

# **Darwin R Barker Library & Museum Association**

## **Board Meeting Agenda**

September 20, 2023 4:00 pm

### **Agenda:**

#### **Review of Minutes:**

#### **Correspondence:**

#### **Treasurer Report:**

**Librarian Report :** Graham Tedesco-Blair

**Curator Report:** Max Walters

**Town Representative:** Chris Schaeffer

**Village Representative:** Michelle Twichell

**Old Business:** Dave T. – fundraising update & grant status. Lawn care:  
Kathy will mow

**New Business:** policy committee update

Oct. meeting – Trustee re-ups & officer election

2023 Budget Committee

2023 Campaign/ Case Statement

#### **Calendar:**

#### **Adjourn:**

# **Darwin R. Barker Library & Museum Association**

## **Board of Trustees Meeting Minutes**

August 16, 2023

**Present:** Graham Tedesco-Blair, Kathy Petersen, Jeff Adams, Max Walters, Linda Prechtel, Pat Stokes, David Tiffany, Jon Weekly, Mark Twichell, Kitty Crow

**Also Present:** CCLS Director Jan Dekoff

**Absent:** David Dengler

**Village Representative:** Michelle Twichell

**Town Representative:** Chris Schaeffer

**Review Minutes:** Jeff moves to accept, Dave T. 2nds, passed

**Correspondence:** request from Boy Scouts to set up on lawn during Farm Festival (OK'd), letter concerning speaker disinvitation

**Treasurer Report:** Kitty will send updates, Kathy moves to accept, Jon 2nds, passed

**Librarian Report:** written report plus Graham reports that Amanda Vink has joined the Friends' board, & duct cleaning on hold (provider waiting for equipment parts). Mark moves to accept, Kitty 2nds, passed

**Curator Report:** written report, Jeff requests additional AC replacement quotes). Estimated proceeds from WCA sale - \$5000. Mark moves to accept, Kitty 2nds

**Town Representative:** Chris reports that town budget workshops beginning soon (needs our current budget. Town is putting in an offer on a new building.

Jon moves to accept, Linda 2nds

**Village Representative:** Michelle will bring up Jeff's letter to the village board again as he has rec'd no response. DRB needs village support to be able to seek grants for building repairs. Kathy moves to accept, Linda 2nds

**Old Business:** Dave Tiffany has found some grant possibilities to apply for, including possible help with town building purchase. Reminder to board

members to complete fundraising certification. Picnic recap: 40 attended, thanks for gift cards, etc donated.

**New Business:** Graham presents timeline leading to Cashill disinvitation. Jeff states: Mr. Cashill is not banned from the library nor are his books banned from the library. We have several copies of his books in house as well as available in the Chautauqua-Cattaraugus Library System. Graham was instructed to purchase a copy of Mr. Cashill's new book "Untenable" for the library, which had already been done. Jan gives info on new policies to be constructed to address possible future situations like this.

**Public Comments:** One person in attendance voiced concern that Mr. Cashill was "silenced by the library".

**Calendar:** next board meeting Sept. 20, 2023 4pm

**Adjournment:** Dave T moves to adjourn, Pat 2nds, passed

Minutes respectfully submitted by Kathy Petersen, sec'y.

# **Darwin R Barker Library & Museum Association**

## **Board Meeting**

**September 20, 2023**

### **Librarian's Report**

*Dick Gilman* – The Library is proud to host local musician, woodworker, and luthier Dick Gilman's home-made banjos, dulcimers, and other work as our art exhibit this month. He will be doing a meet and greet plus musical performance on October 14<sup>th</sup>.

*Ukulele Classes* – The library will be hosting a 5-week ukulele class taught by SUNY Fredonia grad student Helen Smit starting on September 25<sup>th</sup>. Our thanks to Helen for teaching, and to Dr. Jill Reese for making the introduction.

*Laurie's Resignation* – we are sad to report that Laurie Weatherlow has tendered her resignation as a library clerk effective September 8<sup>th</sup>. We will miss her enthusiasm, endless ideas, creative solutions, and her wonderful relations with our patrons. We would like to extend our heartfelt thanks for the time, effort, and passion she has dedicated to the Barker Library. Her impact will be felt for a long time to come, and we wish her nothing but success and happiness.

