

# GREENSBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, August 21, 2017  
4:00 p.m.

## MINUTES

**Greensboro Public Library - Central Branch**  
**219 North Church Street – Hemphill Board Room**  
**Greensboro, NC 27401**

	<u>MEMBERS ATTENDING</u> (Voting)	<u>STAFF</u>	<u>ABSENT</u>	<u>LIAISON</u>
1	<b>Carolyn Chappell, Chair</b>	Brigitte Blanton	Netta Cox	Kay Cashion (absent)
2	Sandra Cramer, Vice Chair	Brian Hart	Mary Espinola	
3	Trudy Atkins	Dena Keesee	Madeline Reed	
4	Ivan Cutler		Willie Taylor	
5	Cham Edmiston			
6	Bill Finley			
7	Viola Fuller			
8	Amanda Wils			

### CALL TO ORDER

- Carolyn Chappell, Chair, called meeting to order at 4:01pm.
- Chair called for motion to approve May 15, 2017 Meeting Minutes. Motion to approve by Ivan Cutler, seconded by Cham Edmiston. Minutes unanimously approved as presented.

### CHAIR REPORT

- Chair had asked Board Members to report on Branch visits. The following discussion took place:
- Enjoyed visits. The more you visit, the better people get to know you and become interested. It is interesting to see the difference. Would like to suggest that Staff not return books to the lower shelves as it is difficult to get to them. Benjamin Branch was quiet. McNairy was very hectic, not enough staff.
- Glenwood seems to be more multicultural; wonderful One City, One Book presentation when you enter the building. McGirt predominantly African-American; lots of computers in use. Benjamin has a much older population, more research-oriented.
- Pleased to see the number of patrons at McGirt, computers in use; talked to some of the moms who feel like this is a safe place. Always enjoy visiting Glenwood and talking to Staff.
- Important to identify yourselves as Board members.
- Meetings in progress at Benjamin and Kathleen Clay. Computers in use at Kathleen Clay. Hubbub, midday meetings and storytime in progress at Benjamin.
- Hemphill patrons seem to make use of NC Digital Library.
- Asked Staff to brag about things at their branch, put them at ease.
- Kathleen Clay was packed for the Eastern Music Festival event with attendance by all age groups. McNairy needs new landscaping. Impressed with the cleanliness of the three branches; nice display of current events. Not sure of typical attendance at Kathleen Clay since there was a current event taking place.
- Observed mom and child sitting together, reading in the adult section.

- Do you see tutorials in use?
- Yes, at Benjamin and Kathleen Clay.
- Hemphill seems to be more eclectic.

### ***DIRECTOR REPORT***

- Director Introduced new Deputy Director, Brian Hart who started in May, who will be overseeing public services and first floor at Central. Brian will take a month to focus on each Branch: May = Benjamin & Hemphill; June = Kathleen Clay & McGirt; July = Glenwood & Vance Chavis; August = Central & the History Museum.
- Deputy Director visiting each Branch, getting acclimated. Also visiting community members- patron base to find out how we can be of service, meet the need. Shared observations with Branch Managers. Requested that Branch Manager reintroduce themselves to the community and share their observations at the Branch Manager's meetings being held every other month.
- Director reported on Staff Engagement Sessions that took place August 8<sup>th</sup>, August 9<sup>th</sup>, and August 14<sup>th</sup>. Sessions were four hours in length. Special thanks to the Friends and Foundation for providing breakfast, lunch, and dinner. Staff Engagement theme: "Mission Possible". Theme came about after discussion with the McNairy Branch Staff regarding what they thought needed to take place in annual staff meeting. Leadership team wore trench coats, spy glasses and had spy names. Participants were asked to use Business Decision to obtain spy names and information related to the community address they were assigned. Clues were provided in old recycled books, instructions were taped to the bottom of each table. Participants were instructed to build a library or museum, depending on the instruction envelope received. Participants were asked to "think outside the box" and be creative, thinking about their specific community address received. Participants signed confidentiality agreements.
- Meetings yielded good feedback. Each participant will receive a journal with the Library and Museum logos on the front, in order to jot down any future ideas.
- Director attended NCPLDA August 17<sup>th</sup> and 18<sup>th</sup>. Jennifer Sackett, Lincoln County Public Library Director, expressed thanks for the Board responding to funding request emails to elected officials. The State Budget (new funding) is as follows: \$500,000 for State Aid (non-recurring) and \$200,000 for NC Kids (non-recurring). The Library will be planning another "Day in the District" between November and February. In the meantime, Board members should invite elected officials to current events and thank them for funding.
- The One City, One Book article in the News & Record highlights library programs. Communities are encouraged to lead/host an event. One City, One Book kick-off scheduled for Saturday, August 26<sup>th</sup>.
- Hidden Figures will be shown as the "Movie in the Park" on September 22<sup>nd</sup> by request from The Foundation. Board members encouraged to attend, hoping for largest turn-out of all OCOB events.
- Director, along with Beth Sheffield, interviewed Wednesday, August 16<sup>th</sup> by Iheart radio. Beth Sheffield being interviewed by Tracey McCain, WFMY-News 2, on Wednesday, August 23<sup>rd</sup>. Board encouraged to participate in and communicate OCOB events.
- Director reported working on Friend's Luncheon guest speaker.
- Director reported Library/Museum currently immersed in hiring Staff members. The Library/Museum involved in pilot with the City, Montage whereby applicants are interviewed via video, responding to a list of questions pertinent to the job requirements. Leadership is able to view videos prior to in-person interviews.
- The following Staff members will be leaving and/or retiring:
  - Erika Kosin, First Floor Manager at Central, leaving effective Friday, August 25<sup>th</sup>.
  - Tammy Miller, Youth Services Coordinator, retiring effective Thursday, August 31<sup>st</sup>. Farewell "drop-in" reception scheduled on August 31<sup>st</sup> from 2:00-4:00PM.
  - Linda Williams, McGirt-Horton Librarian, retiring effective Thursday, August 31<sup>st</sup>.

