Pawling Free Library Policy Manual

Reviewed by the Board of Trustees December 14, 2024

Pawling Free Library Policy Manual

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 any time. Library policy is reviewed annually, and readopted by the Library board before the start of the next service year.

☐ Prologue 5

Library Bill of Rights 5

☐ External Policies 5

1. Mission, Goals & Purposes of the Library 5

2. Patron Code of Conduct 7

3. Service to Children & Youth 8

4. Teenspace Rules 9

5. Vulnerable Adults 10

6. Computer Use & Internet Policy 11

7. Wireless Access Policy 12

8. Confidentiality Policy 13

9. Library Material Selection 14

10. Policy for Borrowing Library Material & Equipment 16

11. Displays, Exhibits & Bulletin Boards 17

12. Donations & Gifts 18

13. Meeting Rooms 19

14. Volunteers 20

15. Library Hours and Calendar of Operation 21

16. Patron Objection 22

17. Copyright 24

18. Patron Safety 25

19. Filming, Recording, and Photography Policy 26

20. Programming Policy 27

21. Art Exhibit Policy 27

☐ Internal Policies 32

I 1. Review & Renewal of Library Policy 32

I 2. Conflict of Interest Policy 33

I 3 Whistleblower Policy 35

I 4. Roles of the Trustee, Director & Library Staff 36

I 5 Trustee Code of Conduct 37

Pawling Free Library Policy Manual

I 6 Financial Policies 39

I 6.1 Board Responsibilities 39

I 6.2 General Financial Policies 40

I 6.3 Credit Card Policy 41

I 6.4 Investment Policy 42

I 6.5 Investment Policy for Endowments 43

I 6.6 Disposition of Surplus Property 44

I.7 Personnel Policies 45

I 7.1. Hiring Policy 45

I 7.2 Job Classifications 46

I 7.3 Exempt & Non-Exempt 47

I 7.3 Resignation & Termination 48

I 7.4 Performance Assessments 49

I 7.5 Job Descriptions 50

I 7.5 Breaks 51

I 7.6 Holiday, Emergency Closures, Jury Duty and Leave 52

I 7.7 Paid Time Off ("PTO") 53

I 7.7 Employee Benefits 54

I 7.8 Employee Conduct 55

I 7.9 Sexual Harassment 56

I 7.10 Termination of Employment & Discipline 62

I 8 Travel and Conference Policy 63

I 9 Social Media Policy 66

I 10 Records Retention 64

I 11 FOIL Requests 66

I 12 Trustee Education 67

☐ Public Health Policies 78

P 1 Pandemic Response Plan 78

P 2 Proactive Infection Plan 80

P 3 Airborne Infectious Disease Exposure Prevention Plan ..... **Error! Bookmark not defined.**

When policies are changed, this document is superseded in those changed parts by the minutes of the board meeting.

Pawling Free Library Policy Manual

Pawling Free Library Policy Manual

- **Prologue**

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.

- **External Policies**

1. Mission, Goals & Purposes of the Library

The Library seeks to serve the Town of Pawling, including the Hamlet of Holmes as well as the surrounding areas, by making high-quality Library materials available to all community members free of charge, for the purposes of personal enjoyment, self-improvement or academic inquiry. By meeting the community members' needs, we hope to encourage enthusiastic readers of all ages, dedicated to personal enrichment and learning. 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 lends materials to any cardholding member of the Mid-Hudson Library System. People residing outside of the the Mid-Hudson Library System may borrow materials by applying for a non-resident card and paying an annual fee.

Pawling Free Library Policy Manual

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 and services that benefit members of the community.

Accepted by the Library Board of Trustees December 13th 2012

Pawling Free Library Policy Manual

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. Eating food, and drinking alcoholic beverages may only occur at the discretion of the library director. The use of illegal substances and smoking is not permitted on Library grounds. 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. Noise will be maintained at levels that ensure a quiet environment for reading and study. Normal conversational noise levels are permitted within reason, including during cell phone conversations, as long as others' use of the Library is not disrupted. Headphones and laptop computers may be used in the Library; however, noise from headphones and laptop computers must not be audible to others. Cell phones should be set to vibrate during Library visits.

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.

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 should witness any behavior which breaks these rules, he or she should report these events to staff. Police will be called if necessary.

Updated by the Library Board of Trustees October 11, 2018

Pawling Free Library Policy Manual

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 (16 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 Service to Children & Youth Policy. Staff will refer any additional incidents to the police department.

3.6. Children under the age of 12 must have a parent/guardian signature to register for a library card. Children between the ages of 12 and 15 who register for a card without a parent/guardian signature will be limited to borrowing two items at a time.

3.6. Violation of the Service to Children & Youth Policy may result in suspension of Library privileges for the family.

Updated by the Library Board of Trustees April 21, 2022

Pawling Free Library Policy Manual

4. Teenspace Rules

4.1. Patrons between the ages of 10 and 18 are welcome to use the Teenspace at any time

4.2. Patrons over the age of 18 or under the age of 10 may use computers in other parts of the library but not in the Teenspace.

4.3. Patrons over the age of 18 or under the age of 10 may only be in the Teenspace while browsing for young adult books and magazines.

Accepted by the Library Board of Trustees March 14, 2019

Pawling Free Library Policy Manual

5. Vulnerable Adults

A vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that may significantly impair that person's ability to provide adequately for his/her personal needs and manage his/her behavior without assistance. A parent/guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits. Physically challenged adults who are capable of providing for their own needs are welcome to remain in the Library without supervision so long as a contact person is available in the event the adult's health or safety is in doubt. The rules for vulnerable adults at closing time shall be the same as the rules for an unattended child.

Accepted by the Library Board of Trustees April 14th, 2016

Pawling Free Library Policy Manual

6. Computer Use & Internet Policy

The Library establishes this Computer Use and Internet policy to ensure appropriate use of Internet resources. Providing access to the Internet is in keeping with the Library's mission to provide materials and information to help community residents meet their personal, educational, and professional needs. The Internet allows users to connect to networks of information, resources, and ideas outside the Library. Information on the Internet may be reliable and current or it may be inaccurate, out-of-date, or misleading. Material on the Internet may contain items that are illegal, defamatory, and potentially offensive and/or disturbing. The Library takes no responsibility for the accuracy of information on the Internet or ideas, points of view, and images expressed.

6.1. Residents of Pawling must have an active MHLS card to access computers; visitors must sign in with staff.

6.2. The viewing of lewd or offensive material will result in loss of computer privileges.

6.3. 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.

6.4. 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.

6.5. The Library does not store data for patrons and takes no responsibility for lost data due to system failure.

6.6. Quiet use computers are designated for use by individuals only. Patrons using these computers must refrain from conversations with other patrons, talking on the telephone, or any other behavior which creates noise audible to other library patrons.

6.7. Internet resources through the Library are provided equally to all users regardless of age. The Library upholds and affirms the right of each individual to access constitutionally protected material. A minor's access to the Internet, as well as access to all other materials, is the sole responsibility of the parent or legal guardian. The Library strongly encourages parents or legal guardians to supervise their children's Internet use and to provide them with guidelines about acceptable use. It is the responsibility of parents and/or guardians to safeguard their children's privacy online.

6.8. Damage to public computers due to physical abuse or transfer of malware, spyware or viruses to public computers by download or physical media will result in loss of Library privileges. Patrons may be subject to financial liability for damages.

6.9. 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.

6.10. Computer users are required to abide by the Patron Code of Conduct while on Library property. Failure to abide by this code of conduct or to comply with staff directions will result in disciplinary actions at the discretion of the Library staff. Examples of disciplinary actions may include (but are not limited to) proscription of specific activities, temporary or permanent suspension of computer use privileges, and denial of access to the Library and its property.

Updated by the Library Board of Trustees August 9th 2018

Pawling Free Library Policy Manual

7. 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.

7.1. Use of the Library's Wi-Fi service is your agreement with the terms and conditions of this policy.

7.2. Wi-Fi access is provided as a free public service on an "as is" basis with no guarantee of service.

7.3. 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.

7.4. All Wi-Fi users should have up-to-date antivirus software installed on their computers.

7.5. 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.

7.6. The Library assumes no responsibility for damage to or loss of equipment; users must keep their equipment with them at all times.

Accepted by the Library Board of Trustees December 13th 2012

Pawling Free Library Policy Manual

8. 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.