*New Clerk* – we are happy to report that, starting September 20<sup>th</sup>, a new clerk, Prince Aziz Hunt, will start here at the library. He is a student at SUNY Fredonia majoring in Chemistry, with minors in visual arts and new media. He previously worked as a campus tour guide, as well as in the school's IT department.

*Book Sale* – We will be having our annual book sale from September 25<sup>th</sup> to 30<sup>th</sup>. Many thanks to Elizabeth for coordinating this year!

*Back to School Backpack Drawing* – Special thanks to the Friends for sponsoring our annual backpack giveaway! We had 39 people enter to win a backpack filled with school supplies and books.

*School Transition Jamboree* – We held out annual transition-to-school jamboree on August 23<sup>rd</sup>. We gave away 12 Kindergarten Readiness packets, and the kids learned all about starting school.

Stats:

Children:

Storytime: 3 Sessions, 33 children, 18 adults

56 Summer Reading Journals distributed

25 Star Readers

31 Memory Jars filled and displayed

8/4 Artmobile: 12 kids, 5 adults

8/23 School Transition Jamboree: 45 kids, 30 adults

Adults:

Read @ Barker Common: 3 sessions, 21 attendees

8/10 Writer's Workshop: 4 attendees

8/17 Catherine D'Agostino Book Talk: 8 attendees

Memory Jar Project: 16 jars given to adults

Computer Individual Tutoring: 10 participants

CCLS Road Trip

77 Participants

Drawing: 152 participants

# **Darwin R. Barker Library and Museum Association**

## **Board Meeting**

**September 20, 2023**

### **Curator's Report**

#### **Outreach:**

- Reception for "The Fair Chambered Corridor: Explorations of the History of Fredonia, NY" held Sept. 16th. 45 attendees. \$1,120 raised during the event.
- Dr. Mirosława Wielopolska-Szymura will be the Fulbright Scholar in Residence at SUNY next year and she'll be giving talks around the village in March and April. She specializes in media communication, and journalism, with a focus on American cultural influences around the world and especially in Poland. We should consider inviting her to speak at the museum to learn about perceptions of small towns like ours abroad, particularly given our connection to Mark Twain who was popular in Eastern Europe during the Cold War.
- Dr. Cathy Ullman will give another talk for the museum on Oct 27 at Larson-Timko with a Halloween-themed look at death practices—superstitions, mourning fashions, burial practices, and grave robbers. Cathy's talk follows the Evening with the Undertakers lecture which we coordinated with the Opera House on Sept. 7th, which was attended by 146 people.
- 59 in attendance at the Opera House during the talk given by Rick Barram, editor of "Dear Uncles: The Civil War Letters of Arthur McKinstry".
- Recommend continuing to collaborate with the Opera House in arranging speakers for the History lectures series to promote the museum and other access to much larger audiences.
- D.A.R. have accepted an invitation for a reception and galleries tour during their Lafayette historical marker celebration on Sept. 28th.

#### **Collections:**

- Recent acquisitions include a chair with Abell and Putnam family provenance and allegedly was the seat ordered to Lafayette in June 1825; photos and documents related to state senator Leigh Kirkland of

Fredonia; Yearbooks from the 1940s and 50s; and a collection of diaries, letters, and ledgers kept by local farmer Philo Jackson Sage (Webster & Adams road).

August Statistics:

-Visitation in August: 43

# **Darwin R. Barker Library and Museum Association**

## **Equity, Diversity and Inclusion Policy**

### **DRAFT**

The Darwin R. Barker Library and Museum Association is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. We embrace our employees' and community members' differences in age, color, disability, ethnicity, family and marital status, gender identity or expression, language, national origin, physical and mental ability, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make the Library and Museum unique. It is the Library and Museum's policy to provide a work environment that is free from all forms of discrimination. The Library and Museum view all forms of discrimination as destructive to their mission, vision, values and goals.

We strive to reflect the community we serve by representing and fostering the various cultures, genders and ethnicities among our staff and board of trustees. Therefore, we affirm our commitment to the American Library's Association Diversity Policy, which states in Section B.3.7: "In order to ensure that libraries are both reflective of and relevant to the communities they serve, the American Library Association encourages and supports recruitment and continuing education initiatives that facilitate the hiring and promotion of a diverse workforce in libraries of all types and all organizational levels."

