



Pawling Library Policy Manual

Reviewed by the Board of Trustees December 13th 2012

These are the policies of the Pawling Free Library. Library policy is divided into two specific categories: internal and external. Specific policies can be changed, added, or deleted by the board of trustees at anytime. Library policy is reviewed annually, and readopted by the library board before the start of the next service year. When policies are changed, this document is superseded in those changed parts by the minutes of the board meeting.

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1. Mission, Goals & Purposes of the Library

Pawling Free Library's mission is to provide excellence in programs, services activities, to grow dynamically and to respond to the diverse needs of the greater Pawling & Holmes community. In order define the mission, goals, purpose of the library the board of trustees has established the following policy

1.1. To create an environment conducive to lifelong learning enrichment, enjoyment and a sense of community for all ages by assessing and understanding the unique characteristics of the population.

1.2. To expand and secure ample resources to support the mission of the Pawling Free Library.

1.3. The Pawling Free Library is a public institution chartered to primarily serve the residents of the Town of Pawling. In addition, it offers services to any cardholding member of the Mid-Hudson Library System.

1.4. The Pawling Free Library provides access to information via many media sources including print and electronic sources.

1.5. The Pawling Free Library provides programs that can benefit members of the community.

Accepted by the Library Board of Trustees December 13th 2012

2. Patron Code of Conduct

In order to ensure constructive use of library facilities, materials, and services, as well as the personal comfort of all patrons, the board of trustees has established the following code of conduct.

2.1. Reasonably quiet and reserved behavior is expected on library property. No patron may disturb or harass other patrons or staff. Unacceptable behavior includes, but is not limited to, sleeping, running, horse play, solicitation, and committing any act that would violate any State, Federal or local law, ordinance, or regulation.

2.2. Patrons shall be engaged in activities associated with the use of a public library while on the property. Use of bicycles, roller-blades, scooters, skateboards, or other sports equipment in the library or on library property is strictly prohibited.

2.3. Patrons are required to wear acceptable clothing, including shirts and footwear. Patrons shall maintain a generally acceptable standard of personal hygiene. Unpleasant body odor, which may offend other library patrons or staff, is considered unacceptable. Library bathrooms are not for personal bathing.

2.4. Damage to library property or disruption of service including, but not limited to, borrowed material, building, grounds, and media equipment is prohibited.

2.5. Smoking, eating, drinking of alcoholic beverages, and the use of illegal substances is not permitted on library grounds. Eating is only allowed during designated library programs. Non-alcoholic beverages in resealable containers may be consumed on the property. However, all beverages must be clearly visible and identifiable at all times.

2.6. Use of mobile devices for verbal communication is prohibited inside all buildings; the use of mobile devices for wireless Internet, text messages, e-mail, and downloading library e-content is permissible. Computers, mobile devices, and audio devices may be used with headphones for instructional or recreational purposes without disrupting nearby patrons.

2.7. To prevent possible damage to library property and possible injury to library users and staff, animals are not permitted on any library property, with the exception service animals and animals that are part of scheduled programs. Patrons with service animals may be asked to provide documentation for them.

2.8. Patrons are expected to leave the library upon designated closing time.

2.9. Patrons are expected to adhere to this, all additional library policies, and any directions given to them by library staff.

2.10. Individuals of all ages are expected to follow these rules. Individuals who violate the Code of Conduct may be banned from the library properties and/or prosecuted to the fullest extent of the law. If a patron is to witness any behavior which breaks these rules, he or she should report these events to staff. Police will be called if necessary.

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3. Service to Children & Youth

Pawling Free Library is dedicated to providing a warm, welcoming, exciting and safe environment for people of all ages. It is for the safety of each child that the library has adopted this Service to Children and Youth Policy.

3.1. Children under the age of 10 must be supervised at all times by a responsible adult (18 years or older). If a child is attending a Library program, a parent or designated caregiver must be aware of the location and behavior of his/her child.

3.2. Children ages 10 -17 may use the library on their own provided that they comply with Patron Code of Conduct and additional library policies. Parents/caregivers are still, however, responsible for the behavior of their children. If children do not comply with library policies, library staff may ask them to leave library property, and the police may be contacted. If a child of this age group is not able to leave the library without an adult, he/she should not be in the library alone. Children must also have the phone number of a parent/caregiver that may be contacted in an emergency. In addition, any damage caused by a child is the responsibility of the parent or legal guardian, and will be subject to financial liability for damages.