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

8.2. 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.

8.3. Patrons have the option of giving prior consent to the sharing of their Library records by Library staff with other parties (e.g. family members).

8.4 No Library records will be disclosed to others without prior consent except 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.

8.5. 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.

8.6. 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.

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

8.8. Citizens of the European Union (EU) are entitled to specific privacy protections by the General Data Protection Regulation (GDPR) which governs personal data collected within the EU. Any EU citizens residing in Pawling who wish to exercise their GDPR rights with respect to their Mid-Hudson Library System accounts should contact the Library Director.

Accepted by the Library Board of Trustees March 12, 2020

Pawling Free Library Policy Manual

9. Library Material Selection

Books and Library material selection is the responsibility 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.

9.1. 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.

9.2. Collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. In building collections, library staff is guided by the principle of selection, rather than censorship. Furthermore, the selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint.

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable.

General Criteria:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for the intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests by library patrons

Content Criteria:

- Authority
- Comprehensiveness and depth of treatment
- Skill, competence, and purpose of the author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation

- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

No material will be excluded because of the race, nationality, political views, or social views of the author.

9.3. Materials withdrawal is an important part of collection development. When library books lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of books is based on the following guidelines. Materials need not meet all of these guidelines to be weeded:

- Physically worn or damaged volumes.
- Materials containing obsolete information.
- Duplicate copies of titles that have waned in popularity, eliminating those most physically damaged or worn.
- Materials that have not been checked out for several years. Points to consider include the current popularity of an author and the historical and literary significance of the material in question.

9.4. Per Education Law Section 260, "prior to the discarding of used or surplus books or other such reading materials by trustees of a chartered public, cooperative or free association library which receives over ten thousand dollars in state aid, the Trustees shall offer to donate such books or materials to a not-for-profit corporation or political subdivision located within the area of the library system or offer to sell such books or materials to the general public." Also as required by law, the Trustees shall retain any proceeds received from the sale of such books and materials for the purpose of maintaining and improving library service within the system.

9.5. 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.

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.

Updated by the Library Board of Trustees April 13th, 2023

Pawling Free Library Policy Manual

10. 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.

10.1. 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.

10.2. Materials can be renewed in person, by phone, or online in accordance with the policies of the Mid-Hudson Library System. Exceptions can be made at the discretion of the Library Director.

10.3. Patrons are responsible for replacing any unreturned or lost items. Patrons must pay the full replacement cost of the item. 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.

10.4. 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.

10.5. Patrons damaging Library materials will be charged the cost of repair or replacement plus processing cost, depending on the extent of the damage. The 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.

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

Updated by the Library Board of Trustees October 11, 2018

Pawling Free Library Policy Manual

11. 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.

11.1. 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.

11.2. No political, commercial, personal, or religious displays are permitted on Library property.

11.3. No box, canister, or receptacle for donations to any outside organization is permitted on Library property without Director or Board approval.

11.4. 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 must be of general interest and either (1) pertaining to free events and services or (2) sponsored by a non-profit, government, or civic institution. Preference will be given to Library programs, programs co-sponsored by the Library and programs done by partnering organizations.

11.5. As space permits, individuals and organizations may post petitions to the Library bulletin board, but any collection of signatures must take place in a manner which does not interfere with patrons' ability to use the library privately without disruption.

11.6. The Library assumes no responsibility for the content or veracity of information displayed or distributed by outside organizations. The presence of such materials does not constitute Library approval of their message or of the organization providing the information.

11.7. The Library assumes no responsibility for theft or damages to any display or exhibit placed by an outside organization.

11.8. Whenever possible, displays or exhibits will incorporate books or materials from the Library's collection.

Updated by the Library Board of Trustees April 21, 2022

Pawling Free Library Policy Manual

12. Donations & Gifts

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 with respect to gifts and donations.

12.1. The Pawling Free Library welcomes gifts of both materials and money to purchase materials. Such materials 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.

12.2. 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.

12.3. 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.

12.4. 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.

12.5. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees.

12.6. The Library will not accept for deposit materials which are not outright gifts.

12.7. 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.

Accepted by the Library Board of Trustees December 13th 2012

Pawling Free Library Policy Manual

13. 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 with respect to meeting room use.

13.1. Use of the Library and its meeting spaces for Library activities and events takes precedent over all outside use of the facility.

13.2. 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 and an assurance regarding minors.

13.3. During hours of operation, outside organizations can meet in the facility at the discretion of the Library Director and Board of Trustees. Outside organizations are not permitted in the facility when the Library is closed.

13.4. 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.

13.5. Outside organizations meeting in meeting areas within the facility are prohibited from charging a fee or making a profit from use of the facility (e.g. holding a class with an admission fee).

13.6. Outside organizations using the facility for meetings shall adhere to the Patron Code of Conduct in Section 2 of this Policy. Library staff will check the condition of the meeting room before and after the group's use.

13.7. Outside organizations using the facility for non-Library sponsored activities shall supply the Library with a Certificate of Insurance prior to using the facility.

13.8. All marketing material related to the meeting or event may indicate that the event will take place at the Library's facilities but must disclaim that this is not a Library sponsored meeting or event and must clearly indicate the applicant's contact information. Any printed promotional materials which advertise an event being held in the Library's meeting spaces must be submitted for approval by the Library Board of Trustees at the time of application.

Updated by the Library Board of Trustees November 12, 2020

Pawling Free Library Policy Manual

14. 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 with respect to volunteering.

14.1. 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.

14.2. A volunteer shall be considered any individual, 12 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.

14.3. All prospective volunteers must interview with an appropriate staff member 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.

14.4. 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.

14.5. The Library does not provide Workers Compensation coverage for volunteers.

14.6. 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.

Updated by the Library Board of Trustees October 11, 2018

Pawling Free Library Policy Manual

15. 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.

15.1. 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.

15.2. The Library Director will prepare a closing calendar, with the approval of the Board of Trustees, for each calendar year.

15.3. The Library Director, with the approval of the Board of Trustees, may choose to close the Library early before select holidays.

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

Updated by the Library Board of Trustees October 11, 2018

Pawling Free Library Policy Manual

16. Patron Objection

The Pawling Library welcomes the input of the entire Pawling community into both the vision of what the library should be and the library's execution of that vision.

While the library endeavors to provide the highest levels of satisfaction and library services to its patrons, we recognize that occasionally patrons may wish to raise an objection pertaining to an issue which interferes with their use and enjoyment of the library.

16.1 A library patron may choose to start by making his or her objection on an informal, oral basis to the library's staff. Objections involving an inadvertent lapse in library service may be handled by staff after listening carefully and acknowledging the objection. It is the library's desire and mission to provide the best possible service to the community and we welcome the feedback of our patrons.

16.2 Under no circumstances shall volunteers or staff members attempt to resolve a serious objection on their own without the input of the library director.

16.3 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.

16.4 If the objection does not lend itself to an informal resolution, the patron may submit a Request for Reconsideration form to the director. The library director will promptly review the form and, where appropriate, attempt to resolve the patron's concerns directly. If the patron is not satisfied with the response provided, and/or if the director decides that the situation warrants the input of the Board of Trustees, either or both parties may bring the written objection to the attention of the board. The director will forward the form 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 review and assess the material challenged. 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.

16.5 The library reserves the right to share any information pertinent to a patron objection when consulting with outside parties such as lawyers, consultants, and other relevant professionals.

16.6 The library endeavors to give a full, careful consideration to each objection. Therefore, official responses may be delayed until all appropriate parties (including subcommittees of the Board of trustees) have been consulted and the input of such parties has been presented and discussed.

16.7 The decision of the Board of Trustees with respect to an objection will be final.

16.8 All formal Requests for Re-Evaluation will be evaluated per this policy, the library's mission statement, the Library Code of Ethics, the Freedom to Read Statement, and the Library Bill of Rights.

Pawling Free Library Policy Manual

Request for Reconsideration in the Pawling Free Library

Date: _____

Name of complainant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Pawling Library card number: _____

Are you making this challenge as an individual? __ (check here if yes)

Or as the representative of an organization? __ (check here if yes)

If you are speaking on behalf of an organization, give the name and address of the organization:

_____

Type of item you are challenging (fill out a separate form for each item challenged):

Book__ Audio__ Video__ Magazine__ Newspaper__ Computer Program__ Other_____

Title of item: _____

Author: _____

Publisher/Distributor/Producer: _____

Date of publication: _____

What brought this item to your attention? _____

Is your objection to this item based upon your own exposure and reaction to it, upon complaints about it made directly to you by others, or upon reports you have heard about?

