

Goodnow Library
Board of Trustees
Tuesday, Oct. 7, 2003
Goodnow Library, Historical/Trustees Room
7:30 p.m.

AGENDA

1. Call to Order and Minutes (Sept., 2003)

2. Financial Report (Sept. FY04): nothing unusual to report on the FY04 budget.

3. Friends Report: The Friends have agreed to pay for an upgrade to the Inmagic software used to maintain the Sudbury Archives budget (\$3,000). The paperwork for the new copiers has been processed.

5. Director's Report:

a) Library Budget for FY05: the Library has not received guidelines yet, however, the Tuesday morning, Oct. 7, the Town Manager is meeting with department heads to give an overview of FY05. I will report results at the trustees meeting. Enclosed is a preliminary look at where level effort increases will occur. I have identified several areas for budget increases "Incremental Increases". The Library's Long Range Capital Request will identify carpeting and painting as major expenses for the latter part of the Five Year Plan.

b) Sprinkler System Recall: Bill contacted the manufacturer and received the application material. Bill met with Mike Melnick of the PBC to review the construction drawings for the system to be sure he, Bill, understood the types and location of sprinklers used. Bill reviewed what is required to complete the form and hopes that the documentation required can be done in-house.

c) Wireless System: Mark Thompson Bill and Anne met with one of the two finalists. They were pleased with the revised proposal. The cost remains the same. It includes wiring the system so that wires do not show. We are still waiting to meet with the second vendor. According to the first vendor the job can be done in a few days. With either vendor, the project won't start until sometime in December because the new "G" standard for wireless systems comes out that month and it doesn't make sense to install the "B" standard only to replace it a month or two later.

d). Meeting Room Fee: will discuss the reduced fee for frequent users.

e) DVD and CD Theft and Fine for Taking CD and DVD Inserts: we are still working on these issues. The shelving proposal is quite expensive. We are trying to evaluate a new type of security case for DVD's and CD's. Sheila Noah is the Library's representative to MLN's A/V Roundtable she will try to get information on options for security and the range of fees charged for inserts at their October meeting. She did not get much of a response through e-mail.

h) Patriot Act: before sending copy of policy/procedures to Town Counsel, I would like the trustees to see it one more time as finished product. Enclosed.

i) Speed Read Collection Update: we have established procedures etc. for the collection and are ordering labels. We hope to have it in place within a month.

6. Trustees Report:

a) Strategic Plan: Barbara will give an update.

- 7. Old Business:**
- 8. New Business:**
- 9. Adjournment**

Goodnow Library

Policy and Procedures for Confidentiality of Library Users and Compliance with Law Enforcement

The Goodnow Library strives to protect the privacy of library users to the fullest extent of the law. No confidential information on library users will be revealed to authorities without presentation of a subpoena or search warrant. Goodnow staff will comply with law enforcement when supplied with legal subpoena or warrant.

Staff Procedures:

Staff will follow these procedures if asked for confidential user information (names, addresses, telephone library material consulted) or presents a subpoena or search warrant.

1. Members of the staff who are approached by anyone presenting themselves as a law enforcement officer requesting user information should not disclose any information. (Local and state officials cannot administer search warrants under the federal USA Patriot Act.) They should immediately direct that person to the Director, Head of Circulation, Adult Services/Reference Librarian, and Children's Librarian or designated "librarian in charge".
2. The Director or others cited above will ask for the officer's identification and the subpoena or search warrant and immediately contact Town Counsel for review of the document's legal sufficiency. Photocopy the officer's identification. It should be explained to the officer that these procedures are part of the Library's policy.
3. If presented with a subpoena, the Director or others cited will ask for time to consult with Town Counsel before responding to the request.
4. If presented with a search warrant, staff will not interfere with any search or seizures. Contact the Director as soon as possible.
5. Staff should record all legal requests and any costs incurred by complying with the subpoena or search warrant. Some search warrants or subpoenas issued under the USA Patriot Act, come with a "non-disclosure" order automatically attached, preventing staff from telling the user or public that information has been provided to the law enforcement agency. The staff still has the right to speak with the director or supervisor and Town Counsel. The Act includes language to immunize librarians against civil suits in such cases.
6. If the person is not a law enforcement officer, or the officer does not have a subpoena or search warrant, the library will not furnish any confidential user information. Massachusetts General Law, Chapter 78, section 7 protects the privacy of library users.

Summary

Requests for information based on a subpoena – do not give out until legal counsel has reviewed.

Request for information based on a search warrant – may be executed immediately.