

Upper Peninsula Region of Library Cooperation, Inc.
Special Meeting of the Board of Directors
Minutes of the Meeting of August 11, 2021

CALL TO ORDER: A special meeting of the UPRLC Board of Directors was held on Wednesday, August 11, 2021 at 11 a.m. Eastern. All meeting participants connected using Zoom conferencing service. The purpose of the meeting was to discuss and approve a UPRLC Code of Conduct Policy. Board Chair Lisa Waskin called the meeting to order at 11:10 a.m. Eastern.

ROLL CALL:

Trustees Present:

Chair: Lisa Waskin

Secretary: Shawn Andary

Treasurer: Pamela Malmsten, Recorder

Assistant Treasurer: Andrea Ingmire

Other Trustees Present: Janis Lubenow, Dillon Geshel, Leslie Warren, Marc Boucher, Amanda Winnicki, Carolyn Stacey, and Megan Buck

Library Directors/Staff Attending: Connie Meyer, Director of the Crawford County Library

Trustees Absent: Jessica Holman, Erin Matas, Lynne Wiercinski, Lisa Cromell, and Megan Clarke

Background Information: A draft Code of Conduct Policy was distributed to Board members in advance of the meeting. Lisa Waskin explained that the policy was developed to address situations that might arise during conferences or workshops. Deb Mikula, the Director of the Michigan Library Association, shared MLA's Code of Conduct Policy and gave UPRLC permission to use or adapt the policy as needed. Lisa added that the MLA policy was reviewed and approved by an attorney.

Policy Review and Discussion: UPRLC Board members further reviewed and discussed the Policy. There was considerable discussion regarding the reporting of Policy violations and it was suggested that positions, rather than specific names, should be included in the Policy. It was agreed that, for each event, a separate contact list would be distributed to all event participants; the list would include the names and contact information for individuals who should be notified of any Policy violations. Since the list would not be part of the Policy, it could be changed without having to revise the Policy. Andrea Ingmire noted that the same contact list would also be the emergency contact list for the event. Leslie Warren further recommended that the UPRLC Board develop a detailed procedure for handling incident reports. Board members agreed to all of these recommendations by consensus.

Motion and Vote to Approve the Revised Code of Conduct Policy: **Andrea Ingmire made a motion to approve the UPRLC Code of Conduct Policy as revised. The motion was seconded by Carolyn Stacey, unanimously approved, and carried.** [Note: the UPRLC Code of Conduct Policy, as revised, is attached to these minutes.]

There being no further business, the Chair adjourned the meeting at 11:30 a.m. Eastern.

Respectfully submitted,

Shawn Andary
Secretary

Pamela Malmsten
Recorder

UPRLC

Code of Conduct Policy

Upper Peninsula Region of Library Cooperation

Code of Conduct

UPRLC is committed to providing a safe, productive, and welcoming environment for all participants. Each participant, including attendees, speakers, volunteers, exhibitors, staff, service providers, is expected to understand and follow UPRLC policies and report any violations. These expectations apply to all UPRLC activities including those held in conjunction with UPRLC conferences, events and meetings, as well as online venues and social media. Speakers are asked to frame discussions as openly and inclusively as possible and to be aware of how language may be perceived by others. Exhibitors in the exhibit space, sponsor or vendor booths, or at accompanying activities are also subject to the policy.

Personal Safety and Security

UPRLC works with the staff at the host location to make sure meeting participants are safe. We ask that all attendees report any concerns to the designated UPRLC personnel for immediate action. No concern is too small – if you see something, say something.

If an emergency, you should ask any UPRLC Conference Committee Member or host staff to help you.

Responsible Drinking

During the UPRLC Conference, participants may be consuming both alcoholic and non-alcoholic beverages both at and outside of the event venue. UPRLC expects participants at our events to drink responsibly. UPRLC and host event staff have the right to deny service to participants and may require a participant to leave an event for excessive drinking.

Unacceptable Conduct

Unacceptable conduct may relate, but is not limited, to the following: gender (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity or expression, age, sexual orientation, physical or mental disability, physical appearance, body size, race, religion, national origin, political affiliation, marital status, and any other groups protected by state or federal law.

Unacceptable conduct includes, but is not limited to:

- Harassment, intimidation, or discrimination in any form.
- Any abuse, including physical, verbal or non-verbal abuse, of any attendee, speaker, volunteer, exhibitor, host library staff member, service provider, or any other meeting guest.
- Disruption of presentations at sessions, in the vendor space, or at any events organized by UPRLC at the meeting venue, hotels, or other UPRLC contracted facilities.
- Inappropriate use of nudity and/or sexual images in public spaces or in presentations.
- Threatening or stalking any attendee, speaker, volunteer, exhibitor, library staff member, service provider, or other meeting guest.
- Invasion of privacy, including taking photos of individuals without permission.

Unacceptable conduct is also prohibited on social media and other online platforms in relation to UPRLC events.

Sexual Harassment

Sexual harassment is unacceptable conduct of a sexual nature which makes a person feel uncomfortable, offended, humiliated and/or intimidated. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, fails to respect the rights of others, and interferes with events and activities.

Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

Physical conduct

- Physical violence, including sexual assault
- The use of threats or rewards to solicit sexual favors
- Unwelcome physical contact or inappropriate touching

Verbal conduct

- comments or insults based on appearance, age, private life, etc.
- repeated and unwanted social invitations for dates or physical intimacy
- sexual comments, stories or jokes
- condescending or sexist remarks
- sexual advances
- whistling or "cat calling"

Non-verbal conduct

- display of sexually explicit or suggestive material or images
- sexually-suggestive gestures

Notice

The UPRLC Code of Conduct will be posted on the website and referenced as part of the registration, meeting or other sign up processes and onboarding. An abbreviated version with emergency contact information will be posted at event venues.

Reporting

If you or anyone else is in immediate danger at any time, please contact local law enforcement (by calling 911) and immediately notify location staff. The UPRLC Board will designate and publicize a contact list in case of an emergency.

If you experience or observe harassment or hear of any incidents of Code of Conduct violation, UPRLC asks that you please inform someone from the designated contact list, which will be included with your registration packet.

If possible, provide the following information, preferably in writing:

- identifying information (name, appearance, library affiliation, etc.) of the participant
- the behavior that was in violation
- the approximate date and time of the behavior (if different than the time the report was made)
- the circumstances surrounding the incident
- other people involved in or witnessing the incident

Reports may also be made anonymously. If the complaint is of a criminal nature, legal authorities will be notified.

Response

All complaints will be treated seriously and responded to promptly. If your safety is threatened, please contact host library staff or call 911.

All reports will be treated seriously and promptly. Incident will be handled with respect for the privacy of the victim and will be confidential to the extent practical and legal, given the circumstances.

If a person is found in violation of this Code of Conduct, UPRLC reserve the right, in its sole discretion, to do any of the following:

- verbal or written warning;
- suspension of attendance at UPRLC sponsored events;
- prohibit attendance at any future meeting;
- report of unacceptable conduct by an individual may also be report by UPRLC to an individual's employer.

A person suspended from a UPRLC sponsored event due to a violation of this Code of Conduct Policy will not be eligible for a refund or any other compensation.

Responsibilities of the Board

The UPRLC Executive Board will review the policy every three (3) years, or sooner if conditions warrant, and put forward any necessary changes for Board approval.

Agreement

Upon initial appointment and reappointment to any UPRLC committee or in attendance at any UPRLC event, each individual will attest they have read, understood and accepted this policy by signing below.

Name

Date

Signature