- Sandy Howell, Technical Services Acquisitions at Central, retiring effective Thursday, August 31<sup>st</sup>.
- Delores Lawrence, Benjamin & McGirt-Horton Branch Manager, retiring effective Saturday, September 30<sup>th</sup>.

## **COMMITTEE REPORTS**

### **Friends of the Greensboro Public Library – Bill Finley** (Report attached)

- Additional Highlights:
  - Special task force created at the Board of Directors meeting to review bylaws revisions, used book sales, history and purpose of the Friends, and support of the Greensboro Public Library events.
  - Recommendations included better orientation for Board members; Board members to receive "meeting reminder" phone call along with the current email notice.
  - Friends would like to expand Board. Volunteer coordinator replacement identified. Friends participating in Family Fun Festival.

### **Advocacy – Ivan Cutler**

- Seeking advice/ideas to have patrons with success stories share them with City Council and County Commissioners, perhaps at every third meeting; right student/patron, right message (example: young man in the Annual Report video and Megan Chow). Has to be significant. Possibly during National Library Week.
- Library Director reminded Board to listen for stories from patrons during Branch visits. Talk to patrons (example: patrons using McNairy Collaborative Room). Stories can also be shared with State officials.

### **History Museum – Cham Edmiston** (Report attached)

- Members are the life blood of a non-profit. GHM has improved membership software to better communicate with members.
- Working with nominating committee on "What are expectations of a Board member."
- Moving Gift Shop to main level of Museum. GHM will relocate the car (currently on display-first floor). Car will need to be dismantled and put back together in the new location.
  - Would this be an opportunity for auto shop students at Dudley or Western to participate?
- Car was donated years ago; not sure of donor identity or age of car.

## **OLD BUSINESS**

- None

## **NEW BUSINESS**

- Nominations for Chair and Vice Chair:
  - Sandra Cramer nominated as new Chair. Chair called for motion to approve. Motion made by Viola Fuller, seconded by Trudy Atkins. Chair called for Board vote. Unanimously approved.
  - Amanda Wils nominated as new Vice Chair. Chair called for motion to approve. Motion by Viola Fuller, seconded by Ivan Cutler. Chair called for Board vote. Unanimously approved.
- Library Policy Changes:
  - Director called for Meeting Room Policy to be updated/revised due to City Ordinance G.S. 163-99 related to political party rallies, meeting, and campaigns (see attached). Chair called for motion to accept update/revision to the Greensboro Public Library Branch Meeting Room Contract and the Greensboro Public Library & Historical Museum Public

Meeting Room Policy and Procedures Guidelines. Motion made by Amanda Wils, seconded by Viola Fuller. Chair called for Board vote. Unanimously approved.