The Library and Museum's dedication to equity, diversity and inclusion is an active process that requires continuous commitment to promote and enhance the well-being of our staff and community.

*Adopted: 8/31/2023*



## **Library and Museum Programming Policy - DRAFT**

The Darwin R. Barker Library and Museum Association (henceforth “the Library”) schedules, develops, and presents a wide variety of programs that provide opportunities for access to information, lifelong learning, and collaboration. Programs are intended to further the mission of the library and are consistent with the library’s core values and Strategic Plan. Programs should enhance, support and fulfill the library’s strategic goals and objectives.’

Programs offer opportunities to highlight library materials, resources, and services and to share information and expertise. They are effective vehicles for outreach, allowing the library to forge partnerships with external groups. Programs support the library’s role as a civic gathering place, increase public awareness of the library, and attract regular and new users of all ages and backgrounds.

Ultimate responsibility for programming at the Library rests with the Library Director, who administers programming under the authority of the Board of Trustees. The Library Director delegates the authority for program development and management to appropriate staff.

Library staff use the following criteria in making decisions about program topics, presenters, and related materials and resources:

- Community needs and interests
- Availability of program space
- Availability of Library staff
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

All Library programs are open to the public. Registration may be required for planning purposes or when space or supplies are limited.

The library presents programs for various age groups. Programs may be available for a general audience of all ages, or be tailored to an age-specific audience. For age-specific programs, registration and participation may be

restricted to the targeted age group to ensure availability, patron safety, and the ability to achieve the goals of the program.

For programs with children ages 8 and under, a parent, guardian, or caregiver above the age of 14 must be present and actively supervising young children to ensure children's safety and appropriate behavior in the library. Children over the age of 8 who cannot adhere to the library's Rules of Conduct must also be directly supervised by a parent, guardian, or caregiver, regardless of their age.

Library staff are responsible for running programs, providing instruction, and maintaining the program space; library staff cannot directly supervise young children, ensure safety, or provide behavior intervention. Per the Library's Child Safety Policy, parents, guardians, or caregivers are responsible for the care, safety, and behavior of children at the library.

The Library actively partners with community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Programs are not used for commercial, religious, or partisan purposes or for the solicitation of business. Authors invited to speak may sell copies of their book as one private party to another.

Professional performers and presenters that reflect specialized expertise may be hired for Library programs. Hired performers and presenters will not be excluded from consideration because of their origin, background, or views. No program shall be permitted that endangers patrons, staff, Library facilities, or otherwise interferes with Library operations.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's staff and secure staff approval before distributing any promotional materials. The Library reserves the right to revise and edit any copy provided by a program presenter as appropriate for the Library's various promotional outlets.

The Library's meeting rooms are available to the public for non-sponsored events. Use of a meeting room does not constitute a Library program and does not constitute Library endorsement of said event. Non-sponsored programs and events do not fall under the Library Programming Policy and are instead subject to the Library's Meeting Rooms Policy.

The Library welcomes the public's opinions and suggestions for Library programs. These suggestions or opinions should be communicated to Library staff via [info@barkerlibrary.org](mailto:info@barkerlibrary.org).

The Library's philosophy of open access to information and ideas extends to Library programming. Library sponsorship of a program does not constitute an endorsement of opinions expressed by participants or speakers.

*8/31/2023 – new policy developed*

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## **Meeting Rooms Policy DRAFT**

Meeting rooms are available when the Library is open. They are to be used for general information, educational, cultural and civic needs in accordance with the Library's mission and the American Library Association's "Library Bill of Rights" which states, "Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Permission to use a meeting room does not imply library endorsement of the views expressed, goals, policies, or activities of any group or organization. The content of programs held in the meeting rooms has not been reviewed or approved by the library, and the organization booking the room is solely responsible for such content.

Currently, the Library has one available room, the Steele Room, with a capacity of 35.

