

Meeting Minutes – Cameron Library Board –April 27, 2026

Present: Char Tubbs, Judy Erickson, Russ Hulback, Kathy Krug, and Dawn Ayers.

Absent: Wendie Brooten, Jeremy Tepaske.

Minutes from the April 6, 2026 meeting were reviewed. Char moved to accept the minutes with a second by Judy.

Finance Report

Checking account balance remains: \$5,812.56.

Copies & faxes for April 6 – April 27 totaled \$42.30 (\$15.30 copies, \$27 fax).

Laurie confirmed that she did deposit the \$6 book replacement fee discussed at the April 6 meeting into the library's checking account. Where to put monies for copies and faxes remains a point of confusion at Village Hall. To eliminate this confusion, the library will accept donations for copies and faxes in lieu of charging for these services. Donations can be deposited into our checking account. Book replacement fees will still have to go to Village Hall and need to be directed into the library's budget.

The Friends group donated \$63.78 to deposit into checking to pay for book prizes for National Library Week.

Expenditures

Amazon Capital Services, \$63.78 out of the library checking account for National Library Week book prizes; The Chetek Alert, \$51 out of Subscription materials, The Barron News-Shield, \$51 out of Subscription materials.

Char moved to accept the expenditures with a second by Kathy.

Activities

Statistics and programs were presented at the April 6 meeting.

National Library Week just concluded. We had a book drawing and snacks provided by the Friends group; we also offered refrigerator magnet crafts, coloring mandala bookmarks, and origami bookmarks. Several adults enjoyed the crafts, as well as the children.

Dawn did add a Storytelling table to the children's area. The activity includes written story guide, flannel board story with story pieces, activity sheets and a take-home lesson guide for parents and caregivers.

The Vocational Rehab intern will not be working at the library. She discovered pay would interfere with her SSI.

Ascension Academy in Cumberland contacted Dawn because they will be opening a second campus at the old Cameron Elementary School; they would like to use the library for an emergency evacuation site. Dawn confirmed that would be fine.

Facility Report

The air conditioning runs regularly. A Bartingale maintenance worker came in and changed filters today. He said he'll be back during the first week of May to prep the a/c. Dawn told him it has already been running regularly.

Russ addressed replacement of the library circulation desk countertop; it is worn and broken in spots.

Dawn will contact Jaden regarding replacement of broken tiles in front of the Center's kitchen door and pediatric pads for the defibrillator.

Malfunctioning of the kitchen door key fobs has become an issue.

Old Business

Russ submitted documentation to Dawn containing donor amounts directed to the library building project to use for the Naming Rights Policy. The suggested policy was distributed for review and discussion. Spending levels are still to be determined. One point that needs attention in the proposed policy (#6) addresses the time span that a name may remain in place. Options discussed included displayed recognition of a history of donors, contacting original donors to treat the family's emotional/sentimental stance compassionately and respectfully,

encouraging potential donors to contribute to a donor-unclaimed area. A working copy of the Naming Rights Policy follows these minutes.

New Business

The proposed Privacy and Confidentiality of Library Records policy was reviewed and discussed. Char moved to adopt the updated policy as submitted at the April 6 meeting with a second by Russ. Motion carried. The updated policy follows these minutes.

The current Safe Child Policy was distributed, along with a proposed, updated Safe Child and Vulnerable Adult Policy. Discussion followed. Members will review the information for action at the June 1st meeting of the Library Board. A working copy of the policy follows these minutes.

Russ moved to adjourn with a second by Kathy.

Next meeting, Monday, April 27, 5:30p.m. at the Library/Community Center.

Respectfully submitted by Dawn Ayers.

Naming Rights Policy *(Working Copy)*

The purpose of this policy is to recognize and acknowledge extraordinary generosity through financial contributions that support the Cameron Public Library.

Gifts from individuals, families, foundations, corporations, and organizations may be in the form of significant contributions, monetary or otherwise.

