TOWN OF EASTHAM

Eastham Public Library
Board of Trustees

Will Hold a Meeting: X_____ Public Hearing: _____

Date: Saturday, August 27, 2016 @ 9 AM

Time : 9:00 AM

Place Held : Small Hearing Room, Town Hall

Topics of Discussion:

1. Call to order

2. Minutes (August 13, 2016)

3. Building Update

-Landscaping

-Septic

-Fence

-Punch List

4. Policies

-Behavior Policy, Child Safety/Behavior Policy, Art/Exhibit Gallery,
 Meeting Room, Internet Access & Safety, Statement on Filtering,
Privacy Policy

5. Old Business

6. New Business

7. Public Comments

8. Upcoming meetings (Sept 6 @ 8 AM CPC, Trustees Sept 10 @ 9 AM)

Today's Date: Posted By:

Town Clerk:

Meetings must be posted 48 hours in advance, not including
Saturdays, Sundays or Holidays. It is the responsibility of the
committee to arrange for a meeting room prior to posting.

EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, August 13, 2016

1. CALL TO ORDER: The meeting was called to order at 9:00 a.m.
2. PRESENT: Members: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Debra DeJonker-Berry
   Guests: Al Alfano, Elizabeth Gawron
3. MINUTES: The minutes of July 25th were approved.
4. FINANCIAL REPORTS: The Financial Reports were gone through page by page. The repairs expense is for the pumping of the tight tank for the trailers. The large materials amount includes present contracts for data bases, etc. that are due at this time of the year. The Memorial Gifts section needs to be redone and updated. Mary feels that the Trustees need an updated financial page from Dan Pallotta. Staffing increases and maintenance in the new building need to be addressed.
5. DIRECTOR'S REPORT: The most successful Summer Reading Program ends today. Forty people attended the first One Book One Town event on July 29th "Native Plant Restoration, a Case Study", by Caitrin Higgins from Wilkinson Ecological Design. There is now a wonderful new educational computer program for the Children's Room called ABCmouse. Also now offered to patrons with an Eastham Library card are the full features of the web-site ConsumerReports.org. The new CLAMS public catalog, the Encore Discovery Platform is up and running. Deb brought the new Chromebook computers for the Trustees to test out. They will be available for use in the Childrens and the Young Adult Rooms. Diamond Movers will hopefully finish up on Monday moving everything out of the Meeting Room and bring the Eastham Collection to the Eastham Room. The ARIS report has been submitted and Deb is working on the Annual Report for the MBLC.
6. OLD BUSINESS:

Septic Update: The Engineers went before the Board of Health on August 12th. They were asked for verification of the plan that they say will work. They were asked to be on site for all changes and they need to show that the system works as planned. They will go before the Board again on August 25th.

Book Move: The shelving of the books will be a mixing of books from 4 different sites. Much work will need to be done by the staff to facilitate this.

Punch List: Matt is working on the third part of his punch list. Hopefully he will finish soon so that Nauset Construction can begin to fix the concerns.

Plan B: It seems that about $60,000 has been spent so far on Plan B. Deb expressed a concern about removing water that is already in the pipes and toilets.

Benches and Landscaping: The bench in honor of Harold Goemaat cannot be matched so it seems that two benches will be purchased – similar to those already purchased -and one will be in memory of Joan Normandy and the other will have a plaque in honor of Harold Goemaat.

FF&E: The computer tables are ready to be shipped. The circulation desks are delayed as Tucker Designs wants additional money to build them. This will probably not happen so there are no definite plans yet for the desks.

Policies: Policies will be discussed at the August 27th meeting.

By-Laws: The revised by-laws have been printed. At some time in the future they should be looked at and updated again.

7. NEW BUSINESS: Mary Shaw was elected as Vice Chairperson of the Trustees. Dave talked about work that may be done by the pond. This includes possible removal of invasive trees such as the black locust and Norway maple. There are also questions about the type of grasses that are in the landscaping plan.

8. ELBFI: The Trustees approved an ELBFI recommendation for a named gift podium in memory of Mary Sedlock.

9. FRIENDS: The Friends will have a table on the green at Windmill Weekend with membership information and selling turnip cookbooks and magnets. Committees are working on merchandise and setting up the

ongoing Book Sale in the VIS Room. The Friends approved the purchase of two new museum passes. They are for the Harvard Museums consortium (includes the Natural History, Peabody, Fogg, Sackler and Busch-Reisinger Museums) and the Roger Williams Zoo in Providence.

10. STAFF AND VOLUNTEERS: The staff is as always working very hard!

11. PUBLIC COMMENTS: No additional comments

12. NEXT MEETING: The CPC will meet on Monday August 15th at 8:00 a.m. at Town Hall. The Trustees will meet on Saturday August 27, 2016 at 9:00 a.m. at Town Hall.

13. ADJOURN: The meeting was adjourned at 10:32 a.m.

Respectfully submitted,

Norma Marcellino

Eastham Public Library
Exhibition Policy

As part of its mission to provide a wide range of information and materials, and to encourage and support the civic, intellectual, and cultural pursuits of the community, the Eastham Public Library welcomes community groups and individuals to use the library's various display, gallery and exhibit spaces. Space is provided for displays of an educational, cultural, intellectual, charitable or recreational nature, and for exhibiting works of area artists and craftspeople. Display areas may also be used for materials from the Library's collection, or to publicize library services, collections, or activities.

