

Trustees of the Rowley Public Library

Special Meeting: 19 Feb 2021, 12:30 PM

Present: Jackie Trojan, Glenn Blakney, Janet Peabody, Pamela Jacobson (policy subcommittee)

Meeting called to order 12:37 PM

Janet read the following statement:

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to listen to the meeting in real time. Persons who wish to do so are invited to watch the meeting on Rowley Community Media TV/listen live on the RCM page on the Town's website at www.townofrowley.net or join the meeting from your computer, tablet, or smartphone by using the link: <https://global.gotomeeting.com/join/561584605>. Or you can also dial in using your phone by calling 224-501-3412 and using access code 561-584-605. In the event that live transmission proves infeasible, an audio or video recording, transcript or other comprehensive record of the meeting will be made available on the City's website as soon as possible.

Discussion of policy creation for the Library's "library of things."

1. Acquisition: Blend this policy with our current collection policy
 - a. Items will be purchased by staff members in keeping with patrons' needs & desires
 - b. Gifts or memorials must be vetted through staff
 - c. Donations must be vetted through staff
 - d. See the policy of Cary Library (Lexington, MA) for a good example
 - e. Storage limitations must be considered
2. Borrowing period:
 - a. In keeping with the electronics borrow period, library of things items would be circulated for a one-week period (some exceptions may be made as the collection expands)
 - b. One renewal per item for a maximum two-week borrow period
 - c. No limit on number of items borrowed
 - d. No new borrows if patron has overdue items
 - e. No late fees (for now)
3. Borrowing terms:
 - a. All library of things items must be checked out *and* returned at the circulation desk (no self-check, no book return slot)
 - b. Local pick up only (no network transfer for "things")
 - c. Will items be available for "hold"?
 - i. Current items differ item by item
 - ii. Pam will consult with staff for their input
 - d. Staff will quickly examine items at the time of check-out & return
 - e. Staff will discuss expectations with patrons at the time of borrow
 - i. Staff training on this will be needed
 - ii. Item is to be returned in the same condition in which it was borrowed (clean, whole, all parts present, etc.)
 - iii. Go over the waiver form with patron

- f. All items will have a damage report document included/attached, so existing damage may be noted. Examples:
 - i. Items missing from board games
 - ii. Power connector no longer works
 - iii. Disc is scratched / won't play
 - g. Borrower will sign a waiver
 - i. Open questions:
 - 1. All items, or only those over a certain dollar value or level of danger?
 - 2. How to handle under-age borrowers? (Town liability vs. Library Bill of Rights)
 - a. Youth signature not valid on a waiver
 - b. Library Bill of Rights prohibits informing a parent/guardian of under-age borrower's items
 - c. Check with State library system (Janet)
 - d. Check with Town Hall / insurance company (Janet)
 - ii. We reserve the right to charge the borrower for replacement cost if lost or damaged beyond repair (replacement cost will be stated in writing)
 - iii. Use item at your own risk (check food processing items for cleanliness, we are not responsible if a VCR tape converter damages the tap, we are not liable if you use the item irresponsibly, etc.)
 - iv. Item is to be used within the applicable laws / obey all local laws (how to phrase?)
 - h. Will we require a deposit for items?
No – at present we will go with free use policy. May change later if we get into more expensive items.
4. Items being considered:
- a. Food dehydrator
 - b. Metal detector
 - c. Household repair items (stud finder, laser level)
 - d. Office & meeting productivity (laser pens, laminator, paper cutter)
 - e. Craft items (hot glue gun, knitting kits, lap loom, portable sewing machine)
 - f. Outdoor gear (Go-Pro camera, snowshoes, bicycle lock, tennis racket stringer)
 - g. Video game consoles
 - h. Educational items (telescopes, microscopes, coding kits)
5. Action items:
- a. Janet – contact Debbie at Town Hall with an update & open questions regarding liability
 - b. Janet – contact State library system with under-age use question and solutions(?)
 - c. Jackie – send notes to Janet for consolidation
 - d. Pam – follow up with staff for input

Meeting adjourned 1:45 PM