- Director called for Registration Policy to be updated/revise related to Temporary Borrowers (see attached). Chair called for motion to accept update/revision to the Greensboro Public Library Registration Policy. Motion made by Viola Fuller, seconded by Ivan Cutler. Chair called for Board vote. Unanimously approved.
- Director called for Volunteer Policy to be updated/revise. Deputy Director explained updates/revision:
  - Age of volunteers (mature volunteers) - need to be congruent with the Child Attendance Policy.
  - Assure quality of volunteer experience; volunteer consistently across Branches.
  - Updated/Revised Volunteer Handbook is approximately four pages and requires volunteer to sign once orientation has been completed.
  - Library invests substantial funds into volunteer program; looking for return on investment.
  - Volunteers asked to commit to forty hours per calendar year.
  - What about volunteer that does not fit? Who releases them from volunteer program?
  - The Volunteer Supervisor at the Branch level. This will be reiterated in the Handbook.
  - Volunteers should participate in mutually beneficial events, supporting the mission of the Library.
  - Training should be considered, i.e., volunteers given an area of responsibility. Once mastered, volunteer can move to another area.
- Chair called for motion to accept updated/revise Greensboro Public Library Volunteer Policy. Motion by Sandra Cramer, seconded by Trudy Atkins. Chair called for Board vote. Unanimously approved.

- Chair called for adjournment.

Meeting adjourned: 5:14PM



## **GPL Board of Trustees Meeting – August 21, 2017 Greensboro History Museum Committee Report**

### **Museum Events of note:**

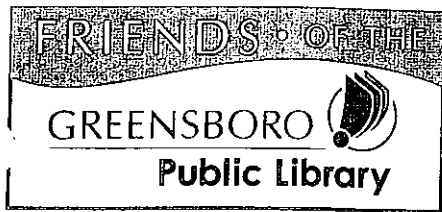
- Second Generation: Asian American exhibit opened in June. With the addition of items from Ken Jeong, this exhibit is now fully installed and will remain open at least through year end.
- Upcoming events:
  - October 7: Members only event – Blues & BBQ at a trustee's home
  - October 25: Good Works Wednesday @ Natty Greene's – 10% of the day's proceeds will go to our non-profit
  - November 2 – Annual Dinner @ O. Henry Hotel, featuring Jim Dodson
  - November 11 – WWI Exhibit opens

### **Trustee News:**

- The Museum Shop relocation is scheduled to occur in late September.
- The GHM, Inc. Board unanimously approved several changes to our bylaws during our August 16 meeting. The bylaws changes were specific to the organizational structure of the Executive Committee and how often the committee meets. In addition, the bylaws were updated with regard to the number of board meetings one could miss before being considered for removal.

Respectfully submitted,

Cham Edmiston  
GHM Inc. President  
August 17, 2017



## **Committee Report**

**August 21, 2017**

Summer Activities for the Friends of the Greensboro Public Library:

1. On June 8 the Friends of the Greensboro Public Library held its Annual Luncheon. This event was well attended, with Lisa Lucas, the Executive Director of the National Book Foundation as the special guest speaker.
2. At the May meeting of the Board of Directors of the Friends, a special Task Force was created to look into such matters as a revision of the Friends' bylaws and possible changes in the semi-annual book sales. At a meeting on July 21, the Task Force discussed a number of topics. Among the considerations were a review of the history and purpose of the Friends of the Greensboro Public Library, a review of past book sales and suggestions for improving future sales, and confirmation of support for specific Library functions and programs.
3. The Friends' Book Sale Committee convened on August 11 to consider possible changes for the next book sale, to be held October 5-7. A major topic of discussion was ways to get more books to the tables throughout the sale. Other topics included improved publicity, encouragement of more non-profit participation, and lessening the number of left-over books reabsorbed into storage.

*Bill Finley*  
*President*  
*Friends of the Greensboro Public Library*



# Greensboro Public Library Branch Meeting Room Contract

Requested date(s) and times: \_\_\_\_\_  
(Only 3 consecutive meetings can be booked at one time; additional meetings may not be booked until the third and final meeting has taken place.)

