

Attachment D – 09/04/18

Background: Staff recommends the addition of two outside security cameras. Library policy requires prior consultation between the Executive Director and the Board (see policy below).

Staff also recommends the Board accept the bid of **\$5,332.78** from Current Technologies of Lombard, Illinois to install the cameras and upgrade the server to allow for enhanced clarity of the images produced. Current Technologies has installed our current security camera system; therefore, these additions will be compatible with the equipment we have in place.

These two items should be separately presented and voted upon as per the September 4, 2018 Board Agenda. More details and specifications will be presented at the Board Meeting.

Security Camera Policy
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Amended August 7, 2018

SECURITY CAMERA POLICY

The Rolling Meadows Library maintains a security camera system to assist staff and local law enforcement in maintaining a safe and secure environment for library patrons.

SIGNAGE

A sign is posted at the Library entrance informing the public that security cameras are in use.

CAMERA LOCATION

Security cameras will be positioned to record only those areas specified by the Executive Director and Library Board. Camera locations shall not be changed or added without the permission of the Executive Director and after consultation with the Library Board. Cameras are located in selected interior and exterior locations where library users and staff have no reasonable expectation of privacy.

ACCESS TO DIGITAL IMAGES

Camera data is recorded and stored digitally. Access to recorded data and images is restricted to the Executive Director, staff and contractors designated by the Executive Director to assist in managing the security camera system, and the City of Rolling Meadows Police Department.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

Unauthorized access to or disclosure of security camera data and images may result in disciplinary action up to and including dismissal. Any library employee or contractor who becomes aware of an instance of unauthorized access to or disclosure of security camera data and images must immediately notify the Executive Director.