

Minutes
PAS
Zoom
June 16, 2022

Recording: <https://youtu.be/FBz0N8MI6rQ>

L. McClain (Glencoe) called the meeting to order at 9:03 a.m.

1. Approval of minutes

A. Carey (Niles-Maine) motioned, and P. Strain (McHenry) seconded to approve the drafted minutes from the March 17, 2022, meeting.

2. Additions to the agenda

No additions were made to the agenda.

3. Officer reports

PAS Chair, L. McClain (Glencoe) reported that PAS is looking for a secretary for FY22-23. Interested members can email PAS staff liaison, Kathleen Weiss at kweiss@ccslib.org to volunteer. Members can act as a co-secretary to minimize their responsibility and only need to cover two meetings. Training is provided.

L. McClain (Glencoe) introduced the PAS officers for FY22-23. J. Katsion (Fox River Valley) will serve as Vice-chair. J. Katsion (Fox River Valley) works as the Adult & Teen Services Manager at the Fox River Valley Public Library District. M. Golembiewski (Prospect Heights) will serve as Chair. M. Golembiewski (Prospect Heights) works as the Assistant Head of Adult Services at the Prospect Heights Public Library District.

4. CCS staff reports

K. Weiss (CCS) shared that D. Wischmeyer (CCS) will serve as the PAS staff liaison from August – October 2022. K. Weiss (CCS) will be on leave.

D. Wischmeyer (CCS) spoke about the CCS Resource Sharing Policy, approved by Governing Board in April. The policy establishes some basic guidelines and sharing of materials across the consortia. User testing in 2019 showed that patrons did not always understand why they were blocked from putting holds on certain items in PowerPAC. In 2020, the Database Management Committee began work to investigate whether CCS could minimize the barriers patrons experience when placing holds in the catalog. The policy simplifies the holds policies by declaring that all items must become holdable to all patrons within 90 days. The “days past first available date settings” allows this process to happen automatically. The policy allows for hot and special collections to be limited to a library’s patrons. D. Wischmeyer (CCS) explained this could be useful for dealing with things like a telescope. Items may be temporarily limited to patron such as a summer reading collection. Libraries still have the agency to

keep in-demand high value items available exclusively to their patrons. D. Wischmeyer (CCS) said the policy should be rolled out by July 1. Most libraries already follow the guidelines set out in the policy.

PAS members had some questions. N. Weber (Crystal Lake) asked about STEM kits with multiple parts. These are typically checked out at Crystal Lake and are not sent in transit via van delivery to other libraries to avoid lost parts. N. Weber (Crystal Lake) asked how the policy addresses this. D. Wischmeyer (CCS) explained that items that cannot be sent in transit without risk of damage may be limited to pickup location.

M. Reynolds (Prospect Heights) asked whether an item may be returned on the van. D. Wischmeyer (CCS) explained this question had come up at the ILL group meeting. This will be an agenda item at the next ILL group meeting. CCS cannot stop patrons from returning items at different libraries but there are many libraries that have best practices in place for how to manage this. D. Wischmeyer (CCS) shared that most patrons visit a single CCS library and do not travel to other locations.

5. Old Business

K. Weiss (CCS) explained that First Amendment Audits are a social movement involving photographing or filming in a public space like the library. Activists believe they are testing their constitutional right and promotion of free and open government. K. Weiss (CCS) shared two examples where a First Amendment Audit had been conducted in a public library.

L. McClain (Glencoe) explained that she was interested in whether library staff had experienced a First Amendment Audit. L. McClain (Glencoe) also asked whether each library had any procedures or guidelines in place for dealing with First Amendment Audits. She explained that the library is a public space, and you can expect to be recorded. L. McClain (Glencoe) said her concern was auditors trying to get into staff areas.

H. Sadowski (Algonquin) reported had staff training on First Amendment Audit at an in-service day recently. If an auditor comes in, they are allowed to film public spaces if no one is being harassed. Auditors are looking for a reaction from you. Treat them as any other patrons. He said staff were told which public spaces auditors can film in. They cannot go in staff areas. Do not approach them.

P. Strain (McHenry) reviewed the policy at her library to take surprise out of the situation. Staff discussed that under existing policy, filming/photography is allowed in public areas.

D. Whittingham (Des Plaines) talked about First Amendment Audits at a department head meeting. It was advised to not react and let auditors do their thing. Des Plaines staff did a full walk around the building and made sure that staff areas are labelled "staff only" so those areas are protected should there be an audit.

E. Fardoux (Park Ridge) shared that that recording can only be done with the consent of those being recorded at her library.

