

MINUTES

Lancaster County Library Board

October 21, 2014

A specially called meeting of the Lancaster County Library Board was held Tuesday, October 21 at 5:30 p.m. in the Caroliniana Room of the library. Present were Elizabeth Bryant, Suzanne Lever, Andrew Tucker, Phyllis Jarvis, Dianne Evans, Nancy Berry, Del Webb Branch Manager, and Rita Vogel, Director. Also present was the County Attorney, John Weaver, and three members of the public.

In the absence of the chair and vice chair, Ms. Bryant was elected to run the meeting.

She called it to order, inviting Mr. Weaver to speak.

Mr. Weaver explained the law regarding liabilities about property ownership. With the right documentation, it would be permissible to allow the meeting rooms to be used during off hours under certain conditions, particularly since it has separate entrances.

He legally defined such participants in these meetings as "invitees". An invitee is owed a *reasonable* degree of care. i.e. meeting rooms do not harbor precarious nor hidden risks.

We do not use a "lease" but are allowing a defined area for a specific reason for a particular time. We would use a Space Use Agreement, using A or B. A is for a one time use. B is for a recurring use throughout the year. The people who congregate there are responsible for their own oversight. By signing the document as the invitee you will be conducting yourself in a reasonable manner. If the group causes damage to the property, they are responsible. Because the library is a county building, the SCAC has ample insurance for coverage, in addition to the Space Use Agreement.

Ms. Bryant invited questions. She asked in case of a leader's absence, could a substitute act in his place? Yes. What about witnesses? Mr. Weaver explained it is enough for the director/staff person and the invitee.

It was decided to create a packet for invitees containing a copy of the Space Use Agreement, the Meeting Room Policy, Patron Code of Conduct, and Meeting Room Agreement.

No money need change hands.

It was decided the room needs to be vacated no later than 9:30 p.m.

The Board will study collected feedback and review policies annually, every November.

Motion was on the floor to adopting Space Use Agreement, Meeting Use Agreement, and the Meeting Room Policy 2014 with the changes agreed upon tonight. Vote was unanimous by quorum.

Next regular meeting is undecided. Mrs. Vogel will canvass the group. The 18th or the 25th.