

COPIAGUE MEMORIAL PUBLIC LIBRARY
POLICY MANUAL

Last Updated 1/25/24

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PERSONNEL POLICIES

HIRING AND EMPLOYMENT TERMS

- a. The Director makes appointments subject to the approval of the Board of Trustees and has full authority and responsibility to manage and direct the staff of the Copiague Memorial Public Library under these adopted policies.
- b. Terms of employment for employees in the collective bargaining unit such as probation, benefits, work week, overtime, etc. shall be as specified in the current agreement between the Copiague Memorial Public Library and CSEA, Suffolk Local #852 and as dictated by law. Terms of employment for employees outside the collective bargaining unit shall be specified in their current individual employment agreements and as dictated by law. Employees outside the collective bargaining agreement shall be entitled to equal increases in salary and all other rights, privileges and benefits included in the labor agreement for union members to the extent such are not at variance with the terms of their individual employment agreements.

Updated 2/22/11

EQUAL EMPLOYMENT OPPORTUNITY

- a. Employment practices at the Copiague Memorial Public Library will fully adhere to the letter and spirit of Federal and State laws, which guarantee equal employment opportunity to all persons based on individual qualifications and without regard to race, creed, color, national origin, sex, age, marital status, genetic pre-disposition or disability.
- b. The Copiague Memorial Public Library is committed to maintaining a program of affirmative and positive action. The Copiague Memorial Public Library recognized its responsibility and obligation to insure that recruitment, selection for hiring and promotions, compensations, benefits, transfers, demotions, layoffs, and education and training programs will be administered in a non-discriminatory manner. Promoting efficiency and effectiveness in the Library through the development of organizational climates in which each staff member is encouraged and assisted to achieve and contribute at his or her potential.
- c. The Director will act in the capacity of Affirmative Action Officer for the Agency.
- d. The Affirmative Action Officer shall be responsible for development, implementation, evaluation and monitoring of equal employment opportunity.
- e. He/she will have access to the Personnel Officer/Deputy Director at all times in order to effectively execute specific actions which promote a results-oriented affirmative action plan.
- f. The Copiague Memorial Public Library is committed to the advancement of equal opportunity principles in developing and implementing its grant programs. All grantees and sub grantees shall be expected to sign an assurance of compliance with the Department of Health, Education and Welfare regulations, under Title VI of the Civil Rights Act of 1964.

Updated 3/26/10

FAMILY AND MEDICAL LEAVE

Consistent with the federal Family and Medical Leave Act of (FMLA) of 1993 as amended, the Board of Trustees recognizes the right of eligible employees to unpaid family and medical leave for up to twelve (12) workweeks during any twelve (12) month period. The Board shall ensure that all eligible employees who use such leave shall have their health benefits continued and shall be returned to an equivalent position according to established Board practices, policies and the collective bargaining agreement.

To be eligible for family or medical leave an employee must have been employed for at least twelve months and have worked at least 1,250 hours during the prior twelve months.

The Library uses the “rolling” 12-month period measured backwards from the date an employee uses FMLA leave to compute the 12-month eligibility period.

Reasons for Leave

FMLA leave shall be granted for the following reasons:

- the birth of a son or daughter, and to bond with the newborn child;
- the adoption or foster placement of a child, and to bond with that child;
- to care for an employee’s spouse, parent, or child with a serious health condition;
- due to a serious health condition that makes the employee unable to perform the essential functions of the employee’s job;
- for a qualifying exigency as defined in law and regulation, arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.

In addition, an eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of 26 workweeks of unpaid leave in a single 12-month period to care for the service member who is seriously ill or injured in the line of duty.

Notification, Medical Certification and Reporting While on Leave

The employee shall notify the Library of his/her request for leave, if foreseeable, at least 30 days prior to the date when the leave is to begin. If such notice is not foreseeable then the employee shall give such notice as is practical.

The Library requires a certification from a health care provider if leave is requested because of an employee’s own serious health condition.

If an employee takes leave because of his/her own serious health condition or to care for a covered relation, the employee must contact the Library every Monday regarding the status of the condition and the employee’s intention to return to work.

Accrued Vacation, Personal and Sick Time

FMLA leave is unpaid leave. Accrued paid vacation, personal and sick time will be substituted for unpaid family/medical leave as follows:

- If an employee requests leave because of a birth, adoption or foster placement of a child, any accrued paid vacation and personal time first will be substituted for unpaid family/medical leave.
- If an employee requests leave because of the employee's own serious health condition, any accrued paid vacation, personal or sick time first will be substituted for any unpaid family/medical leave.
- If an employee requests leave because of a covered relation with a serious health condition any accrued paid vacation and personal time first will be substituted for unpaid family/medical leave.

The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period.

Medical Benefits

During an approved FMLA leave, the Library will maintain the employee's health benefits, as if he/she continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, the Library will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the leave is unpaid, the employee must pay his/her portion of the premium by delivering a check to the Library before the date each month when the premium is due to the insurance carrier.

Return from Leave

If an employee takes leave because of his/her own serious health condition, the employee is required to provide medical certification that he/she is fit to resume work.

Notice

The Library shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning enforcement of the law.

Where state and local family medical leave laws offer more protections or benefits to employees, the protections or benefits provided by such laws apply.

Adopted: 12/18/13

SEXUAL HARASSMENT

Purpose and Goals

The Copiague Memorial Public Library (the Library) is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but the Library recognizes that discrimination can be related to or affected by other identities beyond gender. Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence. Our different identities impact our understanding of the world and how others perceive us. For example, an individual's race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same. The purpose of this policy is to teach employees to recognize discrimination, including discrimination due to an individual's intersecting identities, and provide the tools to take action when it occurs. All employees, managers, and supervisors are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace. This policy is one component of the Library's commitment to a discrimination-free work environment.

Goals of this Policy

Sexual harassment and discrimination are against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process into any claims of harassment. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with the Library. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit [*https://dhr.ny.gov/complaint*](https://dhr.ny.gov/complaint). To file a complaint with the United States Equal Employment Opportunity Commission, please visit [*https://www.eeoc.gov/filing-charge-discrimination*](https://www.eeoc.gov/filing-charge-discrimination).

Sexual Harassment and Discrimination Prevention Policy

1. The Copiague Memorial Public Library's policy applies to all employees, applicants for employment, and interns, whether paid or unpaid. The policy also applies to additional covered individuals. It applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. These individuals include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are persons providing equipment repair, cleaning services, or any other services through

a contract with the Library. For the remainder of this policy, we will use the term “covered individual” to refer to these individuals who are not direct employees of the company.

2. Sexual harassment is unacceptable. Any employee or covered individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.

3. Retaliation is prohibited. Any employee or covered individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any employee of the Library who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform their supervisor, manager, or the Library Director. All employees and covered individuals who believe they have been a target of such retaliation may also seek relief from government agencies, as explained below in the section on Legal Protections.

4. Discrimination of any kind, including sexual harassment, is a violation of our policies, is unlawful, and may subject the Library to liability for the harm experienced by targets of discrimination. Harassers may also be individually subject to liability and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees at every level who engage in harassment or discrimination, including managers and supervisors who engage in harassment or discrimination or who allow such behavior to continue, will be penalized for such misconduct.

5. The Library will conduct a prompt and thorough investigation that is fair to all parties. An investigation will happen whenever management receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. The Library will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, the Library will act as required. In addition to any required discipline, the Library will also take steps to ensure a safe work environment for the employee(s) who experienced the discrimination or harassment. All employees, including managers and supervisors, are required to cooperate with any internal investigation of discrimination or sexual harassment.

6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. All employees will have access to a complaint form to report

harassment and file complaints. Use of this form is not required. For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their manager or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency.

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.

7. This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees in person or digitally through email upon hiring and will be posted prominently in all work locations. For those offices operating remotely, in addition to sending the policy through email, it will also be available on the organization's shared network.

What Is Sexual Harassment?

Sexual harassment is a form of gender-based discrimination that 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 is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of the Copiague Memorial Public Library's policy. The intent of the behavior, for example, making a

joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a hostile work environment include, but are 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, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee'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 or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. This list is just a sample of behaviors and should not be considered exhaustive. Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical acts of a sexual nature, such as:
 - o Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body; or
 - o Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:

- o Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;
- This can include sexual advances/pressure placed on a service industry employee by customers or clients, especially those industries where hospitality and tips are essential to the customer/employee relationship;
- o Subtle or obvious pressure for unwelcome sexual activities; or
- o Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
 - o Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - o Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - o 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;
 - o This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
 - o Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - o Sabotaging an individual's work;
 - o Bullying, yelling, or name-calling;
 - o Intentional misuse of an individual's preferred pronouns; or
 - o Creating different expectations for individuals based on their perceived identities;
- Dress codes that place more emphasis on women's attire;

- Leaving parents/caregivers out of meetings.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York Law protects employees and all covered individuals described earlier in the policy. Harassers can be anyone in the workplace. A supervisor, a supervisee, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including an independent contractor, contract worker, vendor, client, customer, patient, constituent, or visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination;
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

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 or industry sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Retaliation

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical

violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
- Undermining an individual’s immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.

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 or discrimination, either internally or with any government agency;
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law;
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment;
- Reported that another employee has been sexually harassed or discriminated against; 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.

Reporting Sexual Harassment

Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. Any employee or covered individual is encouraged to report harassing or discriminatory behavior to a supervisor, manager or the Library Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, or the Library Director.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is attached to this policy if an employee would like to use it, but the complaint form is not required. Employees who are reporting sexual harassment on behalf of other employees may use the

complaint form and should note that it is on another employee's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

Supervisors and managers have a responsibility to prevent sexual harassment and discrimination. All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment to the Library Director. Managers and supervisors should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

Supervisors and managers can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Supervisors and managers can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

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

While supervisors and managers have a responsibility to report harassment and discrimination, supervisors and managers must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors and managers must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and

5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

Complaints and Investigations of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Copiague Memorial Public Library will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another's complaint, or participate in harassment investigations.

The Library recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, the Library Director:

1. Will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate. If complaint is verbal, request that the individual completes the complaint form in writing. If the person reporting prefers not to fill out the form, the Library Director will prepare a complaint form or equivalent documentation based on the verbal reporting;
2. Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation. The Library Director will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;
3. Will seek to interview all parties involved, including any relevant witnesses;
4. Will create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - a. A list of all documents reviewed, along with a detailed summary of relevant documents;

- b. A list of names of those interviewed, along with a detailed summary of their statements;
 - c. A timeline of events;
 - d. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
 - e. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- 5. Will keep the written documentation and associated documents in a secure and confidential location;
 - 6. Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
 - 7. Will inform the individual(s) who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Copiague Memorial Public Library, but it is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in the policy above is one way for employees to report sexual harassment. Employees and covered individuals 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 also seek the legal advice of an attorney.

New York State Division of Human Rights:

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

Complaints of sexual harassment filed with DHR may be submitted any time within three years of the harassment. If an individual does not file a complaint with DHR, they can bring a lawsuit directly in state court under the Human Rights Law, 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 Library does not extend your time to file with DHR or in court. The three years are counted from the 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 receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to

award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive 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.

Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **1(800) HARASS3** for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

The United States Equal Employment Opportunity Commission:

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e et seq. An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of 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. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, 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 the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

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. For example, employees who work in New York City may file complaints of sexual harassment or discrimination with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or **(212) 306-7450**; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

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. Those wishing to pursue criminal charges are encouraged to contact their local police department.

Conclusion

The policy outlined above is aimed at providing employees at the Copiague Memorial Public Library and covered individuals an understanding of their right to a discrimination and harassment free workplace. All employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

Updated 6/28/23

ALCOHOL AND DRUG FREE WORKPLACE

The Library is committed to providing a drug, alcohol and substance free work environment. No employee shall distribute, dispense, possess, use or be under the influence of an alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance, as defined in Scheduled I through V of Section 202 of the Controlled Substance Act (21 U.S.C. sec.812) and as further defined by Regulation at 21 cfr 1300.11 through 1300.15 during work hours.

The use of controlled substances by employees prior to work time, which results in the intoxication of the employee while on library premises, is prohibited. In addition, any employee whose behavior reflects in obvious consumption of alcohol or illegal substances, including a detectable amount of alcohol on that person's breath, is not permitted in the workplace.

If any employee is convicted of, or pleads guilty, to a charge of the manufacturing, sale, distribution, possession or use of a controlled substance, that employee must notify the Library of the conviction or plea within five (5) calendar days after it is entered.

Drugs, as prescribed by a physician, are exempt. Employees who feel that their work performance may be affected by prescribed medication are encouraged to report potential side effects to their supervisor. Inappropriate use of prescription and over-the-counter drugs is prohibited.

In cooperation with the Employee Assistance Program, the Library will seek to assist all employees requesting aid and guidance on matters relating to alcohol and drug abuse in a confidential manner.

Any employee who violates the terms of the Library's drug and alcohol policy will be subject to discipline, including suspension or termination.

Updated 9/22/12

EXTREME WEATHER, TRANSPORTATION CONDITIONS OR OTHER EMERGENCIES

Emergency closings may be authorized by the Director or the Director's designee. Staff members will be contacted or may call the Library and the automated telephone system will advise if they do not have to report to work that day. Staff will be paid for the number of hours scheduled to work.

When the Library is open, but extreme weather conditions make it impossible for a staff member to arrive at the regular time, reasonable allowances for lateness will be made. If the employee cannot report for work within a reasonable period of time, he/she may take accrued time or make up time later in the week.

If an emergency occurs during hours the Library is open, the Director or the Director's designee may authorize closing. Employees will be paid for any remaining hours scheduled.

When the Library is closed for weather or other emergencies, compensatory time off is not allowed for those scheduled to be off or on vacation. However, compensatory time will be given for administrative staff required to work in such an emergency.

The extreme weather policies of the Library reflect the terms of the current agreement between the Copiague Memorial Public Library and CSEA, Suffolk Local #852.

Updated 7/1/17

INDEMNIFICATION

The benefits, as set forth in Section 18 of the Public Officers Law, shall be conferred upon the Trustees, Officers, employees and volunteers of the Copiague Memorial Public Library, and the Library shall be responsible for any costs incurred thereby.

Updated 1/26/05

GRIEVANCE

It shall be the policy of the Copiague Memorial Public Library Board of Trustees to follow the grievance procedure as provided under the current agreement between the Copiague Memorial Public Library and CSEA, Suffolk Local #852. Employees outside the bargaining unit shall be covered by the same procedure.

RESIGNATION/TERMINATION

The Director has the authority to recommend to the Board the dismissal of any employee whose attitude, conduct, or performance of duties, make such action advisable. In every case, the employee has the right to present his/her case to the Board. All resignations must be in writing.

ABSENCE OF DIRECTOR

In the absence of the Director, the staff member appointed by the Director or the Board of Trustees is authorized to act as required to insure the orderly conduct of Library business. Consultation with the Board President and/or the Director may be desirable at times, and all actions taken are subject to review.

