



# Wauwatosa, WI

## Library Board Policy Committee

### Meeting Agenda - Final

Zoom:  
<https://servetosa.zoom.us/j/85417254394>, Meeting ID: 854 1725 4394

Thursday, March 6, 2025

5:00 PM

Zoom Only:  
<https://servetosa.zoom.us/j/85417254394>,  
Meeting ID: 854 1725 4394

#### Regular Meeting

#### VIRTUAL MEETING INFORMATION

Members of the public may observe and participate in the meeting via Zoom at the link above. To access the Zoom meeting via phone, call 1-309-205-3325 and enter the Meeting ID.

#### CALL TO ORDER

#### ROLL CALL

#### APPROVAL OF MINUTES

1. Approval of the meeting minutes from May 7, 2024 [25-0385](#)

#### LIBRARY BOARD POLICY COMMITTEE ITEMS

1. Committee chair election [25-0386](#)
2. Code of conduct policy [25-0387](#)
3. Safe child policy [25-0388](#)
4. Donations policy [25-0390](#)
5. Computer and Internet use policy [25-0389](#)

#### ADJOURNMENT

##### NOTICE TO PERSONS WITH A DISABILITY

Persons with a disability who need assistance to participate in this meeting should call the City Clerk's office at (414) 479-8917 or send an email to [tclerk@wauwatosa.net](mailto:tclerk@wauwatosa.net), with as much advance notice as possible.



# Wauwatosa, WI

## Library Board Policy Committee

### Meeting Minutes

7635 W. North Avenue,  
Wauwatosa, WI 53213

Tuesday, May 7, 2024

6:00 PM

Library Board Room and Zoom  
[https://servetosa.zoom.us/s/85417254394](https://servetosa.zoom.us/j/85417254394),  
Meeting ID: 854 1725 4394

#### Regular Meeting

#### MEETING INFORMATION

Members of the public may observe the meeting via Zoom at the link above. To access the Zoom meeting via phone, call 1-312-626-6799 and enter the Meeting ID.

#### CALL TO ORDER

*The meeting was called to order at 6:04 p.m.*

#### ROLL CALL

**Present 2**      Meegan Archambo  
                         Monica Deluhery  
**Excused 1**      CJ Dykstra

#### APPROVAL OF MINUTES

This was approved.

**RESULT:**      APPROVED  
**MOVER:**      Meegan Archambo  
**SECONDER:**   Monica Deluhery

- 1. Approval of meeting minutes from February 6, 2024 [24-0696](#)

#### LIBRARY BOARD POLICY COMMITTEE ITEMS

- 1. Art gallery policy [24-0697](#)

**RESULT:**      APPROVED  
**MOVER:**      Meegan Archambo  
**SECONDER:**   Monica Deluhery

- 2. Meeting spaces policy [24-0698](#)

**RESULT:**      APPROVED  
**MOVER:**      Monica Deluhery  
**SECONDER:**   Meegan Archambo

- 3. Social media policy [24-0699](#)

**RESULT:**      APPROVED  
**MOVER:**      Meegan Archambo

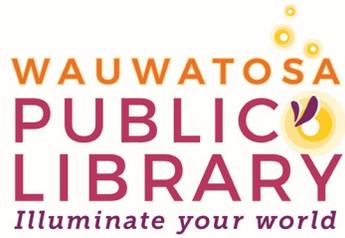
**SECONDER:** Monica Deluhery

**ADJOURNMENT**

*Meeting was adjourned at 6:21 p.m.*

**NOTICE TO PERSONS WITH A DISABILITY**

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**To: Library Board**  
**Fr: Peter Loeffel, Library Director**  
**March 6, 2025**  
**Re: Code of Conduct policy**

**Purpose/Need**

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The Wauwatosha Public Library (WPL)'s Code of Conduct policy is being presented to the committee with a few updates.

**Background**

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The Library Board approved the current Code of Conduct policy in 2023.

The policy covers patron behavior and actions while using WPL facilities or services.

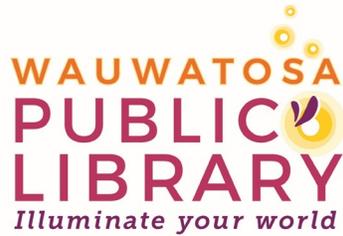
Library staff is recommending two modifications:

- The bullet point regarding possessing drug paraphernalia and being under the influence of alcohol or controlled substances is reworded.
- Open flames are added to the list of unacceptable behavior
- The word disruptive is added to a bullet point to provide another example of unacceptable behavior.

**Recommendation**

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To recommend that the updated Code of Conduct policy be presented to the Library Board for consideration.



## Code of Conduct Policy

The Wauwatosa Public Library (WPL) has a code of conduct policy in order to provide a safe and pleasant environment for its patrons. This policy is applicable to all WPL property.