1. Naming Rights: includes meetings spaces, reading areas, study rooms, special use areas, equipment, and any other interior or exterior spaces, including designation of the library building, in honor or memory of an individual, corporation, foundation, or organization as grateful recognition of the Donor's gift.
2. The Library Board of Trustees has sole responsibility for naming/renaming and dedicating all areas of the Library in accordance with Wis. Stat. 43.58(1).
 - a. The Trustees will determine the appropriate duration of the naming opportunity, taking into consideration the useful life of the spaces, facility, or specifically named items.
 - b. The Trustees will determine the way each name is recognized, such as signage.
 - c. Naming opportunities will be granted at the discretion of the Trustees. The Trustees reserve the right to terminate a naming opportunity if, in its judgement, there are compelling reasons or circumstances justifying such action.
 - i. If such action is taken, donations and costs will not be refunded to the donor or any individual, group, family member, heir, or executor.
 - d. Each opportunity will be reviewed on a case by case basis.
3. Donors who want exclusive naming rights for approved areas, collections or existing programs or services must meet a specified funding level.
4. The Trustees will create a written agreement between the Library and the donor for each naming opportunity describing the conditions, terms and timeline for a contribution.
5. Naming opportunities are available for outright gifts, as well as pledge agreements, with the stipulation that pledges must be paid over a maximum period of three years. A name conferred in recognition of a pledge is contingent upon fulfillment of that pledge. Seventy-five percent of the total pledge must be paid prior to public recognition of the naming opportunity. If the donor does not honor the pledge agreement in its entirety, the Trustees may terminate the naming opportunity or substitute another naming opportunity commensurate with the cash or cash equivalent received.
6. Naming rights will remain in place for a minimum period of 15 years. In no event shall the Trustees guarantee that a name will be used in perpetuity.
7. Recognition opportunities do not reflect the exact cost of any item, but rather the level of recognition commensurate with the size of the gift. No goods or services of substantial value will be provided in exchange for a gift.
8. All naming opportunities must be appropriate and consistent with the Library's mission and vision.
9. Naming rights shall not be construed as an endorsement by the Library of any corporation, person, product, service, activity, or program in the community.
10. Naming opportunities carry no power of direction or implied power of direction to the Library on matters of appointment of persons, policies, or any other library processes or activities.

11. Naming rights will be considered in the order they are received.

Privacy of Library Records Policy *Revised Date: 04/28/2026*

The Cameron Public Library protects the privacy of library records and the confidentiality of patron use of the library as required by relevant laws. In addition, the Cameron Public Library Board supports the principle of intellectual freedom; the rights of library users to read, seek information and speak freely, and has adopted this policy to protect against the unwarranted invasion of personal privacy of library users.

PERSONAL IDENTITY OF LIBRARY USERS

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80).

Wisconsin Statute Section 43.30 limits the disclosure of library records that indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services. Those library records indicating the identity of a library user may include a library user's name, physical image, library card number, telephone number, street address, post-office box number zip code, photographs or video recordings.

Under Section 43.30, library records which indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except:

1. with the consent of the individual library user;
2. to custodial parents or guardians of children under the age of 16; or
3. by court order.

Library persons acting within the scope of their duties in the administration of the library or library system have access to the library records of patrons. An individual's identity may be shared with other libraries (which meet the criteria set forth in 43.30(2)(a) – (c)) for interlibrary loan purposes.

CIRCULATION RECORD

A Library patron's circulation record includes current identifying information, items currently checked out or on hold, as well as overdue materials and fines. When an item is returned, it is removed from the patron's checkout list. However, patrons who sign up for the reading history service will have their checkout history saved instead of purged. Patrons must opt-in for their reading history to begin being stored. The user has the option to turn off the service and delete their reading history at any time.

OTHER RECORDS

The Library may also gather information necessary to provide a requested service to a Library user including, but not limited, to the following examples:

- Electronic access information such as the Library card or guest pass number used to log onto Library public computers or search a Library database
- Interlibrary loan requests or reference services
- Registrations of or participation in Library classes and programs
- Meeting room use
- Emails and/or text messages about Library services and programs

- Registration and services related to home delivery
- Volunteer registration and activities

Once there is no longer a need for the information, personally identifying records are destroyed. Emails sent to the Library and/or Library staff may be subject to the requirements of Wisconsin's Public Records Law (Wisconsin Statutes Sections 19.31 to 19.37). Personally identifying information in emails sent to the Library and/or Library staff will not be made public without a request following the requirements in Wisconsin's Public Records Law.

The Library treats records as confidential in accordance with Wisconsin State Statutes Section 43.30. The Library will not collect or retain private and personally identifying information without the person's consent. If consent to provide personally identifying information is given, the Library will keep it confidential and will not sell, license, or disclose it to any third party, except for purposes described by the law.

SECURITY CAMERAS AND CREATION OF LIBRARY RECORDS

The Village of Cameron operates security cameras in the Cameron Public Library and adjacent Community Center.

Library Administration will only access cameras to investigate security and safety incidents and to aid in police investigations as required by law.

LIBRARY PHOTOS

Patrons may be photographed at the Library and those photos may be posted to the website, social media, or used in promotions. Patrons are advised to notify Library staff members if they do not wish to be in photographs.

WIRELESS ACCESS

The Library offers free wireless access (Wi-Fi) for Library patrons to use with their own mobile devices. The Library's Internet Use Policy governs this service.

