



## **BOARD OF TRUSTEES MEETING**

### **April 11, 2023 Agenda**

#### **Audit of Vouchers – 6:30 PM.**

1. Call to order – 6:45 PM.
2. Pledge of Allegiance.
3. Adoption of agenda.
4. Minutes – approval of the March 21, 2023 meeting minutes.
5. Public comments.
6. Finance Officer's report.
7. Correspondence.
8. Library Director's report.
9. Committee reports.
  - Library courtyard.
10. Old business.
  - Proudfit Hall floor covering.
  - Outside sign.
  - Cyber insurance.
  - SALS 2023 Construction Challenge grant.
11. New business.
  - Security camera proposal (Attachment #1).
  - Video Surveillance Policy (Attachment #2).
  - Other business.
12. Public comments.
13. Next meeting – May 9, 2023.
14. Adjournment.

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## **BANCROFT PUBLIC LIBRARY SECURITY CAMERA PROPOSAL**

This is a proposal for security cameras at the Bancroft Library.

The proposed purpose is to prevent vandalism and heighten general security.

Using the existing light sockets, adapters can be installed to operate Wi-Fi cameras and a regular LED light. The total load on the original socket will still be less than the original single bulb. This negates any need to run new power lines.

To cover the areas of interest we will use 3 cameras with additional camera easily added as needed. Current cost per camera approx. \$60, including socket and 20' cable.

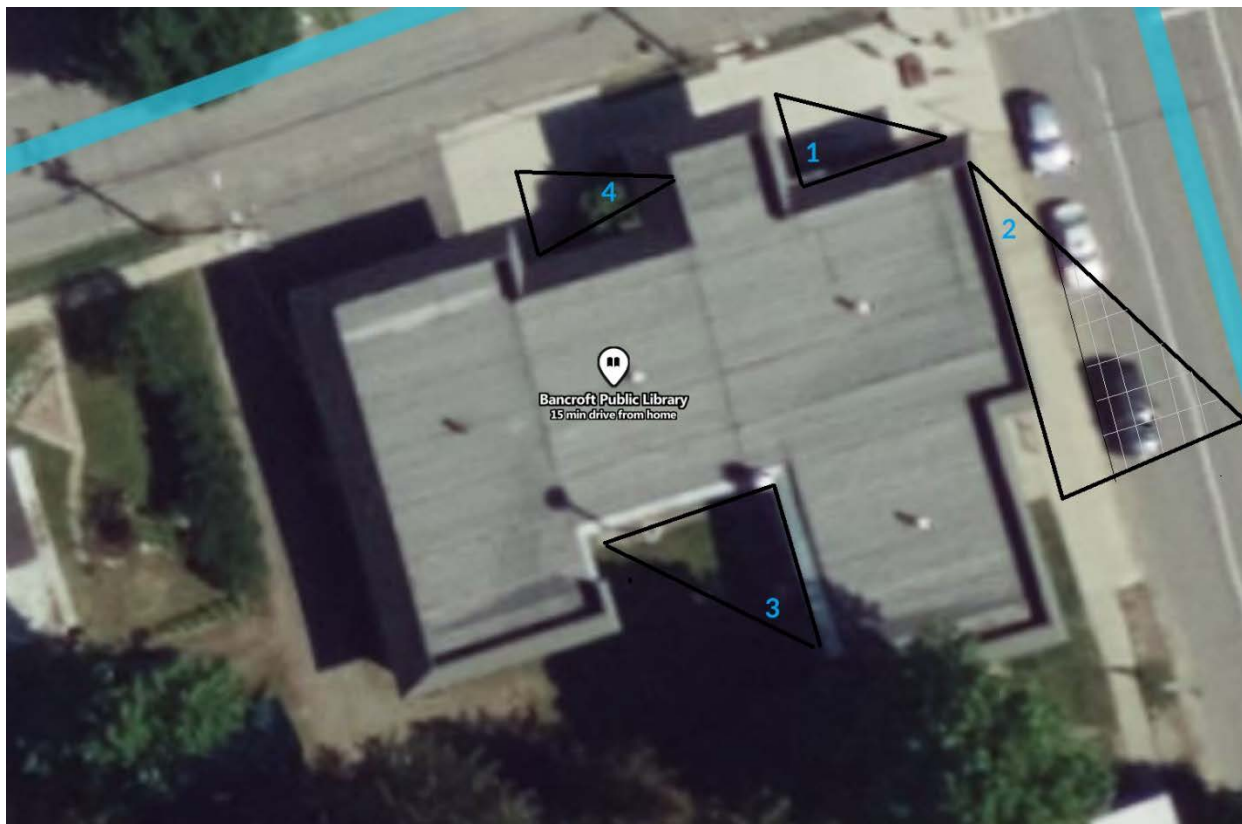
Additionally, there will be a WIFI mesh system put in place to ensure excellent WIFI coverage of the Library. The system covers 6000 square feet and can host 100+ devices at Gigabit plus speeds, ensuring current and future compatibility.

