

Special called meeting of Putnam County Library Board
Thursday Sept. 30, 2010 4:30 pm

Board members attending:

Dr. Gerald Barker
Ms. Trish Lawrence
Dr. Peter Li
Ms. Sue Pogue
Mr. Greg Rector
Ms. Ruth Ann Woolbright

PCL Staff attending:

Ms. Doylene Farley
Mr. Brian Page
Mr. Clay Robertson
Ms. Dale Stapp

This meeting was to discuss and edit a meeting room policy for the PCL system.

Mr. Robertson prepared two sample meeting room policies. One was based on Nashville Branch Library meeting room policies and the Cooke County, Texas Policy that Mr. Jeff Jones had suggested. The second sample policy based on Baton Rouge Parish Library Meeting room policy.

Mr. Robertson briefly discussed each draft. The library board read the two drafts and began discussion on the specific language needed to satisfy both the lawsuit and patron and library needs.

They used the first sample policy Mr. Robertson provided and made the following changes and additions.

- to use the phrase “**individuals, groups and established local non-profit organizations**” when referring to the people requesting/using a meeting room
- section 1 concerning no afterhours use was removed
- word “**showers**” is to be included in the social functions that are not allowed in section 4
- the word **promotional** was removed from the section 5
- “tobacco use” was added to Smoking and illegal drugs are prohibited section 7
- “failure to leave the room in a neat and orderly condition will result in damage charges assessed as warranted” was added to section 9

- As with existing library policy “children under the age of **ten** must remain with adult at all time”
- Add “Gambling in any form is prohibited”
- Add “Standard fire code regulations prohibit open flame, burning candles and flammable, combustible and hazardous materials in the library.
- Add “Groups are not allowed to move the temporary wall at the Monterey branch meeting room.”

Mr. Robertson is to make suggested changes to the meeting room policy and send it to Mr. Jeff Jones, county attorney for review.

Mr. Robertson will keep the board informed as to Mr. Jones recommendation and the board will vote as possible on the meeting room policy.

Mr. Page is to check with the fire marshal for room occupancy numbers.

The board also discussed and suggested a maintenance/use fee for meeting rooms. The amount of \$20.00 per meeting was discussed. The money would be placed in a special fund for meeting room maintenance. This will take effect Jan 1, 2011.

A new meeting room application will be created to include changes and recommendation from the board.