3.3. The safety of children left alone in the library is a serious concern of the library staff. The staff, however, has many duties to perform in order to serve all the residents in Pawling. Library staff cannot monitor the behavior and safety of children using the library. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with the library staff.

3.4. The library is not responsible for children without a ride home at closing. Library staff will exercise appropriate procedures to ensure the safety of unattended children when the library is closing. Parents/caregivers are responsible for being aware of the library's hours of operation. Staff members are prohibited from providing transportation to a patron.

3.5. Parents/caregivers must also keep in mind that the library may close unexpectedly for reasons out of the staff's control, such as a power outage, loss of heat, inclement weather, etc. Children should know what to do should this occur. Library staff cannot give rides to any child. If no ride has arrived within 15 minutes after closing time, staff will call the Dutchess County Sheriff's Department. Two library staff members will wait for the sheriff with the child. Staff will record the parent's/caregiver's name, address, telephone number and the child's name. Once found, the parent/caregiver will be given a copy of the Safe Child Policy. Staff will refer any additional incidents to the police department.

3.5. Violation of the Safe Child Policy may result in suspension of library privileges for the family.

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4. Computer Use & Internet Policy

The library establishes this Computer Use and Internet policy to ensure appropriate use of Internet resources.

- 4.1.** Residents of Pawling must have an active MHLS library card to access computers; visitors must sign in with staff showing appropriate identification.
- 4.2.** The viewing of lewd or offensive material will result in loss of computer privileges.
- 4.3.** The library reserves the right to regulate the amount of time patrons may use the computers, based on demand, as well as the right to charge for printing. The library also reserves the right to limit the type and nature of peripheral devices, including storage devices, used in order to maintain computer functionality.
- 4.4.** The library takes no responsibility for the accuracy of information on the Internet or ideas, points of view, and images expressed.
- 4.5.** The library takes no responsibility for the safety or security of information transferred via the internet or saved on a storage device attached to library equipment.
- 4.6.** The library does not store data for patrons and takes no responsibility for lost data due to system failure.
- 4.7.** Responsibility for and any restriction of a child's use of the Internet rest solely with the child's parent or legal guardian.
- 4.8.** Damage to public computers due to physical damage or transfer of malware, spyware or viruses to public computers by download or physical media will result in loss of library privileges and are subject to financial liability for damages.
- 4.9.** All illegal activity, including all rules of copyright and personal property, must be honored. Information in the form of text, graphics, music, video, software, and other media retrieved or utilized electronically should be considered protected.

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5. Wireless Access Policy

Wireless Internet access (Wi-Fi) is provided free of charge by Pawling Free Library for patrons who have the required hardware and software needed for this service. Use of this service is governed by Pawling Free Library's Computer Use and Internet policy.

- 5.1.** Use of the library's Wi-Fi service is your agreement with the terms and conditions of this policy.
- 5.2.** Wi-Fi access is provided as a free public service on an "as is" basis with no guarantee of service.
- 5.3.** Users are responsible for setting up their equipment to access the library's Wi-Fi network. Library staff can provide general information or handouts to help you connect to the Wi-Fi network.
- 5.4.** All Wi-Fi users should have up-to-date antivirus software installed on their computers.
- 5.5.** As with most public Wi-Fi networks, the library's wireless network is not secure. Any information transmitted (including credit card numbers, passwords, and other sensitive information) could potentially be intercepted by another computer user.
- 5.6.** The library assumes no responsibility for damage to or loss of equipment; users must keep their equipment with them at all times.

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6. Confidentiality Policy

The Pawling Free Library supports and complies with New York State Law (New York State Civil Practice Law & Rules 4508, Chapter 112, Laws of 1988) with respect to the confidentiality of library records.

6.1. Library records may not be accessed without valid library card or photo identification.

6.2. All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations.

6.3. No library records will be disclosed to others except upon the request or consent of the library user, parent or legal guardian, or pursuant to subpoena, court order, or as otherwise required by law. Such disclosure may be made only by the library director in consultation with legal counsel.

6.4. Board and committee members, employees, and volunteers must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places should be limited to matters that do not pertain to information of a sensitive or confidential nature.

