

Bancroft Public Library
Board of Trustees – Minutes of the June 14, 2022 Regular Meeting

Present were Ed Donoghue, Kim Erbe, Alesa Wilson, Rebecca Brown, and Rachael Armstrong. Also present were Library Director Lori Stokem, Town Council Liaison Evera Sue Clary, and Friends of Bancroft Library Treasurer Wendy Hunter.

Minutes: Rachael Armstrong made a motion, Alesa Wilson seconded, to approve the May 10, 2022 regular and May 16, 2022 special meeting minutes. All were in favor and the motion was carried.

Public Comment: None.

Correspondence: None.

Finance Officer's Report: Vouchers from the Library Fund Nos. 40 through 46 and totaling \$4662.59 were audited and ordered paid. Alesa Wilson made a motion, Rachael Armstrong seconded, to accept the Financial Statements as presented. All were in favor and the motion was carried.

Library Director's Report: See attached.

Committee Reports: The Board stepped outside to admire the lush sod from Saratoga Sod, to confirm the ordering of two tables, and to discuss possible other additions—namely, two benches that have been stored in the old fire bays and more slate for chalk art/hopscotch.

Old Business: Regarding the 2019/2020 State Aid for Library Construction Grant (ADA Compliance), the project is nearly complete and ready for final reporting to the State Education Department.

Regarding the 2020/2021 State Aid for Library Construction Grant (Windows), we are waiting for delivery, after which installation should take 2 to 3 weeks.

Regarding new floor covering in Proudfit Hall, the cost of installing tile would be exorbitant. Carpet is unhygienic. No resolution so far.

New Business: Regarding the Materials Reconsideration Policy (Attachment #1), Kim Erbe made a motion, Rachael Armstrong seconded, to approve this policy with the addition of Item 6 as presented in the Attachment. All were in favor and the motion was carried. Regarding the Proudfit Hall – Display and Exhibit Policy (Attachment #2), Rachael Armstrong made a motion to approve the policy as presented, Kim Erbe seconded, all were in favor, and the motion was carried. With regard to the Proudfit Hall - Video Monitor Usage Agreement (Attachment #3), Kim Erbe made a motion, Rachael Armstrong seconded, to approve the policy as presented. All were in favor and the motion was carried. All Attachments can be found in the Minutes back-up file with the June Agenda.

Regarding the front flower beds, it was determined that since the bell still has to be moved and the bed needs prepping with additional soil, etc., that it will be left alone this year.

The next regular meeting was set for Tuesday, July 12, 2022 at 6:30 PM.

BANCROFT PUBLIC LIBRARY

MATERIALS RECONSIDERATION POLICY

The Bancroft Library believes in freedom of information for all, and does not practice censorship. The selection of library materials is predicated on the patron's right to read and freedom from censorship by others. Library materials may be controversial and any given item may offend some person. Selections for the library are made solely on the merits of the material in relation to the development of a collection that serves the needs and interests of a diverse population.

The Bancroft Library Board of Trustees recognizes that a collection of diverse materials may result in some complaints or requests for reconsideration. Bancroft Library's Materials Selection Policy guides the development and continuous evaluation of the collection to reflect Bancroft Library's mission to uphold the principals of intellectual freedom and the public's right to know by providing access to information reflecting all points of view for people of all ages.

Library Procedure:

1. The library holds the choice of reading and viewing materials as a purely individual matter. Patrons are free to reject books and other materials of which they do not approve. Patrons may not exercise censorship to restrict the freedom of others.
2. Responsibility for materials selected and read, heard or viewed by children and adolescents rests with their parents or legal guardians. Library selection decisions are not influenced by the possibility that materials may be accessible to minors.
3. The Library does not indicate through the use of labels or other devices particular points of view or perspectives contained in library materials.
4. No items are sequestered to control access.
5. A formal process for handling challenges will be followed to assure that challenges are handled in an attentive and consistent manner.
6. Reconsideration of an item for substantially similar concerns will not be entertained for a period of five years after a decision has been made.

How complaints will be handled:

1. Library staff member receiving a complaint will refer the complainant to the Library Director and have the person fill out the Materials Reconsideration Request Form. The staff member should explain that the library has materials for everyone, and everything goes through our selection process or is purchased because of patron requests.
2. If the patron wants to go forward with their challenge, they must submit the completed Materials Reconsideration Request Form. After that, the Director will review the material, search for critical information and awards, and put together a report.
3. The Director then responds to the patron with the decision on what will happen with the material. If unhappy with the response, the patron can then appeal the Director's decision to the Board of Trustees who will make the final decision.

Adopted: July 10, 2018

Revised: June 14, 2022

BANCROFT PUBLIC LIBRARY

PROUDFIT HALL – DISPLAYS & EXHIBITS POLICY

Display space is available at the Bancroft Public Library – Proudfit Hall lobby brick wall as a way to allow the Library and the community to share culture, art, information, history and experiences. Displays should reflect this intent while also ensuring that the display is appropriate for a wide range of ages. The display space is not intended to be used as a platform for expressing one belief or agenda over another. The Library welcomes displays on an equitable and impartial basis. Displays that are not made by the Library do not in any way constitute an endorsement by the Library of a person, event, group, belief or viewpoint.