Name of Organization: \_\_\_\_\_

Contact Person/Representative: \_\_\_\_\_

Address of Organization or Contact Person: \_\_\_\_\_

Phone Number where Contact Person may be reached: \_\_\_\_\_

Briefly describe the nature of the organization and the nature of the meeting to be held:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- All meetings are open to the public and the press
- Branch meeting room may only be reserved by non-profit groups and organizations
- Meeting room may NOT be used for private social functions such as parties, weddings or birthday celebrations
- Meeting room may NOT be used for worship services
- Meeting room may NOT be used for soliciting business, fundraising or actively selling items or services
- Groups may NOT charge admission or solicit donations for programs held in meeting room
- Banners, literature, photographs or signage related to the program may NOT be placed anywhere in the library without prior approval from the manager
- The library's contact information may NOT be used as the official address, phone number or headquarters of an individual or organization using the meeting room
- Furniture moved or rearranged for any meeting must be restored to its original location. Trash must be bundled and tied.
- Food served at a meeting must be bought pre-packaged or must be prepared by a caterer approved by the Guilford County Health Department.

Adopted by the Board of Trustees  
May 25, 2011  
Revised August 21, 2017

- Groups must provide their own audio-visual equipment for meetings. They may use the drop down screen.

**By signing this document, I am indicating that I have read and understand the *Greensboro Public Library Branch Meeting Room Policy* in its entirety, and that I am willing to abide by the rules, restrictions and regulations stated within.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_





# The Central Public Library & History Museum Public Meeting Room Policy and Procedure Guidelines

## The Mission of the Greensboro Public Library

The Greensboro Public Library, through collaboration and community involvement, is dedicated to providing free and equal access to information, sharing knowledge, fostering lifelong learning, inspiring the joys of reading, and meeting the current and future library needs of a diverse community.

The Meeting Room Policy and Procedures have been developed to guide organizations and business in booking the Greensboro Public Library Meeting/Conference facilities and reflect the Greensboro Public Library's mission and the *Library Bill of Rights*\*. The meeting rooms at all library locations and the Conference Room at the Central Library are primarily for the use of the library and library-related organizations. When not required for the library's use, other organizations and businesses may use the rooms.

## Meeting Room Schedule Fee/Library

### *Nussbaum Meeting Room:*

**\$200.00** for 2-hour usage (**2 hour minimum required**)

**\$50.00** each additional hour

Gallery- **\$75.00** additional when used for food stations

**\$125.00** Piano tuning fee per use

### *Tannenbaum-Sternberger Meeting Room:*

Conference Room A **\$25.00** per hour

Conference Room B **\$35.00** per hour

Conference Room A & B Combined - **\$50.00** per hour

### *Computer Lab:*

Room 208- **\$25.00** per person per day or minimum **\$150.00** per day

### *Cancellation Policy:*

You must cancel room reservation 24 hours prior to start of event or subject to a **\$25.00** fee

## Audio Visual Equipment

Video Projector- **\$50.00** per hour

## Food/Beverage Service

Light Refreshments- **\$25.00** fee for light refreshments

Lunch/Dinner- **\$75.00** fee for lunch/dinner

**Meeting Room Schedule Fee/Museum**

Lecture Hall (Day Event)	<b>\$200.00</b> for 2 hour usage and <b>\$50.00</b> each additional hour
Lecture Hall (Evening Event)	<b>\$250.00</b> for 2 hour usage and <b>\$50.00</b> each additional hour
Reception Gallery	<b>\$150.00</b> per hour
Meeting Room	<b>\$100</b> (2 hour usage and \$35 each additional hour)
David Caldwell Park	<b>\$125</b> for the first hour; \$50 each additional hour
Room with Fireplace at David Caldwell Park	<b>\$300</b> (2 hour usage and \$50 each additional hour)
Cancellation Fee	<b>\$25</b> if not cancelled 24 hour prior to start of event

**Food/Beverage Service**

Light Refreshments	<b>\$25.00</b> fee for light refreshments
Lunch/Dinner	<b>\$75.00</b> fee for lunch/dinner