_____

Have you read, viewed, or listened to this item in its entirety? If not, what portions of it have you read, viewed, or listened to? (List portions by page number, time into tape, or other identification.)

_____

To what specific aspects of the item do you object? Cite specific pages, passages, or scenes. Can you suggest any materials to provide additional information or other viewpoints on this topic? (Use the back of the page and an additional page, if necessary.)

_____

_____

_____

Signature_____ Date_____

Accepted by the Library Board of Trustees April 13th, 2023

Pawling Free Library Policy Manual

17. Copyright

17.1 The Pawling Free Library complies with federal copyright law (Title 17, U.S. Code). It is the intent of this law to protect the rights of copyright owners from unauthorized reproduction of their works. This includes works that have been fixed in any format, including print, audio, video, and computer file, whether or not those works have been published.

17.2 However, the law also recognizes the public benefit of allowing citizens to do limited copying from copyrighted works for educational purposes. Under the precepts of fair use (section 107), library patrons may copy or print parts of copyrighted works for limited, non-profit educational purposes. Copying that would replace or infringe upon a commercial sale of a copyrighted work (such as copying a work in its entirety, copying something for repeated use, or making exceedingly numerous copies of the same item) is forbidden. In such cases, library patrons should seek permission from the copyright owner before proceeding.

17.3 The library provides coin-operated photocopy machines and networked printers for the convenience and lawful use by its patrons. While library staff members act in good faith, they cannot be liable for the acts of individual patrons using library materials or equipment.

17.4 Beyond those stipulated by the law, the Library places no restrictions on the photocopying of library materials by patrons, except in cases where fragile materials may be damaged during the photocopying process.

17.5 While library computers may be used for the downloading, copying, and distribution of digital materials, the staff will not intentionally engage in or assist patrons with digital piracy.

17.6 In the course of their work, library staff seek to adhere to the tenets of Title 17 and will not knowingly fulfill patron requests that constitute violations of copyright law. Ultimately, however, the burden of copyright compliance falls on the library user rather than the staff member. As such, the Pawling Library disclaims any responsibility to inquire proactively into the intended use of copyrighted materials by library users.

Approved by the Library Board of Trustees July 11, 2019

Pawling Free Library Policy Manual

18. Patron Safety

18.1. The safety of our patrons and employees is of the highest concern. The Pawling Free Library makes it a priority to ensure the safety of patrons to the degree to which the safety of the staff is not compromised.

18.2. No staff members are expected to endanger themselves in order to ensure the safety of others.

18.3. This Patron Safety policy applies to all employees and volunteers of Pawling Free Library, regardless of position within the organization. The Patron Safety policy applies to all subcontractors and anyone who is onsite on official library business. Every employee is expected to comply with the Patron Safety policy, as well as OSHA Health and Safety Standards.

18.4. Emergency situations are instances in which life or property is in immediate danger and help is required from an emergency agency, such as police, fire, or ambulance.

A. In an emergency situation, the staff is expected to notify an emergency agency (for instance, by pulling a fire alarm or calling 911). After an emergency agency has been notified, the staff will evacuate all patrons and staff members from the property.

B. Patrons are responsible for complying with staff instructions. If a patron refuses to leave the building, the staff's only responsibility is to notify rescue personnel of the patron's location once they themselves have safely exited the building.

C. If the fire alarm is pulled for any reason, the fire department will respond. Employees must proceed to evacuate the building regardless of whether they believe the alarm to be false.

18.5. The Pawling Free Library will be closed to the public any time that the Library Director and/or Trustees deem that opening the Library could pose a safety hazard to employees or patrons. The decision to close may be made by the Library Director, Board President, or Board Vice President; any such decision must be communicated immediately to the employees affected by the Library closure.

18.6. Additionally, any emergency agency summoned to the Library may make the decision to close the Library without first consulting with the Library Director or Board of Trustees. The staff is expected to comply with all instructions issued by emergency agencies.

Accepted by the Library Board of Trustees September 12, 2019

Pawling Free Library Policy Manual

19. Filming, Recording, and Photography Policy

19.1. The most significant priority for the Pawling Free Library is to provide library services to the community. The duty of fulfilling the Library's mission is the first priority of the Library, and any filming, recording, and photography is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Library's Patron Code of Conduct. The Library reserves the right to limit filming and photography on Library properties or inside facilities when such restrictions serve Library purposes.

19.2. The Pawling Library is a public space. As such, anyone on Library property is assumed to have given permission for the Library staff to take photos, videos, and recordings of them and to use those media in Library marketing materials and social media. Patrons have the opportunity to opt out of these permissions by filling out an Image and Recording Opt Out Form.

19.3. While the Library as an institution will comply with any Image and Recording Opt Out requests, the Library accepts no responsibility for images or recordings taken by members of the public. Any persons recording, filming, or photographing on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are recorded, filmed, or photographed. Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior for purposes of enforcing the Library's Patron Code of Conduct.

19.4. The Library has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs. We encourage news media to contact us in advance of any visit, so as to make it easier for us to facilitate access.

19.5. Casual amateur recording, photography, and videotaping is permitted in Library facilities for patrons and visitors wanting a remembrance of their visit or to document materials available in the Library. The use of additional equipment such as lighting is not permitted.

19.6. Filming, recording, or photography of Library events and programs will only be permitted with prior authorization of the Library staff and (where applicable) all presenters.

19.7. Outside groups making use of Library meeting facilities may arrange for photographers and news media during their event. In such a case, the event organizer must make an announcement at the beginning of the meeting or event that they have allowed photography, filming, and/or audio recording. Photography and media for such events are restricted to the space reserved by the group and may not take place in other areas of the Library.

Accepted by the Library Board of Trustees May 12, 2020

Pawling Free Library Policy Manual

20. Programming Policy

20.1. The Pawling Free Library promotes the sharing of ideas by developing and presenting programs that provide opportunities for information, learning, and entertainment. Programs are an integral component of Library service that:

A. Expand the Library's role as a community resource
B. Introduce community members to Library resources
C. Provide entertainment
D. Provide opportunities for learning at every stage of life
E. Expand the visibility of the Library
F. Promote interaction between community members
G. Create opportunities for community members to share their expertise with others

20.2. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

A. Community interests and needs
B. Availability of program space
C. Treatment of content for intended audience
D. Presentation quality
E. Presenter background/qualifications in content area
F. Budget
G. Relevance to community interests and issues
H. Historical or educational significance
I. Connection to other community programs, exhibitions or events
J. Relation to Library collections, resources, exhibits and programs

20.3. In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

20.4. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the presenters and participants.

20.5. Registration is required for many programs. Patrons who have not registered for a program may be denied the opportunity to participate. The Pawling Free Library reserves the right to accept registrations in any fair manner, including but not limited to:

A. First come, first served
B. Ranked preference
C. Lottery
D. Priority for Pawling residents

20.6. While all Library programs are open to the public, access to any specific program may be restricted based on the judgment of Library staff. Factors which the staff will take into account include room and program capacity, age and/or developmental appropriateness, and patron program attendance history.

20.7. A fee may be charged for certain types of Library programs.

20.8. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

20.9. In registering for a program, patrons acknowledge that they have read the Library's Programming Policy and Patron Code of Conduct. In attending a program, patrons express consent to waive any and all claims against the Library which may result from said participation and thereby release and discharge the Pawling Free Library from any and all liabilities. In the case of minors, the parent/guardian assumes all responsibilities for the child's conduct and expresses consent to waive any and all claims against the Library.

20.10. Programs may be held on site or off site.

20.11. During all programs, including digital and off-site programs, the Library staff has sole discretion to determine which provisions of the Library's Patron Code of Conduct apply to the specific program.

20.12. The staff may require a patron to leave a program for any reason.

20.13. Programs may be canceled for a number of reasons, chiefly: severe weather, absence of the presenter, or low registration. Canceled programs are not automatically rescheduled.

20.14. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library staff and submit any marketing materials for Library approval.

