

**MINUTES OF THE PROPERTY & EXTENSION COMMITTEE
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
July 19, 2022**

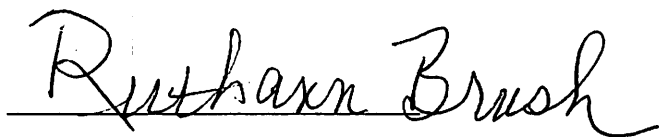
The Property & Extension Committee of the Portsmouth Public Library met in an official committee meeting on this date at 11:10 a.m. to discuss the South Webster branch stonework repair. The following committee members were present: Mrs. Ruthann Brush, Chair; Mrs. Jennifer Schackart, Member; and Mr. Ryan Salmons, Member. Mrs. Tamela Moore-Morton, President of the Board; Dr. Charles Kemp, Vice-President of the Board; and Mrs. Kara Tieman, Secretary of the Board, were also in attendance. Mrs. Ruthann Brush called the meeting to order. Representing the library were Paige Williams, Director; Dylan Markins, Fiscal Officer; Linda Berry, Deputy Director; and Keely Woloschek, Deputy Fiscal Officer. The following visitors were present: Katie Williams and Eric Graf.

The committee reviewed and recommends to the full board the following:

1. South Webster branch stonework repair – Stockmeister will completely remove current stonework and start again in fall of 2022. The committee reviewed different colors of grout and recommends to the full board to complete the stonework job using the grout color Buff.

There being no further business, on motion duly made and seconded, adjournment was taken at 11:16 a.m.

Approved this 16th day of August, 2022.

A handwritten signature in black ink that reads "Ruthann Brush". The signature is written in a cursive, flowing style. The first letter "R" is large and loops around the first part of the name. The last name "Brush" is also written in cursive. The signature is written over a horizontal line.

Mrs. Ruthann Brush, Chair

**MINUTES OF THE POLICY COMMITTEE
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
July 19, 2022**

The Policy Committee of the Portsmouth Public Library met in an official committee meeting on this date at 11:30 a.m. to discuss the Display, Exhibit and Bulletin Board Policy; Programming Policy; and Request for Reconsideration Policy. The following committee members were present: Dr. Charles Kemp, Secretary of the Board; and Mrs. Jennifer Schackart, Member. Mrs. Tamela Moore-Morton, President of the Board; Mrs. Kara Tieman, Vice-President of the Board; Mr. Ryan Salmons, Member; and Ms. Ruthann Brush, Member, were also present. Dr. Charles Kemp called the meeting to order. Representing the library was Paige Williams, Director; Dylan Markins, Fiscal Officer; Linda Berry, Deputy Director; and Keely Woloschek, Deputy Fiscal Officer. The following visitors were present: Katie Williams, Eric Graf, Russell Porter, David Dowdy, Collin Finn, Lori Davis, Dr. Nicholas Meriwether, Janet Meriwether, Bryan Davis, and Don Adkins.

The committee reviewed and recommends to the full board the following:

1. Portsmouth Public Library Display, Exhibit and Bulletin Board Policy

The Portsmouth Public Library provides displays and exhibits throughout all library locations to highlight new materials, reintroduce existing collections and stimulate interest in library resources, services or programs.

Selection of Displays or Exhibits

Library displays and exhibits are planned, organized, and/or implemented by a designated committee. The committee is composed of the following members: Adult Services Coordinator, Outreach Services Coordinator, Youth Services Coordinator and Branch Supervisors. The committee uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Format and style are suitable for intended audience (all materials will be reviewed for age appropriateness as determined by the publisher of the materials)
- Availability of display or exhibit space
- Historical or educational significance
- Appropriateness to seasonal events and holidays
- Relation to current events
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing displays and exhibits, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

The Library will strive to include a wide spectrum of opinions and viewpoints in Library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by the Portsmouth Public Library of the content of the display or exhibit, or of the views expressed in materials on display.

Responsibility

While Library staff may accept suggestions for display and exhibit topics, the topics and materials selected shall be at the discretion of the Committee with final approval granted by the Library Director. The Library Board of Trustees will review the schedule of upcoming displays and exhibits to be displayed at any library location on a quarterly basis. The Library Director has the discretion to permit displays or exhibits that may be quick notice events that do not go through the quarterly scheduling process (e.g. Author signings).

Bulletin Boards

Within the library proper, only library-related signs, posters, or notices will be posted. In the lobby at all locations, a bulletin board is provided for posting activities and events of interest to the community sponsored by non-profit community groups. The bulletin board is not intended as a public forum or for items of a personal or commercial nature. All notices will require a date to determine when they should be removed. No material will be posted for more than 30 days. The library will post materials appropriate to the bulletin board's purpose on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting the posting. Permitting the posting of any notices shall not be considered an endorsement by the Portsmouth Public Library of the activities being promoted or the group organizing them.