STAFF DEVELOPMENT

Staff development at the Copiague Memorial Public Library is an on-going creative process and the shared responsibility of all staff members. The following sections outlining the staff development process confirm the importance the Library attaches to the utilization of its human resources.

1. Role of Director: to assist Department Heads to assess staff development needs; to act as liaison with Department Heads in developing and coordinating staff development activities; to provide orientation for all new staff members; to provide technical assistance for in-service meetings, book meeting rooms, issue memos concerning activities, provide for special equipment.
2. Role of Department Heads: to assist in periodic assessment of staff development needs; to assist in identifying the priorities for in-service and other staff development activities; to participate in planning for specific in-service meetings, workshops, etc.
3. Role of the Individual: to identify one's own development needs through staff evaluation; to communicate those needs to the appropriate supervisor; to share responsibility for one's own development by participating in staff training sessions by indicating a desire to attend in-service meetings and outside staff development activities and by various self-study methods; to participate using one's skills in meeting staff development needs.

PERFORMANCE EVALUATIONS

All employees have the right to have their work performance periodically evaluated by their supervisors.

For that reason, the Board of Trustees considers it important that there be regular communication between supervisors and employees. That communication should include:

- (1) what is expected of the employee
- (2) the setting of goals
- (3) the recognition of achievement
- (4) the recognition of problems, if they exist, and the suggestion of solutions
- (5) an opportunity for the employee to voice his or her concerns.

Supervisors will produce a written evaluation of their employees annually and discuss the items listed above.

Each employee will be given an opportunity to discuss performance evaluations or any critical comments made in writing with the appraiser and to respond in writing. All such written comments and responses will be submitted to the Director for review. The Director will review all such written performance appraisals and critical written comments, and each employee will be given an opportunity to discuss all critical written comments with the Director. Employee responses will be kept as a part of that employee's permanent personnel record.

ATTENDANCE AT PROFESSIONAL DEVELOPMENT ACTIVITIES

1. The provisions in this policy are subject to recommendation of the Director and approval by the Board of Trustees.
2. Requests for attendance at all meetings, workshops and conferences will be considered by the Director and, if such attendance is deemed to be of sufficient benefit to the Copiague Memorial Public Library, reimbursement of expenses may be granted by the Board of Trustees.
3. Reimbursements for actual expenses outlaid by staff shall be paid upon the submission of proper vouchers and receipts and the approval of the Director.
4. Staff members attending meetings, workshops and conferences will be expected to inform the Director and other staff members about all matters pertinent to the Copiague Memorial Public Library's present and future activities. A written report may be requested by the Director or Department Head.
5. Availability of sufficient staff to adequately serve the Library during the normal hours of opening is essential so that where there is greater than usual interest, staff attendance at meetings, conferences and workshops will be on a rotation basis.
6. Staff may attend meetings, workshops and conferences on Library time and may receive travel expenses, registration fees and cost of official functions up to the limit authorized by the Board.
7. No employee is to attend any meeting, conference or workshop which calls for overnight accommodations without prior approval of the Board of Trustees.
8. The Copiague Memorial Public Library will encourage the participation of Trustees and staff members in Suffolk Cooperative Library System and Suffolk County Library Association activities by allowing attendance on scheduled Library time at SCLS and SCLA meetings. In addition, the Library will reimburse expenses for meetings, which include luncheon or dinner as authorized by the Director and approved by the Board. Staff members who are involved in the program or the preparations for the meetings may be allowed to attend on Library time with reimbursement for both meals and transportation.
9. The Director is authorized to attend any meeting called by the State Librarian requiring the attendance of Directors without prior approval by the Board, but such travel shall be reported to the Board at the next regularly scheduled meeting.
10. The Copiague Memorial Public Library may assist staff who wish to increase their skills by taking a continuing education class. The following restrictions apply:
 - a. The class must be of direct help in assisting the staff member to improve their job performance or to prepare for advancement within the Library.
 - b. With prior approval of the Director and Board of Trustees, upon completion of the class with a satisfactory grade, the Library may refund the registration cost.
 - c. This offer is limited to two [2] classes per year per staff member and by the availability of funding.
 - d. Proof of attendance is required by staff attending any meeting workshop, or conference on library time and/or in which the library pays attendance fees.

MILEAGE REIMBURSEMENT

The IRS standard mile rate may be reimbursed when traveling on Library business in the employee's own car.

The exact mileage must be shown on the request for reimbursement.

When traveling from home to a location other than the Library, or from a location other than the Library to home, the regular distance traveled for the Library's reimbursement is computed by first subtracting the distance from one's home to the Library, if the travel is between home and a location other than the Library.

For example: If an employee travels from home to a meeting and then to the Library, the Library will reimburse the employee the mileage from home to the meeting and then to the Library, minus the distance from home to the Library.

TELECOMMUTING POLICY AND AGREEMENT

PURPOSE

The Copiague Memorial Public Library's Telecommuting Program is designed to recognize the benefits of providing employees alternatives to traditional work practices that can provide flexibility, to increase the effectiveness of the library and to meet community needs.

DEFINITION

For the purposes of this policy, telecommuting is defined as a remote-access work arrangement for at least part of the workweek on a regular basis. In general, telecommuting is a privilege, which may be granted under appropriate circumstances to eligible employees whose job responsibilities are suited to be undertaken absent a physical presence in the workplace.

ELIGIBILITY

A. Full-time or part-time employees whose job functions lend themselves to working remotely (as defined by the Director) may apply for participation by completing a Telecommuting Agreement. Employees currently working under other flexible scheduling arrangements are not precluded from participating.

B. The choice of a work schedule must be made subject to the overriding requirements that full departmental operations, services, and commitments be maintained. In all cases, flexible schedules are subject to approval by the Director.

C. Employees should possess a demonstrated ability to self-initiate, work well with minimal supervision, have a thorough knowledge and understanding of their job tasks and operations, have a history of reliable and responsible accomplishment of work duties, and have demonstrated an ability to establish priorities and manage their time.

D. The opportunity to work at home is a management option; telecommuting is not to be considered as an employee benefit. An employee's participation in the Telecommuting Program is entirely voluntary. Either the employee or Library may terminate telecommuting without cause.

E. Requests for telecommuting will be considered on an individual basis to determine if the employee possesses the necessary skills and abilities to participate in the program; and if the telecommuting employee can adequately perform the employee's job duties remotely. Telecommuting requests can originate from the employee or the Library.

F. Telecommuting is not available for long-distance work. Employees must reside in the geographical area of their regular work location. The telecommuting location must not be in an area that exposes the Library to new tax or other regulatory liabilities.

GUIDELINES

A. The approval of telecommuting, and the determination of the number of days an individual may telecommute are made based on the Library's ability to maintain full departmental operations, services, and commitments. In all cases, telecommuting schedules are subject to Director/department and Human Resources approval. Employees are expected to normally be in the workplace at least one day per week.

B. Employees are required to complete a Telecommuting Agreement (see attachment) and have it approved before they begin telecommuting. A current signed and approved Telecommuting Agreement must be on file during any telecommuting arrangement.

C. The Telecommuting Agreement should be reviewed quarterly, but must be reviewed and renewed annually.

D. The Director and the employee must agree upon the equipment to be used in telecommuting. The employer is not required to provide equipment for the telecommuting location; however, with the approval of the Director, the employee may be provided with employer-owned equipment necessary to perform work assignments.

E. The Library has established security controls and conditions for use of Library equipment. The Library will apply approved safeguards to protect Library equipment and supplies. All Library records, files and documents must be protected from unauthorized disclosure or damage and returned safely to the Library immediately upon request. In addition, any computers used for the editing or the sending of Library documents must have active, up-to-date virus protection. Computer Department staff is responsible for upgrading, maintaining, monitoring and retrieving equipment assigned off-site.

F. In order to reduce Library and employee liabilities, employees will not use their homes to receive work-related visitors. Meetings should take place at the Library, or with the Director's approval at an appropriate location. Telecommuters are covered by worker's compensation when performing official work duties at the telecommuting location.

G. Telecommuting employees will verify via the Telecommuting Agreement that the telecommuting location provides workspace that is free of safety and fire hazards and shall agree that the Library will not be held responsible for any and all claims, excluding worker's compensation claims that result from working at the telecommuting location.

H. While telecommuting, employees should be accessible, via telephone and e-mails during agreed upon work hours. Telecommuters must notify their office if they leave their telecommunicating locations, much like they would inform their Department Head or colleagues when leaving the traditional office during the workday. If a meeting is scheduled on a telecommuting day, employees must go to the workplace to attend the meeting or make other arrangements, such as teleconferencing.

I. Employees will maintain their pay status while working from a telecommuting location. Employees who work pre-approved overtime will be compensated in accordance with the CSEA contract stipulations governing overtime. Department Heads are responsible for not accepting the claims of unapproved overtime work. By signing the Telecommuting Agreement, employees agree that failing to obtain proper approval for overtime work may result in removal from the telecommuting program or other appropriate action.

J. Telecommuters are subject to the same Library policies and procedures as other employees.

K. Telecommuting will not adversely affect an employee's eligibility for advancement or any other employee right or benefit.

L. The Library reserves the right to modify or eliminate the Telecommuting Program at any time.

PROCEDURES

A. If the employee and job are deemed suitable for telecommuting, a Telecommuting Agreement specifying the terms and conditions of telecommuting must be signed by the employee, the employee's Department Head and the Director prior to the start of the telecommuting arrangement.

B. The original Telecommuting Agreement will be included in the employee's personnel file. The employee and Department Head should retain a copy of the Telecommuting Agreement for their records.

C. The employee and the Library will agree upon any Library-owned equipment to be used in the telecommuting arrangement.

D. A Telecommuting Work Plan must be included as part of the Telecommuting Agreement. The Telecommuting Work Plan must include the following:

a. Specific description of the duties to be performed; b. Established workdays and work hours; c. Explanation as to how supervision will be provided; and d. Explanation as to how work products and outputs will be reviewed monitored and measured.

E. the Director must be notified in writing of any modification to or cancellation of any Telecommuting Agreement.

F. Individuals should check with their tax accountant to determine if they are eligible for tax credits related to a home office.

TELECOMMUTING AGREEMENT

This is an agreement among the Copiague Memorial Public Library (the “Employer”),
_____ (the “Employee”), and _____ (the “Employee’s
Department Head”) and shall cover the period from _____ through
_____.

This Agreement establishes the terms and conditions of telecommuting.

The Employee volunteers to participate in the Telecommuting Program and to abide by the applicable guidelines and policies. The Employer agrees with the Employee’s participation.

Duration: This Agreement is subject to review and renewal every three months by the Employer, Employee or Department Head.

Work Hours: Work hours and the telecommuting location are to be specified as part of this agreement.

Pay and Attendance: All pay, leave and travel entitlement will be based on the Employee’s official work location. The Employee’s time and attendance will be recorded as if performing official duties at the Library.

Leave: Employee must obtain Department Head’s and Director’s approval before taking leave in accordance with established Library procedures. The Employee agrees to follow established procedures for requesting and obtaining approval of leave.

Equipment: The Director, Department Head and Employee must agree upon the equipment to be used in telecommuting. The Employer is not required to provide equipment for the telecommuting location; with the approval of the Director, the Employee may be provided with Employer-owned equipment necessary to perform work assignments.

Employer-owned Equipment: (List all Employer-owned equipment to be used in telecommunication services.)

Maintenance of Equipment: Equipment provided by the Employer must be protected against damage and unauthorized use. Employer-owned equipment will be serviced and maintained by the Employer. Equipment provided by the Employee will be at no cost to the Employer, and will be maintained by the Employee.

Cost: The Employer will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities), associated with the use of the Employee’s residence. The Employee is

eligible for any reimbursement for authorized expenses incurred while conducting official business for the Employer.

Liability: The Employer will not be liable for damage(s) to the Employee's property resulting from participation in the telecommuting program. By signing this document, the Employee agrees to hold the Employer harmless against any and all claims, excluding workers' compensation claims.

Workers' Compensation: The Employee is covered by workers' compensation if injured in the course of performing official duties at the telecommuting location.

Verification of Home Safety: In signing this agreement, the Employee verifies that the telecommuting location provides workspace that is free of safety and fire hazards.

Work Assignments: The Employee will correspond regularly with Department Head and/or Director to receive assignments and to review completed work. The Employee will complete all assigned work according to procedures mutually agreed upon with Department Head and/or Director.

Evaluation: The evaluation of the Employee's job performance will be based on established standards. Performance must remain satisfactory to remain a participant in the program. Employees will not be allowed to telecommute while on probation and/or in progressive discipline.

Records: The Employee will apply safeguards, which are approved by the Employer to protect records from unauthorized disclosure or damage. All records, papers and correspondence must be safeguarded for their return to the Library.

Curtailment of the Agreement: The Employee may cease participating in this program at any time. Management has the right to remove the Employee from the program if participation fails to benefit organizational needs.

The Employee agrees to work at the official work location or telecommuting location, and not from another unapproved site. Failure to comply with this provision may result in termination of the Agreement, and/or other appropriate disciplinary action.

Work Hours and Location: The following are the telecommuting location and general work hours agreed to as part of this Telecommuting Agreement:

Telecommuting Location:

General Work Hours:

DAYS AND HOURS (start time and end time)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Telecommuting Work Plan: (Include a description of duties to be performed; how work output will be reviewed, monitored and measured; and how supervision will be provided.) (Attach additional sheet if necessary.) _____

We agree as of this date to abide by the terms and conditions of this Agreement.

_____ Employee	_____ Date
_____ Department Head	_____ Date
_____ Director	_____ Date

Updated 7/23/20

STAFF BORROWING

Library staff is encouraged to check items out of the collection, and are bound by the same borrowing rules as patrons.

All items must be checked out. No staff member is permitted to leave the library with items unless they are checked out on their library account.

Item[s] may be checked in/out ONLY at the Circulation Desk by a Circulation Clerk. No other terminals can be used to check in/out items.

The system allows two [2] renewals. Items may be renewed for one [1] additional renewal period if there are no holds on the item. All fines must be paid in order for overdue items to be renewed.

In order to ensure that we put the needs of our patrons first, the following policies will be adhered to by all library staff:

- a. Staff may not occupy the first or second position on a reserve list for a book that has not yet been placed in the collection (i.e. books on order.) The New Books Reserve lists will be adjusted so that the names of library staff are in the 3, 5, 7 positions.
- b. Staff members may place reserves for new DVD releases five [5] days after the item is released to the public.

Violations of the Staff Borrowing Policy may result in disciplinary action.

EMPLOYEE LATENESS

All employees are expected to report to work on time. Employees not at their workstations ready to work at the scheduled time are considered late. Each lateness, regardless of whether it is at the beginning of the scheduled workday or upon return from lunch, is a separate lateness.

Each pay period, Department Head's will print out the employees punch detail and highlight each lateness. Department Head's will also attach a Lateness Form and present it to the employee.