Selection Criteria

1) The Eastham Public Library reserves the right to determine at its discretion what materials will be displayed as well as scheduling and assignment of display spaces.
2) Works of art will not be displayed that have the potential to create unsafe conditions.

Exhibit Guidelines

- All artwork must be original.
- Exhibit space must be reserved in advance according to the application process.
- All materials are displayed at the exhibitor's own risk.
- The exhibitor is responsible for installing and labeling the exhibit using labels provided by the Library.
- No fees are charged for display spaces. Groups using display spaces may not charge admission or request donations.
- Exhibits will run for a time to be determined by the Library.
- Exhibits must be removed on the last day of the exhibit period. The Eastham Public library does not provide storage space.

- The Library lists the exhibits on the Library calendar and web-site. The artist must provide a brief statement and a publicity photo for this purpose.
- Artists are encouraged to send announcements/invitations, and/or provide for an opening reception which must be scheduled through the Library Meeting Room application process.
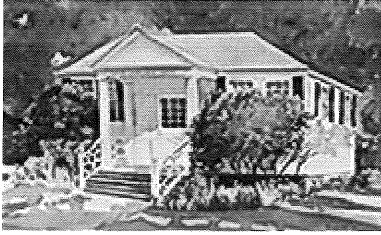
Eastham Public Library
190 Samoset Rd
Eastham, MA 02642
508-240-5950
www.easthamlibrary.org

Application

Name_____ Date_____

Address_____

City/Town_____Zip_____

Phone_____ E-mail_____

Title of exhibit:

_____

Brief description of proposed exhibit (include medium, e.g. oil painting, textiles; subject, e.g. landscape, portrait, abstract; and any other relevant information):

_____

_____

_____

Anticipated number and size(s) of pieces to be exhibited:

_____

- I have read and agree to abide by both the Eastham Public Library Display/Exhibit Policy and all procedures as specified and agree to indemnify and hold harmless the Town of Eastham, the Library, its employees and the Board of Trustees against any theft, damage or liability as a result of the use of the exhibit space.

_____   _____
Signature   Date

Please include the following items with this application:

1) A sample of up to 5 images of your work electronically in a jpeg format to (email address), or on a CD, prints or web-site. Website URL: _____

2) Brief artist's Statement/Bio (no more than 250 words)

Deliver the application and supplemental items to:

Eastham Public Library
Attn: Art Exhibit Coordinator
190 Samoset Rd.
Eastham, MA 02642

Questions may be directed to the Library Director at 508-240-5950 or electronically at

http://www.easthamlibrary.org/aboutcontact.asp

Note: Bold is new text

Rules of Behavior—Draft to Discussion-a place to start

June 2016

General Principles & Purpose

Eastham is supported by the taxes and the charitable contributions of the people of Eastham, MA. Our users can expect the library to be a clean, comfortable, and welcoming place for reading, researching, studying, and attending library or community sponsored programs and meetings. To this end, the Trustees of the Eastham Public Library have established these Rules of Behavior to ensure the rights and safety of library users and staff, and to preserve and protect the library's materials, equipment, facilities, and grounds. These rules, along with other library policies, will be applied in a fair and reasonable manner.

Respect for other library users and library staff members shall be maintained at all times. Disruptive or inappropriate behavior that infringes on others' use or right to use the library shall not be permitted. The library staff reserves the right to determine if other actions not listed below constitute "disruptive or inappropriate behavior".

Individuals who will not respect these expectations may be asked to leave the library, have library privileges suspended, or be subject to legal action.

Examples of disruptive or inappropriate behavior include (but are not limited to):

- The material and equipment in the library are here for patron and staff use. Any purposeful damage done to the material, equipment, furniture, building or property of the library is against the law and will be reported to the police. (include link to Basis in Law

- Any conduct that disrupts the delivery of library services or hinders others from using library materials (Massachusetts General Laws, Ch. 272, Sec. 41) such as using personal electronic equipment, such as CD players, IPods, MP3 players, laptop computers, and cell phones in a manner that disturbs other library users

- Any conduct that disrupts the delivery of library services or hinders others from using library materials (Massachusetts General Laws, Ch. 272, Sec. 41) such as loud talking, loud audio equipment, use of profanity, running, throwing things, hitting, pushing or shoving.

- Theft, defacement, or damage of library materials or property. (Massachusetts General Laws, Ch. 266, Sec.99 and 100) (Parents can be held liable for damage done by a child under the age of 18 (Massachusetts General Laws, Ch. 231, Sec. 85G)
- Smoking (Massachusetts General Laws, Ch. 270, Sec. 22), using alcohol, or any other controlled substance while on library property.
- Indecent exposure/public indecency (Massachusetts General Laws, Ch 272 Sec. 53)
- The use of false identification to obtain a library card or to check out library materials, or use of another person's library card without his or her permission, is against state law. (Massachusetts General Laws, Ch. 266, Sec. 99)
- Using the public rest rooms as a laundry or for bathing.
- Excessive public displays of affection
- Interfering with library staff members' ability to perform their responsibilities.