Accepted by the Library Board of Trustees May 12, 2020

Pawling Free Library Policy Manual

21. Art Exhibit Policy

The Pawling Free Library offers space for the exhibition of artwork. This artwork is to be hung in designated spaces of the Pawling Library. All exhibits are free and open to the public. Exhibit space is made available at the discretion of the Library Director to individuals or groups with respect to artworks that best meet the selection criteria. Library use of display areas takes precedence over any other use and the Library reserves the right, without notice, to cancel the use of the display area by exhibits if the Director determines that the display space is needed for Library purposes.

21.1. Application for use can be made through the Library's website here. The Library Director has sole authority and discretion for approving the use of exhibit space.

21.2. The Director may consider various aspects of the exhibit including but not limited to artistic merit, degree of general public interest in the subject matter and medium/media of an exhibit, importance of the exhibit as a record or reflection of the times or of the community, safety and degree to which the exhibit will be responsive to and consistent with the Library's Mission Statement and Policies.

21.3. Selection criteria for exhibits follow the standards set in the Library's Materials Selection Policy. Artists must make their works available for review, whether through online sources, copies or prints. Items of high value or extreme delicacy are generally not selected. Preference is given to applicants from Pawling.

21.4. The Library recognizes that the contents of an exhibit may offend some users. A request for reconsideration of any given item in an exhibit may be made to the Library Director.

21.5. The Library is not responsible for the theft or damage to items on exhibit, nor does it provide security or insurance to protect them. Security and insurance are the sole responsibility of the exhibitor and the Library reserves the right to require indemnification from an exhibitor. Exhibitors must sign the waiver on the Exhibit Request Form.

21.6. Exhibit space is throughout the main building, and as such, access to the space is limited by hours of operation, programs, or other scheduled events. Hanging and taking down items from the space must be arranged with the Library Director.

21.7. The Library reserves the right to determine how all exhibits are arranged. Exhibits are subject to hanging and placing regulations of the Library. Exhibitors are responsible for hanging their own work and for providing all necessary materials for organizing an exhibit once approved by the Library. Exhibitors are responsible and must reimburse the Library for any damages incurred in connection with the exhibition.

21.8. Any publicity, signage or written material provided by the exhibitor to accompany an exhibit must be approved by the Library Director.

21.9. Subject to the prior permission of the Library Director, items from an exhibit may be offered for sale, with prices established by the exhibitor. The exhibitor is responsible for conducting the sale of any items from an exhibit directly with the purchaser, not through the staff. Items from an exhibit that are not available for purchase must be clearly designated "NFS" (Not For Sale). Items from an exhibit sold must remain on exhibit throughout the designated period.

Accepted by the Library Board of Trustees July 11th 2024

Pawling Library Art Show Application	
Exhibit description (Title, medium, number of works):	
Month(s) requested:	
Installation date:	**Removal date:**
Reception/Opening date and time:	
Contact Information	
Contact email:	**Contact phone**
Contact name	
Applicant signature *By signing this, you agree that you have read the Pawling Library's Art Exhibit Policy and agree to its terms.*	
Library approval	

Pawling Free Library Policy Manual

22. Protests and Demonstartions

22.1. The Pawling Library property is owned by an independent library association and does not allow individuals to protest on property owned by the library.

22.2. Individuals may protest on public property adjacent to the Library, such as the public sidewalk. Protestors may not block patrons' use of the library or interfere with access to the building.

22.3. The Library Executive` Director will make every effort to communicate with leaders of the protest group(s) and maintain an open line of communication with them. Group leader(s) will be asked to establish a tone of respect and civil discourse during the protest. Group leader(s) will also be reminded to consult with local government regarding the permitting process for any organized protest/demonstration.

22.4. Pawling Free Library staff will notify local law enforcement if a protest becomes violent, if there is the chance that a protest will become violent, or if protestors interfere with patrons entering the library. When there is an early indication of multiple protest groups attending, library administrators will consult local law enforcement about proper procedure. If there is any question of safety or sign that groups will clash, library administrators will request local law enforcement support.

Pawling Free Library Policy Manual

- **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 any time.

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.

1 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

Pawling Free Library Policy Manual

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 Pawing Free Library. "Staff Member" means a person who receives all or part of his/her income from the payroll of the Pawling Free Library. "Patron" means a customer of the Pawling Free Library. "Supporter" means corporations, foundations, individuals, government entities, 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 party, even if the disinterested board members are less than a quorum- provided that at least one consenting board member 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.

Pawling Free Library Policy Manual

I 2.5. Should a potential conflict of interest arise from decision about the spending of the Pawling Free Library's resources, anyone in a position to make such a decision 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 and upon any alteration to this policy. Each board member, officer, staff member shall sign and date the policy at the beginning of her/his term or service or employment and again each calendar year. Failure to sign does not nullify the policy.

Accepted by the Library Board of Trustees December 13th 2012

.

Pawling Free Library Policy Manual

I 3 Whistleblower Policy

The Pawling Free Library requires Director, trustees, 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 Director, trustees, officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

I 3.2. No Director, officer, or employee, former employee or self-employed independent contractor who in good faith reports a real or suspected 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 Personnel Committee of the Board of Trustees 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 other suspected violations of federal law individuals should contact the Director directly.

I 3.4. The Pawling Free Library's compliance officer is the chair of the finance committee. 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 finance committee. The compliance officer has direct access to the finance committee of the board of trustees and is required to report to the finance committee at least annually on compliance activity.

I 3.5. The finance committee of the board of trustees shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The compliance officer shall immediately notify the finance 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 April 21, 2022

Pawling Free Library Policy Manual

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 The Pawling Free Library values the privacy of its patrons and staff. Confidential information will be shared by the Director with the Board of Trustees only to the degree required for the effective execution of board responsibilities.

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 4.5 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

Pawling Free Library Policy Manual

I 5 Trustee Code of Conduct

As a member of the Pawling Free Library's Board of Trustees, I accept the following guidelines with respect to my conduct as a member of the Board of Trustees.

I will support and promote the benefits of the Pawling Free Library and the Mid-Hudson Library System.

I will comply with all national, state and local laws, rules and regulations regarding public libraries and follow only legal, professional and ethical procedures to bring about desired changes.

I will join with my fellow members on the board, the staff and the community in the continuing study of the nature, value, and direction of public libraries in our society in order to facilitate needed changes and growth patterns. I will support the maintenance of a comprehensive and balanced collection.

I will work to keep all Library policies and Trustee conduct free of racism, sexism, prejudice, bigotry and intolerance.

In my interactions with my colleagues, I will recognize the need for trust as the basis for team building and shared leadership. During meetings I will conduct myself in accordance with the following norms:

- Focus on the situation and consider the broader implications,
- Respect others and promote positive relationships,
- Express ideas and opinions constructively,
- Share responsibility for effective and positive communication,
- Take initiative to develop solutions,
- Lead by example.

I will make decisions on issues before the Board and reach conclusions only after deliberation and full public debate with my fellow board members.

I will attend required regular and committee meetings, read distributed materials/information, and participate in discussions/votes. I acknowledge that I will be removed from the board should I fail to attend three consecutive regular board meetings.

I will make a good faith effort to make myself available to carry out projects voted on by the board.

I will accept the responsibility to work with the Library Director and respect the professional expertise of the Pawling Free Library staff and acknowledge that the internal operation of the Library system is the responsibility of the Library Director and Mid-Hudson Library System. I will refer questions about the system's operations to the Library Director.

I will recognize that my responsibilities are limited to policy-making decisions, planning, budgeting, evaluations, and the overseeing of the Director.

I recognize the need to recuse myself immediately whenever the appearance of a conflict of interest exists or an actual conflict exists.

I will participate in official board discussions and decisions, and recognize that authority rests with the whole board assembled in public meetings. I will make no personal promises nor take any private action which may compromise the

board. Nor will I, when representing the board, promote the special interests of individuals, myself, organizations or political views which may be in conflict with the role of the Library to serve our entire public.

I will uphold all policies adopted by the board. I acknowledge that it is appropriate for trustees to state their opposition during board discussion of an issue, and register their dissent at any meeting. He or she should not, however, undermine or interfere with implementation of the final decisions of the board. I agree that if a board member is so strongly opposed to the actions of the Board that he or she cannot support the decision, he or she should consider resignation from the Board.

I support the mission statement of the Pawling Free Library and embrace the First Amendment, relevant principles of New York Library Association and American Library Association and the right of our patrons to pursue knowledge for their enrichment and continued education.