Each patron has a responsibility to ensure WPL is a welcoming environment for all.

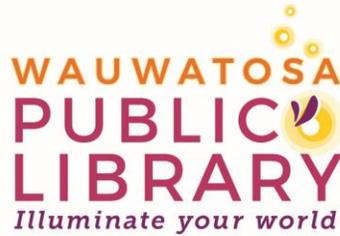
Examples of disruptive or unacceptable behaviors include, but are not limited to:

- All illegal activities
- Possessing any weapons
- Damaging, misusing, or stealing WPL materials, equipment, or facilities
- Possessing **drug paraphernalia, alcohol, or controlled substances** or being under the influence of alcohol or controlled substances
- Using tobacco or electronic smoking devices
- **Open flames**
- Behaving in a **disruptive**, disorderly, boisterous, or loud manner
- Harassing or threatening another person
- Soliciting commercial goods or services in WPL
- Loitering or impeding WPL access for others
- Prolonged sleeping
- Eating and drinking in prohibited areas
- Personal hygiene which disrupts others from using WPL facilities, collections, or services
- Failure to properly dispose of all trash or to remove all traces of food and drink
- Not wearing shirts or shoes
- Using skateboards, scooters, rollerblades, or similar items
- Pets, except service animals
- Entering an unauthorized area

Code of Conduct violations may result in temporary removal or ban from WPL.

Banned individuals may request a hearing before the Library Board at its next regularly scheduled meeting.

*Adopted by the Board of Trustees of the Wauwatosa Public Library on February 21, 2018.  
Revised on January 18, 2023.*



**To: Library Board**

**Fr: Peter Loeffel, Library Director and Abby Bussen, Children’s Library Supervisors**

**March 6, 2025**

**Re: Safe Child policy**

**Purpose/Need**

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The Wauwatosa Public Library (WPL)’s Safe Child policy is being presented to the Policy committee for review with a few updates.

**Background**

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In December, the Children’s Library staff began a review of Safe/Unattended Child policies at libraries in communities with demographics similar to Wauwatosa. Based on that review, we recommend the following changes to WPL’s Safe Child policy:

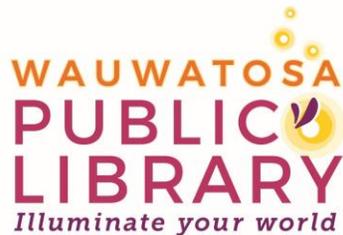
- Changing the language of the first section to shift the onus of responsibility from children attending WPL to their responsible caregiver;
- More clearly identifying the supervision expectations for specific age ranges;
- Referring back to the WPL Code of Conduct and how it applies to patrons of all ages; and
- Creating an understanding of WPL as a public location where appropriate precautions for the safety of children should be taken.

The current policy is attached along with an updated draft policy.

**Recommendation**

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To recommend that the updated Code of Conduct policy be presented to the Library Board for consideration.



## Safe Child Policy

The Wauwatosa Public Library is dedicated to providing a safe and welcoming environment for patrons of all ages by setting policies to promote safety within the building. A caregiver is defined in this policy as a parent, legal guardian, or responsible person twelve years of age or older, who provides direct care for a young child.

### Children attending the Library:

- Responsibility for the welfare and conduct of children using the Library ultimately rests with the caregiver. Staff members cannot and will not assume responsibility for children. A caregiver must supervise children under the age of eight at all times.
- Responsible children eight years of age and older may use the Library unattended.
- Staff may, as needed:
  - ask children disrupting normal Library activities to leave
  - notify caregivers whose children need additional supervision
  - contact authorities such as the Wauwatosa Police Department to assist with the enforcement of discipline in the Library or to ensure the safety of an unattended child

### Children attending Library programs:

- Caregivers are required to remain in the Library when children under the age of eight attend a Library program.
- Upon completion of a Library program, caregivers are required to pick up their child at the doors of the program. Children under the age of eight will not be allowed to search for their caregivers in the library.

### Adults in the Children's Area:

- The Library's children's area is specifically designed to meet the needs of children from birth through twelve years old. Adults not accompanying a child may only use the Children's area when using the resources specific to the Children's area.
- Children's Library restrooms are reserved for children and their caregivers, along with adults that need assistance from others

### Children at the Library after closing:

- Staff will make a reasonable effort to ensure that children leave the Library safely at closing time. If a child is left at the Library after closing, Library staff may contact the Wauwatosa Police Department.

*Adopted by the Board of Trustees of the Wauwatosa Public Library on February 21, 2018*

*Revised by the Board of Trustees of the Wauwatosa Public Library on January 18, 2023*

## Safe Child Policy

The Wauwatosa Public Library (WPL) welcomes children to its facilities and services. Caregivers should remember that the WPL is a public building, open to all and must use the same precautions for ensuring the safety of each child as one would in any other public location. The responsibility for the care, safety, and behavior of children using WPL rests with their caregivers and not with WPL personnel. A caregiver is defined in this policy as a parent, legal guardian, or responsible person fourteen years of age or older who provides direct care for an infant or young child (ages 0-9).