To Ensure that the library is a clean, welcoming environment for all:

- Beverages in approved covered containers are permitted in most areas of the library. They are not, however, allowed in the Eastham Room or at the public computers.
- Food is limited to the Lobby and to approved events in the Meeting Rooms
- Appropriate attire, including shirts and shoes, should be worn by patrons of all ages. Examples of inappropriate footwear include roller skates, roller blades, cleats and golf shoes
- Walkways throughout the building and access to library materials should not be obstructed
- Animals, except for guide or assistance animals, are not permitted.
- Distributing written leaflets, collecting signatures for petitions, or soliciting patrons in the parking lot, in the lobby, or on walkways immediately adjacent to the library entrances may be conducted at a reasonable distance from the library entrances in order not to impede entrance into and egress from the library.)
- Library staff members are not responsible for patrons' personal belongings
- The use of meeting rooms, the VIS room, small conference room and the Eastham Room are limited to those who have signed up.
- Bicycles should be placed in the bike rack and locked.

Library staff is authorized to enforce this policy, to call for police assistance, or contact a parent or guardian when necessary. The Library reserves the right to revoke or restrict Library privileges as well.

Policy approved by the Library Board of Trustees –

Proposed Child Safety/behavior policy

The staff of the Eastham Public Library is concerned about the safety and well being
of our young patrons. We welcome all children and offer many programs to
encourage lifelong appreciation of books and other resources.
As the library is a public building and available to anyone, Library staff does not and
will not take over the parental/caregiver responsibility for children while at the library.
Due to the many responsibilities of the library staff, monitoring each child's behavior and location
is not possible.

Therefore, the following policy has been established:

The Eastham Public Library welcomes children of all ages to use and enjoy the facilities, collections and programs offered by the library.

     1. Children under the age of 10 must be accompanied and supervised by a parent or responsible caregiver.

     2. Parent/guardian will be called if a child under the age of 10 is left unattended after the library closes.

     3. If the parent/guardian is unavailable, the Eastham Police Department will be called. Children left unattended should be aware of the closing time of the building.

     4. Children age 10 or older may be left unattended for the period of time needed to select materials, complete a homework assignment, or attend a program.

     5. Children should not be left for long periods of time.

     6. For the child's safety, parents,/caregivers should have the child wait inside the building to avoid the hazards of the parking lot.

     7. Children under the age of 10 years must be accompanied by an adult when using the elevator.

8. Disruptive behavior including shouting, running, pushing, or rowdy activities is not tolerated. Disruptive children of any age will be asked to leave the building.

9. A parent or caregiver will be called to pick up an unaccompanied child under the age of 10 years. Children aged 10 and older may be left unattended (at the discretion of their parents).

10. It is the policy of the Library that staff members will not transport children from the library to any other location, except in cases of extreme emergency.

Staff may plan field trips using approved town procedures.

Meeting Room Policy
1 message

Mary Shaw <jshaw850@comcast.net>   Wed, Aug 24, 2016 at 3:55 PM
To: Debra DeJonker-Berry <ddejonkerberry@clamsnet.org>, Edmond Harnett <harnettej1@comcast.net>, Sharon Krause <sharmkrause@gmail.com>, Norma Marcellino <NMarcellin@aol.com>, Dave Payor <payorda@comcast.net>, Elizabeth Gawron <egawron326@gmail.com>, Aimee Eckman <aimeeeckman855@comcast.net>

This e-mail corresponds to the numbers noted on the Draft Meeting Room Policy that is to be reviewed this Saturday at the Trustee Meeting.

#1 Library Bill of Rights : second to last sentence in first paragraph (change "be" to "are ")
                              : Last sentence of first paragraph : (add the word "related" after Library)
#2 Reservation Procedures : Use Town Policy 7.0 " at least four weeks in advance "   (Not the two weeks noted)
#3 Add sentence : " Exceptions will be allowed for meetings during Library hours with no set up required."
#4 Keep statement about Board of Health permit required.
#5 State hours on Monday through Friday until 10 P.M. (vs. 9 P.M.) , to agree with Town of Eastham Fee Schedule
#6 Recommend that at the beginning we not proceed to give out keys on Library Cards for programs ending after hours,
#7 Issue regarding Training for AV Equipment ? (Time and staff availability an issue !!)
#8 All inquiries concerning meetings MUST be directed to the person signing the agreement
#9 Correct name of Policy is " Application For The Use Of Town Owned Buildings "
#10 correct sentence by moving " endanger library collections " to be after the word property.
#11 The person responsible for the group must sign out at the circulation desk when the meeting has ended.

Library Meeting Rooms:
1. 3 4,5,6 , Need confirmation of number of people allowed in each room by Fire Chief
#2 : Eastham Room (given the table in there and size I believe that room will be heavily requested for meetings) (table will have 18 chairs)
#3 There are 8 chairs scheduled to be in the VIS Room
#4 It should be called the Gregory S. Turner Meeting Room
#5 The Rooms should be called the " Large Meeting Room " and the " Small Meeting Room "
#6 An Event Closing Check List meeds to be developed

This Policy needs to go before the BOS for approval along with the changes added to the Town Policy

Mary Shaw
jshaw850@comcast.net

Draft July 29, 2015

Eastham Public Library Meeting Room Policy & Procedures (Addendum to Town of Eastham Town Owned Buildings ~ Room Use and Fee Policy)

Purpose: The Library's meeting rooms provide an opportunity for bringing together the resources of the Library and the activities of the community. The Library welcomes the use of its meeting rooms by community groups having a relationship with the Eastham community for civic, educational and recreational purposes. Use of meeting rooms for Library and Town purposes shall take precedence over all other uses.