Employees must sign off that they were late and may explain the reason for their lateness in the space provided. Upon satisfaction of the Department Head or individual designated by the Department Head to implement this lateness policy, lateness caused by unforeseen transportation circumstances or similar, valid circumstances may be excused.

The library reserves the right to discipline or discharge an employee for excessive lateness.

DRESS CODE

When you are at work you are representing the library. Take pride in your appearance. Shorts, bare midriff or bare shoulder outfits of any kind [tank tops, spaghetti straps], sweatshirts, sweat pants, hoodies, jogging/warm-up outfits and flip-flops are not permitted. Closed toe shoes are recommended to avoid injuries.

Librarians

Females – standard business casual attire. Nice shirt, khakis, dress pants or skirt, nice shoes.

Males – button down dress shirt, dress pants, dress shoes, tie optional. Sweater may be worn over shirt.

Clerks & Computer Techs

Females – standard business casual attire. Nice shirt, khakis, dress pants or skirt, nice shoes.

Males - standard business casual attire. Button down shirt with collar, khakis or dress pants, nice shoes. Sweater may be worn over a shirt.

Custodians & Pages

Dress appropriately - neat shirt, clean jeans, shoes or clean sneakers.

Name tags are issued at time of hire and are to be worn at all times during your work shift.

Managers are obligated to enforce these guidelines through the entire building.

Updated: 10/24/18

UNPAID INTERNSHIPS

The Library provides opportunities for unpaid internships for students working toward a degree in Library and Information Science or a related field of study.

1. Candidates must be enrolled in a graduate or undergraduate program or have graduated in the past 12 months.
2. All candidates must complete an Internship Application and submit a current transcript from their college or university.
3. Candidates will be interviewed to determine the requirements of the internship as established by the sending institution. The relationship between the program requirements and those of the library internship will be determined by the Library Director.
4. All candidates must be approved by the Library Director, who will assign an employee to act as supervisor and mentor to the intern.
5. Interns are expected to maintain a regular schedule as established by Library administration and to commit to a set number of hours per week for the extent of their internship.
6. Interns are expected to comply with all Library policies and procedures.
7. The employee responsible for the intern will maintain all records and complete any documentation required by the intern's educational program.
8. In the event that an intern does not adequately perform the duties assigned, that person may be discharged from service by the Library Director.
9. The length and terms of the internship are determined solely by the Library Director.
10. Interns are not considered employees of the library and are not entitled to any benefits outlined in any library collective bargaining agreement or employee contract.

STAFF CELL PHONE USE POLICY

1. During working hours, staff must turn off their cell phones or place them on vibrate.
2. Personal cell phones are not to be used while on duty for any purpose.
3. Personal calls/texting must be conducted during breaks off the public floor and out of visual sight of patrons.
4. Taking photos or videos of the Library building, Library staff or of Library users without permission of Library Administration is strictly prohibited.
5. Failure to adhere to the policy will result in disciplinary action and/or termination.

Use of cell phones for phone calls is not permitted within the Copiague Memorial Public Library by public or staff, except in designated areas:

- Main Lobby of the building [patrons]
- Staff Room [staff]
- Meeting Rooms/Study Rooms [patrons]
- Any area outside of the building [patrons and staff]

Adopted: 8/28/13

WHISTLEBLOWER

1. Policy Objectives

- a) In furtherance of its corporate purposes, the Copiague Memorial Public Library resolves to adhere to all applicable federal and state laws, regulations and the policies it has adopted. To assist the Library in assuring such compliance it is deemed the responsibility of its Trustees, Library Director, Library employees and volunteers to disclose any alleged illegal, fraudulent or unlawful activity or practice engaged in by the Trustees, a Trustee, the Library Director, employees or volunteers to the Library Director or Board President in order to afford the Library a reasonable opportunity to investigate and take corrective action, when warranted.
- b) To encourage and enable the reporting of suspected or actual violations, this policy creates a procedure for authorizing written reports regarding any action taken by or within the Library that is reasonably believed to be illegal, fraudulent or in violation of any adopted law, regulation or Library policy. To reinforce the Library's commitment to maintaining high ethical standards in the conduct of its business, this policy provides for protections prohibiting retaliation against those who make a written report alleging actual or suspected illegal, fraudulent or unlawful activities or practices engaged in by the Trustees, a Trustee, the Director, an employee or volunteer.

2. Procedure for Reporting

- a) If any Trustee, employee or volunteer of the Library reasonably believes that the Trustees, a Trustee, employee or volunteer have/has engaged in conduct that is illegal, fraudulent or in violation of any adopted policy of the Library or that a policy or practice is in violation of law or regulation, a written report is to be filed with the Library Director. If a person elects not to make a report to the Library Director, a written report may be filed with the President of the Board of Trustees.
- b) If any Trustee, employee or volunteer reasonably believes that the Library Director has engaged in conduct that is illegal, fraudulent or in violation of any adopted policy of the Library or that a policy or practice is in violation of law or regulation, a written report is to be filed with the President of the Board of Trustees.
- c) If the Library Director reasonably believes that the Trustees, a Trustee, employee or volunteer has engaged in conduct that is allegedly illegal, fraudulent or in violation of any adopted policy of the Library or that a policy or practice is in violation of the law or regulation, a written report is to be filed with the appropriate governing body.

3. Protection Against Retaliatory Actions

- a) The Library is not to retaliate against a Trustee, Library Director, employee or volunteer who in good faith has made a written report to the library Director or Board President alleging any action/conduct or suspected action/conduct of the Trustees, a Trustee, the Library Director, employee or volunteer that is illegal, fraudulent or in violation of any policy adopted by Library.

- b) Anyone who, in the assessment of the Library Director or Board President, willfully files a false report of wrongdoing will be subject to disciplinary action, which may include termination from employment or dismissal from the Board.

4. Processing of Reported Violations & Confidentiality

- a) Reports of actual or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. There are certain circumstances in which the Library may be required to disclose the reporting person's identity; for example, to conduct a thorough investigation, to comply with the law and/or to provide accused individuals of their entitlement to prepare and present a defense.
The Library Director will acknowledge receipt of a written report setting forth actual or suspected violation within 20 business days to the person filing the written report. If the report was filed with the Board President, receipt shall be acknowledged in the same manner.
- b) All reports will be promptly investigated and appropriate corrective action (including a follow-up with the person filing the report) will be taken if warranted by the investigation.
- c) It is to be the responsibility of the Library Director to administer this policy and to report to the Board of Trustees any written reports received by the Director and the manner in which they were resolved. It is the responsibility of the Library Director to distribute a copy of this policy to all Trustees, employees and volunteers who provide services to the Library, and provide advice to Library employees and volunteers as needed to inform as to the terms and implementing protocols of this Policy.

My signature below indicates that I have received and read the Whistleblower Policy and make a commitment to adhere to its terms.

Trustee/Director/Employee/Volunteer Signature

Date

Adopted: 3/25/15

CODE OF ETHICS

Section 1

Pursuant to the provisions of Section 806 of the General Municipal Law, the Board of Trustees of the Copiague Memorial Public Library recognizes that there are rules of ethical conduct for members of the Board and employees of the Library that must be observed if a high degree of moral conduct is to be obtained in our unit of local government. It is the purpose of this resolution to promulgate these rules of ethical conduct for the Board members and employees of the Library. These rules shall serve as a guide for official conduct of the Board members and employees of the Library. The rules of ethical conduct of this resolution, as adopted, shall not conflict with, but shall be in addition to any prohibition of Article Eighteen of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of Board members and employees.

Section 2

Standards of conduct. Every Board member or employee of the Copiague Memorial Public Library shall be subject to and abide by the following standards of conduct:

[a] Gifts. Pursuant to Section 805-a of the General Municipal Law, he/she shall not, directly or indirectly, solicit any gift or accept or receive any gift having a value of seventy-five dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended or expected to influence him/her in the performance of official duties or was intended as a reward for any official action on his/her part.

[b] Confidential Information. He/she shall not disclose confidential information acquired by him/her in the course of his/her official duties or such information to further his/her personal interest.

[c] Representation before one's own agency. He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he/she is an officer, member or employee or of any municipal agency over which he/she has jurisdiction or to which he/she has the power to appoint any member, officer or employee.

[d] Representation before any agency for a contingent fee. He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of services rendered.

[e] Disclosure of interest in resolution. To the extent that he/she knows thereof, a member of the Board of Trustees or employee of the Copiague Memorial Public Library, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Trustees on any resolution before the Board of Trustees shall publicly disclose on the official record the

nature and extent of any direct or indirect financial or other private interest he/she has in such resolution.

[f] Investments in conflict with official duties. He/she shall not invest or hold any investment directly or indirectly in any financial business, commercial, or other private transaction, that creates a conflict with his/her official duties.

[g] Private employment. He/she shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.

[h] Future employment. He/she shall not, after the termination of service or employment with the Library, appear before any board or agency of the Copiague Memorial Public Library in relation to any case, proceeding, or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

Section 3

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former Board members or employee of any claim, account, demand or suit against the Copiague Memorial Public Library, or any agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Section 4

Distribution/Posting of Code of Ethics. Each Board member and employee elected or appointed shall be furnished a copy before entering upon the duties of his/her office or employment. The Director shall also cause a copy of Article 18 of the General Municipal Law to be kept posted in a place conspicuous to its Board members and employees. Failure to distribute any such copy of this code of ethics or failure of any Board member or employee to receive such copy, as well as failure to post any such copy of General Municipal Law, Article 18, shall have no effect on the duty compliance with such code or Article 18, nor with the enforcement of provisions thereof.

Section 5

Penalties. In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by the law.

MISCELLANEOUS

- Children or other minors under the age of 12 cannot accompany staff members during their working hours at the Library.
- Patrons are prohibited from smoking in all public areas including vestibules. Library personnel will enforce these rules. Patrons not complying with these rules will be requested to leave the premises. Library personnel are authorized to call the police, if necessary.

Updated 4/18/23

SERVICE POLICIES

COLLECTION DEVELOPMENT

The Collection Development Policy of the Copiague Memorial Public Library (the Library) offers guidance to Library staff in the selection and retention of library materials and serves to inform the public and other interested persons of the Library's philosophy for selection and collection maintenance.

The guidelines are based on the Library's Mission and the long-established principles of the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement.

Collection Objectives

The Library provides a contemporary, relevant collection of resources in a wide range of formats to meet the informational, educational and recreational needs of the community. The Library strives to meet these needs within the limitations of space, staffing and budget. The collection consists mainly of popular materials, including specialized collections within the larger collection focusing on local history, college and careers, materials for teens, children, parents and teachers, and sustainability. Materials and formats are not maintained past their relevance in order to ensure a collection of current interest to our patrons. Textbooks and materials of a highly technical or specialized nature more appropriate for research or special libraries are generally excluded from the collection. While the Library maintains a large general interest collection, the Library also relies heavily on inter-library loan of materials and e-resources in the interest of reducing costs and taking full advantage of Library spaces.

Responsibility for Selection

Ultimate responsibility for materials selection rests with the Director, who operates within the framework of policies determined by the Board of Trustees. The Director delegates major responsibility for materials selection to the Adult, Teen and Children's Librarians. Librarians also consider purchase requests from patrons, the creation and purchase of special collections based on community need and interest, and materials that are automatically purchased due to popularity, sales, relevancy, and recommendations/reviews in popular and professional journals.

Guidelines for Materials Selection

- Collection development is based on these specific criteria:
- Community needs, interests, and demands
- Significance and compatibility of the work to the collection
- Recommendations of reviews from professional journals or publications of national repute
- Reputation and qualifications of the author, illustrator, publisher, or producer
- Availability of other information on the subject
- Literary, artistic, historical, scientific, or intellectual merit
- Suitability of format
- Price and availability for purchase
- Author or creator already has popular works in the collection

- Significance of the author's work to the Copiague/Long Island community
- Suitability of subject and style to intended audience

The importance of each of these factors will vary from one acquisition to another, others may be considered, and materials for adults, teens, and children will each be judged differently.

Parents and legal guardians have the responsibility to monitor the use of Library materials by their children. Selection of library materials for adults is not limited by the possibility that children may come in contact with them. The Library is not responsible for inadvertent viewing of materials.

Collection Maintenance

To maintain the quality and relevance of the collection, the Library regularly withdraws materials that are worn, outdated, superseded, or obsolete. Space limitations require that duplicate copies no longer in demand also be discarded. As materials become worn, damaged, or lost, replacement will be based on whether or not:

- The item is still available
- There is ongoing demand or need
- Another item or format might better serve the same purpose
- Updated, newer or revised materials would better replace a given item
- The item has historical value in this or another library based upon mission and guidelines

About the Collections

Books

The adult fiction collection consists of a wide variety of contemporary fiction from all genres and classic literature with emphasis on new popular and bestseller titles. The adult nonfiction collection contains works that provide basic knowledge on essential or intriguing topics and consists of works written for a general readership.

Periodicals

The periodicals collection consists of current, popular titles in order to meet the community's broadest informational, education, and recreational needs. The core list of newspapers includes major regional, local and national newspapers.

Children's Collection

The Children's collection provides materials in a variety of formats to satisfy the informational, recreational, cultural, and educational needs of children, from babies and preschoolers through children in elementary school grades. Materials are selected with regard to the stages of emotional and intellectual maturity of children. The collection includes early literacy formats that target the importance of reading aloud to children during the first five years. The collection also provides adults with materials that aid in the study of children's literature.

Formats in the children's collection include board books, picture books, beginning readers, graphic novels, paperbacks, fiction, nonfiction, magazines, music CDs, readalong kits, DVDs, audiobooks and other electronic formats.

Teen Collection

The teen collection supports the educational and recreational needs of middle school and high school age teens (12 to 18 years old). The collection includes popular reading titles as well as school-assigned classics and informational nonfiction titles. Formats in the teen collection include fiction, nonfiction, graphic novels, paperbacks, and electronic formats.

Parenting Collection

The Parenting Collection offers materials on general parenting, health issues, and educational topics. The collection includes therapeutic books that support children who need to process difficult personal events such as divorce, death, new siblings and other similar topics. The majority of material will be appropriate for parents to share with their child, but some may be addressed to parents or others who work with children. Formats in the Parenting Collection include fiction and nonfiction books, magazines, and DVDs.

Other Print Materials

Large Print materials are primarily designed for use by patrons with visual impairments. The collection consists of popular fiction, mystery, and classic titles. The collection is not comprehensive due to the limited availability of these books.

Local History Collection

Materials on Copiague and Long Island history are collected. The Library attempts to develop a comprehensive collection documenting local history. Local government documents are selectively retained; the Library does not attempt to serve as a historical archive.

E-Resources

The electronic resources collection includes online subscription databases, downloadable audiobooks, downloadable electronic books (eBooks), streaming media, and authoritative links to Internet information. The Library favors electronic sources which are device and platform neutral, which use open and/or public file formats, and which support the traditional legal principles of first sale and fair use.