6.5. Those involved with the Pawling Free Library should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view, refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons, and be wary of the use of e-mail in the transmittal of confidential information.

6.7. The library accepts no responsibility for non library-related confidential information left in print or digital format.

6.8. All staff must sign the confidentiality agreement before being given permission to access patron records.

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7. Library Material Selection

Books and library material selection is the responsibility of the library, or such members of the professional staff, under the direction of the library director, who are qualified by education or training. Within this policy, the library director acts for the board in selecting library materials.

7.1. The board of trustees will ensure that the library director keeps within the yearly budget for books and Library materials, and will ensure that the library director adheres to this “Library Materials Selection” policy.

7.2. Books and library materials will be selected on the basis of their value of interest, information, and enlightenment of all people of the community served. No book will be excluded because of the race, nationality, political views, or social views of the author.

7.3. The board of trustees views censorship as an individual matter. While anyone is free to reject for himself/herself books that he/she does not approve of, he/she cannot censor or restrict the right of others to read.

7.4. While staff will use their discretion in the selection of materials, the board of trustees will not restrict library privileges on the basis of age. The restriction of materials to minors (children under 18) is the responsibility of the parent or guardian.

7.5. Challenged materials will not automatically be removed from the library but remain in the collection until the review process is completed and a determination is made by the Board of Trustees.

7.6. Library patrons wishing to challenge or question library materials must submit their views or opinions in writing to the Library Director. Reasonable accommodations will be made to those needing assistance completing the “Reconsideration Form.” The director will forward the challenge to the president of the library board of trustees, who will appoint a committee composed of the library director and two or more trustees. Each member of the committee shall read and assess the material challenged, and consider published reviews. The committee’s opinions will be presented to the board. The board shall consider the committee’s report and then reach a decision regarding the challenged material.

7.7. The decision of the board of trustees is final. A written report of the decision shall be filed with the Library Director. A letter summarizing action taken shall be sent to the complainant by the Library Director.

7.8. The Pawling Free Library supports the "Library Bill of Rights" adopted by the American Library Association (See Addendum 1).

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8. Policy for Borrowing Library Material & Equipment

In order to ensure constructive use of library materials, and a fair fee structure, the Board of Trustees has established the following Policy.

8.1. All library material circulates for a set time designated by the library director. Patrons will be made aware of the loan period by request and when material is borrowed. Overdue material will be charged a fee based on the amount of days that the material is overdue.

8. 2. Materials can be renewed in person, by phone, or online one time only per loan. Exceptions can be made at the discretion of the library director.

8.3. Patrons are responsible for replacing any unreturned or lost items. Patrons must pay the full replacement cost of the item, the cost of processing the replacement and accrued overdue fines. In the case of replacing materials from other libraries, patrons shall remit cash or a check made payable to the owning library. The payment shall be forwarded to the owning library.

8.4. In the event that a lost item is found and returned to the library, a refund for the cost of the item will not be issued.

8.5. Patrons damaging library materials will be charged the cost of repair or replacement plus processing cost, depending on the extent of the damage. library director will make the decision to repair or replace the item. Anyone mutilating Library materials may have their Library privileges revoked for six months, subject to review by the Board of Trustees.

8.6. Special consideration for extended loan periods may be made at the discretion of the the library director. An administrator may delegate these decisions to one or more library staff.

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9. Displays, Exhibits & Bulletin Boards

In order to ensure constructive use of the library for displays, including its public bulletin board, the Board of Trustees has established the following code of conduct.

- 9.1.** No poster, display, exhibit, brochure, leaflet, or booklet will be exhibited, displayed, or placed in the library for distribution without permission of the Library Director.
- 9.2.** No political, commercial, personal, or religious displays are permitted on Library property.
- 9.3.** No box, canister, or receptacle for donations to any outside organization is permitted on Library property without Director or Board approval.
- 9.4.** As space permits, outside organizations can put up posters on the library bulletin board, with the permission of the Library Director. Notices that may be posted are educational, cultural (arts, literature, etc.), library related material, and information on community programs and activities. The library will administer the bulletin board on a "first-come first-served" basis. Preference will be given to library programs, programs co sponsored by the library and programs done by partnering organizations.
- 9.5.** The library assumes no responsibility for theft or damages to any display or exhibit placed by an outside organization.
- 9.6.** Whenever possible, displays or exhibits will incorporate books or materials from the library's collection.