### **Scheduling:**

- Sign up is free of charge.
- The calendar is kept in the library. Scheduling is made by library personnel.  
Contact Barker Library @ 672-8051 during regular hours or email a request to [info@barkerlibrary.org](mailto:info@barkerlibrary.org)
- In person scheduling is also available at the library circulation area. A name and phone number of a contact person must be given and listed in the reservation calendar.
- A copy of the meeting room regulations will be made available to anyone scheduling a meeting

For-profit groups and party-type functions are asked to provide a suggested donation of at least \$50.00 for each use of the room. Donations may be made by cash or check made payable to Darwin R. Barker Library. With Library approval, educational entities may charge nominal material costs, but the public may not be denied entry to the meeting because of failure to pay. For-profit groups or organizations/individuals soliciting or selling products, services, or memberships are not eligible to use the Library meeting rooms for those purposes.

Library-sponsored programs and co-sponsored events, Library programming and Library educational events; meetings held by Library-related organizations; nonprofit groups or tutors offering one-on-one sessions will not be asked to provide a donation.

## **Meeting Room Regulations**

1. All library visitors are expected to comply with the library's current Rules of Conduct.
2. Groups cannot use the library's name, address or telephone number as their official address or contact information.
3. Permission to use a meeting room does not constitute an endorsement by the Library of a program or point of view. Any advertisement, press release, media announcement, posters, or handouts about events in the Library's meeting rooms must state that the event is not a program of, nor sponsored by the Darwin R. Barker Library. The Library may ask to see such notices prior to the public release.
4. When making a booking, please include time for your group to set-up and also return the room to its standard arrangement. Any setting up of chairs or rearrangement of furniture and other equipment must be done by the users and then replaced to a standard arrangement when finished.
5. The Library is not able to guarantee that a particular time slot will continue to be available to any individual or organization on an ongoing basis.
6. The Library reserves the right to reschedule confirmed meeting room reservations to accommodate Library-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options.
7. The meeting room is booked in two-hour blocks. Requests for more than one two-hour block of time must be approved by the director in advance.
8. Children's and youth groups may use the facility, provided that they are adequately supervised by adult sponsors. Adults are defined as those eligible for adult borrower's cards.

9. The room must be vacated fifteen minutes before closing. Please clean up and deposit all trash in the large black trash can located in the staff kitchen area.

10. Failure to adhere to meeting room policies or regulations may result in revocation of meeting room privileges.

*Revised 8/31/2023 – comprehensive revision*

DRAFT

# **Darwin R. Barker Library and Museum Association Sexual Harassment Policy**

## **DRAFT**

Darwin R. Barker Library and Museum Association is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. Darwin R. Barker Library and Museum Association will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

### **Physical conduct**

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favors

### **Verbal conduct**

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances

- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone, text or by email)

### **Non-verbal conduct**

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their gender and of the gender of the harasser. Darwin R. Barker Library and Museum Association recognizes that sexual harassment may also occur between people of the same gender. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Darwin R. Barker Library and Museum Association recognizes that sexual harassment often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee. Anyone, including employees of Darwin R. Barker Library and Museum Association, patrons, volunteers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place within the Darwin R. Barker Library and Museum premises or outside, including at social events, business trips, training sessions or conferences sponsored by the Darwin R. Barker Library and Museum Association.

### **Complaint procedures**

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. Darwin R. Barker Library and Museum recognizes that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser. If a victim cannot directly approach an alleged harasser, he/she can approach the library director or staff member responsible for receiving



complaints of sexual harassment. When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the library's procedures for dealing with the complaint discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim
- ensure that the victim knows that they can lodge the complaint outside of the library through the relevant country/legal framework

### **Sanctions and disciplinary measures**

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- reduction in wages
- demotion
- suspension
- dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

### **Implementation of this policy**

Darwin R. Barker Library and Museum Association will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff handbook. All new employees and regularly scheduled volunteers must be trained on the content of this policy and participate in the NYS sexual harassment training course as part of their onboarding to the

Association. Annually, the Darwin R. Barker Library and Museum Association will require all employees and volunteers to attend a refresher of the aforementioned training course on the content of this policy. It is the responsibility of every manager to ensure that all his/her employees and volunteers are aware of the policy.

### **Monitoring and evaluation**

Darwin R. Barker Library and Museum Association recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective. Those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, the company will evaluate the effectiveness of this policy and make any changes needed.

*Revised 8/31/2023 – added specific training requirements for volunteers, updated to include Museum*