## PROCEDURES FOR MEETING AND CONFERENCE ROOMS

1. All meetings are open to the public and the press.
2. Use of the Library's/Museum meeting rooms does not constitute an endorsement of an organization's policies or beliefs. The exception will be for meetings and events sponsored or co-sponsored by the Greensboro Public Library or Historical Museum.
3. Meeting rooms may not be used for:
  - Religious worship services
  - Soliciting business, fundraising or actively selling items or services
  - **Political Parties (Democratic, Republican, Libertarian):**  
**Pursuant to G.S. 163-99, you may use any of our libraries "without charge, except for custodial and utility fees, for the express purpose of annual or biennial precinct meetings and county and district convention."**
4. Groups may not charge admission or solicit donations for programs held in the meeting rooms.
5. Banners, literature, photographs or signage related to the program may not be placed anywhere in the library without prior approval from the library facility representative.
6. Groups will be required to pay the market rate for room rental and pay fees for the following overhead costs.
  - Room set up
  - Room cleaning and maintenance
  - Custodial assistance for meetings prior to or after normal library operational hours
  - Piano tuning prior to performances
  - Setup of electronic equipment
7. An adult representative of the organization must make reservations, and a contract must be signed by the Lessee to confirm the reservation.
8. Contracts must be made on forms provided and filled out at least 30 days before the meeting occurs.
9. Groups cannot use the meeting/conference room on a repetitive basis. Only three meetings can be scheduled at one time. No more meetings can be booked until the third meeting is held, unless approved by management.
10. Groups will underwrite any property damage due to their use of the meeting/conference rooms. The recipient of the rental assumes this liability.
11. Contracts must be submitted by a representative of the group who shall personally be responsible for the conduct of the meeting, adherence to the procedures, and the payment of any fees associated with the meeting.
12. Parents or guardians must sign the contract for minors or youth groups requesting use of the meeting/conference rooms, and must assure adequate adult chaperones for such events.
13. Meetings may not disrupt the use of the library/museum by others, and persons attending the meetings must comply with all library regulations and procedures.
14. Meetings may be scheduled only at times that the library/museum is operational unless mutually agreed upon by the library/museum and the scheduling organization.

# Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which 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.

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

### **Decorations**

Decorations used in the Greensboro Public Library/Historical Museum must meet certain fire safety restrictions. All decorations must be flame retardant. Flowers or greenery must be treated for insects. Open flames are prohibited. The Greensboro Public Library/ Historical Museum will not allow any materials to be attached to any walls, floors or ceilings with nails, staples, tape or any other substances. Helium balloons are allowed, but Lessee may be charged a minimum cost for removal of any balloons, which may become trapped in the ceiling of the facility.

### **Electrical and Maintenance**

Any exposed electrical or extension cords must be taped securely to the floor. Entrances and exits must remain accessible at all times. Furniture, which is moved or rearranged by Lessee, must be put back in the order found at the end of each event.

### **Liability**

Persons will not be permitted the facility in excess of established capacities. The Lessee shall assume liability for damages caused by the Lessee or Lessee's guests. The Lessee shall reimburse the Greensboro Public Library/Historical Museum the cost of replacement or repairs for such damages.

The Greensboro Public Library/Historical Museum cannot assume responsibility for personal property and equipment brought onto the premises. **No money can be collected or exchanged at the door or in any other areas of the facility.**

The Lessee is responsible for the actions of their guests. If problems arise at a function, which places the facility or staff in danger, the Manager or designated staff person has the authority to terminate the event without a refund.

### **Security**

Security is required when alcoholic beverages are served in the facility or for other events at the discretion of the management. The officer(s) must remain at the function until all guests have departed from the Greensboro Public Library/Historical Museum. The Greensboro Public Library/Historical Museum Event Coordinator will schedule the officers and the Lessee will pay for this service in addition to the rental fee. The Lessor will determine the number of security based on the nature of the event and projected attendance.

### **Insurance**

Insurance is required for events with expected attendance of 200 people or more, where alcoholic beverages are served, student events, and other events at the discretion of the management. Ten days prior to the event, the Lessee will submit to the Greensboro Public Library management, a Certificate of General Liability Insurance for the date of the events against claims for bodily injury of not less than \$1,000,000 and not less than \$100,000 for property damage.

### **Billing**

A rental contract will be sent to the interested party. Upon client's confirmation of event date, a lease agreement will be completed for client's signature which should be at least 30 days in advance of event. All parties leasing the facility must be at least 21 years of age. Youth organizations leasing the facility must have an adult representative lease the facility. The client will be invoiced after the event from the City of Greensboro.

### **Food Service and Catering Procedures**

The Lessee is free to hire the caterer of choice subject to the Caterers Regulations and notification to library management. The Lessee is responsible for seeing that the caterer is supplied with the Greensboro Public Library/Historical Museum regulations. The library does not have a fully equipped catering kitchen; however, caterers once familiar with the facility can provide excellent food services. The Guilford County Health Department must approve caterers.