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10. Donations & Gift

The purpose of this policy is make provisions for the acceptance of gifts or donations to the Pawling Free Library. Within the provisions of the State laws, the board of trustees adopts the following policies if respect to gifts and donations.

10.1. The Pawling Free Library welcomes gifts of both materials and money to purchase materials. These gifts are examined and may be added to the collection under the same criteria used for purchasing materials. Gifts are accepted if the donor agrees that they may be added, sold at book sales, or otherwise disposed of at the discretion of the director of the library or designated personnel with the tacit approval of the board of trustees. Gifts that are added to the collection are shelved with other materials in normal sequence.

10.2. The library does not provide special shelving or separate locations for gift items. Gift books may be plated with a library bookplate if the donor wishes. Books donated as memorials are identified with an appropriate plate with the donor's approval. Gift items, including memorials, are weeded according to the same criteria used for purchases.

10.3. Monetary gifts to purchase books are welcomed. Donors may specify types of materials to be purchased with the understanding that the specific titles may not be available.

10.4. Donations of special or unique collections that are of local or historical interest that further the mission of the library will be considered for addition to library holdings. Such material will be added to the library's collections according to established policies and procedures and space availability. All donated material becomes the property of the Pawling Free Library upon donation.

10.5. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the board of trustees.

10.6. The library will not accept for deposit materials, which are not outright gifts.

10.7. The library personnel cannot evaluate library materials for tax purposes, as IRS regulations do not permit this. If a donor requires an official tax statement, the donor must make arrangements with a book dealer to evaluate the gift. The donor will meet the cost of making the evaluation, which is a tax deduction.

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11. Meeting Rooms

The purpose of this policy is to make available the library for meetings by local non-profit organizations and businesses in the community. The board of trustees adopts the following policies if respect meeting room use.

- 11.1.** Use of the library and its meeting spaces for library activities and events takes precedent over all outside use of the facility.
- 11.2.** Any organization wishing to meet in the library must make arrangements with the library director and ensure the meeting is scheduled at least 2 weeks in advance on the library's calendar. Any organizations wishing to meet in the library shall complete a meeting room application form.
- 11.3.** During hours of operation, outside organizations can meet in the facility at the discretion of the library director. Outside organizations are not permitted in the facility when the library is closed.
- 11.4.** One person must be designated as responsible for the group holding the meeting. The group assumes responsibility for any loss or damage occurring during their use of the library.
- 11.5.** Outside organizations meeting in meeting areas within the facility are prohibited from charging a fee or making a profit from use of the facility (i.e. holding a class with an admission fee).
- 11.6.** Outside organizations using the facility for meetings shall adhere to the Patron Code of Conduct in Section 9 of this Policy. Library staff will check the condition of the meeting room before and after the group's use.
- 11.7.** Outside organizations using the facility for non-library sponsored activities shall supply the library with a Certificate of Insurance prior to using the facility.
- 11.8.** Excluding conducting any type of service religious organizations are welcome to use the meeting.

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12. Volunteers

The purpose of this policy is to provide members of the community the ability to volunteer at the library. The board of trustees adopts the following policies in respect to volunteering.

12.1. The Pawling Free Library supplements the efforts of paid library staff with volunteers and/or student interns. The volunteer program assists to provide quality Library collections, services and programs; serves as a method for area residents to become familiar with the library; and creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community.

12.2. A volunteer shall be considered any individual, 14 years or older, who assists with work done at the Library without remuneration (wages, benefits, or compensation, including travel expenses of any kind). The library director may make exceptions to the age requirement.

12.3. A student intern shall be considered as any middle school, high school or college student who performs volunteer work, without remuneration, as part of an authorized school program to earn academic credit.

12.4. All prospective volunteers must interview with the library director and complete a volunteer application form. The use of volunteers is dependent upon the library's needs and work availability. Not all persons interested in volunteering will be accepted as a volunteer.

12.5. Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. Volunteers are considered to serve as "at-will" and may be asked to stop volunteering at any time.

12.6. The library does not provide Workers Compensation coverage for volunteers.

12.7. Due to the confidential nature of library information and rapidly changing technology, volunteers generally do not perform circulation duties, unless expressly allowed by the Library Director.

