

Patron Code of Conduct Policy

(Est. 9/21/2016; Revised 08/19/2020, Revised 11/16/22, Revised 07/24/24)

A. Purpose

To provide clear and reasonable guidelines governing acceptable behavior within the Library and on the premises. To protect the rights and safety of Library users and staff. To preserve and protect the Library's materials, facilities, and property.

B. Enforcement

The Board of Trustees of the Madison Library District delegates to the Director, or in their absence the Assistant Director or, in the absence of the Director and the Assistant Director, a senior staff member, the authority to enforce the Code of Conduct, with the aid of police or proper authorities if necessary.

C. Violation of Library Rules

Library users who refuse to abide by Library rules will be required to leave the premises. The Library privileges of individuals who violate any of the policies may be suspended, including but not limited to, being trespassed from the Library for up to a year or longer at the discretion of the Director. A second violation will result in a permanent trespass.

Violation of Library rules include:

1. Library Equipment and Property

- a. Improper use of materials and equipment.
- b. Willful destruction of, or vandalism or damage to, any Library property.
- c. Removal of any Library property or materials from the building or grounds without authorization through established lending procedures.
- d. Entering restricted areas or staff-only areas within the Library building without staff approval.
- e. Theft of personal property of Library patrons or staff.
- f. Improperly using Library restrooms, including but not limited to, bathing, shaving, changing clothes, and unreasonable length of use. Attending to medical issues must be done in a private and hygienic manner.

2. Harassment of Library Patrons or Staff

- a. Disrespectful attitudes or language, goading, teasing, or other types of harassment.
- b. Any obscene or abusive language or gesture.
- c. Verbal or physical threats, including but not limited to, stalking, staring, or touching.
- d. Taunting, threatening gestures, unwanted physical contact, or lewd behavior.
- e. Threats of violence to oneself or others.

3. Disturbances

- a. Any conversation, laughter, noise, or action which causes a disturbance.

- b. Consumption of unauthorized food or beverages.
- c. Using electronic devices in a manner that disturbs others.
- d. Engaging in disorderly conduct, committing a nuisance, loitering, sleeping, or unreasonably disturbing and offending others.
- e. Neglecting to provide proper supervision of children in your care.
- f. Petitioning, leafleting, solicitation for money, products, services, or causes on the premises.
- g. Inappropriate displays of affection, sexual conduct, or lewd behavior.
- h. Blocking or in any way interfering with the free movement of others. Any interference with the free passage of Library staff or patrons on Library premises includes, but is not limited to, placing objects such as bicycles, skateboards, backpacks, or other items in a manner that interferes with free passage or negatively affects the orderly atmosphere of the Library.
- i. Running, pushing, shoving, or throwing objects.
- j. Offensive body odor or personal hygiene.
- k. Transfer of any substance such as grease, ink, oil, bodily fluid, feces, etc., to other patrons, library furnishings, or equipment.
- l. Entering/using the Library barefooted or without a shirt. Patrons are expected to be fully dressed. Visible or damp swimming suits or visible underwear are not appropriate attire.
- m. Leaving animals unattended outside the Library in a way that impedes others' access to the Library.
- n. Remaining in the Library after closing or after being asked to leave, including failure to evacuate in an emergency or during a drill.
- o. Bringing prohibited items into the Library, including but not limited to bicycles, shopping carts, or similar devices.
- p. Operating roller skates, skateboards, or similar devices on Library premises.

4. Laws

- a. Violation of any city, state, or federal law.
- b. Smoking, including electronic cigarettes, is prohibited in the building or within 20 feet of entrances and exits per Idaho Code 39-5503 and Idaho Code 39-5502 (e).
- c. Possessing, selling, distributing, consuming, or being under the influence of any controlled substance or alcohol.
- d. Possessing a weapon as defined by Idaho Code, within the Library building, with the exception of legal possession of firearms.
- e. Brandishing a weapon within the Library building.
- f. Indecent exposure as defined in Idaho Code 18-4116.
- g. Bringing pets or animals, other than a service animal - defined by the ADA as a dog *that has been individually trained to do work or perform tasks for an individual with a disability* - into the Library except as a part of an authorized library program. Access to the Library may be temporarily denied if the dog is poorly groomed so as to create a health hazard or if

the person accompanying the dog cannot maintain control of the dog. The owner of the animal shall be liable for any damages or injuries caused while on Library property. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

D. Unattended Child Policy

1. The Library cannot be held responsible for the supervision of children and dependents left unattended on Library property.
2. Children under the age of 12 must be actively supervised by someone 14 years or older.
3. Children left unattended will be placed in the custody of the police.