Audiovisual

The audiovisual collection includes digital video discs (DVDs), audio compact discs (CDs), unabridged audiobooks on CD, Playaway audiobooks, video games and multimedia kits. Emphasis is on current popular titles, established artists, and educational interest topics.

Sustainability

The Library makes a special effort to purchase materials in all relevant subject areas to complement its commitment to sustainability. The Library's Strategic Plan recognizes the Library's responsibility "to take an active role in promoting programs, services and practices that

are environmentally sound, economically feasible and socially equitable.” Community driven collection development; diversity, equity and inclusion; and limiting waste are all considered in managing the collection. All weeded library materials are sold/given away to patrons or recycled whenever possible. Sustainability materials are interfiled in their respective subject areas.

Updated 1/24/24

CONFIDENTIALITY OF RECORDS

Pursuant to Public Officers Law Sect. 88 [2], the Library Director is herewith designated as Records Access and Fiscal Officer. In accordance with Public Officers Law Sect. 88 [2] [a-d], the following records of the Copiague Memorial Public Library may be inspected Monday through Friday, between the hours of 9:00 a.m. – 5:00 p.m.

1. Board minutes.
2. Policy statements adopted by the Board.
3. Staff manual and memoranda.

All other Library records, other than those specifically excepted by Public Officers Law Sec. 88 [3] [a-e] and [7] [a-c] are available for public inspection from 9:00 a.m. to 5:00 p.m. in the office of the Director on any weekday the Library is open. Persons desiring to inspect such records at other times may do so, provided that a mutually convenient time is agreed upon, when a staff member, duly authorized by the Director, shall be present to provide access to the records. Appointments to inspect such records may be made in person, or by contacting the Director at 691-1111.

In accordance with provisions of Public Officers Law Sect. 88 [3] [d], access to the Library's borrower registration files shall be permitted only upon certification that the information derived there from shall not be used for private, commercial or fund-raising purposes, or for directory purposes.

Appeals for requested Library records to which access has been denied shall be made in writing to Director, Copiague Memorial Public Library, 50 Deauville Boulevard, Copiague, New York 11726, who will respond within seven [7] business days of receipt of such appeal.

Library records shall not be removed from the premises. Any and all records, other than those specifically excepted by Public Officers Law Sec. 88 [3] [a-e] may be copied by the user on the Library's coin-operated photocopier at a cost of ten [.10] cents per exposure.

RELEASE AND DISCLOSURE OF CIRCULATION RECORDS

The Board of Trustees of the Copiague Memorial Public Library desires by this policy to give direction and instruction to its Director and all other officers and employees of the Library as to their authority in the event any requests or demands for circulation records are made to any board member, officer, Director or employee of this Library by outside sources or agencies, public or private.

1. It is the policy of this Board to recognize that the circulation records of the Copiague Memorial Public Library are confidential and that it is the policy of this Board to protect, to the extent permitted by law, the privacy of any patron who uses the Library.
2. No Board Members, Officer, Director or employee of the Copiague Memorial Public Library is authorized to make the circulation records of the Library available to any outside source or person, public or private, or to any agency of the State, Federal or local government except pursuant to legal compulsion by process order or subpoena, as may be authorized under Federal, State or local law relating to civil, criminal or administrative discovery procedures or legislative investigatory power and every officer or employee of the Copiague Memorial Public Library is required to communicate and deliver any requests, written or oral, or legal process relating to the circulation records to the Director [nothing contained in this resolution, however, is intended to restrict the furnishing of information ordinarily and customarily furnished to the Copiague Union Free School District, the State Education Department or the Office of the Comptroller of the State of New York by the Director].
3. It is further declared to be the policy of this Board that in the event the disclosure of circulation records is sought to be compelled legally by process, order or subpoena, such legal process will be resisted by legal means until the validity of such process has been confirmed by a court of competent jurisdiction, provided the Board believes that such legal process, order or subpoena would tend to breach the confidential nature of the circulation records. In the event that such action necessary to resist such legal process has to be taken so quickly that it is not practical to wait until the next Board of Trustees meeting, then and in that event, the Director is authorized to take such action, if in the Director's opinion such legal process will tend to breach the confidential nature of the circulation records.

BULLETIN BOARD

The use by individuals or organizations, of the Library's facilities for displays and/or exhibits, other than those which pertain to the Library, is not a right but a privilege which is subject to review by the Board of Trustees.

The Library Director may grant the privilege of placing exhibits and displays in the Library, subject to the following conditions:

1. No poster, display, exhibit, pamphlet, brochure, leaflet or booklet shall be exhibited, displayed, or placed in the Library for distribution without permission from the Library Director.
2. No outside organization or individual shall be permitted to display or exhibit any materials, leaflets, or posters which advocate an election or defeat of a candidate for public office, or which advocate an affirmative or negative vote for or against any proposition, whether political or otherwise.
3. No organization or individual shall be permitted to place in the Library any box, receptacle or canister which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise; however, posters announcing bazaars or programs sponsored by any local educational, religious or fraternal organization may be displayed provided there is room for such displays and they are of reasonable size. Such displays shall be on a "first-come, first-served" basis.
4. The Library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed in the Library are done so at the owner's risk.

EXHIBITS/DISPLAYS

The purpose of the Copiague Memorial Public Library's display facilities is to increase public awareness of the Library's resources and to support its mission as an educational, informational, cultural and recreational center for the community it serves. Displays are created and organized by the Library to further this mission. The Library reserves the right to determine what displays will be created, solicited and accepted. For the purposes of this policy the term "display" includes wall exhibits, enclosed display cases, displays of materials and free-standing exhibits. Exhibits/displays using these facilities shall promote one or more of these purposes:

1. To promote Copiague Library services, collections or programs.
2. To highlight current issues, history, events or other subjects of public interest.
3. To display arts, crafts, photographs, writings, or collections when they promote or complement the mission of the Copiague Library.

GUIDELINES FOR EXHIBITS/DISPLAYS

- a. Areas for display shall be determined by the Copiague Library. The Copiague Memorial Public Library reserves the right to cancel displays at any time for any reason.
- b. Exhibitors must execute an Exhibit Agreement with Copiague Memorial Public Library prior to display, which shall include a descriptive list of all items included in the display. The name and telephone number of the exhibitor may be included in the display.
- c. The group or individual providing the display must supply the labor and/or equipment necessary to mount the display. The final decision regarding the display arrangement and content is reserved to the Copiague Memorial Public Library. Artwork to be displayed should be framed and/or mounted and suitable for hanging safely. Exhibitors agree to leave their work for the period stipulated in the Exhibitors Agreement and Release.
- d. The Copiague Memorial Public Library will not provide storage for the property of exhibitors beyond the period specified in the Exhibitors Agreement and Release. Exhibits left beyond this period will be considered abandoned property and will be disposed of accordingly.
- e. The Copiague Memorial Public Library is not responsible for the security of displayed items. All items are understood and acknowledged to be displayed at the exhibitor's risk.

Approved 9/28/22

REQUEST FOR RECONSIDERATION

Should a group or individual object to an exhibit or display of materials, literature or artwork, the resolution procedure is as follows:

- a. Group or individual will fill out a Request for Reconsideration of Materials/Display Form, to be submitted to the Director.
- b. The Director will discuss the issue with the complainant, review the materials and/or display and, within a reasonable timeframe, respond to the complainant.
- c. The American Library Association's *Library Bill of Rights*, *User-Initiated Exhibits, Displays and Bulletin Boards*, and the *Library-Initiated Programs and Displays as a Resource* will be used as the guidelines the Director will consider when making a decision.
- d. The Board of Trustees will be notified of the materials/display reconsideration request by the Director at the next scheduled meeting.
- e. The Director will notify the complainant of the decision of the Board of Trustees and the Director in writing.
- f. Challenged materials and/or displays shall not be removed until a final decision has been reached by the Board of Trustees and the Director.

Approved 9/28/22

MEETING ROOM

The Board of Trustees of the Copiague Memorial Public Library hereby determines that it is in the public interest of the citizens, residents and taxpayers of the Copiague Memorial Public Library to make its facilities available to community groups and organizations for educational, civic and cultural purposes. It is the policy of the Library not to permit the use of its facilities for religious worship services, for commercial or political purposes, or for any use not deemed by the Library to be within the scope of the purposes established for facility use. Priority of use is determined by date of application except that Library sponsored programs take precedence over all other uses. Groups whose memberships are based within the Copiague School District will be granted priority over non-resident requests for use of the meeting room. Such uses are to be non-exclusive and shall be open to the general public without charge. Permission to meet in the Copiague Memorial Public Library does not in any manner constitute an endorsement of a group's policies and/or beliefs; the Library will maintain a "viewpoint neutral standing" in its review of meeting room use applications. All federal, state and school district regulations affecting the use of public buildings must be complied with at all times and no such use shall interfere with the use of the Library by its patrons.

No admission fee may be charged or donations solicited by a group using a meeting room except for Library sponsored functions. The Library also reserves the right to charge a fee for certain programs that are determined to be worthwhile to the community but cost prohibitive for the Library to absorb the entire financial burden. Included in this category would be exercise courses, arts and crafts classes, and any program where the Library determines that a program warrants a usage fee for budgetary purposes. It is the Board's intention that Library facilities not be used for general fundraising activities. Exceptions may be made at the Board's discretion for local community groups, which are staffed by volunteers.

Requests for facility usage are to be submitted in detail to the Director.

1. The individual submitting and executing the application shall be responsible individually and on behalf of the group for all supervision and any damages that may occur. The Library assumes no responsibility for an organization's equipment, supplies, or materials which may be used or stored on the premises. The Library assumes no responsibility for any loss, damage, or injury by reason of any act of negligence or non-compliance on the part of the group, its members, officers, agents or any person using the premises related to the group's activities.
2. Adolescent and children's groups may use the Library meeting room provided they are supervised by a sufficient number of responsible adults.
3. No additional furniture or equipment other than that furnished by the Library is to be used without Library approval.
4. Groups meeting in the Library may supply their own light snacks and/or beverages with Library approval. Serving outside food during any Library program or event is prohibited without permission from the Director. Alcoholic beverages are strictly prohibited.
5. The meeting room is normally available only during the times the Library is open. Exceptions may be made at the discretion of the Library Director.
6. Attendance at meetings is limited to that number of persons cited on the application as attending and lawfully permitted to assemble in the meeting room.

7. The Library will consider applications for a series of meetings subject to availability and the approval of the Director.
8. The implementation of these regulations shall be the responsibility of the Library Director.

Application for Use

1. All applications for use of a meeting room shall be approved by the Director.
2. In the event a meeting is canceled, notification should be given to the Library as soon as possible.
3. In matters of scheduling meeting room use, the decision of the Library Director will be final.
4. The Library in its sole discretion reserves the right to refuse or withdraw use of the meeting room when a clear or present danger exists that public disorder or possible damage to Library property will result from a proposed use or if the proposed or actual use does not conform to the stated purpose on the application or to the policies of the Library.

Regulations

Each organization requesting use of the meeting room must observe the following regulations:

1. No product or service may be permitted to be sold, except in the case of payment for materials required for Library sponsored programs or as approved by the Director.
2. No printed materials may be distributed on Library property without permission of the Library Director. Requests for permission to display exhibits will be treated in the same manner.
3. All publicity [e.g. posters, brochures, flyers, and radio or television announcements] must carry the name of the organization sponsoring the meeting. The Library may not be identified as a sponsor.
4. Neither the name nor the address of the Library may be used as the official address or headquarters of the organization.
5. The Library is not responsible for lost or stolen articles.
6. No program in the Library may be broadcast or televised without permission of the Library Director.
7. There is no smoking permitted in the Library.
8. If a hearing-impaired person or persons so requests at least one [1] week before a meeting, the group or organization using the meeting room must provide a sign-language interpreter.
9. No group or organization using the meeting room will discriminate on the basis of federal or state public accommodations law.

Updated: 10/13/21

PUBLIC INTERNET USE

To fulfill its mission of providing public access to information of all types in a wide range of formats, the Copiague Memorial Public Library provides access to Internet resources.

The Internet offers access to many valuable local, national and international sources of information. As an information resource it is not within the scope of the Library's materials selection policy. Therefore, the Library is unable to assume responsibility for the quality of information accessed through the Internet. Parents or guardians, not the Library, are responsible for the information selected and/or accessed by their children under the age of eighteen.

Rules Governing Use

The freedom to access information is a fundamental right, but use of Library equipment is a privilege. Users shall respect the rights of other computer users, library patrons, and staff, in keeping with the Library's Code of Conduct. This includes the use of personal devices that use the wireless capacity of the Library. Due to limited resources available for provision of public access to the Internet, the Library may set limits on use of large files of still or moving images or sound, or on downloading files in any medium. The Library also reserves the right to limit the amount of time an individual user can devote to a single session. Users must comply with all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet, and with all Library policies and procedures.

Users may not:

- Use the network to make unauthorized entry into other computational, informational or communication services or resources.
- Distribute unsolicited advertising.
- Invade the privacy of others.
- Make any attempt to damage computer equipment or software.
- Engage in any activity that is harassing or defamatory.
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper operation.

Violations may result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

As required by the Children's Internet Protection Act ("CIPA"), in order to remain eligible for certain federal funding, the Library has implemented software filtering on all of its Internet-accessible computer terminals. The software installed on Internet-accessible computers at the Library protects against access to visual depictions of obscenity, child pornography, and, in the case of persons under the age of eighteen years, materials that are "harmful to minors." Users should be aware, however, that all currently available filtering software results in a degree of

both "under blocking" (i.e., permitting access to certain material that falls within the foregoing categories) and "over blocking" (i.e., denying access to certain constitutionally protected material that does not fall within the foregoing categories). The Library has attempted to select filtering software that best complies with CIPA while providing Library users with the broadest possible access to constitutionally protected speech and information. The Library cannot and does not guarantee that the filtering software will block all obscenity, child pornography, or materials that are harmful to minors. Nor can the Library guarantee that the filtering software will not restrict access to sites that may have legitimate research or other value. In order to help address the over blocking problem and to enhance users' access to constitutionally protected speech and information, the Library requests that all users, both adults and minors, contact the Library to request unblocking of an incorrectly blocked site. In addition, any user who is eighteen years of age or older may ask a Library staff member to disable the filtering software in order to obtain unfiltered Internet access for bona fide research or other lawful purpose.

Public Users' Security

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, the Copiague Memorial Public Library will not release information of the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

Compliance

The Library reserves the right to take appropriate action to insure compliance with this policy.

Guidelines on Access to Information

The Copiague Memorial Public Library is guided by the following American Library Association statements on access to information:

- The Library Bill of Rights
- Freedom to Read Statement
- Interpretation of the Library Bill of Rights: Free Access to Libraries for Minors and Access to Electronic Information Services and Resources.

In general, the Library is guided by a commitment to access to information policies that provide appropriate protections to its patrons while being consistent with the Library's long standing commitment to the principles of free expression as set forth in the First Amendment to the United States Constitution.

Policy Subject to Revision

The Library's "Public Internet Use Policy" may be revised from time to time.