### **Food Service by Lessee**

All requirements listed in the Food Service Guidelines must be strictly adhered to. The Greensboro Public Library/Historical Museum requires Lessees providing their own food to sign a statement releasing the library from any liability related to this type of service.

### **Clean Up**

Clean up is the responsibility of the Lessee and Caterer. See Caterers Regulations for a complete list of responsibilities. It is required that the library be left in the condition in which it was found. An additional fee will be charged if the library staff must do more than routine cleaning of the facility for an event depending on the extent of damage.

### **Alcohol**

Lessees of the library must follow all State ABC Rules and Regulations. The Lessee will also assume all liability resulting from the consumption of alcohol by their guests or patrons. The Greensboro Public Library/Historical Museum management must have a copy of the Lessee's ABC permit 24 hours in advance of all events. If the proper ABC permit is not obtained, the Lessee will not be allowed to serve the alcohol. Cash bars are not allowed.

Bar must be closed 30 minutes prior to the event ending time as indicated on contract. Guests are not to be served or given any containers after the bar is shut down.

### **Smoking**

The Greensboro Public Library/Historical Museum is a smoke-free facility. No smoking is allowed anywhere in the building. It is the responsibility of the user to assist in enforcing this policy.

### **Cameras and/or Video Equipment**

No cameras and or video equipment are allowed unless prior approval is acquired from facility management.

**Hours of Operation**

The operating hours of the Greensboro Public Library are:

Monday-Friday	9:00 a.m.- 9:00 p.m.
Saturday	9:00 a.m.- 6:00 p.m.
Sunday	2:00 p.m.- 6:00 p.m.

The operating hours of the History Museum are:

Tuesday – Saturday	10:00 a.m.- 5:00 p.m.
Sunday	2:00 p.m.- 5:00 p.m.
Closed on Monday	

Classes and other program activities must conclude by 9:00 p.m. Monday through Friday.

**The Greensboro Public Library meeting and conference rooms are available for rental during normal operating hours.**

## **Food Service Guidelines and Regulations for the Greensboro Public Library Central Branch and the Historical Museum**

*The following Guidelines and regulations apply to all Caterers who wish to provide food and/or beverage services for functions on the premises of the Central Library and the Historical Museum.*

### **CATERER'S GUIDELINES**

The caterer must arrange with management to have access to the facility subsequent to their occupancy. The caterer is responsible for the setup and breakdown of all tables and chairs which have been provided by caterer for the event. The caterer will be responsible for leaving the premises and furniture in like condition as found. Failure to do so will result in a clean-up fee of **\$25.00** per hour per person.

The caterer will be allowed the use of fixed equipment only. Items necessary for the completion of each function including linen, bus pans, mobile carts, hot boxes, trash cans and liners, ice, tables, chairs, (see last sheet for available equipment on site) etc. is the responsibility of the caterer and/or decorator. All food service items, trays, dirty linen, rental equipment and any other property of the caterer must be removed from the facility immediately upon completion of the event. *Removal of all trash and garbage generated from this event is the responsibility of the caterer.*

### **INSTRUCTIONS APPLYING TO DROP-OFF**

When returning to pickup equipment the following shall apply to your responsibility for food service as it does for any other food events you service at these facilities.

**LUNCH:** All food, garbage and equipment must be removed within one (1) hour after the end of the meeting.

**DINNER:** All food, garbage and equipment must be removed before the close of the venue. At no time will you be allowed to leave pickup for the next day. If you are unable to pickup before the venue closing, we ask that you do not accept the order.

The City is not responsible for items lost, damaged or stolen, which belong to either the caterer or a rental company. When leaving rental items for pickup containers holding dirty dishes, glasses, silverware and other utensils used in foodservice must be enclosed in a trash bag.

The caterer must abide by all facility operational policies and procedures regarding event activity and by City of Greensboro Fire Codes as well as rules and regulations governing proper food handling and sanitation practices as outlined by the Guilford County Health Department.



**CLIENT GUIDELINES:**

When providing refreshments for your meeting, it is your responsibility to see that all food is cleared from the room at the end of your meeting. When contracting with a caterer to provide your refreshment/meals, these guidelines will be adhered too for all food service. The \$25.00 per hour per person fee will apply.

The client shall provide the name of the caterer to the facility management prior to event so that this form may be completed and placed in event file.