As with most public wireless connections, the Library's wireless connection is not secure. Any information being transmitted could potentially be intercepted by another wireless user. Cautious and informed wireless users should choose not to transmit personal information (credit card numbers, passwords and any other sensitive information) while using any unsecured wireless connection. Use of the Library's wireless network is entirely at the risk of the user. The Library disclaims all liability for loss of confidential information or damages resulting from that loss.

USE OF LIBRARY RESOURCES

In accordance with the Library Bill of Rights, the Cameron Public Library extends the privacy of library records to include the use of library materials and services.

This information will only be disclosed under the above-outlined exceptions.

All staff will follow these procedures to protect the privacy of personal information kept by the Cameron Public Library.

Safe Child and Vulnerable Adult Policy *(Proposed-changes/additions to current policy highlighted in yellow)*

The Cameron Public Library strives to provide all visitors with a welcoming and safe environment. This policy has been developed to protect children and vulnerable adults who visit the library and to clearly communicate expectations to parents, guardians and caregivers.

While library staff are concerned about the safety and welfare of children, they are not authorized to act in loco parentis (in place of parent). Additionally, public library employees are not mandated reporters under Wisconsin law.

Unattended Children

Library staff cannot be responsible for children left unattended in the library building or at library programs held off-site.

Library staff cannot ensure children leave the building or program with the intended caregiver. Library staff do not monitor who enters and leaves the building. If a caregiver does not want an unattended child to leave the building, that child should not be left alone.

Library staff do not monitor the materials and resources that patrons browse, use or check out, regardless of the patron's age.

- 1.) All children under the age of eight must be adequately supervised by a parent or designated responsible person while in the library.
 - a. "Adequately supervised," is defined as in sight of caregiver at all times.
 - b. A "designated responsible person" is defined as an attentive caregiver, at least 13 years of age or older.
 - c. When children under eight visit the library without an adequate caregiver, library staff will make a reasonable effort to contact the parent/responsible person. If contact with the parent/responsible person cannot be made, library staff will contact the authorities, such as the police, to assist and ensure the safety of the child.
- 2.) When a child eight or younger is attending a library program, the library requires the parent/responsible person to remain in the library building throughout the program.
- 3.) Children nine **and up** must have caregiver contact information with them.
- 4.) Staff reserves the right to assess and notify a parent/responsible person whose children, under the age of 18 need additional supervision.
 - a. Teenagers are considered as adult library patrons. Nonetheless, their parents or guardians are still legally responsible for their behavior. Therefore, they should have emergency contact information available.

- 5.) Library staff will not transport or escort any child to any location off of the premises under any circumstances.
 - a. A parent/guardian or caregiver must provide transportation by or before library closing time in poor weather conditions, i.e. summer storms, freezing temperatures and/or wind chills, heavy rain or snow, strong winds, etc.
 - i. If transportation is not provided by library closing time, library staff will contact the police to assist and ensure the safety of the child.
 - ii. When possible, two staff members must remain with a child until either a caregiver or a police officer arrives.
 - iii. If police assistance is required, every effort will be made by staff to assure the child that the police are there to help them, not for punishment.
- 6.) For the safety and privacy of all patrons, library staff will not disclose over the phone whether a particular patron is in the library, nor will staff seek out a particular patron at the request of a caller. Exceptions may be made at the discretion of library staff in cases of emergency.
- 7.) Library staff are required to file an incident report if there are violations of this policy. Staff will contact caregivers, notify them that an incident report was filed and explain the policy.

Vulnerable Adults

A vulnerable adult is defined as “any adult who has a physical or mental condition that substantially impairs his or her ability to care for his or her needs...”

- 1.) Vulnerable adults who can understand and follow the library’s Patron Conduct Policy and can care for themselves are welcome to visit and use the library unattended.
- 2.) Unattended vulnerable adults should have contact information for a trusted person in case of an emergency.
- 3.) Vulnerable adults require caregiver assistance, and should not be left unattended at the library, if any of the following apply:
 - a. Those who are functionally, physically or mentally unable to reasonably respond to an emergency.
 - b. Those who are unable to manage behavior or their personal care needs without assistance.
 - c. Those who need help from library staff beyond assistance with normal library services.
- 4.) Library staff may not transport vulnerable adults to any location, even if requested by a caregiver.
- 5.) If a vulnerable adult is unattended at closing time, library staff will attempt to call the individual’s caregiver. If the caregiver cannot be reached, library staff will call the police to report that a vulnerable adult needs transportation.
 - a. When possible, two staff members must remain with a vulnerable adult until either a caregiver or a police officer arrives.
- 6.) For the safety and privacy of all patrons, library staff will not disclose over the phone whether a particular patron is in the library, nor will staff seek out a particular patron at the request of a caller. Exceptions may be made at the discretion of library staff in cases of emergency.
- 7.) Library staff are required to file an incident report if there are violations of this policy. Staff will contact caregivers, notify them that an incident report was filed and explain the policy.