Accepted by the Library Board of Trustees December 13th 2012

13. Library Hours and Calendar of Operation

The purpose of this policy is to provide the library director and trustees a guideline for selecting library hours, holidays and emergency closures.

13.1. The library director, with the approval of the Board of Trustees, will decide the specific hours of operation for each calendar year based on patron traffic and budget.

13.2. The library will be closed for a selected 11 days during the year. The library director will prepare a closing calendar, with the approval of the board of trustees, for each calendar year.

13.3. The library director, with the approval of the board of trustees, may choose to close the library early before select holidays.

13.4. Library closings in the event of inclement weather, damaged library property or a staff shortage will be decided by library director.

Accepted by the Library Board of Trustees December 13th 2012

Internal Policies

I 1. Review & Renewal of Library Policy

I 1.1. Specific policies can be changed, added, or deleted by the board of trustees at anytime.

I 1.2. Library policy is reviewed annually and readopted by the library board before the start of the next service year.

I 1.3. When policies are changed, this document is superseded in those changed parts by the minutes of the board meeting.

I 1.4 The Library Policy Manual should be reviewed by staff members when hired and during annual assessments or reviews.

I 1.5 Staff will be made aware of policy change through written memo after the policy is adopted.

Accepted by the Library Board of Trustees December 13th 2012

I 2. Conflict of Interest Policy

The purpose of the following policy and procedures is to prevent the personal interest of staff member and board members from interfering with the performance of their duties to the Pawling Free Library, or result on personal financial, professional, or political gain on the part of such persons at the expense of the Pawling Free Library or its patrons, supporters, and other stakeholders.

Definitions: Conflict of Interest means a conflict, or appearance of a conflict, between the private interest and official responsibilities of a person in a position of trust. "Interest" means a direct or indirect pecuniary or material benefit accruing to a Library trustee or employee as the result of a contract with the library which such officer or employee serves. Persons in a position of trust include staff members, officers, and board members of the Pawling Free Library. "Board" means the board of trustees. "Officer" means an officer of the Board of Trustees. "Volunteer" means a person—other than a board member—who does not receive compensation from services and expertise provided to the Pawling Free Library. "Staff Member" means a person who receives all or part of his/her income from the payroll of the Pawling Free Library or its Staffing Agency. "Patron" means a customer of the Pawling Free Library. "Supporter" means corporations, foundations, individuals, 501© (3) nonprofits, and other nonprofit organizations who contribute to the Pawling Free Library.

I 2.1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Trustees in all conflicts of interest, including but not limited to, the following:

- A. A board trustee is related to another board member or staff member by blood, marriage or domestic partnership.
- B. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
- C. A board member or his/her organization accrues a direct or indirect pecuniary or material benefit from a Pawling Free Library transaction, or a staff member of such organization receives payment from the Pawling Free Library for any subcontract, goods, or services, other than as a part of his/her regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the policies.
- D. A board member or staff member is a member of the governing body of a contributor to the Pawling Free Library.
- E. A volunteer working on the behalf of the Pawling Free Library who meets any of the situations of criteria listed above.

I 2.2. Following full disclosure of a possible conflict of interest or any condition listed above, the board of trustees shall determine whether a conflict of interest exists and, if so, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the Pawling Free Library's best interests. Both votes shall be by majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.

I 2.3. No board trustee shall serve as an employee of the Pawling Free Library.

I 2.4. An interested board member, officer or staff member shall not participate in any discussion or debate of the board of trustees, or any committee, or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

I 2.5. Anyone in a position to make decisions about spending the Pawling Free Library's resources-which may result in a conflict of interest-has a duty to disclose that conflict as soon as it arises; he/she should abstain in any final decisions.

I 2.6. A copy of this policy shall be given to all board members, staff members, or key stakeholders upon commencement of such person's relationship with the Pawling Free Library or at the official adoption of state policy. Each board member, officer, staff member shall sign and date the policy at the beginning of her/his term or service or employment. Failure to sign does not nullify the policy.

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I 3 Whistleblower Policy

The Pawling Free Library requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Pawling Free Library, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

I 3.1. It is the responsibility of all directors, officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

I 3.2. No director, officer, or employee who in good faith reports an ethics violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Pawling Free Library prior to seeking resolution outside of the library.

