



City of Waukesha

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Meeting Minutes - Final

Library Planning & Policy Committee

Grant C. Lynch, Executive Director
glynch@waukesha.lib.wi.us

Thursday, January 12, 2017

4:15 PM

Library Board Room

1. Call to Order

Others Present: Assistant Library Director J. Klima and Special Projects Coordinator J. Quinlan

Trustee Kasprovicz called the meeting to order at 4:25p.m.

Present 4 - Riebel, Lombardi, Deatrick, and Kasprovicz

Absent 1 - Fowle

2. Approval of meeting Minutes

A. [ID#17-0065](#) Approval of the minutes for July 14, 2016

Trustee Lombardi moved to approve the minutes for the July 14, 2016 meeting as presented. Trustee Deatrick seconded, motion carried unanimously.

3. New Business

A. [ID#17-0066](#) Discussion/recommendation regarding Library Policy A-9, Privacy of Records & Library Use

Trustee Kasprovicz explained that the changes to Policy A-9 included a rewrite of some of the language in the policy, the addition of updates to the law and the removal of redundant language. The new photography and filming policy (Policy A-9B) covers patron privacy issues related to customers being filmed or photographed in the library. Both policies were vetted by Julie Gay at the City Attorney's office. Trustee Lombardi expressed concern with the legal change that allows the use of law enforcement agencies to recover library materials. It was noted that the Library would not employ this option to recover library materials.

Trustee Deatrick moved to recommend approval of Policy A-9 as presented. Trustee seconded, motion carried unanimously.

B. [ID#17-0067](#) Discussion/recommendation regarding Library Policy A-9, Privacy of Records & Library Use - Public Notice

Trustee Kasprovicz explained that the revisions to the public notice refer to the updates made to Policy A-9.

Trustee Riebel moved to recommend approval of the public notice related to Policy A-9 as presented. Trustee Deatrick seconded, motion carried unanimously.

C. [ID#17-0068](#) Discussion/recommendation regarding Library Policy A-9B, Filming & Photography

Trustee Kasproicz explained that the newly drafted filming and photography policy covers customers photographing or filming others in the library (short of harassing people) and covers the balance between the Library's need for filming from a marketing prospective and protecting customer privacy. Trustee Lombardi questioned who could revoke permission of filming as stated in bulleted section three.

Trustee Lombardi moved to approve Policy A-9B. Trustee Deatrick seconded. After further discussion, Trustee Kasproicz moved to recommend approval with the addition of the new language: 'by the Library Director or his/her designee'. Trustee Lombardi seconded, motion carried unanimously.

D. [ID#17-0069](#) Discussion/recommendation regarding photographic release form

Assistant Director Klima described the differences between the old photographic release form and the proposed one. The form is much simpler and the language in the waiver was taken from the City's Parks Recreation form and was written by City attorney Brian Running. There was some discussion regarding the first sentence and whether the Library needs to secure a waiver form for each child. It was decided that the language should be changed to read: 'my child or children or ward(s)' to take care of this concern.

Trustee Deatrick moved to recommend approval of the photographic release form as amended. Trustee Lombardi seconded, motion carried unanimously.

4. Adjournment

Absent any objections, the meeting adjourned at 4:40 p.m.

NOTICE: A majority of Library Board members or Common Council members may be in attendance.

Library Board Members: Please notify the Library Office by 1:00 PM meeting day, if you are unable to attend this meeting.

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact Joan Quinlan, 48 hours prior to the meeting at 262-524-3694.