Updated: 4/26/17

ELECTRONIC MAIL

Electronic mail, more commonly known as e-mail, is increasingly used for ordinary inter-office, intra-office and personal communication. E-mail is used to send a quick message to either one reader or a group of readers. It is a method to communicate quickly and cost-effectively with co-workers. The use of the Library's computers for e-mail and other purposes is a privilege granted by the Library in accordance with this policy.

When e-mail is created, sent, received and/or read by staff and/or patrons on the Library's network, it is regarded as Library property (despite the fact that it is stored at SCLS). The Board of Trustees, the Library Director or his/her designee, reserve the right to review any and all e-mail. This right to review, without notice, may be exercised where there is evidence of inappropriate conduct, if it is necessary to defend the Library against a claim, or any other situation where such data is requested by management.

All users are expected to conduct themselves in a legal, professional, fair, considerate and ethical manner. Electronic communication may not include words, statements, or illustrations which are intended to be, or which may be, reasonably perceived as harassing, offensive, intimidating, profane or abusive. The Library prohibits the use of Library property for illegal purposes and for purposes not in support of the mission of the Library. Constructing e-mail communication so it appears to be from someone else is not permitted. Personal use that creates a direct cost to the Library is prohibited. Copyright laws must be upheld. "Spamming" is prohibited.

E-mail is not protected from public scrutiny under the Freedom of Information Law. Attempts to sabotage the network or attempts to destroy e-mail, if named in a lawsuit or Freedom of Information Law, are prohibited. Intentionally obscuring, changing or forging the date, time, source or other label or header information in response to a request for such information is prohibited. Persons found to be engaged in inappropriate behavior will be held responsible for their actions.

The Library does not maintain archives of e-mail sent or received.

Violations of this policy may result, at the discretion of the Library Director, in revocation of the individual's right to use the Library and/or its computers and furthermore, they may be subject to disciplinary action pursuant to the law.

Adopted: 11/21/01

UNATTENDED CHILDREN

The Copiague Memorial Public Library welcomes the use of its services and facilities by children.

Staff members are committed to:

1. Helping children find materials for school work and recreational reading.
2. Providing an environment that encourages study and exploration.
3. Planning short programs that inform and enrich.
4. Teaching children the joys of books and reading.

Staff members are committed to the well-being and safety of children. However, library facilities and staffing are not designed or licensed to provide basic childcare needs or to supervise children. The responsibility for the safety and behavior of children in the Library rests with the parent/caregiver and not with Library staff.

Any public place may be dangerous for a child who is left unattended. The library reminds parents to consider the safety and well-being of their children and the needs of other library users of all ages. Children should be supervised at all times and reminded that the materials in the library and library property are to be respected and treated with care.

Policy Statement

The following guidelines will be followed concerning the care and behavior of children.

- Children under the age of 11 must have a parent/caregiver in the immediate vicinity of (and in visual contact with) the child. The parent/caregiver charged with the child's direct supervision must be at least 15 years old.
- If a child under the age of 11 is found unattended, or the parent/caregiver charged with their supervision is not at least 15 years old, Library staff will attempt to locate the parent/caregiver in the Library or on the phone and inform them of the Unattended Child policy. If the parent/caregiver cannot be found or contacted, Library staff will contact the police department.
- Arrangements should be made ahead of time by parents/guardians for children to be picked up before the library closes. If the library closes, it is at the discretion of the staff to stay with a child in order to contact their parent/guardian or to notify police of a potentially unsafe situation.

- Children ages 11 and up may use the Library unattended. However, the parent/caregiver is still responsible for the behavior and the wellbeing of the child. The child is expected to follow the Library's Maintenance of Public Order policy and may be asked to leave the Library if he/she exhibits inappropriate behavior. The Library assumes no responsibility for the whereabouts of an unattended child who has been asked to leave Library property.

In any situation involving the safety of children, and specifically whenever the parent/caregiver or police are contacted, staff will complete an Incident Report.

Adopted: 5/28/14

Updated: 9/27/17

SERVICE ANIMALS

It is the policy of the Board of Trustees of the Copiague Memorial Public Library to permit "service animals" within the Library in accordance with federal and state law and regulations.

The objective of this policy is to afford those patrons possessing a cognizable disability as defined within New York State law to present themselves within the Library accompanied by a "service animal" which is to be maintained within the immediate vicinity of the disabled person subject to the following conditions/restrictions:

- a. Library personnel may require that the animal be removed from the premises if the animal is out of control or otherwise threatens the health, safety and welfare of staff or patrons and the animal's handler does not take effective immediate measures to control the animal.
- b. the animal must be housebroken.
- c. the service animal is to be restrained with a harness, leash or tether unless the handler due to his/her disability is unable to effect such restraint or the use of such restraints would interfere with the service animal's safe and effective performance of its work or tasks in which case the service animal must be shown to be otherwise within the control of the handler through such measures as voice control, signals, or other effective means.
- d. inquiry may be made of the patron who is accompanied by a service animal as to whether the service animal is required as the result of a recognized disability and what task(s) the animal has been trained to perform (the Library may not require documentation of any nature as to whether the service animal has, in fact, been trained, licensed, etc. to perform as such); and, further the Library will not make such inquiries if it is apparent that the service animal is trained to perform the function of assisting an individual who possesses an observable disability (e.g., providing assistance with stability or balance to one who possesses an observable mobility disability; guiding one who is blind or possesses low vision; assisting the movement of a wheel chair).

Adopted: 11/15/17

MAINTENANCE OF PUBLIC ORDER AT LIBRARY FACILITIES

Purpose

The following rules, regulations and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the Library facilities and surrounding sites by all Library patrons, visitors, employees, as well as other licensees and invitees, in accordance with Section 262 of the Education Law of the State of New York.

Conditional Permission for Use of Library Facilities

As a condition for the use of Library premises, Library patrons, employees and visitors and other licensees and invitees who enter upon or remain at the Library facilities, agree that they shall be subject to these rules and regulations. Failure to comply with the same shall constitute grounds for immediate ejection as a trespasser, suspension of Library borrowing privileges and revocation of rights to enter upon Library premises.

Purpose of Use of Library Facilities

The use of Library facilities and entry on to Library premises shall be limited to employees of the Library in the performance of their duties, and patrons and visitors to the Library facilities and offices for purposes of reading, selecting, returning and borrowing of Library books and materials, conducting business with the Library, and attendance of educational conferences, meetings, programs and concerts authorized or conducted by the Board of Trustees or other Library personnel. All persons entering or remaining upon Library premises for any other purpose shall be deemed to be trespassers. Any person who willfully at such Library facilities, causes or attempts to cause physical injury to the person or property of another, or willfully causes or attempts to cause physical damage to books and other Library materials, or enters into unauthorized areas, refuses to comply with the directive of the Library Director or his/her designee or other authorized personnel, willfully disrupts Library functions or programs authorized by Library personnel, damages, alters, mars or defaces Library books and related materials, transports illegal drugs, alcoholic beverages, fireworks, firearms, switchblade or gravity knives or other weapons onto Library premises, without permission of the Library Director, his/her designee or other person in charge, shall be deemed to be a trespasser and in violation of these rules and regulations.

Patrons shall respect the rights of other patrons and shall not harass or annoy others through noisy or boisterous activities; by staring at another with the intent to annoy that person; by following another person about the building with the intent to annoy that person; by playing audio or video equipment that can be heard by others; by utilizing cell phones; by singing or talking to others or in monologue such that patrons and employees are disturbed; by loitering or soliciting on Library property; by placing feet on furniture or sitting on tables; by re-arranging furniture; by possessing bare feet; by wearing inappropriate dress; by bringing animals into the Library unless necessary for assisting the disabled; by distributing leaflets or circulating petitions which cause a disruption to patrons or staff; or be engaging in any other activity which within the discretion of the supervising Library personnel constitutes an annoyance, disruption, or distraction to patrons and Library personnel, and impairs the orderly and peaceful utilization of the Library.

The Library Director or his/her designees shall be empowered to suspend or revoke the privilege of access to the Library of any person whom the Director/designee finds is engaged in conduct in clear violation of the Library's Patron Behavior Policy. This person shall have the right to appear before the Library Board of Trustees at any regularly scheduled meeting to have such suspension or revocation reviewed by the Board at which time the Board may affirm, modify, or rescind the suspension or revocation.

Updated: 5/27/12

PUBLIC PARTICIPATION AT LIBRARY BOARD MEETINGS

Although not legally required, the Board of Trustees encourages public participation at Board Meetings. A specific agenda item at each regular Board meeting will be attributed to such public participation by way of permitting members of the public to address the Board.

A maximum period of 10 minutes will be allotted to receive comments, no longer than five minutes per person will be permitted (subject to additional time being permitted by the Board President). Only residents of the Copiague Union Free School District will be entertained as speakers (subject to the Board President permitting non-residents permission to participate).

Persons wishing to speak must state their name and address, identify any organization they are representing and state the topic they wish to discuss. The Board of Trustees will not entertain public comments of a personal nature or regarding personnel matters. Comments should be kept brief and related only to Library matters.

The Board President is responsible for the orderly conduct of the meeting and as such shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. Undue interruption or any interference with the orderly conduct of Board meetings will not be permitted. Defamatory or abusive remarks will be deemed out of order and not condoned. The Board President will be permitted to terminate a speaker's privilege of providing public input should it be determined that, after being called to order, the speaker persists in improper conduct or remarks.

Adopted: 12/13/17

SURVEILLANCE CAMERA

The Copiague Memorial Public Library utilizes surveillance cameras to complement other measures to ensure a safe and secure environment for patrons and staff. The equipment assists in protecting library property against theft or vandalism and in identifying intruders and persons violating the law or the library's Maintenance of Public Order at Library Facilities Policy.

Surveillance cameras are positioned to monitor public areas of the library and grounds that are not easily monitored from service desks and staff areas. Surveillance cameras are not employed in rest rooms, nor are they positioned to identify a patron's reading, viewing or listening activities. Signs are posted throughout the library that the building and grounds are monitored by surveillance cameras.

Recorded information from security cameras is retained for no more than three months. Incidents of theft, vandalism, trespassing or destruction of library property may be stored indefinitely. In the event of a reported or observed incident, the recorded information may be used to assist in the investigation of the incident. The library will maintain control of and responsibility for the video security surveillance equipment and recordings at all times.

Use/Disclosure of Video Records

Video recordings may be utilized by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.

Video records may be shared with authorized library employees when appropriate or, upon approval by the Director, other library staff to identify those suspended from library property and to maintain a safe, secure and policy-compliant environment.

Under certain circumstances, individuals authorized by the Director under this policy may utilize recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a possible crime on library property.

All requests for security camera footage by law enforcement will be referred to the Library Director. In the Director's absence, requests are to be directed to the Business Manager or Senior Librarian.

In the event of a search warrant being issued for a surveillance recording, to be executable immediately, the library will comply with the search warrant subject to consult with legal counsel. Upon receipt of a subpoena or other court order, the library will consult with legal counsel to determine if the document is in proper form and that good cause exists for its issuance from a court of proper jurisdiction. If not, the library will require that any defect be remedied prior to releasing records which reveal patron information or identification.

General Public Requesting Access to Security Camera Footage

Confidentiality/privacy issues are deemed to prohibit a member of the general public from viewing library security camera footage. If the library receives a request from a member of the general public to inspect security camera footage, the individual will be advised that such will only be made available to a proper law enforcement representative in the event of a filed police report or subpoena demand. The library will allow law enforcement individuals to view security

camera footage upon request in relation to a claimed criminal violation relating to an incident that occurs within the libraries premises or on library grounds.

Adopted: 2/25/15

PHOTOGRAPHY/FILM/RECORDING

We are happy to have you photograph/film our building and events for your enjoyment. When photographing/filming in the library please observe the following:

1. Photographing, filming or audio recording patrons and staff are prohibited unless permission has been granted in advance by the Library Director. No one may be photographed, filmed or recorded in the Library or on Library grounds without their consent.
2. Refrain from the use of equipment such as flashes and tripods that might disturb library users and obstruct passageways.

Library Photographers

The Library frequently uses photographs of patrons in its print and online publications to promote the value, and use of, library materials and services. The library reserves the right to utilize photographs or video taken at the library for publicity purposes in print and online publications. The library is a public place, therefore, all library patrons consent to the use of their photo taken by library staff at the library or during library events unless they specifically inform staff of an objection to such use. No names will be utilized in conjunction with photographs without express written consent.

Guidelines

As a courtesy to patrons, the following guidelines will be followed by library staff when taking photographs in the library:

Notice

The following notice is placed in the Library's bi-monthly newsletter and on the website: "Staff may take photographs at library programs for use in library publicity. Please inform us if you do not want photos taken of you or your child."

Use of Release Form

Patrons will be asked to sign a photo release form when asked to model or pose for photographs and when names are being utilized in conjunction with photographs.

Patron's Photographing and Filming in the Library

Any persons photographing or filming on library premises have sole responsibility for gaining all necessary consents and releases from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases. No person shall be photographed or filmed without consent.

Library staff may terminate any photo/filming session that appears to compromise public safety, patron privacy, security, is inconsistent with the Library's Maintenance of Public Order Policy or which impedes library operations.

News Media and Documentary-Type Photography

News media photographers and reporters who are doing stories or projects that directly involve the library and its programs must obtain advance authorization for such photography from the Library Director or their designee.

The Library prohibits the use of its facilities as interview venues for unrelated stories, and prohibits the use of library patrons for opinion polls or “man on the street” interviews within its facilities. The Library may grant permission for news media to use its facilities for stories or projects that do not relate to the library itself upon written request and after review by the Library Director or their designee.

Commercial Photography

The Library does not permit commercial photography on or in its facilities. This includes, but is not limited to, using library buildings, grounds or interiors as a stage set for portraiture, model photography, and product photography. It includes photographing or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.

Other Photography

Casual amateur photography may be permitted in library facilities for patrons and visitors wanting a remembrance of their visit, such as photographing or filming a library program or event. Photographing/filming must not interfere or disturb other patron use. The use of additional equipment such as lighting is not permitted.

The Library may grant permission for school-age students to use its facilities for stories or projects that do not relate to the library itself upon written request and after review by the Library Director or their designee. Photography must not interfere or disturb other patron use. The use of additional equipment such as lighting is not permitted.

Photography for Groups and Non-library Events in the Meeting Rooms

Groups arranging meetings in the meeting rooms may arrange for photographers and news media during their event. Photography for such events is restricted to the space reserved by the group, may not take place in other areas of the library and must be approved by the Library Director or their designee.

Adopted: 6/28/17

TUTORING

The Copiague Memorial Public Library is available to the public for the reading and enjoyment of library materials and to support the research and educational needs of its patrons. As part of this educational purpose, the Library permits tutoring on the premises in accordance with this policy.