Library Bill of Rights: As an institution of education for democratic living and in keeping with its mission, the library provides a gathering place for community members – in all their diversity – to meet in social engagement, to share discourse, to ponder divergent ideas and to engage in civic connection. Accordingly, library meeting places are available on equal terms to all groups in the community regardless of the belief and affiliations of their members **provided that the meetings are free and be** ~~be~~ are **open to the public** and comply with the Town of Eastham policies and regulations and Library procedures. "No admittance fee may be charged or contributions solicited except for library related fundraisers. "

> #1

Meeting rooms are not available for private social gatherings, private parties, gatherings that advertise a particular product or service, or those for the benefit of private individuals. Political and religious groups may use the Library's meeting rooms for administrative purposes but shall not be allowed use for the sake of proselytizing, campaigning or otherwise influencing people to a particular point of view.

Reservation Procedures

Meeting Rooms will be assigned on a "First Come, First Served Basis," with priority given to Library and Town programs. Meeting Room applications must be filed at least two weeks in advance [Town policy says "no less than four weeks in advance"] and may be made up to three months in advance online or by filling out the Town of Eastham Application for Use of Town Owned Buildings. The application must be signed by someone with the authority to sign on behalf of the organization. That person must notify the Library of cancellation of a meeting in addition to notifying group members and/or audience. [Discussion centered around "next day exceptions/flexibility if during library hours and no set up required] [Discussion also around "up to three months in advance which is standard for library policies to allow library events to maintain their priority, perhaps stating that exceptions are allowed for traditional annual events.]

#2

#3

Light refreshments and catered food may be served but must have the approval of the Library Director and comply with Eastham Board of Health regulations. Organizations wishing to serve refreshments are responsible for obtaining the required permit from the Eastham Board of Health. [The Board of Health statement is not in Town policy]

#4

Hours, Fees and Special Equipment

#5

The meeting rooms are available during regular Library hours. Availability outside of regular Library hours on Monday through Friday until 9 PM and after hours on Saturday and Sunday is at the discretion of the Library Director and Town Administration. Organizations may set up for meetings at 8:45 AM on days the Library is open.

#6

[Either 1) A scheduled Town employee will be in the building when the public is in attendance and will be responsible for securing the Library when the public has left. And/or Not 2) Arrangements may be made for Town Departments, Town Boards and Town non-profits to check out a key on his or her library card. [How does the Town verify this:] Verification of non-profit status and authority to act on the organizations behalf will be required.

#7

Reservations may be made in advance for use of audiovisual or specialized equipment, and all equipment must be operated by a qualified person. [What are current procedures for training, if any]

Library meeting rooms will not be available for use in the event the building is closed due to emergency conditions or inclement weather. Library staff will do their best to contact the group's contact person on the application.

The Library has the right to cancel, re-schedule or transfer meeting room locations or dates that conflict with library sponsored programs.

Publicity

Use of the Library meeting room facilities does not imply any endorsement of a group's beliefs, policies or program. No organization shall in any of its publicity state or suggest that the Eastham Public Library or Town of Eastham sponsors or endorses the meeting, the group or any particular set of ideas.

Organizations may identify the Library and provide its address in their publicity for the meeting, but may not give out the Library's telephone number or invite potential attendees to contact the Library.

#8

All inquiries concerning meetings will be directed to the person signing the agreement.

Requirements for Room Reservations

#9

All organizations using any meeting room shall complete and submit the Application for The Use of Town Owned Buildings in writing or online. This form shall incorporate by reference the Town's policy and the Library's procedures and document that the applicant group has received a copy of the policy and procedures and agrees to abide by the terms and conditions of this policy. [Online, a click to agreement will be used...]

#10

Reservations shall be made through the office of the Library Director, or designee. The Library reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, endanger library collections, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any way inconsistent with or in contravention of any

be

of the terms or conditions of this policy. If in the opinion of the Town Administration or Library Director, the presence of a police officer is advisable, the group using the meeting room will hire one at its own expense.

During Library hours, the person responsible for the group must sign out at the circulation desk when the meeting has ended. [or, when closed...]   #11

Tutors: allowed to use Library tables but not reserve/use meeting rooms

<u>Library Meeting Rooms:</u>

The Library provides the following Meeting Rooms during Library hours:

-Small Conference Room (Main Floor): Available for small group meetings. Occupancy 12 people. This room has a projector, smartboard, and microphone/sound system for remote meetings. This room is intended as a meeting place without distractions, such as book discussion groups. #1

-Eastham Room (Lower Level): Available for genealogical and local history research. Available by special arrangements through the Library Director. #2

-VIS Room: Available on a first come first serve basis for informal groups of six or less. This room also serves as an ongoing book sale run by the Friends of the Library. #3

The Library provides the following Meeting Rooms during and after Library hours:

-Greg Turner Room: Occupancy 104 people. This room has a large projection screen and sound system. *Access to the kitchen must be requested separately.* #4

-Large Meeting Room: Occupancy 80 people. This room has a large projection screen and sound system. *Access to the kitchen must be requested separately.* #5

-Small Meeting Room: Occupancy 40 people. This room has a portable smart computer screen and sound system. *Access to the kitchen must be requested separately.*

Due to the high level of regular weekly programs and story hours, the Children's Program Room is available for Library use only, and is not available for booking.

