



**AGENDA**  
September 23, 2019

LIBRARY BOARD MEETING  
6:00 p.m.  
Downtown Library  
225 Taylor Street  
Roseville, California  
www.roseville.ca.us

**THE CITY OF ROSEVILLE WELCOMES YOUR PARTICIPATION**

If an agenda item is open to public comment, such public comment shall be addressed to the chair of the meeting.

**Public Comment** - Speakers have three minutes under Public Comment to speak on issues that are not listed on the agenda and are within the City's jurisdiction. The Brown Act does not permit any action or discussion on items not listed on the agenda.

**Consent Calendar** - If applicable, the Consent Calendar consists of routine items that may be approved by one motion. Any person can remove an item from the Consent Calendar to be discussed separately.

**Agenda Items** - Speakers have five minutes to address items that are listed on the agenda.

**Americans with Disabilities Act** - Notify the City Clerk or Secretary at least 72 hours in advance if special assistance is required to participate in a meeting including the need of auxiliary aids or services.

**Audio/Visual Presentations** - If making a presentation regarding an agenda item, audio/visual materials must be submitted to the City Clerk or Secretary at least 72 hours in advance.

Roseville City Clerk 311 Vernon Street, Roseville, CA 916-774-5200 TDD 916-774-5220

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENTS**
5. **MINUTES**
  - 5.1. Approval of Minutes  
Approval of 7/22/19 Library Board Meeting Minutes

**6. REQUESTS/PRESENTATIONS**

6.1. Safety Update

6.2. Code of Conduct Review

**7. STAFF REPORT**

7.1. Library Annual Snapshot

**8. ADJOURNMENT**



**MINUTES**  
July 22, 2019

LIBRARY BOARD MEETING  
6:00 p.m.  
Maidu Museum & Historic Site  
1970 Johnson Ranch Drive  
Roseville, California  
[www.roseville.ca.us](http://www.roseville.ca.us)

**1. CALL TO ORDER**

Chair Wick called the July 22, 2019 meeting to order at 6:00 p.m.

**2. ROLL CALL**

Present: Seminer, Fisk, Rao, Pangilinan and Wick.

Absent (excused): Perez

**3. PLEDGE OF ALLEGIANCE**

Wick led the Pledge of Allegiance.

**4. APPROVAL OF MINUTES**

Fisk moved to approve minutes with the amendments that were discussed. Seminer seconded. All approved.

Motion by Maria Fisk, seconded by Andrea Seminer, Approve Motion. The Motion Passed.

Roll call vote: Ayes: Fisk, Pangilinan, Rao, Seminer, Wick

Absent: Perez

**5. PUBLIC COMMENTS**

No public comments.

**6. BOARD MEMBER / COMMISSIONER / STAFF REPORT**

Staff report from Natasha.

1. The library has hired two full time Librarians. This is the first time we have hired a full time Librarian in four years. Alicia Owens started on 7/20/2019. Christina Bottrell will start in August.
2. Department reorganization is ongoing. Three Supervisor promotions for Parks, Recreation and Libraries. Jessica Huff, a Librarian, was one of the promotions.
3. Two service levels in the Department: Rachael Prouse will be the Supervisor in charge of all three Library locations.
4. Department Director position is still vacant.
5. The Summer Reading Program will be wrapping up in the first week of August. Statistics will be shared with the Board at the next meeting.
6. Third Grade Initiative partnership with schools gained 10% participation. Superintendent and principal response has been fantastic.
7. Expanded library hours will go into effect on 9/3/2019 thanks to Measure B funds.
8. Board is invited to the 40th anniversary of the Downtown Library in November 2019.
9. Measure B funds will also be used to enhance the library collection.
10. Tule Lake exhibit will be at the Downtown Library in October and November with a reception in November.

## **7. ADJOURNMENT**

Meeting adjourned at 6:44 p.m. Rao moved and Fisk seconded. All approved. Next meeting will be held at the Downtown Library on Monday, Sept 23, 2019 at 6:00 p.m.

Motion by Laxmi Rao, seconded by Maria Fisk, to adjourn Motion. The Motion Passed.