- Tutors are individuals who provide instruction to others either on a paid or volunteer basis. Tutors shall work with a maximum of two (2) students per tutor per session. The Library is not to be used as classroom or office space, but as a safe and quiet workspace for students to receive instruction to be successful.
- Library staff is happy to assist tutors and their students, just as they assist any patron of the Library. However, the Library staff must be available to all people who come into the Library for help and should not be relied upon to deliver messages or to find a tutor.
- Tutoring will be confined to the Adult Room, Meeting Rooms 1, 2 and 3 and the Quiet Study rooms in the mezzanine. Tutoring is not allowed in the Children's Room. Public space in the Library will be available for use by tutors on a first-come, first-served basis. Areas appropriate for tutors may not be available if being used by others or needed for Library programs or activities. Reservations cannot be made for specific areas and there is no exclusive use of areas in the library (except Quiet Study Rooms.)
- Tutors and their students are required to follow all library policies. Tutoring may not disrupt other patrons and quiet voices should be used at all times. The Library reserves the right to ask tutors and students that become too loud or disruptive to leave the Library.
- Students must be under the tutor's supervision at all times. It is the responsibility of tutors to establish communication with their students, and not to instruct the students or their parents to contact the Library regarding their work.
- Library telephones are business phones for library staff use and may not be used by students or tutors.
- Tutors and students must bring their own supplies, such as paper, pens, pencils, etc. Tutors may use Library materials (i.e. library books) in accordance with library policies.
- Pursuant to the Library's behavior policy, tutors may not solicit Library patrons in the Library. Tutors may not publish or distribute advertisements or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities.

- The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use available library space. All arrangements must be made between the tutor, student and parents.

Updated: 12/13/23

PROGRAMMING

The Copiague Memorial Public Library schedules, develops, and presents a wide variety of programs that provide opportunities for information, learning, and entertainment. Programming is an integral component of library services that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library

Ultimate responsibility for programming at the Library rests with the Library Director, who in turn, delegates the authority for program development and management to appropriate departmental staff. Library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space and Library staff
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical, educational or current significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

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. Library staff who present programs do so as part of their regular job and shall not be hired as outside contractors for programming, unless approved by the Director and the Board of Trustees. Relatives of staff members requesting to perform programs at the Library may submit a proposal to the Director for consideration, and final approval must be granted by the Director and the Board of Trustees.

The Copiague Memorial Public Library participates in the Sustainable Libraries Initiative and will consider and promote, whenever possible, programs and planning that supports the initiatives "Triple Bottom Line" of environmental stewardship, economic feasibility, and social equity.

Performers and presenters will not be excluded from consideration because of their origin, background, or views. No program shall be permitted which poses the imminent threat of public unrest or violence. No program shall be permitted that endangers Library patrons, staff, Library facilities, or otherwise materially interferes with Library operations. The Library does not present programs that support or oppose any candidate. Election information such as candidate forums that include invitations to all recognized candidates may be offered. Petitions or campaign literature are not permitted at such events.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Payment to an external presenter will be set in accordance with the Library's accounting procedures and policies and require Library Director and/or Board of Trustees approval. External program presenters that feature movement and exercise, food preparation and consumption, live animals and any program the Library deems to be a potential safety or liability risk are required to indemnify the Library (including the Board, employees, and agents of the Library) against any damages, claims or liability arising in connection with the presentation of a program. Payment to external program presenters will only be made when the following conditions are met: Library Business Office receipt of a signed program contract, completion of program, submission of any items required by the Library, and approval of the payment at the Library's monthly Board of Trustees meeting.

All Library programs are open to the public. Registration may be required for planning purposes or when space is limited. Programs may be held on-site, off-site or online. A fee may be charged for certain types of Library programs including fees to cover the cost of materials that participants keep. Refunds for such fees shall be provided if the program is cancelled, rescheduled or in special circumstances, as approved by the Director.

Any sales of products at Library programs must be approved in advance by the Director. Programs are not to be used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's staff and secure staff approval before distributing any promotional materials. The Library reserves the right to revise and edit any copy provided by a program presenter as appropriate for the Library's various promotional outlets.

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 participants or speakers.

Virtual Programs

In an effort to reach the greatest volume of patrons, the Library will also offer virtual programs. These programs will utilize Library approved virtual meeting platform(s) that patrons may use to access virtual programs from their own devices and may include programs that are simultaneously run at Library facilities along with programs that are solely offered virtually. All Library virtual programs will be hosted via the Library's virtual meeting account(s). A designated Library staff member will act as "host" to manage the event, including recording attendance, and to deal with any technological, logistical, or behavioral issues that may arise.

While hosting the virtual program, the Library may mute attendees, lock the event after the program has begun, or dismiss participants for unruly behavior and/or inappropriate comments.

Patrons are required to use their own equipment to attend Library virtual programs. The Library will make its best good faith effort to utilize a virtual program platform that will be compatible with the widest array of hardware and operating systems, but the Library makes no representation that every patron will be capable of accessing Library programming virtually using their personal devices or internet connections. Furthermore, the Library makes no representation as to the quality of the audio or visual aspects of its virtual programs, nor of the stability of the internet connection on the side of the patron, the presenter, or the Library host. Finally, while the Library will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending said events understand and accept that all online activity comes with some degree of risk and agree that the Library is not liable for any physical, emotional, or financial damages that may result from attending a Library virtual event.

Adopted 8/24/22

CULTURAL TRIPS

The Copiague Memorial Public Library, as a public service, arranges for a variety of cultural and entertainment bus trips throughout the year. To ensure that we are best serving the interest of our public, the following policy and guidelines have been established.

All registrations for trips will begin on the date advertised. Advance registrations will be made only with the approval of the Director.

Registration will be restricted to residents of the Copiague Library district unless non-residents are accepted in order to fill the bus or at the discretion of the Director.

Payment in full is required at the time of registration.

Refunds for cancellations will be issued to the patron only if the cancellation can be filled from a waiting list.

Staff interested in attending a trip, who are not scheduled to work on that day, must register as any other patron and follow the same requirements. Staff must register on their own time and not while on the clock.

Assignment of two individuals to represent the Library and serve as chaperones will be at the discretion of the Director.

Updated 3/29/11

GIFTS, DONATIONS AND MEMORIALS

The Board of Trustees of the Copiague Memorial Public Library welcomes gifts, donations and memorials from individuals or by groups that enrich and improve the Library's resources. The Library reserves the right to decline any gift or donation which does not further its mission or purpose, or would result in excessive expense and/or administrative effort in the opinion of the Director and the Board of Trustees. The Library becomes the unconditional owner of the gift or donation and makes the final decision on the use or disposition of the gift or donation.

Gifts, donations and memorials can be made in the following ways:

Materials

The Library accepts donations of new or gently used materials. Gifts of materials will be accepted by the Library with the explicit understanding that they are given freely to the Library to use at the Library's discretion and may be added to the collection, sold, donated, distributed or discarded based on relevance, condition, spacing and Library standards. The library reserves the right to decide the conditions of display, housing, and access to the materials.

Program Sponsorships

Financial sponsorships of Library programs must be approved by the Director in advance, and will be based on the appropriateness of the program within the Library's mission, the condition that the Library's association with the sponsor will positively affect the public image of the Library in the community, and that the sponsor is generally aligned with the purpose and mission of the Library.

Financial Gifts

The Library accepts financial gifts in the forms of personal checks, life insurance policies, wills, trusts, bequests, annuities, securities, etc. Financial gifts will be used for the general benefit of the Library, unless a specific purpose for the gift is requested by the donor which falls within the Library's objectives and budgetary goals. All financial gifts must be approved by the Board of Trustees. The Library encourages individuals considering making a planned financial gift to the Library to first consult legal/financial council.

Friends of the Copiague Public Library

The Friends of the Copiague Library is an independent organization whose volunteer efforts and events raise money for various Library services. Financial donations can be made directly to the Friends of the Copiague Library.

Donation of Personal Property

The Library may accept donations of personal property such as artwork, furniture, sports equipment, tech devices, landscape or sculptural items, or exterior ornamentation. The decision to accept personal items will be made by the Director and the Board of Trustees based on need, space, impact on staff time, expense, maintenance and if the item is appropriate for Library collections, décor and/or grounds.

Memorial Bricks

The Library accepts applications for engraved memorial bricks to be added to our front garden walkway.

Recognition of Gifts and Donations

Donations of new books to be added to the collection may have a bookplate affixed to the inside of the book, indicating the donor of the item and/or who the item is in honor of, upon request.

Program sponsorships will be recognized in the Library newsletter next to the program(s) being sponsored.

Financial donations and donations of personal items will be recognized in the Library newsletter.

The Library will also furnish a letter notifying a third party of a memorial or honorary donation upon request.

Donors may request a letter for tax purposes for the acceptance of used materials or personal property. The Library does not appraise items for tax purposes or provide value statements to patrons.

Updated 8/24/22

HOMEBOUND PROGRAM

The Copiague Memorial Public Library Homebound Program is a service offered to Copiague School District residents who cannot visit the Library due to a temporary or permanent condition.

Books, magazine articles and other materials are selected by a member of the Library staff and delivered to the homebound patron. Homebound patrons can also request materials by title. A family member may be given permission to check out materials by title. A family member may be given permission to check out materials for homebound patrons. Homebound patrons are required to have Library cards.

CHALLENGED MATERIALS

An Interpretation of the LIBRARY BILL OF RIGHTS

The American Library Association declares as a matter of firm principle that it is the responsibility of every Library to have a clearly defined materials selection policy in written form which reflects the LIBRARY BILL OF RIGHTS, and which is approved by the appropriate governing authority.

Challenged materials, which meet the materials selection policy of the Library, should not be removed under any legal or extra-legal pressure. The LIBRARY BILL OF RIGHTS states in Article I that “Materials should not be excluded because of the origin, background or views of those contributing to their creation”, and in Article II, that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval”. Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in Libraries must be closely scrutinized to the end that protected expression is not abridged.

*Adopted: June 25, 1971; amended July 1, 1981 by the ALA Council
[ISBN 8389-6083-9]
http://www.ala.org/alaorg/oif/chal_mat.html*

NOTARY SERVICE POLICY

Copiague Memorial Public Library employees who hold a valid New York State Notary license are available on-site to provide notary services to Library patrons.

Library notary publics are required to follow all New York State laws governing the supplying of notary services.

The Library will pay the cost of training for Library staff members to become notary publics and to maintain their licenses.

Notary services are available to patrons who visit the Library subject to the conditions set forth below:

- Notary services are offered during regular Library hours. Appointments are recommended, but walk-ins are welcome, subject to the availability of on-site notaries.
- Library notary publics are not attorneys licensed to practice law, and he/she may not offer legal advice.
- A patron is limited to 10 notarizations per day.
- The Library charges a fee of \$2.00 per notarization.
- Any patron utilizing the Library's notary services must personally appear, present a valid New York State driver's license or other government-issued photo identification and sign before the notary public.
- The Library's notary service is not available for deeds, and other real estate documents (i.e. mortgages and satisfactions of mortgages), wills, living wills, trusts, codicils, powers of attorney or depositions.
- The Library will not provide witnesses, and witnesses may not be solicited from other staff or patrons using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of a valid New York State driver's license or other government-issued photo identification.
- Documents in any language other than English will not be notarized at the Library.
- In its discretion, the Library reserves the right to decline to provide notary services to a patron.

Adopted 12/18/20

SOCIAL MEDIA

PURPOSE

The purpose of the social media (websites, social networks, blogs, mobile applications, online communications) employed by the Copiague Memorial Public Library is to promote and disseminate information regarding Library programs, news, services, projects and activities to all members of the community. The secondary purpose is to provide a forum for Library staff and patrons to share information concerning Library related topics and issues.

The Library aims to provide a welcoming and inviting online space where patrons will discover useful information and be able to interact with Library staff and other patrons.

While the Library encourages an open forum, posts and comments will be moderated by Library staff. The Library reserves the right, at its sole discretion, not to publish/post and/or to remove submissions or comments that are inappropriate or unlawful. Posts include writings, images, videos, audio or hyperlinks.

The following content will be removed immediately from any Copiague Memorial Public Library social media accounts and forums:

- Obscene or racist content, hate or discriminatory speech
- Personal attacks, insults, bullying, cyber-stalking or threatening language
- Personal information or information that infringes on a person's right to privacy
- Potentially libelous statements, defamatory or harmful statements
- Plagiarized material
- Comments, links, or information unrelated to the content of the forum
- Commercial promotions, spam, political activity, or boycott/advocacy messages.

LIBRARY EMPLOYEES

Only employees designated and authorized by the Library Director will prepare, publish, delete, edit or otherwise modify content on the Library's social media platforms on behalf of the Library. New Library social media accounts may only be created with authorization from the Director. Designated and authorized employees will be posting as a representative of the Copiague Memorial Public Library and are responsible for ensuring that the Library's social media posts are professional in nature and conform to all applicable Library rules and guidelines. Content may not infringe on any personal rights, copyrights or intellectual property rights.

Other Library employees may post and/or comment as members of the general public, and are subject to the general guidelines set forth above. In addition, all employees must follow the rules set forth below:

- Employees are prohibited from posting or otherwise sharing confidential, proprietary, or non-public Library information.
- Employees are prohibited from posting content that is critical of the Copiague Memorial Public Library, its patrons, partners, sponsors or associated organizations, agencies and businesses.
- Employees are prohibited from posting or otherwise sharing personal information regarding fellow employees, including but not limited to, addresses, phone numbers, social security numbers and/or medical information.
- Employees are prohibited from posting or otherwise sharing confidential patron information, including but not limited to, names, addresses, phone numbers, e-mail addresses, borrowing information and/or account numbers.
- The Library's harassment policy shall apply to employee posts and comments.
- Employees may not post personal views or statements as representing the views or statements of the Library. Employees who choose to identify themselves as employees of the Library on social media must state explicitly, clearly and prominently that their views are their own and not necessarily the views of the Library.

In order to conduct virtual programs online, staff members must always use the Library's social media account; use of a staff member's personal social media account for the purpose of facilitating Library programs or events is prohibited.

The Library permits the taking of photographs in accordance with its Photography and Film/Recording Policy. The posting of such photographs or recordings on the Library's social media shall be permitted for the purpose of promoting or advertising Library programs and services. Any content created by staff to post on the Library's social media accounts, such as videos, discussion, art work, etc. is deemed to be the property of the Library for all purposes.

VIOLATIONS

Patrons who violate these rules may be permanently barred from further contributing posts on the Library's social media accounts.

Employee violations of this policy may result in discipline up to and including termination of employment in accordance with the requirements of any applicable statutes, rules, regulations, Civil Service laws or collective bargaining agreements.

Adopted: 3/24/21

SUSTAINABILITY POLICY

The Copiague Memorial Public Library recognizes its role in fostering education and awareness within the community by promoting ideas, services and projects that are environmentally sound and socially aware. It is the recognition of this role and the commitment by the Library Board of Trustees, Administration and Staff to develop, implement and adhere to policies and procedures that promote the “triple bottom line” of the Sustainable Libraries Initiative: practices that are *environmentally sound, economically feasible and socially equitable*.