L. McClain (Glencoe) asked whether any policies included children's areas as children are a protected class.

A. Carey (Niles-Maine) said individuals who are not in the youth services department in service of a child are not welcome. She explained that staff would intercede if someone walked into the youth services area to film.

A. Finstad (Glencoe) that the policy at Glencoe is also not specific to children. However, staff could choose to apply these phrases if needed: Persons taking photographs and videos will not: (1) compromise a patron or staff member's right to privacy, (2) harass, intimidate, or threaten a patron or staff member, or (3) block library aisles, walkways, stairwells, doors, or exits.

L. McClain (Glencoe) said she has told people they cannot be in the children's dept without a child. Since children are protected, McClain (Glencoe) wondered if auditors should be allowed to go into the children's area.

K. Weiss (CCS) asked H. Sadowski (Algonquin) whether they had a speaker as part of their in-service day training. H. Sadowski (Algonquin) said his director gave a presentation at the in-service day. Most of the time, auditors want to see if someone approaches them. He said that the director showed a couple different videos that demonstrated how to respond and how not to respond to auditors. Auditors typically just want to see how you react.

M. Reynolds (Cary) shared that her library had similar training.

D. Wischmeyer (CCS) shared that the RAILS website has a repository of library policies. There are some sample policies for photography and general youth services use. She gave a shoutout to Northbrook for sharing so many helpful policies. Those may be found here:

<https://www.railslibraries.info/membership/library-policies-index>

N. Weber (Crystal Lake) asked what happens if another patron is uncomfortable with a patron recording?

P. Strain (McHenry) explained that at her library this situation becomes a patron behavior issue which is covered by library policy. H. Sadowski (Algonquin) said that he was told to look unconcerned and not make a big deal about it. Modeling good behavior for your patrons makes it less likely to create an issue.

K. Weiss (CCS) shared two resources from ALA on dealing with First Amendment Audit. The ALA Office for Intellectual Freedom FAQ for First Amendment audits <https://www.oif.ala.org/oif/auditing-the-first-amendment-at-your-public-library/> and a course titled, First Amendment Audits: What Your Library Board and Staff Need to Know <https://elearning.ala.org/local/catalog/view/product.php?productid=340>.

K. Weiss (CCS) mentioned that ALA members who are members of the Intellectual Freedom Roundtable can access the course for free. ALA members who are not members of this roundtable can pay \$15 to access the course by upgrading their membership.

6. New Business

M. Golembiewski (Prospect Heights) asked about the Outreach Module for Leap. She said Prospect Heights hired an Outreach Librarian who tried out the Outreach Module for Leap. The module can be used to organize your outreach patrons (homebound and assisted living). You can track reading preferences and pull holds list for your homebound patrons. She was curious if any other libraries are using the module.

A. Herrmann (Prospect Heights) uses the module for outreach for assisted living homes. She likes that she can pull a picklist for just these users. She has a list of people who are in the program and can divide them by route. They are divided by their assisted living home. She mentioned that CCS had a training video that is worth watching. Prospect Heights has been using the Outreach Module for about a month and enjoying it.

N. Weber (Crystal Lake) reported her library began using the Outreach Module after reopening following a remodel. They use it for homebound and adult assisted living communities. Circulation uses the module for picklists and creating routes. Crystal Lake has been using the module for several months and likes it.

D. Whittingham (Des Plaines) asked that CCS share the Outreach Module training video. M. Fujiura-Landers (CCS) shared a link to the video:

https://www.ccslib.org/training/list/8?combine=&field_topic_target_id=39. M. Fujiura-Landers (CCS) mentioned that she could set up the Outreach Module for any library in the training environment without interrupting regular workflows.

7. Adjournment

P. Strain (McHenry) motioned to adjourn the meeting and N. Weber (Crystal Lake) seconded. The meeting adjourned at 9:50 a.m.

Attendance

Library	Attending
Algonquin	H. Sadowski
Cary	M. Reynolds
Crystal Lake	N. Weber
Des Plaines	J. Lavalie, D. Whittingham
Ela	
Evanston	
Fox River Valley	S. Bunte
Fremont	
Glencoe	A. Finstad
Glenview	S. Baylaender, K. Comerford
Grayslake	S. Sheedlo
Highland Park	
Huntley	T. Watkins
Indian Trails	
Lake Forest	
Lake Villa	
Lincolnwood	
McHenry	P. Strain
Morton Grove	M. Mayberry, C. Schroeder
Niles-Maine	A. Carey
Northbrook	P. Collins

Palatine	
Park Ridge	E. Fardoux
Prospect Heights	A. Herrmann
Round Lake	
Wilmette	
Winnetka-Northfield	
Zion-Benton	
CCS	D. Wischmeyer, K. Weiss, M. Fujiura-Landers
Guests	