Accepted by the Library Board of Trustees August 9th 2018

Pawling Free Library Policy Manual

I 6 Financial Policies

I 6.1 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.

Pawling Free Library Policy Manual

I 6.2 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) Trustees 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 11 of this document shall be regarded as public funds and administered in accordance with the laws of the state of New York and the Library's financial policies and practices.

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

Pawling Free Library Policy Manual

I 6.3 Credit Card Policy

A. A bank credit/debit card will be established in the name of the Pawling Free Library and the specific name of the Library Director. Any printed bank statements and correspondence will be sent to the Library's mailing address.
B. The bank credit card will be held by the Director until needed by other staff members or trustees, and then returned to the Director for safekeeping.
C. Each bank credit card transaction must be documented with a receipt initialed by the Library Director and submitted to the treasurer.
D. Expenses incurred on the bank credit card shall be paid in such a manner as to avoid overdrafts or interest charges.
E. The bank credit card may not be used for personal expenses.
F. The bank credit card does not replace requisitions and purchase orders.

Accepted by the Library Board of Trustees August 9th 2018

Pawling Free Library Policy Manual

I 6.4 Investment Policy

There are three possible kinds of funds to be invested, each with a separate protocol.

1. Funds received from governmental entities. These, at this time, are received from the Town of Pawling, and from New York State (Bullet Aid). Prior to the expenditure of these funds, moneys are to be restricted to deposit in checking or savings accounts in local banks.

2. Endowment Funds. Permanently Restricted Funds received may be invested, at the recommendation of the Finance Committee (subject to ratification of the Board) in any financial instruments, bearing in mind the responsibility to combine the following investment aims – the minimization of the risks of reducing the corpus of the Endowment, and the maximization of returns, both in terms of increase in the corpus, and the provision of income for the Library. While currently there is only one fund, where there is no restriction as to the use of income, it is envisaged that there will in the future be additional endowment funds, whose purposes may vary. In this eventuality funds should be segregated. The Board of Trustees must follow all applicable laws, including UPMIFA (Uniform Prudent Management of Institutional Funds).

3. Temporarily Restricted Funds. These encompass funds received from private sources for capital or operational purposes. Because of the requirements that these funds be expended within a finite timeframe, any temporarily unused funds should be restricted to deposit in savings accounts at local banks.

Accepted by the Library Board of Trustees May 10, 2018

Pawling Free Library Policy Manual

I 6.5 Investment Policy for Endowments

1. Return Objectives and Risk Parameters. The Pawling Free Library has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding, while attempting to increase the value of the endowment assets. Under this policy, as approved by the Board of Trustees, the endowment assets are invested in a manner that is intended to provide results that exceed or mirror the price and yield results of the S and P 500 index while assuming a moderate level of investment risk. The Pawling Free Library expects its endowment funds, over time, to provide an average rate of return of approximately six per cent annually. Actual returns in any given year may vary from this amount.

2. Strategies employed for achieving objectives. To satisfy its long-term rate of return objectives The Pawling Free Library relies on a total return strategy, in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends), The Pawling Free Library targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term objectives with prudent risk constraints.

3. Spending Policy. The Pawling Free Library invests its endowment funds and allocates the related earnings for expenditure in accordance with the total return policy concept. The endowment usage is determined in accordance with the policy adopted by the Pawling free Library. This policy fixes the spending range of endowment total return between 4.5% and 5.5%.of the average fair value of the assets since the inception of the endowment or the previous twelve quarters, whichever period is the shortest, with the objective being to hold the spending rate to no more than 5% average over time. Applicable endowments include donor-designated and Board- designated endowment funds.

Accepted by the Library Board of Trustees June 13, 2019

Pawling Free Library Policy Manual

I 6.6 Disposition of Surplus Property

Surplus property is defined as any personal or real property owned by the Library that is no longer needed for the provision of library services.

Property that is obsolete, broken, has no useful purpose, and is of nominal value may be disposed of at the discretion of the Library Director by the most appropriate and cost-effective method. Surplus items that could neither be sold nor donated will be turned over for recycling if possible and economically feasible. The donation of surplus equipment to other local educational, charitable, social services, or to other libraries is encouraged. The Library Director is authorized to approve such donations on a case-by-case basis.

All furniture, fixtures, and equipment with a value of more than $1,000 per item may only be disposed of per a vote of the Library's Board of Trustees.

Approved by the Library Board of Trustees July 11, 2019

Pawling Free Library Policy Manual

I.7 Personnel Policies

I 7.1. Hiring 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 an introductory 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 introductory 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.

Pawling Free Library Policy Manual

I 7.2 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.

Pawling Free Library Policy Manual

I 7.3 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.

Pawling Free Library Policy Manual

I 7.3 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.

Pawling Free Library Policy Manual

I 7.4 Performance Assessments

A. Each employee shall meet with the Director at least once 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.

Pawling Free Library Policy Manual

I 7.5 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.

Pawling Free Library Policy Manual

I 7.5 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 of 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.

Pawling Free Library Policy Manual

I 7.6 Holiday, Emergency Closures, Jury Duty and Leave

A. Upon the completion of the introductory period, part-time regular staff members will be paid for any scheduled closures that fall on their regularly scheduled work day.

B. Part-time staff members will not be paid for any holidays or scheduled closures. However, part-time staff members will not be prevented from working their standard number of biweekly hours by virtue of a scheduled closure. Therefore, part-time staff members will be given the option of working additional time during the same biweekly pay period commensurate with the number of hours affected by the scheduled closure. The additional time worked will be scheduled at the discretion of the Library Director.

C. 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.

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

E. Full-time, part-time regular, part-time, seasonal and per diem staff members who have completed their introductory period are eligible for up to five paid continual shifts for the death of an immediate family member. Members of the immediate family include spouses, committed partners, parents, brothers, sisters, children, grandchildren, grandparents, and parents-in-law and their children.

Part-time regular and part-time staff members are eligible for bereavement pay in proportion to the number of hours they normally are scheduled to work.

F. 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.

G. 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.

Pawling Free Library Policy Manual

I 7.7 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. Guidelines for how PTO is calculated is found in the Employee Handbook..

E. PTO must be used before the employee's anniversary/start date. The Director may approve carryover of PTO to the following year. Guidelines for PTO carry over are outlined in the Employee Handbook.

F. Part-time regular and part-time 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 and submitted for approval by the Library Director.

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.

Pawling Free Library Policy Manual

I 7.7 Employee Benefits

A. Full-time employees are eligible for group benefits on the first day of the month following the employee's introductory period. **Part-time regular staff members are eligible for dental benefits on the first day of the first month following their introductory period**. All other employee classifications are not eligible for group benefits.

B. In the event that 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.

E. Full time and **part-time regular 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.

Pawling Free Library Policy Manual

I 7.8 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.

Pawling Free Library Policy Manual

I 7.9 Sexual Harassment

A. Introduction

The Pawling Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Pawling Library's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the Pawling Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

B. Policy:

1. The Pawling Library's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, volunteers, contractors and persons conducting business, regardless of immigration status, with the Pawling Library. In the remainder of this document, the term "employees" refers to this collective group.

2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

3. Retaliation Prohibition: No person covered by this policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Pawling Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of The Pawling Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees who believe they have been subject to such retaliation should inform the Library Director or the President of the Board of Trustees. All employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Pawling Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. The Pawling Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Pawling Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. When reporting any harassment or behaviors that violate this policy, all employees are encouraged to use the library's incident report form. The employee handbook specifies the protocol for employees to report harassment and file complaints.

7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the Library Director or Board President.

8. This policy applies to all employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

C. What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

D. Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
    - Touching, pinching, patting, kissing, hugging, grabbing, brushing against or poking another employee's body;
    - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
    - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
    - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
    - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
    - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
    - Sabotaging an individual's work;
    - Bullying, yelling, name-calling.

E. Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

G. Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

H. Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

I. Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Pawling Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the President of the Library's Board of

Trustees. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the President of the Library's Board of Trustees.

Reports of sexual harassment may be made verbally or in writing. Employees who are reporting sexual harassment on behalf of other employees should note that it is on another employee's behalf. Employees are encouraged but not required to use the library's incident report form.

Employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

J. Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the President of the Library's Board of Trustees.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

K. Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Pawling Library will not tolerate retaliation against employees who file complaints, support another's complaint, or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations will be done in accordance with the following general protocol:

- Upon receipt of complaint, the Director or Board President will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to document his/her complaint in writing. If he or she refuses, prepare a complaint form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
    - A list of all documents reviewed, along with a detailed summary of relevant documents;

  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

L. Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Pawling Library but is also prohibited by law.

