist imagery. The six titles were *And to Think That I Saw it on Mulberry Street*, *If I Ran the Zoo*, *McElligot's Pool*, *On Beyond Zebra!*, *Scrambled Eggs Super!* and *The Cat's Quizzer*. Trustee Gephart stated he has had some questions from community members about the Library's decision.

Ms. Craig stated she and the management team discussed this matter and she spoke with staff at other libraries. They looked to the language in the Collection Management Policy that states “To maintain relevant collections and content in all formats, the Library must continuously evaluate collections and deselect materials. Criteria for withdrawing items include, but are not limited to, declining interest, poor condition, space limitations, unnecessary duplication, obsolete format, or inaccurate or outdated information.” The decision was made that “inaccurate or outdated information” was relevant to the Dr. Seuss titles in question. Ms. Craig stated that the Library only owned three or four of the six titles out of publication.

In July 2020, the Board passed the Equity, Diversity and Inclusion statement for the Library to be fair and inclusive. After consideration of these titles in reviewing this policy, our EDI statement and circulation statistics, the Library decided to remove the titles in our collection relating to the six titles in question.

Trustee Gephart said the Principles of this policy state that “even when the content may be controversial or unacceptable to others,” we need to be careful in making the decision to pull materials as everything will offend someone. Ms. Craig agreed and said the *Little House on the Prairie* titles that have also raised some concerns are still part of our collection. The decision of the Seuss titles is different as the publisher thought they were a poor representation of Dr. Seuss’ work.

Every library in SWAN made their own decisions depending on their policies and commitment to EDI. Ms. Craig does not know of any libraries in SWAN who have kept the Seuss titles. Trustee Kaluzsa asked if Ms. Craig received any push back from the public. Ms. Craig received one email at the onset of the situation and she did not have all the information at the time to make the decision to remove the titles.

Trustee Kruse asked how the titles were discarded. Ms. Craig said when books are weeded from the collection, they are either donated to Friends for their used book sales or donated to Better World Books. The Seuss titles were on hold for a time as they were circulating. Ms. Craig is not sure how the Seuss titles were discarded.

Motion by Trustee Gephart, second by Trustee Kaluzsa, to accept the Collection Management Policy as amended, for recommendation to the Board. Carried unanimously.

IV. Review Display & Exhibits Policy

The Display & Exhibits Policy was reviewed extensively by the EDI group. We needed to be sure the policy is inclusive and represents what we are as a library. We do not have an art gallery policy, but we do have art gallery procedures. In reviewing this policy, special sections were created for bulletin boards, art gallery and displays and exhibits.

The Purpose section was clarified and verbiage added “to provide equitable access to the diverse intellectual and cultural resources of the community.” This policy covers displays in all departments.

Ms. Craig thought the statement that mentioned “exhibits . . . must be of a content which is in keeping with community standards,” was not clear. She removed that statement and clarified the statement in the policy. Trustee Gephart read the statement aloud, “The Library does not allow material containing images that include significant elements of sexually explicit imagery, nudity or graphic depictions of violence.”

With limited display spaces, the Library prioritizes what will be displayed. We do not allow ads for commercial organizations, people soliciting for donations, petitions, and electioneering. We do allow events for non-profits, city partners, and community groups.

A selection criteria was added for each section. One year we had a display that did not look professional and we want to provide acceptable standards.

Trustee Kruse asked if any art has ever been turned away. Ms. Craig stated that Communications & Marketing manages the art gallery and she was not sure.

Ms. Craig stated that bulletin boards at the Library are only for literature of non-profits or the free *Fox Valley Magazine*. The bulletin boards are different from items in display cases. A two-week time limit was placed in the policy to assist with posting information. Trustee Kaluzsa asked that references to the "City of St. Charles" be changed to the "Library District" as the City¹ of Wayne is part of the Library District.

