I. Call to order: Marie Warnick, Chair

II. Minutes of meeting
   A. Approve minutes for January 9th, 2014 meeting

III. Public comment

IV. Old Business
   A. None such.

V. New Business
   A. Meeting Room Use Policy

VI. Reports
   A. Lynnwood Library Manager – Michael Delury
   B. Sno-Isle Libraries – Judy Sasges
   C. Lynnwood City Council Liaison – M. Christopher Boyer
   D. Friends of the Lynnwood Library – Michael Delury

VII. Board Members’ observations, thoughts and questions relating to the Library

VIII. Adjournment
Lynnwood Library Meeting Room Use Policies

The Lynnwood Library is an intergovernmental facility. The building is owned by The City of Lynnwood, while library services are provided by Sno-Isle Libraries, a special purpose library district. Meeting Room Use Policies are determined by the Lynnwood Library Board, and approved by the City of Lynnwood Mayor or designee. Lynnwood’s Managing Librarian oversees the daily use and booking of the Meeting Room. The Meeting Room is approximately 1000 square feet, and has a maximum seated capacity of 64 people. Six folding tables and chairs are available. The room is equipped with a large pull down projection screen and podium. The room also serves as the City of Lynnwood’s gallery for public artwork.

Permitted Activities: The Lynnwood Library Meeting Room may be used for the following purposes:

A. Library sponsored activities.
B. Meetings of the Lynnwood Library Board or any official City of Lynnwood committee or board.
C. Friends of the Lynnwood Library activities and meetings.
D. Organizations or individuals engaged in educational, cultural, or intellectual activities.

- Although every attempt will be made to honor all Meeting Room reservations, the Lynnwood Library and City of Lynnwood reserve the right to override prescheduled meetings.
- The Lynnwood Library Meeting Room is available for use Monday-Thursday 10 AM – 8:45 PM, Friday 10 AM – 5:45 PM, Saturday 10 AM – 4:45 PM, and Sunday 1 PM – 4:45 PM, except when the Library is closed for holidays.
- Meetings may be scheduled no further than one calendar month in advance.
- Use of the Lynnwood Library Meeting Room shall be limited to non-commercial organizations and activities.
- Library facilities are available on a non-discriminatory, equal access basis in compliance with state law.
- Activities held in the Lynnwood Library Meeting Room shall be non-exclusive and open to the general public.
- No individual, group, or organization using the Meeting Room will discriminate on the basis of race, color, sex, national origin, religion, age or disability in the provision of services.
- There will be no charge for use of the Lynnwood Library Meeting Room.
Admission fees may not be charged for entrance to a meeting or program.

An application must be completed and permission granted by the Managing Librarian or designated staff member before using the facility.

An organization’s representative or individual signing the application assumes responsibility for leaving the Meeting Room clean and neat, and for returning chairs and tables to their original setting. He/she also assumes full responsibility for any loss or damage to the Meeting Room, furniture, or equipment.

Persons under the age of 18 must be sponsored by an adult and the meeting must be attended by an adult.

The Library does not advocate or endorse the viewpoints of individuals using the Lynnwood Library Meeting Room.

Individuals, groups and organizations shall not store personal items or equipment in the Lynnwood Library Meeting Room.

Smoking and consumption of food, beverages, alcohol, and drugs are prohibited in the Library Meeting Room.

Meetings that interfere with the work of the Lynnwood Library because of noise or other factors may not be permitted.

Use of the Meeting Room may be subject to immediate cancellation in the event of an emergency, unusual circumstance or violation of one or more of these policies.

Organizations that repeatedly violate the Meeting Room Use Policy shall be banned from further use of the Lynnwood Library Meeting Room.

The Lynnwood Library may deny the use of the Meeting Room if Library Board Policy, Library Regulations or civil laws are not observed.

Decisions of the Managing Librarian may be appealed to the Lynnwood Library Board. Decisions of the Lynnwood Library Board may be appealed to the Lynnwood Assistant City Administrator.

Approved this ________ day of __________________, 200________________

________________________________     ___________________________
President of the Lynnwood Library Board    Printed Name

________________________________     ___________________________
City of Lynnwood Mayor (or designee)        Printed Name
Lynnwood Library Meeting Room Application

Date of Application: _________________________________________________
Name of Organization: _______________________________________________
Nature and activities of Organization: _________________________________
_________________________________________________________________
Purpose of meeting(s): _____________________________________________
_________________________________________________________________
Meeting Date(s): ___________________________________________________
Meeting Time: _____________________________________________________
    Beginning: ________________ (AM/PM)   Ending: ________________ (AM/PM)
Expected Attendance: _______________________________________________

Please read and initial each item:

_____ I have read and agree to comply with the Lynnwood Library Meeting Room Use Policies.

_____ Our meeting will be open to the general public.

_____ I understand that my name and telephone number may be given to members of the public who express interest in attending or observing our meeting(s).