Display spaces are available on a first-come, first-served basis. If there are multiple requests for a space made at the same time, preference is given to the Library and Library co-sponsored displays.

Display space is provided on an impartial basis, regardless of the beliefs or affiliations of the individual or group requesting space.

The Library Director or designee reserves the right to inspect all displays prior to being displayed, and may deny the right to display items that are for commercial purposes, that are not appropriate for a wide range of ages, or that are illegal, obscene, defamatory or otherwise inappropriate for display at the Library.

All displays are to be hung using the picture rail on the brick wall. Displays shall not be attached (tape, pin, etc.) on walls, doors or windows.

With the exception of Library sponsored or co-sponsored events or approved art exhibits, display items may not be priced for sale. All transactions involving approved items, including pricing and sales, will be conducted by the artist.

Displays shall be limited to thirty (30) days and may be renewed if the space is available. Should a display item be left at the Library more than thirty (30) days after the end of the display period the Library may discard the items.

Both the Library and the displayer reserve the right to discontinue a display at any time and for any reason.

Should a display be discontinued by the Library, or the right to display be denied by the Library, the displayer may appeal the decision to the Bancroft Public Library Board of Trustees.

The Bancroft Public Library, its Board of Trustees, and the Bancroft Trust are not responsible for any damage or theft to displayer's property while it is in Proudfit Hall.

Adopted: June 14, 2022

BANCROFT PUBLIC LIBRARY

PROUDFIT HALL – VIDEO MONITOR USAGE AGREEMENT

OPERATING INSTRUCTIONS:

1. Stand in front of the TV no more than 20 feet away.
 - Point remote (Red power button) toward TV and press power button and wait, it may take 20 seconds or more to start up, be patient.
 - The remote can be used as a pointer. Simply point at the screen and use the central button to select highlighted choices. Alternately one can use the ring around the central button.
2. If you are going to connect a video player or laptop, uncoil the HDMI cable and bring it to the device.
3. Plug device into HDMI cable. The TV may go to the device automatically in which case, Enjoy! If not, there should be a prompt to attach the device, or share the screen. Accept and Enjoy!
4. When a device is connected, use the device for controls. The volume may be controlled first from the device and then from the TV.
5. If the pointer should seem way off, simply swing it down and right past the TV edge then back again. It should be pointed better.
6. More detailed instructions can be found in Appendix A.

USAGE AGREEMENT:

1. The remote is to be picked up the day it is to be used or if the Library is closed that day the last day the Library is open before its intended use.
2. The Librarian will indicate below where to promptly return the remote.

By signing this agreement, the user assumes full responsibility for loss or damage to the smart TV remote control. By signing this agreement, the users agree to be responsible financially for any damages to the Proudfit Hall smart TV remote that occur while in their possession. Failure to pay for repairing damage, will result in not being able to use Proudfit Hall for 5 years.


I have read the above guidelines and agree to abide by them.























_____ Signature of Responsible Party	_____ Printed name
_____ Organization (if applicable)	_____ Street
_____ Date	_____ Town, State and Zip Code
_____ Phone #	_____ Email

Adopted: June 14, 2022

Appendix A



For buttons with , please long-press (hold for more than a second).

- **9**  : Launch **Quick Help**.
- **LIST** : Checking the saved channels.
LIST  : Launch **Guide**.
- **0**  : The **QUICK ACCESS** edit screen appears.
- **...** : Display the additional buttons on the remote control.
- **...**  : Configures SAP.
- **+ -** : Adjust the volume level.
-  : Select to turn off the sound from the TV.
-   : Enter the **Accessibility** menu.
- **^ v** : You can change the channel.
-  : Check out the recommended contents. (Recommendation service may not be available depending on the countries you are in.)
Push and hold the button while speaking to use the voice recognition function.
-  : Displays the Home menu.
-   : Launches the last used app.
-  : Selects an input source.
-   : Entering into the **Home Dashboard**.
-  : Move to the previous step.
-   : Closes the menu.
-  : Enters the Quick Settings menu.
-   : Enters the All Settings menu.
-   : Launch **Record**. (Some models may not be supported.)

Using the Magic Remote

- 01 If you shake the Magic Remote left and right or turn its wheel while pointing it at the TV, a pointer will appear on the TV screen.
If you move the remote control in the direction you want, the pointer follows the movement.
- 02 Move the pointer to the location you want and press the **Wheel (OK)** button to execute the function.
- 03 If the pointer has not been used for a certain period of time, it will disappear. When the pointer disappears from the screen, shake the Magic Remote right and left. It will

Appendix A

then re-appear.

The pointer will disappear if you press the up, down, left, or right buttons, and the remote will work as a conventional remote.

- If the pointer is not responding smoothly, you can reset the pointer by moving it to the edge of the screen.
- Use the remote control within the specified range (within 10 meters or 33 feet). The device may not function properly when outside the working distance or when an obstacle blocks the line of sight.
- Depending on the peripherals (wireless router, microwave oven, etc.), communication failures may occur.
- Impacts can cause the Magic Remote to malfunction.
- Take care not to bump into nearby furniture, electronic equipment, or other people when using the Magic Remote.