Questions and Concerns

The Library welcomes expressions of opinion from patrons concerning library exhibits and displays. Questions or concerns should first be addressed with a Library staff member. Patrons who wish to continue their request for review may submit a Request for Reconsideration form, which can be obtained at the Library or on the Library's website. Requests for review of library displays and exhibits will be considered in the same manner as requests for reconsideration of materials, as outlined in the Request for Reconsideration Policy.

2. Portsmouth Public Library Programming Policy

The Portsmouth Public Library supports its mission of connecting people with each other and the world by offering creative, fun and educational services by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces customers and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

Programs are developed by Library staff with review and approval of the Director on a quarterly basis. Ultimate responsibility for programming at the Library rests with the Director who administers under the authority of the Board of Trustees.

The Library utilizes staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality

- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All Library programs are open to the public. A fee may be charged for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library hosting of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at any Library location or off site. Any sales of products at Library programs must be approved by the Library and benefit the Library.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Marketing Manager and Director.

The Library welcomes expressions of opinion from customers concerning programming. If a customer questions a library program, he/she should first address the concern with a Library staff member. Customers who wish to continue their request for review of Library programs may submit the Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Request for Reconsideration Policy.

3. Portsmouth Public Library Request for Reconsideration Policy and Form

The Portsmouth Public Library and the Board of Library Trustees support the American Library Association's Library Bill of Rights. The Portsmouth Public Library and the Board of Library Trustees also value the community member's right to express their concerns regarding materials that are a part of the library's collection or exhibits, programs or displays in the library. If there is an objection to an item being in the Library's collection, an exhibit, a program or a display, a library patron has the option to request that the item, collection, exhibit, program or display be re-evaluated by the Review Committee of the Portsmouth Public Library. The requesting library patron must complete this form and submit it to library staff to begin the re-evaluation process.

Once the completed form has been submitted, the Library Director will forward a copy of the request for reconsideration form to the members of the review committee and consult with the review committee. The review committee will be composed of three (3) Portsmouth Public Library staff members. Each staff member appointed to the review committee shall serve for a one-year term and rotate with other staff during even and odd years. The following positions will comprise the committee during even years - Deputy Director, Technical Services Coordinator and one Library Associate with the following positions serving during odd years - Information Technology Coordinator, Marketing Manager and one Library Associate. Library Associates who have a minimum of two years of library employment will be selected through a random drawing to serve on the committee.

After a thorough review has been completed, the committee will make its recommendation to the Library Director. The Library Director will review the committee's findings and contact the patron with the decision. If the patron is not satisfied, and wishes to appeal the decision, the request will be forwarded to the Board of Library Trustees. The Board of Library Trustees will have final decision on any request for the removal of materials, exhibits, displays or programming from the Library.

Please return the completed form to the Library by leaving with a staff member, email to director@yourppl.org or mail to:

Portsmouth Public Library
Attn: Director
1220 Gallia Street
Portsmouth, OH 45662

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent yourself? Yes or No.

Or an organization? Yes or No. If Yes, Name of Organization: _____

1. What type of resource are you commenting on?

_____ Book _____ Movie _____ Magazine _____ Audio Recording _____ Display
_____ Digital Resource _____ Newspaper _____ Exhibit _____ Program _____ Other

2. What specific item or display are you commenting on?

If commenting on an **item**, please list the title and author, performer or producer:

Title: _____

Author/Producer: _____

If commenting on a **display** or **exhibit**, what is the title or subject matter and the library location:

Title or Subject Matter: _____

Location: _____

If commenting on a **program**, what is the title or subject matter and the library location:

Title or Subject Matter: _____

Location: _____

3. What brought this resource, exhibit, display or program to your attention?

4. Have you personally examined the entire resource, display or exhibit or did you attend the program? If not, have you personally viewed any of the resource, display, exhibit or program?

5. What concerns you about the resource, exhibit, display or program?

6. Are there resource(s) you would suggest to provide additional information and/or other viewpoints on this topic?

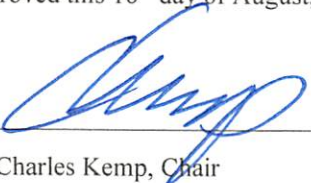
7. What action are you requesting the committee consider?

Public Comment

The following members of the community spoke during the Policy Committee Meeting: Russell Porter.

There being no further business, on motion duly made and seconded, adjournment was taken at 11:49 a.m.

Approved this 16th day of August, 2022.



Dr. Charles Kemp, Chair