Aside from the internal process at the Pawling Library, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

M. State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Pawling Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

N. Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

O. Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

P. Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Employees who believe criminal behavior may have taken place should contact the local police department.

Pawling Free Library Policy Manual

I 7.10 Termination of Employment & Discipline

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

Pawling Free Library Policy Manual

I 8 Travel and Conference Policy

I 8.1. It is the policy of the Pawling Free Library to reimburse employees for reasonable travel expenditures incurred in the pursuit of Library business. Travel is a necessary activity for Library staff to:

A. Carry out official business (e.g., attending meetings and conferences, special delivery or pick up of material).
B. Pursue training and professional development through attendance at off-site conferences, conventions and training sessions.

I 8.2. Hours Worked
Time devoted to official business or professional development will be compensated as regular work hours so long as the Library Director has granted prior approval for the employee to engage in said official business or professional development. Any time spent on job-related tasks while traveling is considered hours worked, even if these hours are outside the employee's normal work schedule.

The Pawling Free Library complies with all federal, state, and local labor laws. For questions about accurate recording of hours worked and travel time, please consult the Library Director.

I 8.3. Travel Time
Time spent traveling as part of normal work activities is considered time worked. If the employee uses public transportation to carry out official business or to attend offsite training, the travel time between the employee's home and the point where he or she obtains this transportation (e.g. train station, airport, etc.) is also considered hours worked.

Normal travel from home to work and travel from work to home at the end of the workday is not considered hours worked. However, travel to or from library business which occurs outside of Pawling (e.g. meetings at other libraries) is considered time worked, even if the travel originates from and/or terminates at the employee's home.

I 8.4. Travel Approvals
Prior approval from the Library Director is required for travel to conferences, conventions, staff training, workshops and seminars. Travel that occurs without prior approval may not be eligible for reimbursement. Requests for approval not submitted at least 14 days prior to the intended date of travel may not be eligible for reimbursement. Travel within the town of Pawling does not require prior approval.

I 8.5. Allowable expenses

A. Registration and event fees
B. Mileage

C. Tolls and parking fees*
D. Lodging*
E. Meals*

I 8.6. Privately Owned Vehicles
Staff members using privately owned vehicles for official business will be reimbursed for mileage at the rate specified by the IRS.

I 8.7. Extraordinary Expenses
Requests for reimbursement of extraordinary expenses that either could not have been anticipated prior to travel or that exceed the maximum allowable rates are subject to approval before reimbursement. A letter explaining the circumstances and containing the appropriate supporting documents should be sent to the Library Director. A board officer will review the relevant facts and determine how to handle the matter within 60 days of the Library Director receiving the letter.

I 8.8. Special Conditions
Employees who have special travel needs not specifically addressed by these policies should notify the Library Director of these needs at the same time as the request for travel approval. Expenses related to special conditions may not be eligible for reimbursement if the Director was not notified of these conditions at the time approval was requested.

I 8.9. Travel Outside the Mid-Hudson Library System Service Area
Approval to travel outside of the Mid-Hudson Library System service area may be granted by the Library Director. Requests for a meal per diem or lodging allowance will be subject to the discretion of the Library Director.

A. Meals
Employees traveling outside the Mid-Hudson Library System service area may request a per diem allowance for meals.
i. Trips with no overnight stay qualify for a partial meal per diem of $25.
ii. Trips with an overnight stay qualify for full-day meal per diem of $75 per day.
iii. Per diem meal amount includes all expenses for breakfast, lunch, dinner and all related tips and taxes.

B. Lodging
For conventions, conference, staff training, workshops, training seminars and other trips in excess of an eight hour workday, the Library may pay for a staff member's overnight lodging. When travel requires overnight lodging, the allowable cost is limited to actual reasonable expenditures.[2] Where lodging is shared with others, reimbursement will be limited to the staff member's share of the cost. Itemized hotel check-out bills must be submitted for hotel cost reimbursement.

C. Tolls and parking fees
Expenses for tolls and parking fees may be reimbursed at the cost incurred.

I 8.10. Payment Methods
Employees are encouraged to use purchase orders whenever practical. The Pawling Free Library will issue a check within thirty days of receipt of any valid purchase order for an approved expense. Purchase orders may be submitted in advance of actual travel dates.

Use of the Library's credit card for travel and conference expenses is strongly discouraged. Library employees (including the Library Director) are expected to use other methods of payment whenever practical.

I 8.11. Reimbursement
Employees may only be reimbursed for expenses paid out of their personal finances. Only travel expenses submitted with original receipts are reimbursable. Travel vouchers submitted without receipts or with copies of receipts will be returned

---

* Allowable expense only for travel outside of the Mid-Hudson Library System service area

[2] http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

to the originator to complete the required documentation. Failure of the employee to submit materials for reimbursement within 30 days of the return date of travel may be treated as forfeiture of reimbursement.

I 8.12. Trustee Travel
Trustees may be reimbursed for travel pertaining to official Library business or library-related training and professional development.

Approval for expenditure of Library funds on trustee and volunteer travel may only occur by a majority vote of the board of trustees at an open board meeting. Travel that occurs without prior board approval will not be eligible for reimbursement.

Accepted by the Library Board of Trustees April 9th 2020

Pawling Free Library Policy Manual

I 9 Social Media Policy

Social media refers to the use of third party hosted online technologies that facilitate social interaction and dialogue. Examples of social media may include Twitter, Facebook, and Instagram.

In order to fulfill the Pawling Free Library's mission, we seek to connect, share, and listen to our users on social media. Our users are increasingly active online, and the Library intends to be present in these virtual spaces to support the teaching, learning, research, and information needs of the Pawling community.

I 9.1 The principal usages of the Pawling Free Library's social media presence are as follows:

- Announcing programs
- Posting news such as special events, holiday hours, exhibits, and new item arrivals
- Updating resources
- Reminding community members of existing Library resources
- Announcing new services
- Serving as a public relations/marketing tool
- Promoting literacy and a love of reading
- Promoting the general use and public support of libraries

I 9.2 Staff use of social media, behavior and content not only reflects the staff member, but also the Library. This policy complements, rather than overrides, any existing requirements that staff act professionally, respectfully, and honestly.

I 9.3 The Library Director reserves the right to remove, edit or otherwise modify any posting to the Library's social media, regardless of origin.

I 9.4 Participation in the Library's social media presence implies agreement with all Library policies, as well as the Terms of Service of each individual third-party social network service.

I 9.5 Permission to use the Library's social media accounts will be granted to Library employees at the sole discretion of the Library Director. This permission may be revoked at any time for any reason.

I 9.6 Employees are required to abide by the ALA Code of Ethics when using social media. Interactions on social media must adhere to all relevant Library policies, protect confidential information in accordance with privacy laws, and respect copyright and other legal rights.

I 9.7 Employees are prohibited from creating new social media accounts for the Library without prior approval. Decisions regarding new social media outlets and accounts are made by the Library Director.

I 9.8 The role and use of social networking services in relation to the goals and purposes of the Library will be evaluated periodically by the Library Director. Library social media accounts may be terminated at any time without notice to subscribers.

I 9.9 The Library does not act in place of, or in the absence of, a parent/guardian and is not responsible for enforcing any restrictions which a parent/guardian may place on a minor's use of social media sites.

I 9.10 The Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social networking services. By providing links to outside content, the Library does not endorse content of those links.

Pawling Free Library Policy Manual

I 9.11 Social media users agree to indemnify the Pawling Free Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by any of them which arise out of or are related to the content that the users post on or in response to the Library's social media.

I 9.12 The Library reserves the right to use any posts on Library social media sites in public relations and marketing materials.

Accepted by the Library Board of Trustees March 12, 2020

Pawling Free Library Policy Manual

I 10 Records Retention

I 10.1 The records of the Pawling Free Library will be retained and disposed of in accordance with the schedule below. The Library Director shall serve as the Records Management Officer for the Library.

I 10.2 The Library Director shall serve as the Records Access Officer for the Library in order to ensure compliance with the Freedom of Information Law.