A "Reconsideration of Display/Exhibit" was added that is very similar to the reconsideration in the Collection Management Policy. If someone asks us to take down a display because of an equity, diversity or inclusivity issue, the EDI group will make a recommendation to Ms. Craig. If the patron feels the decision is unsatisfactory, it will go to the Library Board of Trustees for their decision, which is final. Ms. Craig stated that the reconsideration form is online. Trustee Gephart asked if a display is under discussion would it automatically be removed. Ms. Craig said no, it will not be removed while under discussion.

Further discussion was had by the Committee to address spelling and grammar.

Motion by Trustee Gephart, second by Trustee Kaluzsa, to accept the Exhibits/Display Policy and Use of Library as Public Property as amended, for recommendation to the Board. Carried unanimously.

V. Review Photography, Security Cameras and Other Recording Device Usage Policy

Trustee Kaluzsa asked about the use of the word "mitigate." Ms. Craig chose "mitigate" because there is a lot of concern about the Library having security cameras and she wanted to lessen the effect of the perception of people being watched.

Trustee Gephart requested the first sentence be changed to read "The Library recordings enhance the physical security of the building, its property, staff and patrons."

Ms. Craig reviewed the ALA guidelines on policy making for security cameras. We need to make sure patrons know the security cameras exist and what we are doing with that information. We are a government body and follow local and state rules and guidelines.

Trustee Kaluzsa asked what the Open Meetings Act says about recordings. Ms. Craig said the Library is not allowed to block people from recording an open meeting.

Motion by Trustee Gephart, second by Trustee Kaluzsa, to accept the Photography, Security Camera and Other Recording Devices Policy as amended, for recommendation to the Board. Carried unanimously.

VI. Review Tutoring Areas in the Library Policy

Ms. Craig recommends this policy be rescinded because there is no specific area designated for tutors. The Library does not allow anyone to conduct business within the Library and staff cannot enforce this from happening.

¹Minutes should state "Village of Wayne". See Minutes of Regular Monthly Meeting of July 14, 2021.

Motion by Trustee Gephart, second by Trustee Kaluzsa, to rescind the Tutoring Areas in the Library Policy, for recommendation to the Board. Carried unanimously.

VII. Review Covered Drinks Policy

Ms. Craig stated the Covered Drinks Policy is to protect our technology and furniture. She will be sure the drinks offered in the vending machines have screw-on lids.

After discussion, changes to amend in the policy are, in the second sentence of the Purpose section, "and furniture" will be added after "expensive technology". Areas where covered drinks are not allowed will be amended by deleting "and any place near public computers". The last paragraph with regard to allowing food in the meeting rooms and study rooms will be amended by deleting "and in the Study Rooms."

Ms. Craig stated that the policy can be reviewed in a year to see if there are any problems with covered drinks and food in any areas that this policy will allow.

Motion by Trustee Gephart, second by Trustee Kaluzsa, to accept the Covered Drinks Policy as amended, for recommendation to the Board. Carried unanimously.

VIII. Review Computer and Internet Access Policy

Ms. Craig stated that with the Technology Strategic Plan, we will have a lot of equipment. All the planned technology has not been purchased. The policy will be updated when we have technology for STC Creative. For the time being, there will be a one-hour time limit in place to make sure there are not many people waiting for computer use.

Motion by Trustee Kaluzsa, second by Trustee Gephart, to accept the Computer and Internet Access Policy as amended, for recommendation to the Board. Carried unanimously.

IX. Review 3D Printer Policy

Once the new technology for STC Creative is received, this policy will be titled Library Equipment Use Policy

Motion by Trustee Kaluzsa, second by Trustee Gephart, to accept the 3D Printer Policy as amended, for recommendation to the Board. Carried unanimously.

X. Communications and Citizen's Comments – On Non-Agenda Items

No comments.

XI. ADJOURNMENT

Motion by Trustee Kaluzsa, second by Trustee Gephart, to adjourn the meeting at 8:38 pm. **AYES:** Gephart, Kaluzsa, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.



 Mary Kruse
 Policy Committee Chair