



OPEN MEETINGS POLICY

The Liberty Public Library Board of Trustees is in conformance with the Open Meetings Law (Public Officers Law, Article 7, Section 100). All meetings of the Liberty Public Library Board of Trustees are open to the public, except for "Executive sessions" which may be called for reasons enumerated in the law.

Meetings are generally held on the last Tuesday of every month at 7-6 p.m., however these dates are subject to change.

Notice of the meeting date shall be posted on the library's website, library calendars in the library and published in the Sullivan County Democrat at least one week 3-days prior, if possible.

Persons desiring to address the Board must sign in prior to the Board meeting stating their name, address, their affiliation, and the topic they wish to address. The President, at his/her discretion, may limit the time allowed for discussion.

Adopted By the Board of Trustees: Feb. 24, 2004, Revised on _____



PUBLIC NOTICE BULLETIN BOARD POLICY

Bulletin Board items placed at the Liberty Public Library must be from **non-profit organizations engaged in educational, cultural, intellectual, or charitable activities**. Such organizations may submit literature publicizing a specific event.

Limited space generally allows only short-term notices. We will post other bulletins about ongoing events as space allows.

The director must approve all postings and may prohibit postings that do not meet these standards.

Library staff will place and remove postings promptly.

The library will not be responsible for returning items.

The Library doors, circulation desk and front window areas are reserved for notification of Library Event postings only.

Adopted by the Board of Trustees on: _____



SCHOOL VISITS POLICY

Visits by groups or classes of school children to the Liberty Public Library should be arranged by a teacher or representative of the school's administration and the librarian Library Director or Youth Services Coordinator.

Every school group has to be accompanied by a classroom teacher. Time per class or group visit should not exceed one hour; unless students work on specific projects under the supervision of their teacher. Library staff will provide an introduction to the library and its services appropriate for the age of the students. Staff can also read a story if time allows. This talk will be between 20 and 40 minutes, depending on the material covered.

The number of children in any group should not be greater than 25. After the presentation by Library staff and a short period for questions and looking around, the group will should leave the library together.

The library staff is not responsible for supervision of children left unattended in the library.

Adopted by the Board of Trustees on September 13, 1993. Revised on Jan ___, 2026



CHILDREN'S ROOM POLICY

Introduction:

The Liberty Public Library welcomes children to use the library and its resources. We strive to offer many programs to make libraries enjoyable for children and to help them develop a lifelong love of reading, books and libraries. Unfortunately, children left alone for several hours often become disruptive and bored. Please remember that parents and caregivers, not library staff, are responsible for the actions and safety of children visiting the library. In order to maintain a safe, enjoyable, and peaceful atmosphere for all public library users, we ask your cooperation with the following policy:

Children are expected to follow the library's *General Policies & Rules*, with the following additions:

1. Children under the age of 10 may not be left unattended in the library-they must be accompanied by a parent or supervised by someone at least 15 years of age.
2. Children aged 10 and older may be left unattended in the library for a reasonable amount of time, generally not to exceed 1-2 hours. (Special consideration will be made for children involved in extensive research or projects at staff discretion.)
3. The library is not to be used as a latchkey/babysitting site at any time, but especially not after school, during school district half days, or other school closures.
4. Children in the library need to know how to contact a parent/guardian. They should also be aware of the library's closing time.
5. Young children must always have an adult with them while using the elevator or the restroom.

Use of the Children's Area During a Library Program:

If a program is in session in the Children's area, patrons may be asked by staff to relocate to a different area of the library.

Teen /Adult use of the Children's Area

If teens or adult patrons are using the children's area without children with them, staff have the right to ask that they relocate to different section of the library, especially if the area is in use by families.

Staff will notify parents of this policy when children are left unattended repeatedly and/or for long periods of time. (If necessary, the police or child protective services may be contacted.

Children will be asked to leave library premises if proper behavior is not maintained.

In instances of repeated or extreme behavior problems, children may be banned from the library for a period of time to be determined by the librarian Library Director or Board of Trustees..

Adopted by Board of Trustees: March 26, 2002, Revised on: March 23, 2010, Jan ___, 2026