I 3.3. The Pawling Free Library has an open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone on the Library Trustee Personnel Committee or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected ethics violations to the library's director, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the library's open door policy, individuals should contact the director directly.

I 3.4. The Pawling Free Library's compliance officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the audit committee. The compliance officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Pawling Free Library's compliance officer is the chair of the audit committee.

I 3.5. The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The compliance officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

I 3.6. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

I 3.7. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

I 3.8. The compliance officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Accepted by the Library Board of Trustees December 13th 2012

I 4. Roles of the Trustee, Director & Library Staff

I 4.1 The board of trustees is responsible for:

- A. Setting the policies of the library
- B. Hiring, evaluation, establishment of compensation for, and the dismissal of the library director; also, setting the salaries of the other library employees.
- C. Attending trustee meetings regularly, working on committees and projects, and keeping up-to-date on the status and problems of the library
- D. Securing adequate funds to run the library
- E. Promoting the library's programs to the public at large
- F. Assisting with personnel issues, at the request of the library director

I 4.2 The library director is responsible for:

- A. Recommending policy to the appropriate committee and carrying out the policies set by the board of trustees
- B. Running the library on a day-to-day basis
- C. Purchasing all library materials in accordance with the established budget
- D. Advising the board of trustees on all technical matters
- E. Attending all board meetings, and reporting on the status and problems of the library
- F. Recruiting, hiring, supervising, evaluating, promoting, and taking disciplinary action (including termination) of all personnel
- G. Directing the activities of all library staff and volunteers

I 4.3 Communications about library matters among the staff and trustees is considered privileged. Library business should be left within the library and should not be shared with the public while on duty.

I 4.4 Individual trustees shall not issue instructions to the director or staff, except for those instructions that legitimately come under that trustee's jurisdiction by office, by committee assignment, or by specific delegation of the board. Trustees instead should work through the director or the director's designee.

I 4.6 The library staff is responsible for the day-to-day operation of the library. The staff takes its direction from the director or the director's designee.

Accepted by the Library Board of Trustees December 13th 2012

I 5 Financial Policies

I 5.1 Board Responsibilities

- A) The treasurer of the board of trustees shall be the custodian of all funds including gifts and trust funds paid to the library.
- B) The trustees shall control and audit the disbursement of all funds by the treasurer.
- C) The trustees shall schedule and arrange an independent audit of the library's books and records on an annual basis in accordance with the by-laws of the library. Costs of the annual audit will be paid from the operating funds of the library's budget.
- D) The trustees shall present the library's annual budget at the final board meeting each year.
- E) The trustees shall hire a bookkeeper who will perform all normal and necessary bookkeeping tasks as required.
- F) The president shall be empowered to act in place of the treasurer if the treasurer is unable to serve.
- G) Both the president and the treasurer shall be bonded to protect the library against misuse of funds. Costs of such bonding shall be paid from the library's operating fund.
- H) All investments made on behalf of the library shall adhere to the library's investment policy and guidelines set forth by New York State.

I 5.2 General Financial Policies

- A) Commitments for purchase of services or supplies or an emergency nature affecting the health or safety of people at the library shall be made at the discretion of the director and then presented to the trustees at the next board meeting.
- B) The library director shall initial and date all invoices and requests for payment of funds prior to giving them to the bookkeeper for processing.
- C) A petty cash fund shall be maintained for minor expenditures up to \$100.
- D) Directors and Officers Insurance shall be purchased by the library in accordance with the by-laws of the organization. Such insurance shall be paid from the operating budget of the library.
- E) All donations received by the Library, tangible or intangible, that have adhered to policies listed in Section 10 of this document shall be administered at the discretion of the director. The library director has tacit approval of the board of trustees to administer these funds. Such approval is subject to review at any time by the board of trustees.
- F) Annual tax levy funds will be deposited promptly and administered throughout the year by the director under the guidance of the approved operating fund budget.
- G) Any potential changes to the existing banking relationships the library maintains shall be first approved by the board of trustees.
- H) The library shall be free to borrow funds from legitimate funding resources as approved by the board of trustees. Any borrowed funds shall be used exclusively for capital projects. No operating expenses shall be

paid for from borrowed funds. The repayment of any borrowing, however, shall be paid from the operating budget along with any interest charged.