**ALCOHOLIC BEVERAGES**

City, State and local ABC laws govern the serving of alcoholic beverages. Proper permits must be in place prior to alcohol being brought onto premises. A copy of such permit must be submitted to the management prior to alcoholic beverages beginning served. Cash bars are not allowed.

The caterer must shut the bar down 30 minutes prior to event ending time indicated on rental contract. Guests are not to be served or given open containers after this time.

**INDEMNIFICATION AND LOSS/DAMAGE LIABILITY**

The caterer or official representative hereby releases, indemnifies and saves the City harmless from product liability for any and all food or beverage prepared, served or provided at any City-owned and/or operated facility.

The caterer acknowledges that the City shall not be liable or responsible to the caterer, its employees or agents for defects in or failure of equipment on premises, which occur during the occupation and use of City facilities by the caterer. Further, the caterer does indemnify and hold the City, its officials and employees harmless from any claims, damages or lawsuits arising from the use of City facilities and/or equipment by the caterer.

The caterer shall be responsible for any and all damages to the buildings, furnishings, fixtures or equipment sustained from use and/or occupations of same by the caterer whether caused by the caterer, its agents or any other persons connected with the caterer's function. Charges to the caterer for such damage will be equal to the cost of repairs and/or replacement.

I/We have read and understand the above regulations for use of the Greensboro Public Library and /or the Greensboro Historical Museum.

\_\_\_\_\_ Signature & Date of Caterer

**THIS FORM SHOULD BE SUBMITTED FOR EACH  
FUNCTION CATERED AT THESE FACILITIES.**

CATERER: \_\_\_\_\_

BANQUET MANAGER:  
\_\_\_\_\_

EVENT/CLIENT  
NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_

MOVE-IN TIME: \_\_\_\_\_

ALCOLHOL PERMIT NUMBER \_\_\_\_\_ (if applicable)

To assist your clients with needed equipment, the following is available from these facilities:

**Greensboro Public Library – Central Branch**

20 – 5 ft rectangular tables  
168 chairs

**Greensboro Historical Museum**

8 – 60" Round Tables  
64 Folding chairs

***Policy and Procedures approved by the Board of Trustees at the January 16, 2007 meeting.***

# August 2017

## Monthly Highlights

### BENJAMIN BRANCH

- On August 1<sup>st</sup>, 140 kids and parents went wild at **Mad Science** for the entertaining and educational presentation of science demonstrations including exploding balloons, hover-rides and much, much more.
- On August 8<sup>th</sup> - 115 kids and parents attended the summer reading special **Puppets and Popsicles**. Our Youth Services Coordinator presented the puppet play, Jack and the Beanstalk, and kids enjoyed popsicles.

### CENTRAL BRANCH - MULTICULTURAL ROOM

- Central's **Teen Break Out Room** was a success with 39 teens participating. The Children's Librarian represented Youth Services at the **Melvin C. Swann Jr Middle School rededication**. Storytime attendance was again high with nearly 800 parents and children participating in stories and songs.

### GLENN NAIRY BRANCH

- At the McNairy Branch, 75 children of all ages and their parents constructed imagined machines and creatures using cardboard boxes, Make Do tools (plastic tools designed for building with cardboard), and various craft supplies. The kids had a ball seeing creations like dragons, robots, cars, and spaceships come to life.
- McNairy's **Around the World Dance Party**. Teen volunteers assisted the kids groove to music from around the world with instruments and props; 72 children and their parents attended. A community volunteer led a two-part **Beginning Drawing** workshop that featured exercises from Betty Edwards' book, *Drawing on the Right Side of the Brain* where 28 adults learned skills such as blind contour, gestalt, and observation over these two sessions. The response was very positive with folks asking when we would do the next series.
- On August 21<sup>st</sup> during the **solar eclipse activities at Center City Park**, McNairy's Library Associate, dressed as an astronaut to promote the book "Hidden Figures" and other One City, One Book program activities.

