

**Medway Library Board of Trustees**  
**Meeting Minutes**  
**June 11, 2019 7:00PM Library Conference Room**

**Members Present:** Susan Alessandri, Chair, Chris Monahan, John Scott Smith, Diane Burkhardt and Trudi Stefan,

**Others Present:** Wendy Harrington, Recording Secretary and Margaret Perkins, Library Director

Chair Susan Alessandri called the meeting to order at 7:10pm

**Approval of Agenda**

**In a motion made by John Scott Smith, seconded by Trudi Stefan the Library Board of Trustees unanimously approved the Agenda for the June 4, 2019 meeting.**

**Approval of Minutes**

**In a motion made by Chris Monahan, seconded by John Scott Smith, the Library Board of Trustees unanimously approved the Meeting Minutes of June 4, 2019 as amended by Susan Alessandri**

**Citizens Speak-** There were no citizens in attendance.

**Review New Incident Reports-** There were no new reports to review

**New Business -**

Incident reports were sent to all members three days ago, a new one came in today that Margaret passed around for all to review. Margaret explained the incident and the course of action that followed.

The group reviewed the incident reports that Margaret had emailed as well as the new one presented. Ideas for resolving the issues were discussed. These included a discussion on age limits (there isn't one) for unsupervised children and quiet areas vs. busier areas in the library.

Incident reports- The Trustee's are working to formalize the incident reports and reporting process. Below are some highlights of items discussed.

- Trustee's are to set policy, reviewing incident reports at monthly meetings is the job of the library employees, perhaps the Trustee's only get involved if the situation warrants it.

- The subcommittee met and reviewed the incident reports and discussed at length how to handle the invitation moving forward. The policy should be reviewed and revised with wording that is meant to empower the Library Director and employees to take any action they deem necessary. It should also restate their right to call the police if they see the need. The language has been altered so the invitation can begin at any time for violations that are making anyone feel unsafe. The policy will be reviewed periodically as well as a review if there is an employee who is overly aggressive in enforcing the policy.
- The trespass notice doesn't specify a time limit for when the person should be removed.

(Diane left the meeting at 7:45pm)

- The Trustees have the power to review the invitation for a patron to come back.
- Pornography offenses were discussed, deleting specific consequences having to do with viewing, leave the description and go by the police information provided. By removing the consequences it gives the Library Director and employees the latitude to make the choice on the consequence.
- The subcommittee worked with some assumptions: Empower the Library Director to issue letters of invitation based on the evidence. Also, if Library Staff is over reacting to an incident the patron's history and prior bad behavior can be reviewed.
- The Library Director offered her insight that Town Counsel explained the Director starts the case but the Trustees should ratify it at their next meeting. Chris Monahan reviewed the minutes and the information that was given.
- The Library Director believes what was presented is in line with what other libraries do. She is very comfortable with the policy but believes some of the staff will not be. She did explain they were happy with the list of warnings that was incorporated. Chris Monahan suggested a meeting with all of the staff should be arranged for them to offer their input. The Director has a meeting set up with her staff tomorrow. John Scott Smith would hope this would make the staff more comfortable by removing obstacles so that this will play out the way it's going to play out.
- The Library Director has chosen to use an incident report form and procedures that were suggested to her.

**In a motion made by Chris Monahan; seconded by John Scott Smith, the Library Board of Trustees unanimously voted to amend the Library's current policy**

**Section VI, "Library Use Policy"**

**The third paragraph becomes the second paragraph.**

**The new third paragraph is replaced with:**

**"Patrons who violate any portion of the Library Use Policy may be asked to leave the library for the day, or in some cases, issued a Trespass Notice for an**

**extended period of time depending on the severity of the infraction and the patron's behavior. The Trespass Notice may be appealed to the Medway Library Board of Trustees."**

**On a motion made by Susan Alessandri; seconded by John Scott Smith, the Library Board of Trustees unanimously voted to delete the specific consequence under prohibited uses (pornography clause).**

**Old Business:**

**Other Business:**

John Mattleman Training (a seminar for dealing with patrons with mental health issues) will be held on a Friday afternoon late July/August or September. The Library Director has invited Millis and Holliston to participate and is awaiting John's availability. The Trustees are welcome to attend. Chris suggested letting John Foresto and Michael Boynton know this is being set up and they would help to fund it as an unplanned expense.

A discussion took place about getting a thank you gift for Diane, as she will be leaving the Trustees.

**Next Meeting:** Tuesday, July 9, 2019 Medway Library Conference Room

**In a motion made by John Scott Smith; seconded by Susan Alessandri the Library Board of Trustees unanimously voted to adjourn at 8:51pm.**

Respectfully submitted  
Wendy Harrington, Recording Secretary

**\*\*Approved 7/9/19**