

**PAW PAW DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
August 18, 2025**

President Brian Wiersma called the regular monthly meeting of the Paw Paw District Library Board of Trustees to order at 7:00 PM at the Paw Paw District Library.

Board members present: Brian Wiersma, Suzanne Miller, Catey Bolton, Krystal Seibert, Sherry Bennett, and Jeremy Davison; Absent: Julie Pioch

PUBLIC COMMENT

None

MINUTES

A motion was made by Bennett and seconded to approve the truth in taxation and regular meeting minutes of July 21, 2025. The motion was adopted.

A motion was made by Miller and seconded to approve the special meeting minutes of July 31, 2025. The motion was adopted

FINANCIAL REPORT

The monthly financial report included:

- A custom summary report for July 2025 showing total income of \$22,571.10 and total expenses of \$88,268.96 for a net income of -\$65,697.86.
- Profit & Loss Budget vs. Actual income and expenses through July 2025.
- Balance sheet as of 7/31/2025 showing total liabilities and equity of \$1,986,148.53.
- A custom summary report for July 2025 of the PPDL Debt Fund showing net income of \$-875.76.
- Balance sheet as of 7/31/2025 of the PPDL Debt Fund showing total liabilities and equity of \$97,606.77.
- Report of T-Bill maturity date and yield, November 2024 through July 2025.
- A list of bills to be paid for the period of 7/1/2025 to 7/31/2025, with total expenditures to be paid \$88,268.96. Included in the list were wages of \$36,334.19 and fringe benefits of \$6,933.86.

A motion was made by Bolton and seconded to pay the bills as presented for the period of 7/1/2025 to 7/31/2025, with total expenditures to be paid of \$88,268.96. The motion was adopted with a roll call vote (Yes: Suzanne Miller, Catey Bolton, Brian Wiersma, Krystal Seibert, Sherry Bennett, Jeremy Davison; No: None).

COMMITTEE REPORTS

Buildings and Grounds:

The committee met on August 11 at 8:30 AM to discuss proposals to relamp the Library's fluorescent lights and to become an official Monarch Butterfly monitoring site. On behalf of the committee, Miller moved to accept Circuit Electric's proposal to relamp existing fixtures for a cost of \$6,100. The motion was adopted with a roll call vote (Yes: Catey Bolton, Brian Wiersma, Krystal Seibert, Sherry Bennett, Jeremy Davison, Suzanne Miller; No: None).

On behalf of the committee, Miller moved to accept Janice Wick's proposal to monitor Monarch Butterfly populations on the Library's grounds to support conservation efforts. The motion was adopted with a roll call vote (Yes: Catey Bolton, Brian Wiersma, Krystal Seibert, Sherry Bennett, Jeremy Davison, Suzanne Miller; No: None).

Finance: No report

Personnel and Nominating: No report

Policy and Bylaws

The committee met on July 31 at 9:30 AM to discuss the new Social Media Policy and Public Relations/Media/Photography Policy. Trustee Seibert presented the new Social Media Policy and, on behalf of the committee, moved the adoption of the policy as follows:

SOCIAL MEDIA POLICY

I. Purpose.

The purpose of the Social Media Policy is to ensure effective promotion and discussion of the Paw Paw District Library ("Library") services, resources, and events, on social media. The purpose of the social media accounts is to promote library programs, events, and materials.

II. Definition of Social Media.

Social media is defined as electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Social media would include any webpage or app through which the Library has an account and interacts with other users.

III. Authority over Social Media Accounts.

The Library Director has the authority to determine whether a particular social media site or network is used by the Library. This Policy only applies to official Library social media accounts. The social media accounts of individual employees or Board members are not subject to this Policy.

IV. Usage Rules.

The Library operates and maintains social media sites as a public service to provide information regarding Library services, programs, materials, events, and activities. Although the Library welcomes the comments, posts, and messages of other social media users that relate to the Library and/or its programs and recognizes and respects differences in opinion, Library social media accounts and any interactive sections contained therein are limited public forums and are subject to review by Library staff members. At the Library's sole discretion, the Library may turn off or limit any features that allow comments about or reactions to the Library's social media accounts.

