



St. Charles Public Library
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**MINUTES
 POLICY COMMITTEE MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 SEPTEMBER 1, 2022**

The Policy Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Thursday, September 1, 2022 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice-President/Secretary Karen L. Kaluzsa, Trustee Mary Kruse (Chair), and Administrative Assistant Virginia Tsipas. Staff present: Mary Merritt, Business Office Manager.

I. Call to Order

Trustee Kruse called the meeting to order at 7:00 pm and established there was a quorum.

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

No Comments.

III. Patron Conduct

On August 10, 2022, a patron coming into the Library was noticed having a knife in a sheath holstered to his belt. The Manager in Charge (MIC) and security staff approached the patron and asked if he would place it in his car. He apologized for bringing the knife in and said he was ready to start a meeting in a study room. He asked if the security staff could keep the knife until his meeting concluded. The security staff secured the knife for the patron. The patron was asked to go to the Welcome Desk when he was ready to leave to retrieve his knife. The knife was returned to the patron upon completion of his meeting.

Managers reviewed this policy and found that St. Charles ordinance 9.6, which our policy references, states that there must be an “intent to use”. Management believes that in today’s climate this is too broad of a statement and that our policy should be revised to omit weapons in our Library, including but not limited to firearms, explosives and knives. It was suggested that we revise the policy with verbiage from the Library of Congress regarding weapons. Management also agrees that Library security staff should not be responsible for securing weapons for patrons in the future.

Trustee Kaluzsa asked why clarification for weapons was not provided by the American Library Association (ALA) or the Public Library Association (PLA). Ms. Merritt stated both the ALA and PLA refer libraries to city ordinances. Trustee Kaluzsa believes the following verbiage would provide more clarity for the Library: No person, except a law enforcement officer, shall carry firearms, dangerous weapons, explosives, incendiary devices, or implements which by their nature are capable of being used to destroy or injure a person or property on library property. Pocket

knives, knitting needles and other similar items are not considered weapons. Exceptions may be made for educational purposes at the Library Director's discretion.

Other proposed revisions for the policy include a reference of a brochure for rules and regulations to be removed, since no one on the management team recalls such a brochure. A portion of the policy contains procedural language that an MIC should follow for interactions with dangerous or threatening patrons. This language was proposed to be removed and provided to MIC's for their use in dealing with such patron situations. The final proposed revision relates to "librarians not required by law to report suspected cases of child abuse or neglect", be revised to state that "Library staff not required by law to report suspected cases of child abuse or neglect".

The committee agreed that the procedures for interactions with dangerous or threatening patrons be removed from the policy and the word "librarians" should be replaced with "Library staff".

After further discussion of the policy, and the fact that the Patron Conduct Policy posted on the website is an abbreviated version of the full Patron Conduct Policy, it was decided that the Patron Conduct Policy should be rewritten for clarification. Trustee Kaluzsa offered to prepare a draft of the policy. Management will review the proposed policy and the Policy Committee will schedule another meeting.

Motion by Trustee Kruse, second by Trustee Kaluzsa, that the Patron Conduct Policy will be rewritten by Trustee Kaluzsa, reviewed by the MIC's, brought before the Policy Committee to review, and go to the Board for recommendation of approval. Carried unanimously.

IV. Ordinance Setting Fines, Costs and Other Penalties for Overdue Books and Materials and Other Offenses

A new Ordinance was prepared as a result of the Library going fine free on July 1, 2022. The committee discussed the fine-free procedures. **Motion** by Trustee Kaluzsa, second by Trustee Gephart, to approve the new Ordinance Setting Fines, Costs and Other Penalties for Overdue Books and Materials and Other Offenses, as presented. Carried unanimously.

V. Rules for Public Participation in Meetings of the Board of Library Trustees of the St. Charles Public Library District.

This policy was revised for the language relating to citizen's comments to correlate to language within Agendas prepared for all Board meetings. **Motion** by Trustee Gephart, second by Trustee Kaluzsa, to approve the Rules for Public Participation in Meetings of the Board of Library Trustees of the St. Charles Public Library District, as amended. Carried unanimously.

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

No comments.

VII. ADJOURNMENT

Motion by Trustee Gephart, second by Trustee Kaluzsa, to adjourn the meeting at 7:27 pm. Carried unanimously.



Mary Kruse
Policy Committee Chair