_____ I understand that while using the Meeting Room, no admission may be charged for admittance.

_____ If I no longer need to use the Meeting Room, I agree to provide the Library with at least 24 hours advance cancellation notice.

_____ I understand that failure to comply with the Lynnwood Library Meeting Room Use Policies could result in the loss of access to the Meeting Room.

_____ I agree to assume full responsibility for any loss or damage to the Meeting Room.

By signing this form, I acknowledge that I am authorized by my organization to take responsibility for my organization’s use of the facility and to indemnify and hold harmless the City of Lynnwood and the Lynnwood Library for all losses resulting from my organization’s use of the Lynnwood Library Meeting Room.

Signature of Authorized Person: ________________________________________
Please Print Name: ________________________________ Date: _______________
Meeting Room Use Policy

PURPOSE
The purpose of the Meeting Room Use Policy is to ensure that Sno-Isle Libraries provides access to its public meeting rooms in an equitable manner to non-commercial organizations engaged in educational, cultural, intellectual, charitable or civic work. Providing a non-biased setting for the exchange of information and ideas is a key role of public libraries. Sno-Isle Libraries provides meeting room space to organizations to promote educational, cultural, intellectual, charitable, and civic efforts in the communities they serve.

SCOPE
This policy applies to public use of meeting rooms owned by or managed by Sno-Isle Libraries. Meeting rooms in buildings not owned by Sno-Isle Libraries may be governed by different policies.

IMPLEMENTATION

Access to Public Meeting Rooms

Sno-Isle Libraries allows use of its meeting rooms by non-commercial organizations engaged in educational, cultural, intellectual, charitable or civic work, regardless of the beliefs or affiliations of the organizations. Sno-Isle Libraries does not advocate or endorse the viewpoints of meeting room users. Except for meetings held by state and local agencies that are exempt from open meeting law, meetings will be non-exclusive and will be open to the general public, regardless of the attendee's gender, race, ethnicity, age, disability, sexual orientation, veteran status, marital status, or religious or political affiliation.

Sno-Isle Libraries' meeting rooms are available free of charge.

Organizations, other than the Friends of the Library or the Sno-Isle Libraries Foundation, using Sno-Isle Libraries' meeting rooms will provide free admission to meetings held in those rooms.

Availability of Public Meeting Rooms

Meeting room use will be prioritized in the following order:

Library sponsored activities
Activities of the Friends of the Library, Sno-Isle Libraries Foundation or community library advisory boards
Meetings or activities of committees or boards of local government
Other non-commercial organizations engaged in educational, cultural, intellectual, charitable or civic work.

Due to high demand for limited meeting room space, frequency and duration of room use by an organization may be limited.
Meetings or events which interfere with normal library operations will not be accommodated.
Sno-Isle Libraries reserves the right to cancel meeting room reservations due to construction, emergency closures or other unforeseen conflicts.
The decision to deny use of a library meeting room may be appealed in writing to the Sno-Isle Libraries Executive Director. The Executive Director will provide a written response to the request.

Other

Organizations using library meeting rooms will publicize events in a manner that does not suggest library sponsorship or affiliation.
Alcoholic beverages may not be served or consumed on library property, except at after-hours events hosted by the Sno-Isle Libraries Foundation, Friends of the Library groups, or other organizations in a formal partnership with Sno-Isle Libraries. The hosting or partner organization is responsible for obtaining any legally required permits.
Noncompliance with this policy may result in an organization being denied further use of library meeting rooms.
Sales of merchandise or services, or solicitations for donations are permitted during an organization's meeting, library sponsored programs or by the Friends of the Library or the Sno-Isle Libraries Foundation.

DATE AND ACTION TAKEN
Adopted by the Board of Trustees July 22, 2013
Adult library cardholders (18 years or older) may reserve the meeting room. The card holder making the reservation will be held liable for any damage done to the room or damage or loss of equipment. Reservations must be made at least 72 hours in advance of the meeting time. Reservations requests within the 72 hour minimum should contact the library directly.

Reservations may be made for the current month, plus two months in advance. Library buildings that are owned by another entity may have additional guidelines and/or limitations.

Groups are limited to reserving a meeting room twice within a 30 day period. Groups with additional needs should contact their local library. To ensure that meeting rooms are available to a variety of groups, Sno-Isle Libraries may limit room use for particular organizations if abuse or non-compliance is detected, or if similar types of organizations are using rooms with such frequency that equitable use is in question.

Personal items and equipment may not be stored in the room. Groups must provide any necessary meeting room equipment that is not available at the library. Sno-Isle Libraries provides wireless internet access for customers to use with their own devices. Violation of this policy may result in an organization being denied further use of the meeting room.

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