The Library is committed to examining all facets of its operations in order to promote sustainable practices that lead to reducing its carbon footprint and minimize its environmental impact. Reducing waste and energy consumption, conserving water, supporting renewable energy sources, and purchasing environmentally friendly products are some of the ways the Library seeks to achieve its sustainability goals.

Employee involvement is crucial in promoting this initiative, and Library staff will be updated on our efforts and encouraged to participate on an ongoing basis. Our efforts will extend to contractors and suppliers used by the Library and will be shared with community organizations the Library partners with to encourage their own practices.

By engaging in this initiative and certification program, the Library seeks to promote a sustainable, resilient and equitable community for all Copiague residents.

Adopted 3/23/22

3D PRINTING

The Copiague Memorial Public Library strives to offer public access to new and emerging technologies to encourage creation and collaboration within our community. This policy establishes policies for public use of the library's 3D printers.

1. Only library staff will have access to the printers.
2. Print jobs are limited to four-hour sessions. If a print will take longer than four hours a staff member will try to accommodate you, if possible.
3. Prints will occur in the order in which they were submitted, however, priority will be given to Copiague Memorial Public Library cardholders.
4. The library reserves the right to rearrange or change the order of printing objects.
5. Printing cost is per half hour. Objects will be printed once payment is received.
6. No refunds will be given unless the object is unable to be printed. The library is not responsible for any errors that may occur during the print job.
7. Printed objects will be held for a maximum of 14 days. If a patron has not picked up their object within those 14 days, the Library will dispose of it.
8. Prints may be picked up by any individual 13 years of age or older. Printed objects must be picked up by a parent or guardian for any individual under the age of 13.
9. The Library reserves the right to refuse any 3D print submissions. We will not print any objects that are prohibited by local, state, or federal law. The 3D printer will not be used to create any objects that are obscene, offensive, unsafe, harmful, pornographic, or that pose a threat to the wellbeing of others.
10. The Library will not print any objects that are weapons, components of weapons, or objects that could be considered weapons.
11. All objects printed must be the patron's own design or reside in the public domain. The printer will not be used to create any object that violates patents, copyrights, trademarks, or registered designs.
12. The Library reserves the right of refusal for prints that it finds inappropriate or unwarranted. Anyone who has a 3D print request refused by Library staff may appeal the decision in writing to the Director within 10 days of refusal.

Adopted: May 25, 2022

MAKERSPACE

Use of the Makerspace is reserved for patrons of the Copiague Memorial Public Library with a library card in good standing.

Appointments to use the equipment are recommended. Drop in visits are allowed only if there are no scheduled appointments or programs and library staff are available to supervise proper use of the equipment.

When reserving the Makerspace or its equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time. If the Makerspace or its equipment is not reserved, it will be made available on a first-come, first-served basis, subject to staff availability.

Parent/Guardian supervision is required for patrons under the age of 13.

Food and drink are not permitted in the Makerspace.

All project submissions must be reviewed by Library staff prior to production.

Any items produced in the Makerspace must not be prohibited by local, state or federal law; obscene, offensive, unsafe or harmful; pose a risk or endanger others; weapons or components of weapons, weapon replicas, objects that could be considered weapons; or objects that would violate patents, copyrights, trademarks, registered designs or any other proprietary objects. All items must be the patrons own design or reside in the public domain and will not conflict with any Copiague Memorial Public Library policy.

Staff will operate the equipment in the Makerspace unless otherwise instructed. Walk in patrons without an appointment are permitted to use certain equipment for a period of 2 hours unless otherwise instructed by staff.

The Copiague Memorial Public Library is not liable for any damaged material or media belonging to members utilizing the Makerspace equipment or facilities.

Costs may be associated with the use of particular devices/equipment. These costs are defined by the Library at the time of usage and may change at any time. Patrons may bring their own materials to use with Makerspace equipment upon approval by Library staff.

The Makerspace closes 30 minutes before the library closes.

Patrons must follow all safety guidelines and exercise caution with all Makerspace equipment. The Library is not responsible for any injuries caused by improper use of equipment.

Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered. Patrons must save their files on an external storage device.

The Library is not responsible for any damage to a patron's materials or files, or for any manufacturing defects.

Approved 7/26/23

FINANCIAL POLICIES

BUDGET

Staff shall annually draft a preliminary budget for discussion and development by the Budget Committee of the Board.

The Board shall receive monthly reports reviewing income and expenditures.

AUDIT

The Copiague Memorial Public Library will retain the services of a certified public accountant who will provide advice and consultation to the Board of Trustees and the Director.

The accountant will also perform an annual audit and shall prepare a written report, including an opinion on the financial statements, at the close of each fiscal year. This shall be done in accordance with generally accepted accounting principles and in conformity with the requirements of the New York State Office of the Comptroller.

Fifteen days after receipt by the Board of Trustees, the audit and report shall be made available, through the Director, to anyone who wishes to view it.

Adopted: 5/28/14

INVESTMENT

I. SCOPE

This investment policy applies to all monies and other financial resources available for deposit and investment by the Copiague Memorial Public Library on its own behalf or on behalf of any other entity or individuals.

II. OBJECTIVES

The primary objectives of the Library's investment activities are, in priority order:

- To conform to all applicable federal, State and other legal requirements.
- To adequately safeguard principal
- To provide sufficient liquidity to meet all operating requirements
- To obtain a reasonable rate of return.

III. DELEGATION OF AUTHORITY

The Board of Trustees' responsibility for administration of the investment program is delegated to the Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other disposition and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Library to govern effectively.

Investments shall be made with prudence, diligence, skill, judgment, and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The Board of Trustees shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

VI. INTERNAL CONTROLS

It is the policy of the Library for all moneys collected by any employee or officer of the Library to transfer those funds to the Business Manager within 2 days of receipt, or within the time period specified in law, whichever is shorter.

The Treasurer is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

The banks and trust companies that are authorized for the deposit of moneys, and the maximum amount which may be kept on deposit at any time, are:

<u>Depository Name</u>	<u>Maximum Amount</u>
First National Bank of Long Island	\$4,000,000
TD Bank, N.A.	\$1,000,000

VIII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit, special time deposits and money market account deposits (hereinafter, collectively, "deposits") made by the Library that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by either of the following:

- A pledge of "eligible securities" with an aggregate "market value" (as provided by the BML Section 10) that is at least equal to the aggregate amount of deposits made by the Library. "Eligible securities" consist of obligations of New York State and other municipalities, the United States of America, New York State school districts, and federal agencies whose principal and interest are guaranteed by the United States of America, and any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by federal bank regulatory agencies.
- An "irrevocable letter of credit" issued in favor of the Copiague Memorial Public Library by a federal home loan bank whose commercial paper and other unsecured short-term debt

obligations are rated the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

Collateral shall not be required with respect to the purchase of direct obligations of New York State or the United States of America and federal agencies, whose principal and interest are guaranteed by the United States of America.

IX. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by the Library shall be held by the depository or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the vents which will enable the local government to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the Library such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Copiague Memorial Public Library or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the Library in the securities as set forth in the security agreement.

The custodial agreement shall provide that the pledged securities will be held by the bank or trust company as agent of, and custodian for, the Library will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution, or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall also include all other provisions necessary to secure the Library's interest in the collateral, and may contain other provisions that the Board of Trustees deems necessary.

X. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, the Board of Trustees authorizes the Treasurer to invest moneys not required for immediate expenditures for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York
- Obligations of the United States of America
- Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America
- Obligations of the State of New York
- With the approval of the State Comptroller, obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district or district corporation in the State of New York other than the Library.

All investment obligations shall be payable or redeemable at the option of the Library within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the Library within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VIII and IX herein.

Except as may otherwise be provided in a contract with bondholders or noteholders, any moneys of the Library authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the Library within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the Library transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size, and other factors that make the financial institution or the dealer capable and qualified to transact business with the Library. The treasurer shall evaluate the financial position and maintain a listing of proposed depositories, trading partners, and custodians. Recent Reports of Condition and Income (call reports) shall be obtained for proposed banks, and security dealers that are not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The Library shall maintain a list of financial institutions and dealers approved for investment purposes, and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

XII. PURCHASE OF INVESTMENTS

The Treasurer is authorized to contract for the purchase of investments:

1. Directly, from an authorized trading partner
2. By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5-G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

All purchased obligations, unless registered or inscribed in the name of the Library, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold, or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the Treasurer. All such transactions shall be confirmed in writing to the Library by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law Section 10(3)(a). The agreement shall provide that the securities held by the bank or trust company, as agent of, and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the Library's perfected interest in the securities, and the agreement may also contain other provisions that the Board of Trustees deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the Library with a perfected interest in the securities.

The Treasurer can direct the bank or trust company to register and hold the evidences of investments in the name of its nominee, or may deposit or authorize the bank or trust company to deposit, or arrange for their deposit with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show, at all times, the ownership of such evidences of investments, and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held by the bank or trust company pursuant to a written custodial agreement as set forth in General Municipal Law Section 10(3)(a), and as described earlier in this section. When any such evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominee with respect to such evidences of investments.

XIII. ANNUAL REVIEW AND AMENDMENTS

The Board of Trustees shall review this investment policy annually, and it shall have the power to amend this policy at any time.

XIV. DEFINITIONS

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10.

Adopted: 7/24/13

Updated: 6/24/15

Updated: 2/22/17

Updated: 4/26/23

FUND AND MINIMUM BALANCE (GASB 54)

The Library Board of Trustees recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the Library and is fiscally advantageous for both the Library and the taxpayers.

The Library is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures. As a result, the Library will maintain a fund balance, categorized as spendable unassigned, of 15% of the total operating budget for the current fiscal year. In the event that the balance drops below the established minimum level, the Library Board of Trustees will develop a plan to replenish the fund balance to the established minimum level within five years.

When an expense is incurred for purposes for which both restricted and unrestricted assets are available, the Library's policy is to apply restricted net assets first.

The Library Board of Trustees accepts the following asset spending order, as defined in Governmental Accounting Standards Board Statement No. 54:

Restricted – fund balance amounts that can be spent only for the specific purposes stipulated by external resource providers, for example, grant funds. Restrictions may be changed or lifted only with the consent of the resource providers.

Committed – fund balance amounts that can be used only for the specific purposes determined by the Library Board of Trustees as the highest level of decision-making authority. Commitments may be changed or lifted only by the Library Board of Trustees tanking the same formal action that imposed the constraint originally.

Assigned – fund balance amounts intended to be used by the Library for specific purposes. Intent can be expressed by the Library Board of Trustees or by an official body to which the Library Board of Trustees delegates the authority. Assigned fund balance represents the amount reported in funds other than the general fund that is not restricted or committed.

Unassigned – fund balance amounts that have not been assigned to funds other than the general fund and have not been restricted, committed or assigned to specific purposes within the general fund. The unassigned fund balance is the residual classification for the general fund.

PROCUREMENT

I. SCOPE

This procurement policy sets forth the policy and procedures of the Copiague Memorial Public Library to meet the requirements of General Municipal Law, section 104-b.

II. OBJECTIVES

It is the goal of the Library to procure goods and services, that are not required by law to be procured pursuant to competitive bidding, in a manner as to

- assure the prudent and economical use of public monies in the best interest of the tax payers;
- facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and
- guard against favoritism, improvidence, extravagance, fraud, and corruption.

To further these objectives, the policies and procedures contained herein govern all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, section 103, or of any other general, special, or local law.

III. SUSTAINABLE PURCHASING

The Copiague Memorial Public Library is committed to the practice of environmentally preferred purchasing, or “green procurement.” To this end, the Library adds environmental considerations to the price and quality criteria used in making purchasing decisions. Green procurement attempts to identify and reduce environmental impact and to maximize resource efficiency, and will be considered whenever practical and cost efficient.

IV. RESPONSIBILITY

The Director is responsible for administering the purchasing function of the Library and ensuring compliance with this procurement policy. The Director may delegate to appropriate individuals such authority as may be necessary to perform the purchasing function.

V. PROCEDURES FOR DETERMINING WHETHER PROCUREMENTS ARE SUBJECT TO BIDDING

Purchase contracts, including materials only, in excess of \$20,000, and contracts for public work, including labor and materials, that exceed \$35,000, are subject to competitive bidding requirements as set forth by General Municipal Law, section 103.

When determining whether a procurement of goods or services is subject to competitive bidding Library staff shall prepare a written estimate of the aggregate amount known or reasonably expected to be expended for the same commodities or services in a fiscal year (whether from a single vendor or multiple vendors). This estimate will be reviewed by the Director.

VI. STATUTORY EXCEPTIONS FROM QUOTATIONS/PROPOSALS REQUIREMENTS OF THIS POLICY

Procurements made pursuant to the following are exempt from the requirements of written or verbal quotations or proposals, under General Municipal Law, section 104-b:

- General Municipal Law section 103(3) (through county contracts)
- General Municipal Law, section 104 (through State contracts)
- State Finance Law, section 162
- Correction Law, sections 184 and 186 (from “preferred sources,” including articles manufactured in correctional institutions) or
- Items excepted herein (see Section VII).

Appropriate documentation will be maintained for any procurement made pursuant to this exception, including a review to ensure that such procurement is in the best financial interest of the Library.

VII. METHODS OF COMPETITION TO BE USED FOR NON-BID PROCUREMENTS

Proposals or quotations for goods and services shall be obtained by use of either written requests for proposals, written or verbal quotations, or any other method of procurement that furthers the purposes of General Municipal Law, section 104-b.

VIII. AWARDS TO OTHER THAN THE LOWEST RESPONSIBLE DOLLAR OFFERER

The Library will maintain written justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award furthers the purpose of General Municipal Law, section 104-b.

IX. ITEMS EXCEPTED FROM THIS POLICY AND PROCEDURES

The Board of Trustees sets forth the following circumstances when, or types of procurements for which, in the sole discretion of the Board, the solicitation of alternative proposal or quotations will not be in the best interest of the Library:

- Emergency situations where time is a critical factor
- Procurements for which there is no possibility of competition (sole source items)
- Small procurements for which solicitations of competition would not be cost-effective.

X. INDIVIDUALS RESPONSIBLE FOR PURCHASING

All contracts and purchases in excess of \$1,000, but not exceeding \$20,000 (purchase contracts) or \$35,000 (public work) shall be negotiated by the Director, with approval of the Board of Trustees.

All contracts and purchases of \$1,000 or less may be negotiated by the Director without Board approval if such expenditures are provided for and funds are available in the current budget.

Staff authorized to purchase on behalf of the Library are as follows:

Title

Director

Business Manager

Head of Adult Services

Head of Children's Services

Secretary

Network and Systems Administrator

Librarian II

Librarian Assistant

Custodial Worker II

XI. ANNUAL REVIEW

The Board of Trustees shall annually review and, when needed, update this policy.

The Director shall be responsible for conducting an annual evaluation of the effectiveness of the procurement policy and procedures, and an evaluation of the control procedures established to ensure compliance with the procurement policy, and shall be responsible for reporting back to the Board of Trustees.

