



Chambers County Library System

your source for information

Hi everyone!

Here we are, still dealing with Covid. We have resorted back to curbside services only due to the rise in cases. Hopefully things start trending down and we can return to any version of normal in the near future. We miss meeting with everyone but we wanted to try and continue with policy discussions as best we can. We have 4 policies that need discussion/ voting so I will list them below with our explanations. If you have any questions or would like to discuss these changes feel free to call or email any time. My contact info is included in this letter. Along with policy discussions, we have several terms that expire this November. I will list those members and you can let us know if you want to continue on the board or resign. Sarah Kathan had to resign due to her health. She was a long time board member so wish her the best next time you see her.

Policies up for discussion:

- * Dress code policy
- * Meeting room policy and usage/key release form
- * Photocopying, Printing, and Faxing policy

Other items:

- * Term expirations

1—Dress code policy

We got a little more specific on what's considered "inappropriate". We had staff members ask questions on the length of skirts, if yoga pants were allowed under skirts, and a better explanation of flip flops. We decided to remove "expensive clothing is not required" since we can't imply that it's encouraged. We also removed the sentence under "inappropriate" that said body art/piercings weren't allowed if they were distracting. We are fine with tattoos and piercings. We don't discriminate against anyone's appearance. Items highlighted will be added, and anything with a strikethrough will be removed.

2—Meeting room policy and usage/key release form

With Winnie's new library, we needed to include them in the mix now! Our old policy referred to the refundable key deposit. The county is slowly going to badge entry for all

employees. Winnie's new library has a badge reader so when the meeting room becomes available for public reservation, people who reserve the room will be given a badge to access the building. This was just a wording change to include 'badge' since at some point this will be the normal entry method at all libraries. Next, since meeting room reservations are available for anyone (not just library cardholders), we added that anyone reserving the room must show valid ID (showing birthdate) and be at least 16 years of age (since that is the age we require for new library cardholders). This will cover us if anything happens to the room since a signature will be required. Just a note—we have had no issues in 20+ years at the library. People take pride in having access to a meeting space so they tend to take care of it. We also included not to use staples/tape on the walls, and added the new space at Winnie and the amenities available to the public. Finally, we noted that if the cash deposit is not picked up in 30 days, it would be considered a donation to the library. Staff members will make every effort to contact the person who made the deposit before turning it over as a donation.

3—Photocopying, printing, and faxing policy

Last year we brought to the board a request to change the cost of prints to 25 cents/page. This was for prints/copies. After looking at the policy we realized the only thing that had a cost outside of 25 cents is faxing. Currently we charge 50 cents/page. We are wanting to lower that to 25 cents/page. Faxing is a very popular service and a 1 minute fax costs approximately 10 cents. So anything we charge is a profit. We thought having everything be the same cost makes it easier for staff and public.

Term expirations:

I included the board list in this packet. In November, Sam and Carolyn's terms will expire. In February, Heather and Susie's terms expired, and in June, Rhonda's term expired. So basically you're all up for renewal or you can step down. Of course we'd love to have you all remain, but the decision is yours. We will continue these mail out meetings as needed due to safety precautions, but the commitment is a small one for such an important job you all do. How's that for guilt!

Attached are all the policies, an updated board list, and an answer sheet you can return in the self addressed stamped envelope provided.

Thanks so much and hope you're all doing well,

Valerie Jensen & Annie Vass