



Staff Report

TO: Loomis Library & Community Learning Center Board of Trustees
FROM: Sarah Comstock, Library Director
DATE: February 14, 2024
RE: Interest in Drafting a Letter to Town Manager

Recommendation

Decide whether the Library Board would like to draft a letter to the Town Manager.

Issue Statement and Discussion

At the November 2023 Library Board Meeting, a comment was made that perhaps the Board should draft a letter to the Town Manager. Because this was not an item on the agenda, no decision was made.

The Library Board should discuss whether they would like to draft a letter to the Town Manager, and if so either form a subcommittee or schedule a workshop meeting to draft the letter.

Attachments

A. None

Social Media Policy

Approved by Library Board: Month, Year

Latest Update: Month, Year

Purpose

The Loomis Library & Community Learning Center (Library) uses social media as an important enhancement to communication and information exchange between staff, library patrons, and the community. Social Media includes, but is not limited to, Facebook, Instagram, X, YouTube, and TikTok. This policy governs the use of the Library's social media accounts, publication of comments, and staff responses.

Use of Library's Accounts:

The Library social media offerings may include information regarding library programs, services, collections, news, and events, as well as useful and entertaining information. Positive interaction with community members may be promoted on the library's social media accounts to foster an atmosphere of education and learning. The Library may repost and/or like content from community partners. The act of liking or following another page does not imply endorsement by the library.

Patrons and members of the staff may advise the library if they feel that content has been posted to the library's social media accounts in violation of this policy. The concerned person should contact the Library Director and complete a "Request for Reconsideration form. [See appendices for a copy of this form.]

Publication of Comments:

The library invites comments, posts, and messages, while recognizing and respecting differences of opinion and upholding the standards delineated in the Rules of Conduct for Library users. Comments expressed on the Library's social media accounts do not reflect the views or positions of the Library, its Trustees, or its employees. The Library reserves the right to monitor content on the Library's social media sites and to remove any comments or postings that contain the following type of negative content:

- Commercial promotions or spam
- Duplicate posts from the same person
- Threatening language or personal attacks
- Private, personal information published without consent
- Obscene or libelous content
- Copyright infringement/plagiarized material
- Political advocacy
- Off-topic and/or disruptive posts
- Posts that violate laws or Library policies

If an individual repeatedly provides content that meets the above criteria, the library may block them from posting any further information to the library's social media sites, but only after said person has

received one warning that they are violating library policy. Any social media user who has been banned or had a message/content deleted may appeal this decision, in writing or email, to the library director.

