POSSIBLE MOTION

I MOVE TO approve, as recommended by the Library Commission, the Sitka Public Library Code of Conduct policies and Multipurpose room policies.

City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Hunter and Assembly Members
Keith Brady, Municipal Administrator

From: Andrew Murphy, Library Director

Date: 03/16/18

Subject: Approval of Sitka Public Library Code of Conduct & Multipurpose Room policies

Background

The Code of Conduct policies have been identified in need of revision for over a year. The previous Library Director, Robb Farmer, worked with the Library Commission and staff to identify areas of the existing policies that needed revisions. The existing Code of Conduct policies, Robb Farmer's notes, feedback from staff and the Library Commission were used to revise the Code of Conduct policies being presented to the Assembly for approval. The City's Legal Department reviewed and approved the policies before they were presented to the Library Commission. The Library Commission voted unanimously in approval of the policies on 03/14/18.

The Multipurpose Room policies were identified as a need for two reasons:

1. To be consistent with policies for the Library's Meeting Room, Study Room & Teen Lab.
2. To place the responsibility of events being hosted at the Library by outside groups or individuals on the organizing parties to reduce the commitment of staff time and support to events not organized by Library staff.

The Library Commission voted unanimously in approval of the Multipurpose Room policies on 03/14/18.

Analysis

Section 2.16.080C of the Sitka General Code grants the Library Commission the authority to:

'Subject to the approval of the assembly, make rules and regulations for the

administration and control of the municipal library.'

Fiscal Note
N/A

Recommendation
Approve, as recommended by the Library Commission, the Code of Conduct policies and the Multipurpose Room policies for Sitka Public Library.