



LIBRARY

To: Mayor and Town Council

From: Leslie Scott, Director of Library Services

**Through: Mario Canizares, Town Manager
Robyn Battle, Executive Director**

Re: Library Policy Revisions

Town Council Meeting – 4/30/24

Strategic Visioning Priority: 4. Provide Excellent Municipal Services

Agenda Item:

Consider and act upon approving an update to the Library Policies.

Description of Agenda Item:

Town staff is recommending minor updates to the Library Policy. The previous Policy did not include information on Community Room access, did not specify hotspot data coverage, and were not specific enough with children left unattended in library.

The proposed updates to the policies include changes in word choice, procedural clarifications for children left unattended in the library, donation information, and hotspot limitations. These formalized policies will protect both the patrons and the Library, present a professional mode of business, and support the American Library Association standards of library conduct.

The Library Board reviewed and approved the proposed updates at their March 27, 2024 meeting.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

Attached Documents:

1. Library Policies Redline Version
2. Library Policies Clean Version

Town Staff Recommendation:

Town Staff recommends council approve an update to the library policies.

Proposed Motion:

I move to approve an update to the Library Policies as presented.