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# Library Board

Monday, July 17, 2023

Regular Meeting

## Item D1

### Board Communications and Committee Reports

*This item allows for the introduction and discussion of board communications and committee reports. Included are items of discussion and communication with the City Council liaison to the Library Board. Items requiring approval must also be indicated in Consideration of Unfinished Business or Consideration of New Business.*

Staff Contact:



## CODE OF CONDUCT REVISED TBD

We want people to use our facilities frequently and take full advantage of available materials, resources, and programs. It is our intent to provide a positive and welcoming experience for all Library visitors and staff. Activities and behaviors that are disruptive, that unreasonably interfere with another patron's use and enjoyment of the Library, and that are detrimental to the health, safety, and welfare of patrons and staff and to the efficient operations of the Library for the benefit of its patrons, are not permitted. The following Code of Conduct has been adopted for the comfort and protection of the rights of all those using and working in the Grand Island Public Library.

### **PROHIBITED CONDUCT**

Please practice respectful behavior when visiting the Library either in person or on the Library's social media pages or website. Certain activities, whether intentional or inadvertent, are not acceptable at the Library or on the Library's social media pages or website. Patrons must follow all reasonable requests of the Library staff and all Library policies. Behavior, including but not limited to the following, is unacceptable and prohibited and may result in the patron being banned from the Library for a period of time:

- Failure to follow a reasonable request of the Library staff or a violation of Library policy
- Behavior inconsistent with the intended use of the area
- Failing to provide proper supervision of children
- Disruptive talking, conduct or use of language or actions intended to threaten, intimidate or harass another
- Misuse or destruction of Library furnishings, equipment, or materials
- Sleeping within the Library or on Library grounds
- Using cell phones, laptops, and other electronic devices in a manner that can be heard by or disturbs others
- Failing to wear appropriate clothes, including footwear
- Demonstrating, soliciting, or petitioning in the interior
- Engaging in sexual activity, offensive touching, or indecent exposure
- Blocking passage in aisles, exits, entrances, or high traffic areas with your person or belongings
- Leaving personal belongings unattended
- Bringing infested personal items into the library, or bringing in articles with a foul odor or that do not comfortably fit under your chair, including bedrolls, blankets, frame backpacks, suitcases, or shopping carts. Strollers are allowed in the Library so long as they are not in violation of another policy
- Littering
- Offensive bodily hygiene to constitute a nuisance to others
- Bringing in pets or animals, other than trained service animals, into the Library, except as authorized
- Engaging in any activity in violation of federal, state, local, or other applicable law
- Any activity that disrupts normal Library operations
- Taking photographs and/or recording videos of Library staff or patrons without their permission or as authorized
- Harassing other patrons and/or staff (deliberate or repeated behavior that is intimidating, offensive, and/or hostile) in a manner that impacts patron use of the Library and/or staff work performance
- Unwanted physical touching of another person or staff
- Stalking, following, or prolonged staring that could reasonably be expected to annoy, disturb, or intimidate patrons or staff
- Using audible devices without headphones or with headphones set at a volume that disturbs others

- Carrying firearms and dangerous weapons of any type within the Library or on Library grounds (except by law enforcement officer) unless the firearm is stored within your vehicle in compliance with Nebraska law
- Entering staff areas, offices, or supply areas unaccompanied by staff
- Use of restrooms for bathing or laundry purposes
- Running within the Library
- Panhandling or gambling
- Being in the Library without permission of an authorized Library employee before or after Library operating hours
- Entering the Library while under suspension or ban
- Roller skating or skateboarding on Library property or parking bicycles in non-designated areas

### **REPORTING CONDUCT**

Any patron who witnesses or is a victim of such conduct should immediately inform staff so that this policy can be enforced, or if necessary, so the police can be called. In some cases, witnesses or victims will be asked by Library staff for detailed accounts and personally identifiable information, or may need to be available for interviews with police.

### **LEVELS OF ENFORCEMENT**

Any Library staff member is authorized to issue informal warnings regarding conduct in violation of any Library policy. Library staff shall document any issues and informal warning(s) given to the patron. The Library Director and their designees are authorized to enforce this code or any Library policy. The Library Director or their designee may reference any prior informal warnings in determination of the level of the future enforcement.

Violation of Library policy may result in:

- A verbal warning
- A written warning
- Suspension from the Library for a set number of days as determined by the Library Director or their designees
- Permanent ban from the Library

### **NOTICE AND APPEAL**

Notice of suspension or permanent ban shall be delivered to that person by providing the notice in person, mailing the notice, emailing the notice, or providing the notice in any other reasonable manner. The notice will indicate the reasons for the suspension or permanent ban, the dates of the suspension or permanent ban, and the process for filing an appeal or request for reinstatement from permanent ban.

Appeals of any suspension or permanent ban shall be made to the Library Board. The Library Board may reverse, modify, impose temporary restrictions, or affirm the original decision.

Upon receiving an appeal or request for reinstatement, the Board shall establish a date for a hearing on the matter. The suspension or exclusion shall be stayed pending the final decision of the appeal. The Library Board shall meet no later than fifteen days from the filing of the appeal to issue their decision. Notice of such hearing shall be delivered to that person by providing the notice in person, mailing the notice, or providing the notice in a reasonable manner. The hearing shall be conducted informally. The affected person and Library Director shall present oral or written statements or reasons supporting or opposing the appeal or request for reinstatement. Statements by each participant shall be limited to a total time of ten minutes or less. Upon conclusion of the hearing the Library Board may reverse, modify, impose temporary restrictions, or affirm the original decision. Notice of the determination of the Library Board shall be given to the affected person, either personally, by mail, email, or any other method reasonable likely to give notice to the person. An appeal or request for reinstatement may only be requested once every calendar year. The decision of the Library Board is final.



# REQUEST FOR APPEAL OF SUSPENSION

Library users wishing to appeal a suspension or ban due to a violation of the Code of Conduct shall complete this form. Upon filing of form, the Library Board will meet no later than fifteen days from the date of filing to issue their final decision. The Library Board may reverse, modify, impose temporary restrictions, or affirm the original decision.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Library Card Number \_\_\_\_\_

**I certify that I have read the Grand Island Public Library Code of Conduct Policy.**

OFFICE USE ONLY	
Date received by Director:	
Date sent to Board:	
Date of Board meeting:	
Decision:	

*Copies of the Library's Code of Conduct and all other library policies are posted on the Library's website and available upon request.*

1. Describe the event that led to you being issued a suspension or ban. Attach additional pages if necessary.

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2. Reason for appeal request

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3. Please provide any additional relevant information.

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Signature: \_\_\_\_\_

*Please use the back of this form or attach additional sheets for any additional comments.*

*Revised XXX, XX, 2023*