



Plattekill Public Library

Policies Manual

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Introduction

Plattekill Public Library Mission Statement

The mission of the Plattekill Public Library is to provide materials and services to meet the educational, cultural, and social needs of our growing community. The library facilitates personal and professional enrichment, internet access, physical and digital content, and provides a center for community activities. In particular, the Plattekill Library recognizes its responsibility to encourage the love of reading in Plattekill's children, and by so doing, help foster their development into literate, informed citizens.

Library Records Â§4509.

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Purpose

This manual will define the policies and procedures of the Plattekill Public Library.

001 AMERICANS WITH DISABILITIES ACT COMPLIANCE POLICY

Adopted: April 10, 2014

Revised May 17, 2020

The Plattekill Public Library affirms its support of equal access for persons with disabilities and the Americans with Disabilities Act. Our current Library building is not completely handicapped accessible. The Library seeks to make its services, facilities, and programs as accessible as possible to the public, including those who have disabilities. To accommodate those with disabilities, the following services are offered:

We act as facilitator between the patron and Services to the Blind and Physically Handicapped.

We offer home delivery to patrons with disabilities which prevent them from coming to the Library.

We welcome service animals in the Library.

The following procedures have been developed to assist the Library in addressing concerns about accessibility.

People who wish to request accommodation or make a complaint about accessibility at the Library have access to a three-step procedure.

Step One: Requests for accommodation and/or complaints about accessibility can be presented in person, by mail, email, or over the phone. These should be addressed to the Library Director who will then make every attempt to provide accommodation and/or resolve the issue without further recourse to this procedure.

Step Two: If resolution is not achieved by Step One, a complaint can be presented in writing on a Library Accessibility Concerns Form. Assistance in completing this form is provided as needed. Completed forms are reviewed by the Library Director; a formal response will be made to the Library user within ten working days of the date of original submission of the form. The formal response can be a telephone call, followed by a letter confirming the telephone discussion, or directly by letter. The Library Director will make every attempt to resolve the issue through this means.

ADA COMPLIANCE POLICY

Adopted: April 10, 2014 (continued)

Step Three: If resolution is not achieved by Step Two, the concerned individual can request that the complaint be presented to the Library Board. The Library Director will have the matter placed on the agenda so that the concerned individual can have his or her concern addressed at the next regularly scheduled Library Board meeting. The decision of the Library Board is final for the Library. If resolution still is not achieved, the concerned individual may wish to pursue other courses of action as described in the American with Disabilities Act and related regulations.

Attached Library Accessibility Concerns Form for this policy follows:

Send Completed Form To: Library Director

Plattekill Public Library

2047 Route 32

Modena, NY 12548

Or Call: (845) 883-7286

Or Fax: (845) 883-7295

NAME _____

SIGNATURE _____

ADDRESS _____

PHONE _____ DATE _____

Please see the attached policy to find out how we will address your concern.

002 Audit and Review Policy

Adopted: August 13, 2015

Revised 2017:

The Library recognizes the need to have accurate and authoritative financial and procedural documentation available for internal and external review to insure fiscal accountability, efficiency of operations, and public confidence in the institution. Therefore, a schedule of audits and reviews is authorized by resolution as follows:

- Audits/reviews may be requested by the Treasurer on an annual basis at a regular meeting of the Board of Trustees.
- The Audits may be conducted at least every three years, as the Board approves, based on conditions and finances as they determine necessary. After a maximum period of twelve years, or at the Board's discretion, a different qualified firm shall be engaged to conduct an audit.
- Audits shall be conducted by a firm of CPAs with experience in library auditing.
- During the intervening years between audits, a review may be conducted by a CPA.

003 CAPITAL RESERVE FUND POLICY

Adopted: January 20, 2014

Purpose and Scope

The general purpose of this policy is to provide for the Plattekill Public

Library's need for an adequate physical facility. The policy is designed to help the Library not only to prepare for a building program but also to ensure the continuity of Library operations. This policy sets forth the allowable uses of the Capital Reserve Fund and the restrictions of the use of these funds.

Definition

Capital Reserve Fund: A restricted fund that may be accessed for capital expenditures by a simple majority vote of the Board of Trustees.

A two thirds majority vote of the Board is required for any other use of the Fund.