### Caregiver responsibilities:

- For children ages five and under, caregivers should remain closely with them while in the WPL, the sole exception being if their children are attending an independent (ages 3-5) program.
- For children ages six to nine, caregivers must accompany and remain within the same area as their children while in the WPL.
- Responsible children ages ten years and older may use the WPL unattended for an amount of time appropriate to their age and maturity.
- For all children (ages 3-9) attending independent WPL program, caregivers must remain in WPL for the duration of the program and pick the children up at the doors of the program upon its completion.
- Staff may, as needed:
  - discuss this policy with caregivers whose children need additional supervision;
  - contact authorities such as the Wauwatosa Police Department to ensure the safety unattended children.

### Behavior of Children under 18 in the Library:

- All patrons must follow the WPL Code of Conduct, including children under 18. Children and caregivers will be informed of inappropriate behavior and asked to stop.
- If inappropriate behavior continues, WPL staff will follow appropriate steps as indicated in the WPL Code of Conduct.

### Adults in the Children's Library:

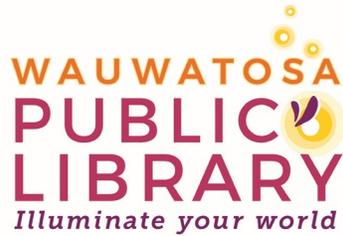
- Out of concern for the safety of young patrons, adults not accompanying children or actively utilizing Children's Library resources will be asked to relocate to another area of WPL.

### Children at the Library after closing:

- Staff will make a reasonable effort to ensure that children leave the WPL safely at closing time. If a child is left at the WPL after closing, WPL staff may contact the Wauwatosa Police Department for assistance.

*Adopted by the Board of Trustees of the Wauwatosa Public Library on February 21, 2018.*

*Revised on January 18, 2023.*



**To: Library Board**  
**Fr: Peter Loeffel, Library Director**  
**March 6, 2025**  
**Re: Donations policy**

### **Purpose/Need**

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The Wauwatoso Public Library (WPL)'s Donations policy is being presented to the Policy committee for review with a few updates.

### **Background**

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The Library Board approved the current Donations policy in 2021. My goal is to have policies brought before the Board for review when they have not been updated for about four years, with the goal of having no policy go more than five years with Library Board review.

The Donations policy outlines the conditions under which the Library accepts donations of books, other material, and other items.

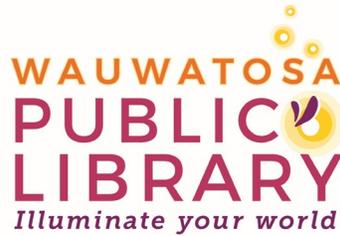
Library staff is proposing a few modifications:

- "Donations are tax deductible" is modified to "Donations may be tax deductible." While donations are likely deductible, we do not want to make a hard claim.
- Two sentences about promptly acknowledging and utilizing donations are eliminated. WPL staff will continue acknowledging monetary donations, but the library does not provide written acknowledgements of many material donations. Timely use is also subjective, and is not needed.
- The word media is changed to materials. This reflects the wide range of donations. WPL receives more than just books, DVDs, and CDs; it also receives donations of items like puzzles.
- The sentence regarding donated material being added to the collection is clarified to state that donated material may be added in accordance with the Collection Development policy.

### **Recommendation**

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To recommend that the updated Donations policy be presented to the Library Board for consideration.



## Donations Policy

Donations from community members enhance Wauwatosa Public Library (WPL) services and support WPL's mission to provide equitable access to information and to encourage reading and lifelong discovery.

Donations ~~are~~ **may be** tax deductible. Donation forms are available upon request. WPL does not place a financial value on donations.

WPL reserves the right of ultimate disposition of any donations and it is with this understanding that donations are accepted. WPL will not accept any donations that are not outright gifts.

~~WPL will promptly acknowledge all donations. WPL will utilize or invest donations in a timely manner.~~

### Donations of books and **media** materials

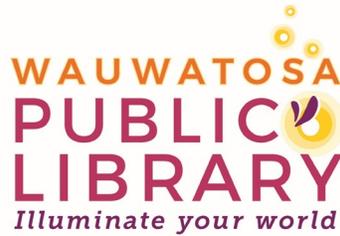
WPL accepts donations of new and lightly used books and **media materials**. Donated materials may be added to WPL's collections, given to other organizations, sold, recycled, or discarded.

Donated materials ~~that are added to the collection will meet the criteria outlined in~~ **may be added to the collection in accordance with** WPL's Collection Development policy.