If comments, posts and messages are permitted, the Library reserves the right to (but is not required to) remove any comment, post, or message that it deems in violation of this Policy. The Rules are as follows:

1. Privacy: Users should have no expectation of privacy when commenting on Library posts or tagging the Library. Comments and posts may be read by anyone once posted, regardless of one's friends, followers, or subscribers list. The Library advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.
2. Library's Rights: The Library reserves the right to reproduce comments and posts tagging the Library in other public venues (ex: testimonials). Reproductions of this nature may be edited for space or content, but the original intent of the comment or post will be maintained as much as practicable.
3. No Endorsement: The Library is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers, and others who may post comments. Public posts by third parties do not reflect the positions of the Library, its employees, or any individual Board member.
4. Unauthorized Content: To ensure a healthy, safe space to discuss Library services, resources, and events, content containing any of the following may be removed immediately from any Library social media forum:
 - Obscene, illegal, sexually harassing, threatening speech or nudity (in comment or profile pictures).
 - Any post that affects the safety and security of the Library, its property, patrons and staff, or creates a hostile work environment.
 - Private or personal information, including phone numbers and addresses, or requests for personal information.
 - Comments, links, or information unrelated to the purpose of the limited public forum.
 - Spam or other commercial messages.
 - Any postings that would violate the Michigan Campaign Finance Act, the Library Privacy Act or other Michigan or federal laws.
 - Solicitation of funds.
 - Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.

- 134
- 135 • Any information deemed harmful to minors in violation of the Michigan
- 136 Library Privacy Act.
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- 138 • Any post that violates any Library policy.
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- 140 • Any images, links, or other content that falls into the above categories.
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- 142 • Any post that requires immediate action because the Library does not monitor
- its social media 24 hours a day.
- 143
- 144 • Any document, information, or image that would be considered a Library
- 145 record that is posted without permission of the patron or person identified in
- that record.
- 146 5. Third Party Usage Rules: In addition, users are expected to abide by the terms and
- 147 conditions set by third party social media platforms as well as follow appropriate
- 148 federal and state law.

149 **V. Violations and Appeals.**

150 The Library reserves the right to ban or block users who have posted in violation of this Policy

151 or to delete posts or comments. To the extent the Library has sufficient contact information,

152 the Library will message users who have been blocked or whose content is deleted to explain

153 the issue and notify the person of the action. Any person who has been blocked or whose

154 post or comment has been deleted has the right to appeal that decision to the Library Board.

155 The appeal should be sent to the Library Director within 10 business days of the (1) decision

156 to block or ban, or (2) deletion of the post or comment, whichever is applicable. The Library

157 Board shall decide the appeal.

158 **VI. General Complaints.**

159 The Library asks that individual user complaints be sent directly to the Director so that they

160 can be addressed efficiently. Social media is not the mechanism used by the Library to

161 document or address Library user problems and concerns, or influence Library policy,

162 procedures, or programs.

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164 The motion was adopted with a roll call vote (Yes: Catey Bolton, Brian Wiersma, Krystal

165 Seibert, Sherry Bennett, Jeremy Davison, Suzanne Miller; No: None).

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167 Trustee Seibert presented a new Public Relations/Media/Photography Policy and, on behalf

168 of the committee, moved the adoption of the policy as follows:

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170 **PUBLIC RELATIONS / MEDIA / PHOTOGRAPHY POLICY**

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172 With the following Public Relations/Media/Photography Policy ("Policy"), the Paw Paw

173 District Library ("Library") intends to ensure that the public receives consistent and accurate

174 information about Library policies, procedures, programs, and services and to protect the

175 privacy of all users of Library services and facilities.

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177 **I. Points of Contact**

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179 The Board President and the Library Director are the designated points of contact and the
180 official spokespeople for the Library. Employees and other members of the White Lake
181 Township Library Board ("Library Board") should (1) refer all requests for information about
182 the Library, its policies and operations to the Board President or Library Director and (2) may
183 not speak or represent they are speaking (either verbally or in writing) on behalf of the Library
184 unless otherwise authorized.

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186 **II. Press Releases, Promotional Materials and Media Appearances**

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188 The Library Director approves all press releases or statements to the press and all
189 promotional materials prior to being issued from the Library. All requests for interviews by
190 the media should be directed to the Library Director and the Library Director shall have the
191 authority to determine if an interview is conducted.