Type of Document	**Minimum Requirement**
Accounts Payable ledgers and schedules	7 years
Audit Reports	Permanently
Bank Reconciliations	2 years
Bank Statements	3 years
Checks (for items over $5000)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate Deposit Slips	2 years
Employment applications	3 years
Expense Analyses/ expense distribution schedules	7 years
Year End financial statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal Audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently

Pawling Free Library Policy Manual

Type of Document	Minimum Requirement
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Accepted by the Library Board of Trustees April 13th, 2023

Pawling Free Library Policy Manual

I 11 FOIL Requests

I 11.1. The Pawling Free Library as a New York State governmental entity complies with the New York Freedom of Information Law (Public Officers Law, Article 6, Section 87, Freedom of Information Law).

I 11.2 The Library Director will be the Records Access officer. A person may request information and records available to the public in the following manner:

I 11.3 Use the Freedom of Information Law request form (attached)Direct the request to the following address:

Records Access Officer
Pawling Free Library
11 Broad Street
Pawling, NY 12564

I 11.4 Specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.

I 11.5 Reimburse us our actual costs for reproducing and certifying (if requested) the records. You will be charged the following fees: $0.25 per page for employee-copied records.

I 11.6 The Library Director will respond to a written request within five working days or sooner if possible. An extension of an additional 15 working days may be necessary to properly respond and if so, the reason for this extension will be explained.

I 11.7 Records may be available for inspection in person at no cost and by appointment. An employee must be present throughout the inspection.

I 11.8 Make an appeal about the decision of the FOIL officer to the president of the Board of Trustees, using the Freedom of Information Law Appeal form.

I 11.9 Information about the Freedom of Information Law can be obtained from the Committee on Open Government:

Committee on Open Government
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231
(518) 474-2518

Pawling Free Library Policy Manual

Pawling Free Library

Freedom of Information Law (FOIL) Request

To: Director, Pawling Free Library

Date	**Phone:**
Street:	**City, Zip, State:**
Print Name:	
Signature:	

Under the provisions of the New York Freedom of Information law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (or containing the following):

Choose one:

___ I am requesting an appointment to inspect the records at the Pawling Free Library at no charge.

___ I am requesting copies of all records. I understand that the fees are $0.25 per page for employee-copied records.

As per the Freedom of Information Law, the Pawling Free Library must answer your request within five days of receipt of your request. We will call or write if there is a problem with your request. Should your request be denied, we will send you a letter explaining why your request was denied. Denied requests may be appealed to the President of the Board of Trustees if you believe you were unfairly denied access to the requested records.

For Library Use		
Date:		
Decision (Please circle one)	**Approved**	**Denied**
If denied, please state why:		

Pawling Free Library Policy Manual

Pawling Free Library

Freedom of Information Law (FOIL) Appeal

To: President, Pawling Free Library Board of Trustees

Date	**Phone:**
Street:	**City, Zip, State:**
Print Name:	
Signature:	

I hereby appeal the denial of access regarding my request, which was made on __/___/___ and sent to _____.

The records that were denied include (Please attempt to identify the records in which you are denied access to as clearly as possible):

As per the Freedom of Information Law, the President of the Board of Trustees must answer your request within ten days of receipt of your request. Should your request be denied again, we will send you a letter explaining why your request was denied In keeping with New York State law, regardless of the verdict, a copy of the decision on your appeal will be sent to:

Committee on Open Government,

Department of State,

41 State Street,

Albany, New York 12231

For Library Use		
Date:		
Decision (Please circle one)	**Approved**	**Denied**
If denied, please state why:		

Accepted by the Library Board of Trustees April 13th, 2023

Pawling Free Library Policy Manual

I 12 Trustee Education Policy

I 12.1 The purpose of the Trustee Education Policy is to comply with New York State Education Law Section 260-D which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

I 12.2 Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President annually.

I 12.3 Each year Trustees are required to complete two hours of continuing education during their term on the System Board.

I 12.4 According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. Certificates of completion issued by one or more approved providers; or
2. A signed self-assurance of completion (included at the end of this policy).
    a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

I 12.4 Evidence of completion shall be submitted to the Board President by December 31 of each year.

I 12.5 Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

I 12.6 Compliance will be tracked through the Library's Annual Report to the State.

I 12.7 At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

I 12.8 In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

I 12.9 Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)

- ALA (American Library Association) including United for Libraries and other Divisions

I 12.10 Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

I 12.11 Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the Conference and Travel Policy. All continuing education requesting reimbursement must be pre-approved by the Library Board.

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

_____

Trustee Signature/Date

Pawling Free Library Policy Manual

I 13.1. Videoconferencing may be used for a meeting at which a minimum number of members are present to fulfill the Board's, or a Committee's, quorum requirement in the same physical location or locations where the public can attend;

I 13.2. Members of the Board or Committee shall be physically present at any such meeting unless such member is unable to be physically present at the designated public meeting location(s) due to extraordinary circumstances. For purposes of these procedures, the term "extraordinary circumstances" include, for example: (i) a Trustee or extended household member is at higher risk of serious illness from infection with a communicable disease (for example, COVID-19), as set forth in relevant public health guidance; (ii) quarantining due to exposure to a communicable disease; (iii) family or dependent care responsibilities; (iv) disability; (v) injury; (vi) illness; (vii) any Trustee who determines they are not available to attend a meeting in-person due to the need for significant travel; and (viii) any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting (for example, significant weather-related events or travel disruptions). This list is not exhaustive. Should a Trustee be unable to be physically present due to such extraordinary circumstances, they must notify the Library in advance of the meeting.

I 13.3. Any member of the Board, or its Committees or Subcommittees, or any member of a Committee or Subcommittee of the Corporation, who has a disability as defined in Section 292 of the Executive Law, where such disability renders such member unable to participate in-person at any such meeting location where the public can attend, shall be considered present for purposes of fulfilling the quorum requirements at any meetings conducted through videoconferencing pursuant to Section 103-a of the Open Meetings Law.

I 13.4. If there is a quorum of members participating at a physical location(s) open to the public, the Board or Committee may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count toward a quorum but may participate and vote, if a voting member, if there is a quorum of members at a physical location(s) open to the public.

I 13.5. Except in the case of executive sessions conducted pursuant to Section 105 of the Open Meetings Law, the Board or Committee shall ensure that its members can be heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.

I 13.6. The minutes of the meetings involving videoconferencing shall include which, if any, Trustees participated remotely and shall be available to the public pursuant to Section 106 of the Open Meetings Law;

I 13.7. If videoconferencing is used to conduct a meeting, the Library's public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.

I 13.8. For any meeting at which videoconferencing will be used, the Library shall record the meeting and post or link such recording on its public website within five (5) business days following the meeting, which link or post shall remain so available for a minimum of five (5) years thereafter. Such recordings shall be transcribed upon request.

I 13.8. For any meeting at which videoconferencing will be used, the Library shall provide the opportunity for members of the public to view such meetings via video in real time.

I 13.9. Open meetings conducted using extraordinary circumstances videoconferencing pursuant to the provisions of Section 103-a of the Open Meetings Law shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act ("ADA"), as amended, and corresponding guidelines. For the purposes of these procedures, "disability" shall have the meaning defined in Executive Law § 292.

I 13.10. During a state disaster emergency declared by the governor pursuant to Section 28 of the executive law, or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to section twenty-four of the executive law, if the Library determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in person meeting, then Trustees may join the meeting using videoconferencing.

Pawling Free Library Policy Manual

- **Public Health Policies**

P 1 Pandemic Response Plan

P 1.1 Hierarchy of authority

In the event of a declared public health emergency involving a communicable disease, the Pawling Free Library will operate in accordance with its Pandemic Response Plan. If any part of this plan conflicts with executive orders governing an epidemic issued at the local, county, state, or federal level, the Library will follow the executive orders rather than the written plan. During each public health emergency, the Library will adopt phased closure and re-opening protocols based on the best available information and legal requirements pertinent to the emergency. These protocols will be distributed to the staff and communicated to the public via the Library's website as soon as they have been approved by the Board of Trustees.

The Library Director as authorized by the Board of Trustees administers the Pandemic Response Plan. This includes activating the plan, establishing an internal communications network, and coordinating all response and recovery activities. If, for any reason, the Director is unable or unavailable to administer the plan, administrative authority shall be passed to the longest-tenured available department head.

This plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

P 1.2 List and description of positions considered essential

The Library Director has primary responsibility for the financial and physical operations of the Library. S/he will be considered essential in all emergencies.

