



## Silver City Public Library Community Advisory Group February 14, 2024 Minutes

### **Present:**

Advisory Group: Tara Baird, Catalina Claussen, Nancy Stephens, J.J. Wilson, Nick Prince (Town Council).  
Library Staff: Ken Dayer and Lillian Galloway

### **Absent:**

Ted Lynn

### **CC:**

President of the Friends of the Library

### **Call to Order:**

The meeting was called to order at 4:01 pm.

### **Approval of Agenda:**

Ken asked that we add carpet cleaning under New Business on the agenda. Tara Baird moved to approve the agenda with the addition, JJ Wilson seconded. The agenda was approved.

### **Approval of the Minutes:**

Catalina Claussen moved to approve the September 13, 2023 minutes, and JJ Wilson seconded. The minutes were approved.

### **Public Input:**

None

### **Reports:**

#### *Memorial Report*

Account balance as of February 12, 2024: \$97,946.46

Uncommitted: \$89,928.02

Committed: \$8,017.44

#### *Friends of the Library (FOL) Report*

As of January 31 there was \$33,462.98 in the Friends account.

#### *Foundation Report*

Expenditures FY 2023-2024

- Sewer pipes replaced - \$1620.00
- Fund staff hotspot for a year - \$376.61
- Staff Laptops - \$962.23
- Rocket Languages - \$355 (pending)
- Kanopy - \$2,000.00 (pending)
- Outside lights for the building - \$600 (pending)
- Staff desktops (pending)



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The new expenditures are outside lights, and staff computers. The staff computers purchase will be presented for approval this evening (February 14). The Foundation will have a new treasurer soon.

### *Librarian's Report*

We are short-staffed again because one person is on extended medical leave. She may be back part-time or sporadically; we do not yet know.

Our part time clerk resigned to move out of state and pursue new opportunities. The position is now open and advertised.

If one person calls in sick, the worst thing that can happen is that we have to cancel an event. If two people call in sick, our ability to have enough staff in the building can be compromised.

### **New Business:**

#### *Carpet cleaning*

Town management is allowing us to close on one Saturday to have the carpets cleaned. We would like to use Memorial funds to pay for this, and we need to inform the Advisory Group. Catalina moved to approve using Memorial funds to pay for carpet cleaning. Nancy seconded, and all Advisory Group members approved.

### **Old Business:**

#### Reviewing the Rules of Conduct

We left off at the section discussing keeping baby strollers with you. At the last meeting we decided we could probably delete that section, as it is covered by fire code and other safety regulations. The next section states that people should observe the closing hours of the library. As it would not be possible for people to come in before opening because the doors are locked, the group discussed whether many people are trying to stay after closing. Ken stated that we would have trouble getting people to leave sometimes, particularly pre-pandemic, but it is rare to have a problem now. Catalina asked whether we need language allowing groups to come early or leave late for setup and take-down of special events. Ken said that we could incorporate that into our meeting room procedures for library staff, but it doesn't need to be covered in policy. The director and the assistant director can make exceptions for special events, and there is always a library staff member present if a group is coming before opening or leaving after closing. It is probably not necessary to keep the "observe the closing hours of the library" section of the rules of conduct.

Next the group discussed "patrons are responsible for their own belongings." Ken explained that this is important because library staff must not be held liable for missing belongings. JJ suggested adjusted wording: "Patrons are responsible for their own belongings, which must be kept with them at all times."

Ken noted that the revised rules of conduct will be reviewed by the Town attorney before finalization.

The group moved on to discussing the children's behavior policy. Responsibility for children's safety and behavior rests with parents and caregivers, not library staff—this section is necessary.



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The group discussed in depth the section stating what age children may be in the library on their own, and what age someone must be to be considered a “caregiver” for younger children. These ages depend on the maturity of the individual child, but everyone in the group agreed that age 7 is too young to be in the library without a parent or caregiver. Lillian informed the group that City of Albuquerque ordinances state that children ages 10 and under are not allowed to be left home alone. Standard after-school care programs serve children ages 5-12. The group discussed further. Ultimately, two members of the Advisory Group agreed that age 8 would be an acceptable age to list as the minimum for being at the library alone. Three members agreed that a caregiver being age 12 would be ok. They liked that the rules include the sentence, “Parents are still responsible for their actions and safety of their children.” Catalina and JJ expressed their agreement with the section that limits which adults are allowed in the children’s area of the library.

Ken noted that we will adjust the wording of the section about children adhering to the same rules as adults, because we want to allow babies to sleep in the library. We will keep the section on no running and no climbing, for safety reasons. We would like to allow sippy cups in the future, as well as allowing baby bottles.

The Advisory Group suggested changing the wording of “Parents or caregivers are responsible for picking up and properly storing toys and other materials used by their child,” to “Parents or caregivers are responsible for picking up and *returning* toys and other materials...” The group discussed whether this section was necessary. Tara said it would help us in the case of families who make messes repeatedly without attempting to help clean up.

There was discussion of “a screaming child or crying infant.” Tara pointed out that most parents are trying their best to quiet the child. Ken suggested that we may want more flexible language because we would not want to force a family out of the building in inclement weather, for example. The group liked the wording, “Library staff *may ask* the parent to remove the child from the building *until the child is calm.*”

The next meeting will be March 13, 2024 at 4:00 pm in the library.

### **Adjournment:**

The meeting adjourned 4:55 pm.