Roll call vote: Ayes: Fisk, Pangilinan, Rao, Seminer, Wick

Absent: Perez



## LIBRARY BOARD COMMUNICATION

**Title:** Code of Conduct Review

**Contact:**

**Meeting Date:** 9/23/2019

**Item #:** 6.2.

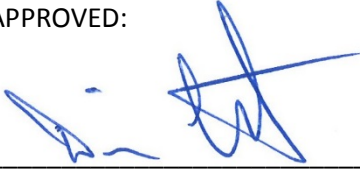
### **ATTACHMENTS:**

Description

Code of Conduct

**City of Roseville - Parks, Recreation & Libraries Department  
Department Policies & Procedures**

APPROVED:



\_\_\_\_\_  
Dion Louthan, Director

Number: 7.1.1

Effective Date: October 26, 2016



\_\_\_\_\_  
Michael Christensen, Deputy City Attorney II

**Subject: Code of Conduct**

Purpose

The Parks, Recreation & Libraries Department has established a Code of Conduct to ensure a safe, pleasant and clean environment.

Policy

This policy guides appropriate behavior at programs, events and facilities. Department staff may refuse service or require removal from park or facility to any person who fails to maintain proper conduct.

Standards of Conduct

- Follow posted and published rules
- Be responsible for the conduct of children or dependent adults in your care
- Dress appropriately
- Be considerate of fellow users; do not harass, intimidate or disturb others
- Direct concerns about other customers to staff
- Comply with staff requests

Prohibited Activities

- Failure to obey any City laws or ordinances
- Any action that constitutes a violation of federal, state or county laws and ordinances
- Failure to obey any posted or published program, park, facility rules or follow staff member instructions
- Misuse, destruction, theft or damage of materials, equipment furniture or City of Roseville property or property of others
- Harassment/bullying of participants or staff
- Engaging in behaviors or activities that are disruptive to the use of the facility or park by other customers
- Offensive odor or personal hygiene that is objectionable to other customers or to staff
- Soliciting money or panhandling (City Ordinance 10.37)

- Abusive or threatening language or gestures, whether or not directed at a person
- Any activity which places oneself or others at risk of injury or infringes upon the rights of other participants or staff
- Weapons
- Physical or verbal assault
- Consumption of tobacco products
- Inappropriate use of the restroom facilities
- Animals other than service animals (City Ordinance 8.02.240)
- Fraudulently using customer memberships or other account numbers for any purpose
- Being under the influence of alcohol or other controlled substances (City Ordinance 8.02.280)
- Leaving personal items unattended or bringing in personal belongings that are disruptive to the primary use of space. The City of Roseville is not responsible for items that are lost, stolen or damaged in or on the grounds of the Parks, Recreation & Libraries facilities or parks

Failure to comply with a reasonable staff request or failure to cease behavior that interferes with the effective functioning of Parks, Recreation & Libraries business could result in immediate expulsion and suspension of privileges. Any Parks, Recreation & Libraries employee or Police Officer may exclude any person who, while present in a park or park facility, violates any applicable ordinance, statute, posted rule or regulation, or city policy after being put on notice of the same. Staff will determine the length of the expulsion based on the severity of behavior and/or past behavior issues.

If a customer is banned from any facility, they may subsequently be issued an exclusionary park ban by the Roseville Police Department.

#### Reference

Roseville Municipal Codes  
 Posted Facility Rules  
 Library Public PC and Internet Use Policy  
 Unattended Children Policy  
 Adults Sports Code of Conduct  
 FabClub Membership Handbook  
 SeaWolves Parent Information Handbook  
 Roseville Girls Softball Code of Ethics for Parents  
 Camp Roseville Parent Handbook  
 Roseville Sports Center Code of Conduct  
 Pool Rules  
 Golf Course Code of Conduct



## LIBRARY BOARD COMMUNICATION

**Title:** Library Annual Snapshot  
**Contact:**

**Meeting Date:** 9/23/2019  
**Item #:** 7.1.

### **ATTACHMENTS:**

Description

Library Snapshot 2018-2019