The Adult Program Coordinator, Young Adult Program Coordinator, Children's Program Coordinator, and Circulation Supervisor all have limited responsibilities pertaining directly to the financial and physical operations of the Library. Each of these individuals may be designated by the Library Director as essential on a short-term basis in order to use the Library's facilities temporarily for the express purpose of attending to matters of financial or physical operations.

The Library operates in partnership with essential local service providers such as the Pawling School District, Pawling Resource Center, and the Grand Rehabilitation and Nursing Center. The Library Director may designate any library employee as essential on a short-term basis in order to use the Library's facilities temporarily for the express purpose of providing support to the ongoing operations of essential local service providers.

During a declared public health emergency, the Library might be granted authority to continue some core library functions such as technology assistance, lending of materials, and the provision of programming. To the degree to which such functions may be legally permitted to continue, the Library Director may designate any library employee as essential whose on-site work would contribute to the successful continuation of such functions.

The Library contracts with external companies for cleaning, bookkeeping, and property maintenance. The Library will grant access to its facilities to any person deemed essential by his/her employer to the provision of

contracted services to the Library, provided that s/he complies with the health and safety protocols instituted by public officials and the Library.

P 1.3 Descriptions of protocols to follow to enable all non-essential employees to work remotely

Each employee is responsible for ensuring that s/he has access to an internet connection. The Library Director is responsible for assigning each employee work that can be done remotely. If the employee does not have access to a computer suitable for the work assigned s/he may borrow a computer owned by the library.

If any employee encounters any other obstacle which prevents him/her from working remotely, s/he must notify the Library Director immediately.

P 1.4 Description of how employer would stagger work shifts to reduce overcrowding

The Library Director will maintain a calendar indicating the work schedules of the circulation staff. In the event that the employee schedule would otherwise create an overcrowded workspace, the Library Director will create the opportunity for one or more simultaneously scheduled employees to work from a socially distant or remote work station.

The Director will coordinate the schedule for employees and contractors reporting to the library in-person to perform essential tasks so that the Pawling Library remains in compliance with the state-ordered reduction of in-person workforce. No employee or contractor is permitted to report to the Library without authorization from the Director.

P 1.5 Protocols for PPE

Personal Protective Equipment will be made available to every employee for every on-site shift. Employees will also have the option of using Personal Protective Equipment which they have acquired on their own, provided that the equipment meets the standards specified by public health officials.

As appropriate, the Library will provide a face covering to any employee who requests one. If for any reason the Library is unable to provide adequate Personal Protective Equipment for any given shift, no employee will be permitted to work on-site until sufficient Personal Protective Equipment can be provided.

Personal Protective Equipment will be stored in a location chosen to prevent degradation and permit immediate access by all staff members. For instance, if gloves are required Personal Protective Equipment, they will be available near sinks, and the reserve supply will be in a storage place which does not require a key to access.

The Pawling Library will provide any necessary training for mandated PPE including proper use and disposal. Failure to comply with Personal Protective Equipment mandates may result in disciplinary action.

P 1.6 Protocol for when an employee is exposed to disease

The Library will take precautions to limit the possible exposure of its employees, volunteers, essential visitors, and patrons. If an employee has reason to believe s/he has contracted the disease while working, any space used by the employee will be closed until the professional cleaning service used by the Library has cleaned the space in a manner consistent with all relevant public health guidelines. As necessary, the space will be quarantined for a length of time specified by local or state health departments prior to cleaning.

If an employee tests positive for the communicable disease which precipitated the public health emergency, the Library Director or designee will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

The employee will not be permitted to return to on-site work until authorized to do so by the state and local health departments.

Employees are permitted to apply accrued Paid Time Off towards any absence due to communicable disease or quarantine. Additionally, eligible employees will be permitted to participate in any special time off designated by local, county, state or federal government.

P 1.7 Mitigation of risk

Reporting to work following a known-exposure to the communicable disease, having symptoms consistent with the communicable disease, or following a positive test without being medically cleared to return to work as defined above will be considered a violation of library policy and may result in disciplinary action.

The Pawling Library will not take any retaliatory action for employees not reporting to work due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the Personnel Policy for reporting an absence.

P 1.8 Protocol for documenting hours and work locations for essential workers

The Library Director will maintain records of days worked on-site by employees and essential visitors. The Library Director will use these records to cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

P 1.9 Protocol for working with essential employees' localities for identifying emergency housing if needed

Any employee who cannot safely commute to the Library during the epidemic will be asked to work remotely.

P 1.10 Any other requirement determined by the New York State Department of Health, such as testing and contact tracing

The Library will cooperate with the New York State Department of Health to the fullest possible extent permitted by law and library policy. As emergency directives are issued, the Library will adjust its operations to conform with the latest directives.

Accepted by the Library Board of Trustees November 12, 2020

P 2 Proactive Infection Plan

P 2.1 Screening

The Library will screen all employees and essential visitors as described below. The Library will also screen patrons on a strictly voluntary basis.

The Library will remotely screen via electronic form all employees and essential visitors scheduled to work in any Library building before each shift about any COVID-19 symptoms identified by public health officials in accordance with the U.S. Equal Employment Opportunity Commission’s (EEOC) Pandemic Preparedness in the Workplace and the Americans with Disabilities Act including confidentiality of medical information. The Library will delete any personal health data two weeks after its date of submission.

Screening will consist of the following questions:

1. Have you experienced symptoms of COVID-19 including fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell in the past 14 days?
2. Have you tested positive for COVID-19 in the past 14 days?
3. Are you currently subject to an individual quarantine per New York State guidelines? (https://coronavirus.health.ny.gov/travel-large-gatherings-and-quarantines)
4. Do you attest that you will wear a clean, appropriate face covering while working, in accordance with Library policy?

Library staff or screened visitors should immediately notify the Library Director or designee if the answers to these questions change later, regardless of whether the change occurs during or outside work hours.

The Library Director or designee will review all responses collected by the screening process on a daily basis and maintain a record of this review.

The Library will maintain a log of all Library staff and essential visitors in the facility including contact information. This information will be used to trace and notify staff and visitors in the event an employee is diagnosed with COVID-19.

P 2.2 Visitors that Test Positive for COVID-19

The Library will observe directions from local health officials for best practice in staff and public health safety in the event that a Library visitor reports developing symptoms related to COVID-19 or testing positive for COVID-19 when they have recently visited the Library.

If an individual who has visited the Library reports testing positive for COVID-19, the Library will notify local health officials.

The Library will work with local health officials to notify staff and visitors that may have been in contact with the infected visitor, while maintaining the right to the privacy of their health information of the visitor, and the confidentiality of library records.

P 2.3 Employees that Test Positive for COVID-19 or Report COVID-19 Symptoms

The Library will observe directions from local health officials for best practice in staff and public health safety in the event that a staff member or Library visitor reports developing symptoms related to COVID-19 or testing positive for COVID-19.

Library staff that develop symptoms related to COVID-19 or test positive for COVID-19 will be directed to not come into the Library (or to leave the Library if they are already at work), and contact a medical professional or the local health department immediately. The Library will provide the employee with the healthcare and testing

information available on the Dutchess County website:
https://www.dutchessny.gov/Departments/DBCH/dbch.htm

The Library Director or designee will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If an employee tests positive for COVID-19 or shows symptoms of COVID-19 he or she may only return to work with the written permission of a doctor. If an employee has had close contact with a person with COVID-19, he or she may return to work after completing a 10 day self-quarantine.

Employees who have been alerted that they came in close or proximate contact with a person with COVID-19 via tracing, tracking, or other mechanism are required to report this information to the Library Director.

P 2.4 Closure and Disinfection Plan

The Library Director or designee may decide to close any or all portions of the Library for disinfection whenever a significant event occurs which poses an immediate hazard to building occupants. Any affected areas will be cleaned and disinfected in accordance with CDC cleaning and disinfection recommendations before being reopened for use.

P 2.5 Personal Protective Equipment

The requirements for personal protective equipment at each stage of re-opening are listed in the Library's Re-Opening Proctocols. A patron may remove his or her face covering temporarily to consume a beverage while he or she is at least six feet distant from the nearest person unless doing so would violate any library policy. Employees may remove their face coverings temporarily to consume food or beverage, use the library telephone system, or to work in an unshared space, provided that they observe social distancing protocols whenever they are without a face covering.