- I) Library materials, including but not limited to books and media, must adhere to the budget set by the library director and approved by the board of trustees for that fiscal year.
- J) The following schedule is related to capital or one-time purchases on non-library materials, including repairs and changes to library property, and where individual items are at the stated prices and for which there are sufficient budget appropriations.
 - a. Up to \$5000 - Discretion of the library director
 - b. \$5000 - \$25,000 - Discretion of the board of trustees
 - c. Over \$25,000 - Formal bid process approved by the board of trustees

Accepted by the Library Board of Trustees December 13th 2012

I.6 Personnel Policy

- A. Age, race, creed, color, gender, sexual orientation or national origin shall never be grounds to employ or not employ any applicant.
- B. All appointments to the staff are made for a probationary period of ninety (90) days, during which time the employee may be released at the discretion of the Director.
- C. Following the satisfactory completion of the probationary period, the employment of a full-time staff member — unless appointed on a temporary basis — carries with it all possible assurance of continuous employment as long as the staff member diligently performs the duties assigned in accordance with the policies of the Library.

I 6.2 Job Classifications

- A. FULL-TIME STAFF MEMBERS regularly work at least a 37-hour workweek.
- B. PART-TIME REGULAR STAFF MEMBERS regularly work 17 hours or more each week.
- C. PART-TIME STAFF MEMBERS work less than 17 hours each week.
- D. SEASONAL STAFF MEMBERS perform a job for a specified time, normally less than one year.
- E. PER DIEM STAFF MEMBERS do not work regularly scheduled hours, but are called in to work on an as needed basis.

I 6.3 Exempt & Non-Exempt

- A. EXEMPT STAFF MEMBERS are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.
- B. NON-EXEMPT STAFF MEMBERS are entitled to overtime pay as required by applicable federal and state law.

I 6.3 Resignation & Termination

- A. The employee is expected to give the Library two (2) weeks' notice, except in the case of illness or family emergency.
- B. In the case of gross misconduct on the part of the employee, immediate termination will take place by decision of the director. This termination will be reviewed by Personnel Committee Chair and the President of the Board.

I 6.4 Performance Assessments

- A. Each employee shall meet with the director at least twice a year for a performance assessment. One copy of the result of this evaluation shall be kept on file, and a copy shall be given to the employee.

I 6.5 Job Descriptions

- A. Each employee will be provided a copy of their job description annually.
- B. All employees are expected to fulfill the tasks listed in their job description.

I 6.5 Breaks

A. Each staff member is allowed a relief period of fifteen (15) minutes of paid time for each continuous working schedule of 3 hours or more. A paid lunch period of half (1/2) hour is allowed to every staff member working more than (6) six hours on any day.

I 6.6 Holiday, Emergency Closures, Jury Duty and Leave

A. When a holiday is observed on a regularly scheduled work day of a regular full-time employee, that employee will be paid according to the employee's base pay rate and for the number of hours the employee would normally be scheduled to work on that day.

B. At the Director's discretion, the library may close due to emergencies. Full-time and part-time employees will be paid according to the employee's base pay rate and for the number of hours the employee was scheduled to work on that day.

C. Staff members will be excused for jury duty in accordance with local, state and federal law.

D. Any employee of the Library is eligible for bereavement leave for the death of a member of the employee's immediate family. For this purpose, "immediate family" is defined as parents (including in-laws), grandparents, children, grandchildren, spouse, domestic partner, sibling (including in-laws), or any member of the employee's household for whom they are responsible. An employee may take up to five (5) continual shifts of bereavement leave.

E. Unpaid leave will be granted by the Director in accordance with the Family and Medical Leave Act. Medical insurance will be continued for employees who receive health coverage through the Library.

F. Voting leave will be granted by the Director to any staff member whose work schedule does not provide him or her four consecutive hours to vote while polls are open will be granted up to two paid hours off in order to vote.

I.6.7 Paid Time Off ("PTO")

A. PTO combines vacation, sick and personal time off.

B. PTO is compensated at the employee's base rate of pay when the time off is taken.

C. Employees in the following employment classifications are eligible for paid time off: Regular full-time, Part time regular and part-time.

D. PTO is based on an accrual system. Guidelines for PTO accrual are outlined in the employee handbook.

E. PTO must be used in the service year it is earned. The Director may approve carryover of PTO to the following year. Guidelines for PTO carry over are outlined in the Employee Handbook.