These Wi-Fi cameras can be connected to the local WIFI and accessed on any android platform (ver 6 and up).


The app can be installed on a device in the Library, and on employee personal phones if desired and authorized.

The app will be able to view and control the cameras remotely.

This shows coverage proposed for the library. Number 4 is an additional camera the Town can get for covering their entrance if desired. As stated above roughly \$60.



## BANCROFT PUBLIC LIBRARY SECURITY CAMERA PROPOSAL



Leviton 1221-2IL 20-Amp, 120/277-Volt, Toggle Locking Single-Pole AC Quiet Switch, Extra Heavy Duty Spec Grade, Ivory , Brown

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Subtotal (18 items): \$721.59

## BANCROFT PUBLIC LIBRARY SECURITY CAMERA PROPOSAL

Wyze also offers 14-day retention in the cloud for unlimited devices for \$9.99 per month as Cam Plus.

If the library does not have a device to connect to these cameras already, any current Apple or Android device, I will list 2 possibilities. The chosen devices are for Price/Performance.

Chromebook: Dell Chromebook 3100 \$247

[Dell Chromebook 3100 11 inch Laptop for Students | Dell USA](#)

Tablet: Lenovo Tab P11 Plus \$199.99

[Tab P11 Plus | 11" Family Tablet | Lenovo US](#)

Most Android or Apple devices will work as long as they can sign into the Library Google Play or Apple Store (as applicable) App and download and install the Wyze App. Many devices can be bought for much less.

## **BANCROFT PUBLIC LIBRARY**

### **VIDEO SURVEILLANCE POLICY**

In order to maintain a safe and secure environment for staff and patrons, the Bancroft Public Library ("Library") employs a video surveillance system outside the building including the courtyard. Video surveillance shall only be used for the protection and safety of library staff, patrons, assets, and property.

Video surveillance cameras will be positioned to record only those areas required to maintain a safe and secure environment in compliance with Library policies. Video camera locations shall not be changed or added without the permission of the Bancroft Public Library Board of Trustees. Video cameras shall not be placed in areas where there is a reasonable expectation of privacy. Signs informing the public of video surveillance shall be posted in the area cover by video surveillance

Video surveillance records will ordinarily be maintained for a minimum of 14 days, and shall be stored in a manner designed to ensure that access to the records is restricted to authorized personnel as determined by the Library Director.

Video surveillance records shall not be used or disclosed except as specifically authorized herein. They may be used to help identify individuals who have violated Library rules or policies or applicable laws, or who have engaged in activity considered disruptive. Video surveillance records evidencing such violations or activities may be used to support appropriate disciplinary action and/or disclosed to law enforcement agencies. Requests for the disclosure of video surveillance records shall be addressed on a case by case basis subject to and in accordance with applicable laws.

**Adopted:** April 11, 2023