-Author event: Special book sale guidelines

http://www.town.orleans.ma.us/sites/orleansma/files/file/file/meetingreservation.pdf

-Need art display policy (who is allowed to hang the art, damage to walls, disclaimer for theft...)

Meeting Room/Event Closing Procedure checklist needed #6

Town of Eastham
2500 State Highway
Eastham, MA 02642
508.240.5900
fax 508.240.1291
www.eastham-ma.gov

APPLICATION FOR THE USE OF TOWN OWNED BUILDINGS

Today's Date: _____

Date of Event: _____ Start Time:_____ End Time:_____

Organization or Group:_____

Local Sponsoring Organization: _____

Person responsible for the obligation of the group: _____

Address_____Telephone_____

Area or Facilities Needed:_____

Purpose of Building Use: _____

Communit(y)ies to be served_____

Profit or Non-Profit Organization:_____

Total # of Persons expected_____ Maximum # expected at any one time_____

Special Equipment Required: (Please check all that apply)

Use of Kitchen: _____   Use of Both Rooms:_____   Police Coverage: _____   Sound System: _____

Floor Mike: _____   Movie Screen:_____   Laptop:_____   Power Point: _____   Podium: _____

TV/VCR: _____   Extra Tables:_____

Other _____

Fees to be assessed by the Town: _____Date Paid:_____Collected by:_____

I AM THE PERSON RESPONSIBLE FOR THE OBLIGATION OF THE GROUP. I HAVE READ THE ATTACHED REGULATIONS AND UNDERSTAND THEM, WITH THE ACKNOWLEDGMENT THAT ANY ADDITIONAL EXPENSES INCURRED WILL BE PAID BY MY ORGANIZATION AND THAT ANY VIOLATION OF THE RULES OF THE TOWN OF EASTHAM MAY JEOPARDIZE FUTURE USE OF THE BUILDING.

SIGNATURE_____

This application is recommended for approval and reservation made according to the above information with the understanding that all Town policies and regulations will be followed.

_____   _____
DATE   TOWN ADMINISTRATOR

Reservation entered on:_____by_____

Town-Owned Buildings ~ Room Use and Fee Policy

1.0 Authority

The Board of Selectmen hereby and in accordance with their statutory authority and responsibility for town-owned buildings, establishes a policy pertaining to the use of town buildings and usage fees as herein described

2.0 Purpose

It is the intention of the Board of Selectmen of the Town of Eastham to make designated town-owned buildings available to all qualified applicants as per the regulations and fees described further in this policy.

3.0 Applicability

This policy shall apply to individuals or organizations wishing to use designated town owned building rooms for an event or program.

4.0 Definition

Town owned building rooms designated for use are the Earle Mountain Room, the Small Room and the Timothy Smith Room located in the Eastham Town Hall, the Main room at the Council on Aging, and the meeting rooms at the Eastham Public Library. The Eastham Public Library meeting rooms are described in an addendum to this policy.

5.0 Responsibility

The Board of Selectmen or their designee is responsible for ensuring that this policy is upheld, the guidelines followed and the applicable fees received.

6.0 Standards/Rules and Regulations

6.1 Eligibility

Town sponsored groups, civics and service groups, non-profit organizations, for profit organizations, advocacy groups, political parties and private individuals shall be eligible to apply and use town owned building rooms for meetings.

Applications shall not be considered for groups or individuals who discriminate in their membership, programs or philosophy, on the basis of sec, race, color, creed, national origin, disability, marital status, veteran status or sexual orientation.

Repeat use may be denied to groups or individuals who fail to abide by this and other policies, rules and regulations pertaining to the use of town owned property.

6.2 Use of town-owned buildings shall be governed by the following rules and regulations:

6.2.3 User agrees that no alcohol shall be consumed in the building or on the premises

6.2.4 The meeting room and rest rooms must be left in a neat and clean condition after each use

6.2.5 Equipment belonging to the building may not be used unless so specified in the "Application for building Use."

6.2.6 Nothing may be removed from the building without permission of the Head Custodian

6.2.7 All decorations must be flameproof in accordance with the State Fire Code. In arranging decorations, nails and other material harmful to the finish of the building shall not be used.

6.2.8 Setup of the room must be arranged with the custodian. There will be no activities performed which have the potential to put undue stress to carpets and floors, such as dances, races, etc. The moveable wall(s) that separates the Earle Mountain Room and the Small Room at the Town Hall and the Greg Turner Room and Small Room at the Library must not be moved by anyone but one of the custodians. In the case of damage over and above normal wear, the group shall be responsible for reimbursement to repair the damage.

6.2.9 A $50.00 cleaning fee will be assessed to groups which leave the room in a condition which is less than clear after use.

6.2.10 Each room has been arranged for a maximum number of people allowed in each room according to fire code and safety regulations. This is strictly enforced.

7.0 Procedure

Applicants requesting to use town-owned buildings for meetings are required to fill out the Building Use Form available at the Town Hall reception desk or online and pay the applicable fees. Applications and fees must be turned into the Town designee no less than four weeks prior to the requested event. Should two or more applicants request the same day(s) preference shall be given to events sponsored by the Town. The Board of Selectmen or their designee reserves the right to reject any and all requests.