F. In cases of medical and family emergencies part-time standard and part-time nonstandard employees may be granted permission to generate a negative PTO balance for one (1) pay period. This balance will be no more than two thirds (2/3) of the based projection of accrued PTO for the remainder of that calendar year. It must be requested in writing, accompanied by documentation, and submitted for approval by the Library Director and Board of Trustees.

G. Employees who are planning to take three (3) days or more at one time must submit their request for the time off to the Director at least thirty (30) days prior to the time off.

H. The director will review workload and other employees' requests for time off prior to approving the PTO.

I.6.7 Employee Benefits

- A. Regular full-time employees are eligible for group benefits on the first day of the month following the employee's probationary period. All other employee classifications are not eligible for group benefits.
- B. In the event an employee in a non-eligible classification changes to a classification eligible for benefits, the time served in the non-eligible classification will count towards the completion of the employee benefit eligibility waiting period.
- C. If there is a break in consecutive days of employment before the benefit eligibility waiting period is completed, or if there is a break in service of more than ninety (90) days, no prior service will count towards the meeting of the employee benefit eligibility waiting period.
- D. Eligible employees may participate in the benefit plans subject to all terms and conditions of the agreement between the library and the providers of each plan. Summary information on insurance products and/or welfare plans is available in the summary plan description (SPD) or in more detail in the insurance contracts.
- E. Full time employees may have a percentage of their premium paid for by the library. Percentage of the premium is decided on by the Board of Trustees on an annual basis.
- F. Payroll deductions for the cost of the medical benefits will become effective the First of the month prior to the effective date of the employee's coverage. Payroll deductions for supplemental insurance will become effective the first of the month.

I.6.8 Employee Conduct

- A. Library policy will be reviewed annually by employees. It is a part of the employee's job to know and follow all library policy. Negligence to do so is grounds for termination.
- B. Employees are expected to present a professional appearance to the patrons as well as others with whom they come in contact as a representative of the Library. A guideline for employee appearance can be found in the Employee Handbook.
- C. Punctuality is an essential requirement. Staff members who will be absent from their place of duty for a significant period of time should notify Library administration or immediate co-workers.
- D. Eating and drinking are to occur during break or lunch times, out of public view. Conversation with either public or fellow staff members should be conducted quietly and kept within bounds of common courtesy.
- E. Personal business, including outside employment, may not be conducted from the library during library business hours except for emergencies or during breaks; this includes communication via phone, e-mail or text.
- F. Employees are expected to work with each other in an atmosphere free of verbal, or any other form of, harassment.
- G. The patron has a right to expect the staff to be familiar with the Library collection and to keep informed about new additions to it. However, reading while on duty is limited to professional periodicals, book reviews, and the like, unless a staff member's particular assignment requires the reading of other materials.

I 6.9 Sexual Harassment

- A. The Library is committed to providing a working environment free of sexual harassment. Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act, and Title I of the Civil Rights Act of 1991. It can be defined as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

B. If an employee is a victim of sexual harassment by fellow employees, administration or patrons they are to report it as outlined in the Employee Manual.

I 6.10 Termination of Employment & Discipline

A. Employees may be terminated for substandard work without notice during the probationary period.

B. It is the policy of the Library that all employees are expected to comply with the Library's standards of behavior and performance and that any noncompliance with these standards must be corrected. Under normal circumstances, the Library endorses a policy of progressive discipline as outlined in the employee handbook. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the Library's right to bypass the disciplinary procedures suggested.

D. All standard part time employees' hours are reviewed before the start of the fiscal year. The Library, at the discretion of the Director, may permanently reduce standard part-time employees' hours by sixty (60) percent at any time. Regular part-time employees will be given two (2) weeks' notice to the reduction his/her schedule. At the end of that fiscal year it will then be decided by the Personnel Committee if the employee will be re classified as part-time. All other part-time employee classifications' hours are subject to monthly scheduling.

E. If budget cuts necessitate a reduction in staffing levels, the Library Director will determine which positions can be cut to create the least negative effect on library services, and submit a plan to the Library's Board of Trustees for approval before implementation.

F. Employees who are laid off will be paid for unused Paid Time Off that has not been utilized per the Library's policy.

Accepted by the Library Board of Trustees December 13th 2012

Addendum 1

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.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council