### Monetary and other donations

Donations of money, real property, securities, personal property, art, antiques, or other valuables may be accepted and approved by the Library Board. Any monetary donation over \$1,000 may require acceptance by the Library Board, which will determine the most appropriate use of the donation in consultation with the donor.

*Adopted by the Board of Trustees of the Wauwatosa Public Library on April 21, 2021.*



**To: Library Board**  
**Fr: Peter Loeffel, Library Director**  
**March 6, 2025**  
**Re: Computer and Internet Use policy**

**Purpose/Need**

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The Wauwatosha Public Library (WPL)'s Computer and Internet Use policy is being presented to the Policy committee for review.

**Background**

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The Library Board approved the current Computer and Internet Use policy in 2021. My goal is to have policies brought before the Board for review when they have not been updated for about four years, with the goal of having no policy go more than five years with Library Board review.

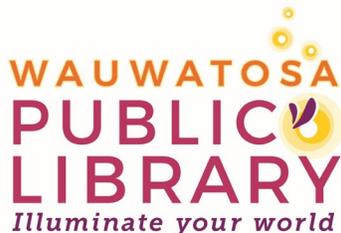
The policy covers patrons using library-owned computers including public PCs and laptops, as well as patrons using the library's wireless Internet access.

Library staff is not recommending any modifications at this time; the policy is being brought to the committee for review.

**Recommendation**

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To recommend that the Computer and Internet Use policy be presented to the Library Board for review.



## Computer and Internet Use Policy

As part of the Wauwatosa Public Library's (WPL) mission to provide access to information and encourage lifelong discovery, WPL provides computers connected to the Internet, as well as free wireless Internet access (Wi-Fi) for public use.

**Internet Access:** The quality, accuracy and timeliness of information on the Internet varies from site to site, and sites may be controversial or of a mature nature. WPL does not monitor, has no control over, and does not accept responsibility for material in any sources on the Internet. Patrons access the Internet at their own discretion and are responsible for the results of their searches.

**Responsibilities of Users:** WPL requires patrons to respect the rights and sensibilities of other patrons. Some Internet sites are inappropriate for viewing in a public setting. Patrons must refrain from the use of sounds and visuals that may disrupt the ability of other patrons to use the Library and its resources.

**Internet Safety:** WPL currently restricts access by minors to inappropriate matter with the use of filtering software in the Children's Library. For any lawful purpose that meets WPL guidelines, adults age 18 years and older may elect to disable the filter on a PC for unrestricted Internet access. Parents and guardians are solely responsible for supervising their children's Internet sessions. Library staff cannot monitor parental restrictions.

**Copyright:** U.S. Copyright law (Title 17, U.S.C.) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Patrons may not copy or distribute electronic materials (including electronic mail, text, images, pro-grams or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with patrons; WPL expressly disclaims any liability or responsibility resulting from such use.

**Hardware:** Patrons are not permitted to store or download any data to WPL's computer network. Patrons tampering with any Library hardware or networked programs will be denied access to Library computers in the future, and also may lose their Library privileges.

**Disclaimer:** Patrons access the WPL computer hardware or its network at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to a patron's data or equipment, or electronic transactions of any type that are related to the public use of Library computer resources.

**Illegal and Unacceptable Uses:** WPL computers or network may only be used for legal purposes. Examples of unacceptable uses include, but are not limited to, the following:

- Displaying sexually explicit or pornographic materials;
- Harassing others or violating their privacy;
- Libeling, slandering or maliciously offending others;
- Violating copyright laws or program licensing agreements;
- Attempting to crash, degrade performance or gain unauthorized access to any computer systems and networks;
- Damaging equipment, software or data belonging to WPL.

### **Computer Use Procedures**

- Computers in the Children's Library are for use by children ages 13 and younger, and their caregivers;
- Computers in the Adult Library are for use by patrons ages 14 and older;
- Laptops are for use by patrons ages 18 and older;
- Certain computer terminals may be designated for Library programs or specific database use.

**Time Limits:** To ensure access for all patrons, WPL utilizes software on all computers to manage patron time limits. The standard session time is three hours per day. Library staff reserves the right to limit computer sessions.

**Hours of use:** WPL computers automatically shut down 20 minutes before the Library closes.

**Printing:** Patrons are required to pay for any items printed from WPL computers or its network. The Library is not responsible for loss of data that may occur when printing.

**Saving Files and Documents:** Patrons are not permitted to store or download any data to WPL's computer network. USB drives may be purchased at the Library. The Library is not responsible for loss of data that may occur when saving files.

**Compliance:** Failure to comply with this policy or with WPL staff directions may result in restriction or termination of some or all of a patron's Library privileges.

*Adopted by the Board of Trustees of the Wauwatosa Public Library on November 20, 2019.  
Revised on April 21, 2021.*