8.0 Use Fees

The fee schedule as attached is subject to change.

9.0 Liability

The Town of Eastham assumes no liability either for injuries to persons who are on town premises or damage to any equipment. The holder of a permit to use the town facilities agrees to accept all equipment and property as is and waive any and all claims against the Eastham Board of Selectmen, its members, employees and agents for any injury, accident, illness, expense of claim of any kind whether to persons or to property which may occur as a result of the use of town facilities by said holder or by others under its express, implied or apparent authority. The holder of a permit further agrees to assume all liability and to indemnify and hold harmless, the Board of Selectmen, its members, employees and agents for any and all damage to the buildings equipment of other property arising out of the use

of town facilities by the said holder or by others under its express, implies or apparent authority. The above waiver, assumption of liability and indemnification shall be effective and binding, not withstanding that the condition of the facilities may have caused or contributed to the injury, damage, expense, or claim.

10.0 Effective
This policy is effective as of September 7, 2011

This policy was adopted by the Board of Selectmen on September 7, 2011.

The Town of Eastham Building Use Fees are as follows:

Requests for use of Town Building rooms is reviewed be Town Administrator and cannot be appealed. However, at her discretion, she may bring any pressing issue to the attention of the Board of Selectmen

Type A-Town of Eastham Boards & Committees

**Type B-Civic & Service Groups, Non-Profit organizations**

Type C-For profit organizations, advocacy groups & political parties, private individuals

| Room Use	Type A	Type B	Type C
Town Hall Rooms Monday-Friday 8 am -4pm	$0	$0	$50
Town Hall Room Sunday 9 am-5pm	$0	$50	$200
Council on Aging Monday-Friday 8am-4pm	$0	$0	$100
Council on Aging Saturday 4pm-10pm Sunday 8am-5pm (Sunday arrangements must be made at least 2 weeks in advance)	$0	$50	$200
Kitchen Use at Town Hall or COA (no cooking, only microwave is allowed)	$0	$0	$50
Public Library Rooms during Library hours	$0	$0	$50
Public Library Rooms after Library hours	$0	$0	$50
Public Library Rooms after Library hours (weekends) Friday 4 pm-10 pm Saturday 4 pm-10 pm Sunday 8 am-5 pm	$0	$0	$200

USE THE DIAGRAM BELOW TO INDICATE PLACEMENT OF0
CHAIRS & TABLES
FOR YOR FUNCTION

<u>Greg Turner Room:</u>

Maximum Capacity – 80 people
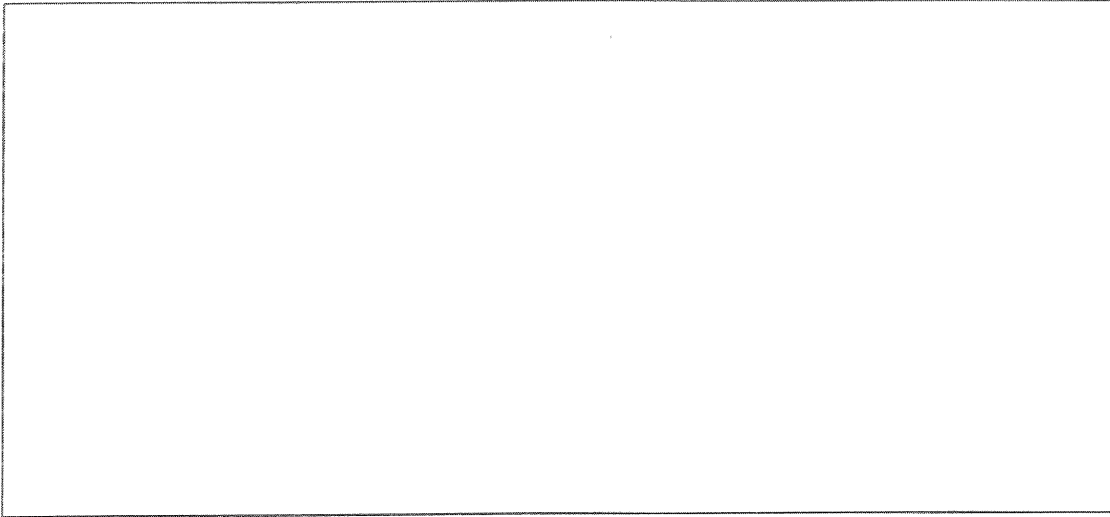
Small Room: Occupancy 40 people