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193 **III. Crisis Management**

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195 If there is a crisis or incident in the Library that requires police or emergency services
196 intervention, the Library Director or the most senior staff person at the Library at the time of
197 the incident shall call 911, if possible. The person shall then inform the Library Board
198 President. Depending upon the situation and acting in compliance with the Open Meetings
199 Act, the Library Board of Trustees shall be contacted if necessary and as timely as the situation
200 will allow. If an emergency Library Board meeting is required, the Library shall convene such
201 a meeting in compliance with the Open Meetings Act.

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203 **IV. Photography**

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205 **A. *Photography -- Other than Library Staff, Employees, Board Members or Agents.***

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207 **1. Casual Photography**

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209 The Library will not regulate visitors and patrons who engage in casual filming
210 and photography while present in public areas of the Library building and
211 grounds, subject to the provisions of this policy.

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213 For purposes of the photography policy, "public areas" are defined as areas
214 available to the public where individuals do not have a reasonable expectation
215 of privacy from being viewed by other patrons. These areas can include, but
216 may not be limited to, lobbies, vestibules, or meeting rooms. Areas in the
217 Library where there is a reasonable expectation of privacy for individuals
218 include, restrooms, private offices, staff areas not in view of the public, reading
219 rooms, stacks, exhibition areas, or other areas and/or event areas where
220 photography is prohibited by signage. For all other areas, other than "public
221 areas," the person must obtain permission from the Library Director or
222 designee to photograph or video.

Only handheld cameras may be used. Because of safety, liability and other concerns, the use of additional equipment, such as tripods or lighting, is not permitted.

2. Commercial Photography

The Library permits commercial photography on or in its buildings and grounds if a written request is submitted and approved by the Library's Director or designee. Commercial use includes taking portraits, filming, movie-making, and similar activities for profit.

3. Liability

Persons involved in taking photographs or videos of any kind are solely liable for any damages, lawsuits, or other claims that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library has no responsibility to obtain these releases or permissions. Persons involved in taking photographs and videos are also solely responsible for any copyright, intellectual property, criminal, or other violations of law.

4. No Endorsement

The Library does not endorse any content of photographs or videos taken in the Library or on Library property.

5. Violations and Appeal

Library staff members shall enforce any violations of Library policy, including the Patron Behavior Policy. Library staff members will intervene if filming or photography appears to potentially compromise public safety or security. This Policy does not give photographers the right to violate Library policy, including the harassment provisions contained more fully in the Patron Behavior Policy.

If a person has violated Library policy, the appeal provisions in the policy that was violated shall govern any appeals. Any person denied the right to take pictures, videos or capture images in the Library not as a result of policy violations, may appeal that decision within ten (10) days of receiving such denial to the Library Board. This provision does not apply to any meeting that is open to the public pursuant to the Michigan Open Meetings Act.

B. Photography – By Library Staff, Employees, Board Members or Agents.

269 If Library employees or personnel take videos or obtain images and such videos or
270 images contain pictures or videos of visitors to or patrons of the Library, Library must
271 obtain prior written permission and release for use of the photo or video by the
272 proposed subject of the photo or video. This includes photos taken and/or used by
273 the Library. Copies of these permission slips and releases are to be provided to the
274 Library. Requests for permission to photograph or video minors under the age of
275 eighteen (18) must be signed by the minor's parent or legal guardian.

276
277 C. *Open Meetings Act Exception*

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279 This Policy does not apply to recording or taking pictures any meeting that is open to
280 the public pursuant to the Michigan Open Meetings Act.

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282 The motion was adopted with a roll call vote (Yes: Catey Bolton, Brian Wiersma, Krystal
283 Seibert, Sherry Bennett, Jeremy Davison, Suzanne Miller; No: None).

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285 **Committee of the Whole**

286 Board members discussed the Michigan Library Association Conference in Lansing,
287 scheduled for October 29-31, and a C2AE progress report on the outdoor space.

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289 **BOARD MEMBER REPORTS: None**

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291 **UNFINISHED BUSINESS: None**

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293 **NEW BUSINESS: None**

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295 The meeting was adjourned by Chair Wiersma at 7:40 PM.


Catey Bolton, Secretary, Pro-Tem

Date Approved: 9-15-2025