XII. UNINTENTIONAL FAILURE TO COMPLY

The unintentional failure to comply fully with the provisions of General Municipal Law, section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Copiague Memorial Public Library or any officer or employee thereof.

Adopted: 7/24/13

Updated: 8/27/14

Updated: 12/14/16

Updated: 5/23/18

Updated: 10/28/20

PETTY CASH

I. SCOPE

This policy applies to the disbursement of petty cash funds at the Copiague Memorial Public Library. Petty cash funds are to be used for minor, incidental purchases.

II. OBJECTIVES

The purpose of this Policy is to communicate the procedures that have been established to encourage effective administration and internal control of petty cash disbursements.

III. PROCEDURES

The amount of the petty cash fund will not exceed \$600. In addition, a trip emergency fund shall exist in the amount of \$300.

Requests for petty cash must be made from the Petty Cash Custodian. All requests for petty cash must be approved by a Department Head or the Director.

Requests for petty cash must be accompanied by a receipt. For each expense, the following information must be documented

- a. Employee receiving petty cash
- b. Vendor from whom goods/services were purchased
- c. Date of purchase
- d. Amount
- e. Purpose or description of purchase

The trip emergency fund represents monies advanced to staff chaperoning a trip for emergencies encountered during the trip. Disbursements from the trip emergency fund shall only be made to the staff member assigned to chaperone the trip and shall be returned to the fund immediately after the trip, together with any receipts for emergency expenses. Disbursements from the trip emergency fund must be approved by the Director.

IV. PROHIBITED USES

Purchases of goods and services for more than \$50 should not ordinarily be made with petty cash. Disbursements over \$50 from the petty cash fund must be approved by the Director.

Petty cash funds may not be expended for:

- Items covered by State contract
- Entertainment
- Travel reimbursements (meals, lodging, taxi, airfare)

- Memberships
- Personal check cashing and loans
- Payroll advances, travel advances, and loans to employees
- Food, beverages, catering (unless program or café-related).

V. MAINTENANCE AND SECURITY OF PETTY CASH FUNDS

Petty cash funds shall be properly secured at all times.

Cash on hand and receipts for disbursements must always equal the assigned amount of the petty cash fund.

VI. REVIEW OF PETTY CASH FUND

Each month, the Petty Cash custodian is responsible to count the petty cash fund to ensure that the fund has the correct total of petty cash and reimbursement vouchers. A record of these counts is to be reviewed by the Business Manager.

Annually, the Petty Cash Custodian, Business Manager and Director, shall review the petty cash fund and verify the following:

- a. The fund is still needed for the amount authorized
- b. The sum of cash on hand and receipts for unreimbursed expenditures is equal to the amount which has been authorized.
- c. The funds are secured and not deposited in a separate bank account
- d. The custodian is the custodian of record
- e. This petty cash policy and supplemental guidelines have been reviewed and the fund is being used in accordance with this policy.

Petty cash funds are subject to unannounced verifications by the Director and/or designee. At the time of the audit, the Petty Cash Custodian must provide a full accounting of the fund.

Adopted: 7/24/13

TRAVEL EXPENSE REIMBURSEMENT

The Copiague Memorial Public Library recognizes that it is a customary and regularly accepted practice to reimburse officers and employees for reasonable, actual and necessary expenses and travel incurred in conjunction with Library business or attending conferences. Each officer and employee is expected to make application only for expenses incurred as an individual.

To obtain reimbursement, the claimant must complete and sign an expense report, attach all original itemized receipts or other expense documentation, together with a copy of the conference literature, to the Director for approval. Expense reports must be submitted timely in order to reimburse the traveler for out-of-pocket expenses.

Transportation Reimbursement

Travel shall be by the most economical method, whether by private automobile, Library van or common carrier such as bus, train or plane.

- If travel is by private automobile, mileage shall be reimbursed at the standard mileage rate for business established by the Internal Revenue Service. Parking and tolls will also be reimbursed.
- If travel is by Library van, gasoline, parking and tolls will be reimbursed.
- Rental car expenses will be reimbursed only if authorized in advance.
- Air travel is only allowed when determined by the Board President or his/her designee, to be in the Library's best interest. Air travel shall be reimbursed at the lowest feasible fare available and shall not exceed regular coach class fare.

Overnight Travel Reimbursement

Attendees at authorized conferences or meetings will receive reimbursement for actual lodging costs and a per diem allowance for meals. Receipts are required for lodging, but not for meals.

For lodging:

If staying in the same hotel that is hosting the authorized conference or meeting, the attendee is eligible for reimbursement of actual hotel room costs. If rooms are not available, attendee's reimbursement cannot exceed rate of host hotel. In the absence of a host hotel, the most reasonable rate for accommodation should be obtained via the screening of three vendor quotations.

For meals:

The attendee will receive a per diem allowance for breakfast and/or dinner equal to the federal reimbursement rates for the county of lodging. The meal per diem is for dinner the first night and breakfast the following day.

Adopted: 5/28/14

ONLINE BANKING

The Library has entered into a written agreement with the First National Bank of Long Island (FNBLI) for online banking services. The Library maintains four accounts at FNBLI – Operating, Payroll, Money Market and Credit Card.

The Business Manager serves as the administrator on each account. The Senior Account Clerk is a user on all accounts. Unique IDs and passwords are individually secured, and will be changed periodically. The Business Manager or Senior Account Clerk reviews the accounts on a weekly basis for unusual activity.

Internal account transfers, stopping payment on a check, and printing/viewing statements are deemed authorized activities of the Library. Wire transfers and/or electronic payments to vendors are not allowed, except in the following instances:

- Paypro Corporation is authorized to debit from the Payroll account the amount of bi-weekly payroll, payroll taxes, and the payroll service and FSA administration fees per the submitted payroll file.
- The OMNI Group is authorized to debit from the Payroll account the employee 403(B) contributions withheld from employees' pay checks per the bi-weekly report.
- AFLAC is authorized to debit from the Payroll account the employee contributions withheld from employees' pay checks per the monthly report.
- NYS Retirement is authorized to debit from the Payroll account the employee contributions, loan payments and arrears payments withheld from employees' payroll per the monthly retirement report.
- NYS Sales Tax is authorized to debit from the Checking account the quarterly sales tax due per the quarterly filing.
- Unum Group is authorized to debit from the Checking account the term life insurance premium per the monthly invoice.

The Library has entered into a written agreement with People's United Bank, N.A. for online access to the Money Market account maintained at this bank. The Business Manager serves as the administrator; the Senior Account Clerk is a user. Unique IDs and passwords are individually secured. Viewing account activity and printing/viewing statements are deemed authorized activities of the Library.

Adopted: 1/23/19

CREDIT CARDS

The Library secures credit cards for Library-related purposes only. These cards have been procured in order to facilitate purchases by the Library including those from vendors that do not invoice or accept purchase orders, as well as to provide for the convenience of the card holder, while maintaining strict accountability.

The Library Director will be responsible for the issuance, account monitoring, retrieval of cards and compliance with this credit card policy. Authorized users of the credit card are as follows:

Title

Director

Business Manager

Head of Adult Services

Head of Children's Services

Network and Systems Administrator

Librarian II (as designated by the Board of Trustees)

Library Assistant (as designated by the Board of Trustees)

Custodial Worker II (as designated by the Board of Trustees)

Authorized users shall be responsible for the credit card's use and shall not permit the card to be used by another for any unauthorized purchases. Authorized users will surrender the credit card upon leaving the employ of the Library or as requested to do so by the Library Board of Trustees or Library Director.

Credit cards may only be used to purchase goods or services related to the official business of the Library. Purchases must adhere to established purchasing policies. Documentation, including purchase orders and original receipts detailing the goods or services purchased, must be submitted within 3 business days to the business office by the authorized user.

Each authorized user is responsible for the securing of issued credit cards and shall immediately notify the financial institution issuing the card if the card is lost or stolen. Written documentation to the business office must follow the reporting as soon as possible detailing the date and circumstances of the theft or loss. Cash advances, cash withdrawals, fines and private expenses are not authorized credit card uses. The Library retains the right to take any and all measures consistent with current law for unauthorized use of its credit cards.

Any and all benefits derived from the use of the Library's credit cards shall consider to be the property of the Library.

Payment of the cards monthly statements are to be made in a timely fashion so that finance charges are not incurred. The credit card bills will be included in the monthly warrant for approval by the Board of Trustees.

Adopted: 12/18/20

ADMINISTRATIVE POLICIES

RISK MANAGEMENT

Introduction

The Copiague Memorial Public Library defines risk as the threat that events (internal or external) will adversely affect its ability to achieve its policies and operational goals.

The Library recognizes that risk is something that cannot be eliminated but it aims to manage exposure to risks to a satisfactory level.

It is the Library's intention that effective, proactive risk management should be integrated into the culture of the Library.

Principles

The Library will identify and manage risks that endanger the achievement of its organizational aims as defined in its Plan of Service as well as the operational aims defined in Board policies and/or documents.

The approach to be adopted will meet all requirements of New York State law, rules, and regulations and will also be enhanced with best practices.

The management of risk will be embedded at all levels of the Library and supported by an active training and education program.

Risk Assessment

Risks will be measured against criteria which cover the potential impact of the risk and the likelihood of its occurrence. Risk will be assessed for its potential effect on goals, operations, finances, and reputation and whether they are external or internal.

Risk Tolerance

The Director will, as a part of the annual budgeting process, assess the recognized risks that currently exist. This assessment will be replicated each time that the Library commences a significant project or initiative.

The criteria noted above will be used in this process. The Director and Board are responsible for identifying an acceptable risk tolerance level for the each potential risk the Library faces. All risks are to be managed to an acceptable tolerance level and will be reviewed by senior management to consider whether further measures are required to be implemented in any particular circumstance of potential risk.

Risk Management

Risks will be managed in accordance with an agreed upon approach ranging from eliminating risk, undertaking risk reduction measures, accepting but monitoring risk, or determining that the risk does not require action.

Review of risk will be carried out by the Director and/or staff assigned responsibility for it.

Risks will be reviewed:

- Annually by the Board as part of the budget planning cycle;
- Quarterly by the Director and reported to the Board at a regular Board meeting;
- Regularly by staff assigned to manage various areas of risk.

Roles and Responsibilities

Each governance/supervisory level of the Library has a responsibility for risk awareness and management. The main roles and responsibilities are as follows:

Board

The Board is responsible for confirming that a particular risk management approach will aid the achievement of the aims of this policy.

Director

The Director is responsible for ensuring that the Risk Management Policy is implemented and that all relevant areas of the Library's operations fall under its purview. The Director is also responsible for ensuring that Library Managers regularly review potential risks in their areas of responsibility and that they promote any required culture or operational changes needed to minimize risk.

Adopted: 12/19/18

OPEN MEETINGS

The public is welcome to attend open meetings of the Library Board. Like all public libraries in the state of New York, the Copiague Memorial Public Library is subject to New York's Open Meetings Law pursuant to Article 7 of the Public Officers Law. The law requires that the dates and times of Board meetings be properly posted and advertised to the public. In addition, working sessions of the Board (even if they are not formal meetings) must be advertised and open if a quorum of the Board is expected to attend. A copy of New York's Open Meetings Law is available at <http://www.dos.state.ny.us/coog/openmeetlaw.html>.

Notice of Meetings

Notice of Board meetings is published in the Library newsletter, posted in Library display cases and published on the Library website.

Regular meetings are held on the fourth Wednesday of the month (except November and December when they are usually held on the third Wednesday to avoid conflicts with holidays) at 6:00 p.m. In the event that it is necessary for the Board to change the date/time of a regularly scheduled meeting or to hold a special or emergency meeting, advance notice will be posted on the Library's website and in the Library at least 72 hours in advance if possible. Furthermore, the Board will supply to the public in advance of the meeting a meeting agenda and any other materials to allow for the public understanding of items being discussed.

Quorum

A majority of the whole number [of trustees, regardless of vacancies] shall be considered a quorum. Board members must be present to vote. Proxies are not permitted under the law.

Video/ Teleconferencing

Teleconferencing does *not* meet the requirements of the Open Meetings Law. Videoconferencing is permitted, but the videoconferencing sites must be available to the public and cited in the notice of the meeting.

Executive Sessions

During an open meeting of the board, the Board may adjourn into executive session during which the public is excluded. However, executive sessions may be convened only for a limited number of purposes specified in the law. These are:

- Matters which will imperil the public safety if disclosed
- Any matter which may disclose the identity of a law enforcement agency or informer

- Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed
- Collective bargaining negotiations pursuant to Article 14 of the Civil Service (the Taylor Law)
- The medical, financial, credit or employment history of a particular person or corporation
- Matters leading to appointment, employment, promotion, demotion, discipline, suspension of staff members
- Dismissal or removal of a particular person or corporation
- The proposed acquisition, sale or lease of real property or the proposed acquisition of securities
- Sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof
- Discussions regarding proposed, pending or current litigation.

An executive session is convened only as part of a public board meeting. The Board must vote to enter executive session and to state the nature of the session for its minutes.

Public Participation in Meetings

Meetings under Open Meetings law are considered to be “meetings in public”. Observers may not participate in any manner that might impede the work of the Board. New York’s Open Meetings Law confers upon the public the right to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. It does not give the public the right to speak or participate in Board meetings. Observers should recognize that the Board is under no obligation to brief observers on matters before the Board or to take or respond to questions from observers. Observers may participate in discussions only if recognized by the Board.

A specific agenda item at each regular Board meeting is attributed to such public participation by way of permitting members of the public to address the Board. A maximum period of 10 minutes will be allotted to receive comments, no longer than five minutes per person will be permitted (subject to additional time being permitted by the Board President). Only residents of the Copiague Union Free School District will be entertained as speakers (subject to the Board President permitting non-residents permission to participate).

Persons wishing to speak must state their name and address, identify any organization they are representing and state the topic they wish to discuss. The Board of Trustees will not entertain public comments of a personal nature or regarding personnel matters. Comments should be kept brief and related only to Library matters.

The Board President is responsible for the orderly conduct of the meeting and as such shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the

subject being presented. Undue interruption or any interference with the orderly conduct of Board meetings will not be permitted. Defamatory or abusive remarks will be deemed out of order and not condoned. The Board President will be permitted to terminate a speaker's privilege of providing public input should it be determined that, after being called to order, the speaker persists in improper conduct or remarks.

Minutes

As required by the Open Meetings Law, minutes are taken at all Board meetings. Minutes of a regular session of the board must consist of "a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon." The minutes, along with statements and other official records, are kept in a secure but accessible place and available to the public upon request to the Director. Approved minutes from the most recent Board meeting will be posted on the Library website for public inspection within two weeks after the meeting.

Minutes of executive sessions are required only if the Board took formal action in the executive session. If no vote or other action is taken, no minutes are required. Otherwise, the minutes of an executive session must provide "a record or summary of the final determination" or action the board took in the session.

Adopted: 4/28/21