Kitchen
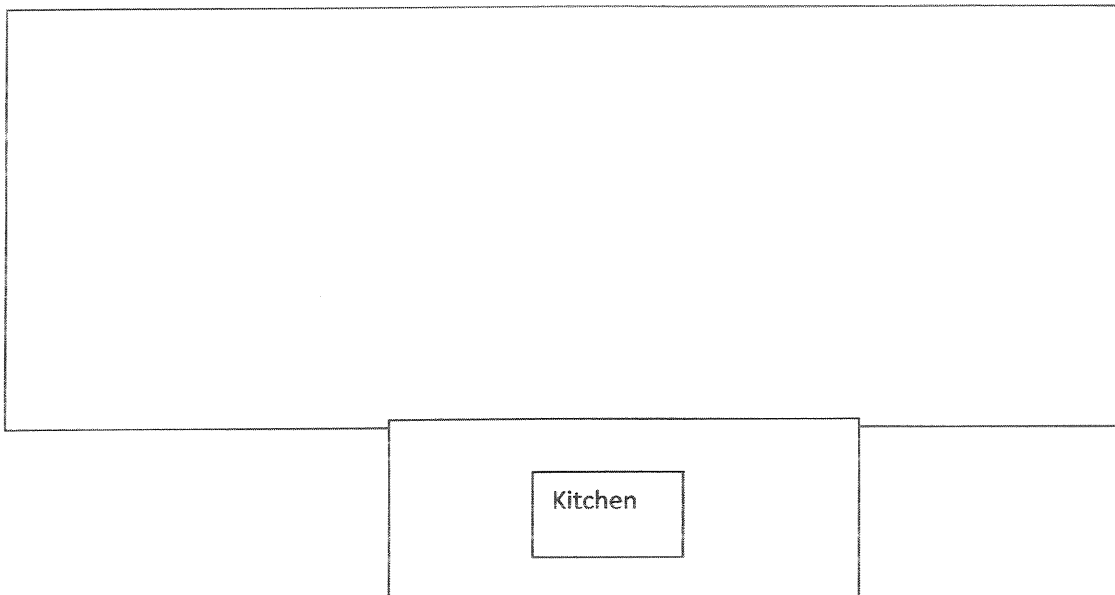
Eastham Public Library Statement on Filtering
Draft   Aug 2016

The Eastham Public Library is a main source of information for the people and libraries that use our resources and services. Filters may compromise that main mission because in addition to blocking access to undesirable images, they block access to information that is constitutionally protected. Therefore the Library only uses appropriate measures for network and equipment security.

Library staff enforces the library's Internet policy which is designed to protect the rights of all library users, while denying the use of computers to those who use these resources illegally, or who use them in a way that is offensive to other library users.

The library has policies in place to help children and parents use the library in a safe way. The library does not allow adults to use the Children's Room computers unless they are with their child. The library requires that all children under the age of 10 be accompanied by an adult while in the library. In addition, library staff pay close attention to activity in the building, and intervene, when necessary, to maintain a safe environment.

Filters are not an effective substitute for the influence of a parent. Parental involvement is the key to knowing what children are doing online.

Approved: Board of the Eastham Public Library Board of Trustees on
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Eastham Public Library Policies and Procedures Concerning Library Patron's Privacy and Confidentiality of Library Records

Policy

The Eastham Public Library supports the American Library Association's "Library Bill of Rights." The Library Staff will work to ensure that the Library patron's privacy is of paramount importance, and the retention of records as the collection of personally identifiable information will only be kept as long as they are needed for the purpose for which they were collected.

Background

In the networked, electronic world, there is rightful concern about personal privacy and the confidentiality of personal information. The Library does try to protect every patron's privacy to the maximum extent possible, given the fact that the Library's computers are shared. The privacy implications of using the Library's public access computers are explained below.

Any patron data stored (either intentionally or incidentally) on our computer network, or on our consortium's servers, is confidential and protected by MA Law (MGL Chapter 78, Section 7: "That part of the records of a public library which reveals the identity and pursuits of a person using such library shall not be a public record as defined by clause Twenty-sixth of section seven of seven of chapter four").

The Eastham Public Library is dedicated to doing its best to protect the privacy of the information Library patrons provide. The Eastham Public Library does not sell (or give) information to on any of the Library patrons to third parties. When Library patrons send Library Staff an email or register for a Library card, the Library does not share that information.

Circulation Records: Patron material is circulated via the automated circulation system. The circulation software tracks materials currently checked out, returned and all fines due.

Inter-Library Loan Records: Patrons may borrow items not owned by the Eastham Public Library from other libraries worldwide via the Inter-Library Loan program. The Eastham Public Library tracks items currently being borrowed and/or requested until returned to the loaning library.

Reference Interviews: A reference interview occurs when a patron is looking for information and approaches a Staff Member with an inquiry. No paper record is retained except for use through the completion of the request.

Inter-Library Loan Records: Patrons may borrow items not owned by the Eastham Public Library from other libraries worldwide via the Inter-Library Loan program. The Eastham Public Library tracks items currently being borrowed and/or requested until returned to the loaning library.

Reference Interviews: A reference interview occurs when a patron is looking for information and approaches a Staff Member with an inquiry. No paper record is retained except for use through the completion of the request.

Reserve Shelf: Library Staff places items on the self-service reserve shelf so as not to display the titles

patrons have reserved.   Therefore, patron browsing of the material on the reserve shelf is not permitted.

Computer Use Records: The Library is equipped with computers for public use for Internet access and word processing.   Library Staff schedule patron's use of these pc's in order to ensure that the limited availability of these pc's is fairly distributed amongst patrons.   No record is retained of a patron's use of a pc beyond the current day. Public computers are equipped with privacy protection software. When the pc is rebooted at the end of the day, the software erases all history of a patron's research and activity.

Security in a networked electronic environment cannot be guaranteed.   Even the most secure networks can be susceptible to outside intervention. Therefore, all transactions, files and communications are vulnerable to unauthorized access and use, and therefore should be considered public. Library patrons are encouraged to think very carefully about the information they reveal about themselves.