E. Public Comment in a Board Meeting/Public Hearing

1. These standards ensure a consistent, structured opportunity for interested individuals to address the Board of Trustees on library-related matters or matters over which it has responsibility and authority. Trustees are not allowed under Idaho law to respond to comments regarding items not on the published agenda, and therefore trustees will not engage in dialogue with public commenters.
2. All comments made become part of the meeting record and Board minutes will reflect the names of any speakers and the substance of any comments. Any materials presented to the Board will be included in the Library's files rather than the meeting minutes.
3. Public Comment Procedures
 - a. A sign-in sheet will be available for audience members to let the Board know they wish to participate in the Public Comment period. The sheet will request the commenter's name and any group affiliation of the person wishing to make public comment. Anyone refusing to identify themselves will not be permitted to speak.
 - b. Groups wishing to comment must select one representative to present the group's view.
 - c. Those wishing to speak will be limited to address the Trustees only at the invitation of the Board Chairperson.
4. Public Comment Limitations
 - a. Public comment is limited to the public comment portion of the meeting as indicated in the published agenda. Additional agenda items will not be added after public comment, and there is no guarantee that suggestions brought forth by the public during the Public Comment portion will be addressed by the Board at a future meeting. The Board may refer any matter of public comment to the Library Director, Library staff, or the appropriate agency for review.
 - b. General public comment time is limited to fifteen (15) minutes per meeting.
 - i. A time limit of two (2) minutes is allowed for each speaker.
 - ii. An individual's time cannot be ceded to another speaker for the purpose of giving someone more than their own allotted time.
 - iii. A person may speak only one time during the meeting.

- c. Comments must be relevant to library matters, excluding personnel issues. The speaker may address only library-related topics at regular and special meetings; only budget-related topics at budget hearings. For legal reasons, the Library Trustees may not hear public comment on pending personnel disciplinary actions or other matters that require legal due process.
 - d. Comments must be addressed directly to the Board and not to the audience.
 - e. Comments are to be directed to the Board as a whole, not to individual Trustees.
- 5. Invited Visitors/Guests
 - a. The Library Director or a Trustee may invite a visitor to address the Board of Trustees on a matter of business.
 - b. These visitors will be invited to address the Library Board at the appropriate agenda item.
 - c. The comments will be confined to the item of business they were invited to address.
- 6. Advanced Notification Visitors:
 - a. A visitor may contact the Library Director by phone, email, or in person and request to address the Board at their regular meeting.
 - b. The request must be made at least one week in advance of the meeting.
 - c. The purpose must be stated for addressing the Board.
 - d. The Director will notify the visitor if the request to address the Board has been granted and where the visitor has been scheduled on the agenda.
 - e. The comments will be confined to the item of business they were invited to address.
 - f. Comments from each Advanced Notification Visitor must not exceed five minutes.
- 7. Expected Behavior in a Board Meeting
 - a. Respectful and courteous behavior and language is expected of all participants.
 - b. Personal attacks or disruptions from audience members will not be tolerated.
 - c. Derogatory comments about other patrons, Library Staff, or Library Trustees will not be tolerated.
 - d. Repetitive comments or language that is considered offensive, harassing, or profane will not be tolerated.
 - e. No visitor may interrupt the business of the Board. Any person(s) judged by the Board and/or Board Chair to be causing undue disruption, or who does not follow the guidelines established by the Board, will be asked to leave the meeting. Refusal to leave the meeting may result in removal by local authorities or Library administration.

- f. In the event that the Board deems the conduct of the speaker(s) to be disruptive or disrespectful, any Board Member may call the public comment session to an end.
- g. No visitor is allowed to participate in the voting of the Board.
- h. All visitors must leave the meeting when the Board enters into executive session unless otherwise invited to stay.
- i. At the discretion of the Board Chair, these guidelines may be modified at a meeting.
- j. The Board member in charge of the meeting may adjourn the meeting at any time.