### GLENGOOD BRANCH

- On August 10<sup>th</sup> at 9:30-11:30 am and 2:30-4:30 pm, the Glenwood Branch hosted a **Multicultural Cartoons** program with 26 in attendance both times. GPL has never done anything like this before. Our Branch Librarian wanted to make it available as a drop-in type program in the morning and afternoon to give summer camps and families a great range of available times. It worked out well. Mostly attended by families with a large group in attendance at each session. In the morning **Glenwood Rec Center** came with their younger students. In the afternoon the **Islamic School** came. They were so excited about their girls seeing *The Burka Avenger*. In their survey they stated: "The young girls really appreciated the selection of *Burka Avenger* as it had an empowering message for them as young Muslims." The cartoons shown were, *Bino and Fino* (Africa), *The Burka Avenger* (Middle East), *Chota Bheem* (India), *Bouba and ZaZa* (Africa); *Maya and Miguel* (Mexico), and *Ni Hao Kai-Lan* (China).
- On August 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, & 22<sup>nd</sup>, the Glenwood Branch hosted **Build A Better Mealtime** at 7:00pm with an attendance of 20, 15, 24, and 28. This was a continuation of the 7 week series that began on July 11<sup>th</sup>. Attendance remained high, with the last night being even higher because several new families came. There is a definite desire for this type of programming for families. Parents want their children to learn to eat better and become familiar in the kitchen. I think it worked particularly well as a family program. Many parents realize the need for families to get back to coming together around the dinner table. Glenwood Branch Librarian plans to offer this program again in the Spring.

### **KATHLEEN CLAY EDWARDS BRANCH**

Kathleen Clay Edwards Library hosted the initial fall program for the **Growing the Greenway** series titled "**Extending the Harvest**". This program received an additional boost of publicity by being listed as an event in the Adult Summer Reading Program. The program was a success for participants since many received a summer reading prize, as well as advice on how to extend their growing season.

- On August 2<sup>nd</sup>, the Kathleen Clay Edwards Family Branch held a **Beach Bash Festival** for children and their families as part of our Summer Reading programming where 175 people showed up to make a sea creature sun catcher, design a sun visor, play with sand slime, learn about sea turtles, play beach ball volleyball, and more. It was a fun way to celebrate Summer and the fun that can be had at the library.

### **CENTRAL BRANCH - INFORMATION SERVICES**

- Hemphill's Adult Programming Coordinator has been working non-stop planning for **OCOB** with the kickoff being a huge success. Our patrons seem interested in the book and our display has attracted many to pick up a copy for check out as well as the flyer of events.
- Hemphill patron, Cliffodine Beatty, was the winner of the Hemphill Branch Adult **Summer Reading Prize Basket** drawing. Many of our patrons enjoyed the Adult SRP this year and many families were able to participate with both programs reading together.
- Volunteers and Teen Programming: Hemphill had **25 volunteers** who provided **210 hours of service**. There were 3 new volunteers that survived a fast-track orientation. The puppet show program (8/1) had 35 attendees, 25 attended the art program (8/3). Library tour, 5 people attended (8/19) and on that same day 12 attended the music workshop.

### **CENTRAL BRANCH - INFORMATION SERVICES**

- Central's Career Counselor had a very successful **Summer Job Fair** on August 22<sup>nd</sup>. There were 19 employers present and job-seeker attendance was 216.
- Circulations of downloadable eBooks, audiobooks and music remained brisk at over 35,000 for the month.

### **MEDFORD BRANCH**

- On August 1st, 57 kids and parents attended the summer reading special, **Animal Sounds**. Staff from the **NC Museum of Natural Science** presented informative information and allowed the youngsters to touch live animals including a snake, a frog and cockroaches.

### **CENTRAL BRANCH - POPULAR LIBRARY**

- On August 26<sup>th</sup>, we began our community-wide reading adventure, **One City, One Book**, with a Kick-off Block Party. There were STEAM (science, technology, engineering, arts and math) exhibits for the whole family. In addition, there was a dance demonstration and lesson from the **Piedmont Swing Society**; 500 people participated in the entire event that also included a swingin' vintage fashion show featuring clothing from the 40's, 50's and 60's.

### **VANCE CHAVIS BRANCH**

- On August 2<sup>nd</sup> at 3:00 PM - 4:00 PM, we hosted **NC Zoo: Animal Architects**. Staff from the NC Zoo brought hands-on animal artifacts and live animals to help us discover the creative ways that animals build their homes. There were 45 guests in attendance for this informative and interactive workshop.
- On August 4<sup>th</sup> at 3:00 PM - 4:00 PM, we hosted **SNL: Team Teen: Upcycling Makerspace**. City Recycling Specialist Tori Carle helped youth to do their part for the environment by turning things that might be recycled or thrown away into something useful. The 4 youth in attendance enjoyed creating games like mancala, checkers, and bowling by using household items like egg cartons, cardboard, and empty plastic bottles.