Library computers are located in areas which must be shared by users of all ages, backgrounds, values and sensibilities. The Eastham Public Library strives to balance the rights of users to access information resources with the rights of users to work in a public environment free from harassing sounds and visuals. The Eastham Public Library asks that all Library patrons remain sensitive to the fact that they are working in a public environment shared by others. If what a Library patron views or listens to causes discomfort to others, Library Staff may intervene.

Computer users are asked to respect the privacy of other computer users by not using another patron's password/login or "hovering" over others while waiting to use the computer.

Library Staff strongly recommends not opening files from users they do not know or sites they are uncertain of and rebooting the computer after use.

The Eastham Public Library has no control over how the sites Library patrons visit use personal data, and the degree of privacy they extend.   Library patrons are encouraged to review the privacy statements of these web-sites and to never agree to have a site "remember" a password.

Data loss in electronic environments can occur – the Library's concern for privacy makes data loss more likely on public computers than on a home computer.   To ensure each patron's privacy, Library computers have software that keeps data from being stored permanently on the hard drive.   Once the computer is rebooted for any reason, any stored information is deleted.   While this feature protects privacy, it can lead to the loss of patron's data, especially when a computer freezes.   For privacy and data safety reasons, patrons are encouraged to use a personal thumb drive to store data.

Procedure
Eastham Public Library staff will comply with law enforcement when supplied with legal subpoena or warrant issued by a court with jurisdiction over the offense under investigation and will immediately notify the Library Director, the Police Department and Town Administrator.

Click To Agreement—Draft August 2016

The Eastham Public Library does not monitor Internet use, has no control over the information accessed over the Internet and cannot be held responsible for its content.

By clicking the button below, I indicate that I have read, understand and agree to the established Eastham Public Library Internet Policy and Guidelines for Use. (link to the following):

Eastham Public Library Internet Access and Safety Policy
Draft June 2016

In response to advances in technology and changing needs of the community, the Eastham Public Library endeavors to develop collections, resources and services that meet the informational, educational, cultural and recreational needs of its patrons.

The Internet is a global electronic network that enables the library to provide information to patrons beyond the library's collection and walls. As such, the Internet can be a continuous learning experience. The paths to information are numerous and ever changing, as new sites are added daily, and others disappear and/or are moved. The type of information available through the Internet is wide-ranging.

In fulfilling its mission to provide up-to-date and accurate information, the Eastham Public Library seeks to provide equal access to information for persons of all ages. With regard to the Internet, the library does not selectively choose which electronic resources to make available. The Eastham Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.

Use of the library's computers in a way that violates local, state or federal law or activities that interfere with or disrupt the network, users, services or equipment are prohibited. Use of the Internet in violation of Massachusetts General Law 272, Section 28, the Harmful to Minors Statute is prohibited. Disclosing, using or disseminating personal identity information about minors is prohibited. The Library reserves the right to ask users to refrain from displaying computer images which are inappropriate for public viewing.

The library does not routinely monitor public computers, but reserves the right to do so when a violation of this policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and the network.

Library patrons are responsible for complying with copyright law, licensing agreements and the policies of individual websites.

The library cannot guarantee that the library's wifi and computer connections are secure. Entering personal information such as social security and credit card data, should be done with caution.

Programs downloaded and files saved are automatically deleted upon rebooting. Patrons are encouraged to save their work on a flash drive in the event of a power failure and to reboot a computer when finished to wipe the hard drive of browsing history and saved or downloaded files.

The library's public computers are available for 30 minute time slots when others are waiting. Wi Fi is available continually. Printing is 10 cents per page for black and white; 25 cents per page for color.

Adopted by the Eastham Public Library Board of Trustees on _____

Children's Room Internet Access and Safety Policy
Draft June 2016

The Youth Services Department provides access to youth through age 17. An age-appropriate home-page is presented on all digital devices the library offers.

The Internet is an ever-changing source of information and not all sites are accurate or current. Many sites are inappropriate for children and therefore parents and caregivers are encouraged to come to the library and use the Internet with their children. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Ultimate responsibility for how children use the Internet is a matter for parents and their children to decide. Just as parents are encouraged to discuss appropriate use of other library materials, the library encourages parents to discuss with their children the appropriate use of electronic resources available through the Internet, including the use of social media and other forms of direct electronic communications.

Adopted by the Eastham Public Library Board of Trustees on _____

Security Camera Policy
Draft June 2016

The Eastham Public Library maintains security cameras inside and outside of the Eastham Public Library to help insure the safety of library patrons and staff. The cameras also serve as a deterrent to theft, vandalism or other illegal activities in the Library and on Library grounds.

The Library strives to protect patron privacy and confidentiality. Signs are posted indicating that cameras are in use. Cameras will not be placed in areas where there is a reasonable expectation of privacy, such as in restrooms. Nor will they be positioned to identify a person's reading, viewing or listening activities.

The recorders and the recorded data are located in a limited access, controlled area. When an incident occurs that may affect the safety and security of the Library and its occupants, or may be required for potential legal proceedings, the Town/Library reserves the right to save recordings for as long as necessary.

Only the Library Director, the Assistant Director, Information Systems Staff, the Town Administrator, and law enforcement officials are authorized to view raw recorded data.

On those occasions when an incident occurs that may affect the safety and security of the Library and its occupants, the Library/Town reserves the right to review camera footage without the involvement of law enforcement officials.