Capital Expenditures: Funds for the acquisition, improvement and/or addition to the physical plant and for the purchase of furniture, fixtures and equipment.

Guidelines

The goal of the Trustees of the Library shall be to maintain a Capital Reserve Fund not less than the estimated cost of preliminary work on a building project or 3% of the total estimated cost.

004 CHALLENGED MATERIALS POLICY

Adopted: August 14, 2008

Reviewed: April 10, 2024

The Plattekill Public Library will support the Library Bill of Rights and the Freedom to Read, view or hear Statements. Should any patron of the Library raise a question about any materials provided by the Library being in any way objectionable, the complainant must file a written complaint with the Library Director on a form provided for this purpose. The complainant must be properly identified before the request is considered. No action will be taken before the complaint is brought before the Board of Trustees. The written complaint will be presented to the Board of Trustees.

The Board shall:

- A) Read and examine the challenged material.
- B) Consider the specific objections to the material voiced by the complainant.
- C) Weigh the values and faults of the material as a whole.
- D) The Board will, where appropriate, solicit advice or opinion from other library Directors, the Mid-Hudson Library System, the American Library Association Office for Intellectual Freedom and the New York State Intellectual Freedom Committee.
- E) The Board shall issue a written report within ninety days to the Director containing its recommendations concerning any complaint.

The Director shall review the report of the Board and notify the complainant.

Plattekill Public Library: Challenged Materials Complainant Form

Adopted: August 14, 2008

The Board of Trustees of the Plattekill Public Library, has delegated the responsibility for selection and evaluation of library resources to the Library Director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures.

If you wish to request reconsideration of library resources, please return the completed form to Library Director, Plattekill Public Library, 2047 Rt. 32, Modena, New York 12548.

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Do you represent self? _____ Organization? (Name) _____

Resource on which you are commenting:

_____ Book _____ Audio _____ Video _____ Magazine

_____ Library Program _____ Newspaper _____ Electronic _____

Other (please specify)

Author

Title

Publisher/Producer

005 Check Acceptance Policy

Adopted: February 20, 2014

Revised: February 11, 2016

You must have a Plattekill Public Library borrower's account in good standing to be able to use a check as a payment method.

We only accept checks denominated in U.S. dollars and drawn on a U.S. bank. Checks must also have a valid, nine-digit bank routing number (ABA code) MICR-encoded on the bottom of the check. All checks must have the borrower's current name and address printed on the check. We cannot accept starter checks or checks with names and/or addresses handwritten or typed in.

A valid, legal form of photo identification must be provided upon request to verify account ownership. A phone number at which you may be contacted will also be requested at this time.

In the event that a check written to Plattekill Public Library is returned unpaid by your bank, Plattekill Public Library reserves the right to charge the current Returned Check Fee.

If the Library is unable to collect the amount of the check plus the Returned Check Fee from you or your bank, these will be considered a debt owed to the Library and will be added onto your Library record. Borrowing and other library privileges may be suspended until payment is made to the Library in accordance with standard library lending policy.

Plattekill Public Library reserves the right to refuse a check as a payment method if a previous check has been returned unpaid.

Personal checks for amounts over \$75.00 are not accepted.

Payments for fines and charges over \$75.00 must be paid in Cash or with a Money Order; Travelers Check or bank (Cashier's) check.

006 CODE OF ETHICS POLICY

Adopted: February 12, 2015

Reviewed: May 25, 2021

The Board of Trustees hereby adopts the Code of Ethics of the American Library Association.

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

007 REORGANIZATION OF BOARD OF TRUSTEES COMMITTEES

Adopted: January 14, 2016

Revised June 22, 2021

Budget and Finance Committee

Reviews and makes recommendations to the Board regarding the annual budget as drafted by the Director for the committee's consideration, and revisions to it including ongoing expenditures and investments.

- Review financial procedures and policies annually and make recommendations to the board for changes as needed;
- Review with the Director the assumptions made in the annual budget and request information as appropriate;
- Coordinate activities with other committees as needed when those activities may impact budget projections or planning, for example
- changes in benefits or personnel;
- Review library's insurance coverage for adequacy;
- Yearly third-party CPA oversight (audit or review);
- Monthly review of collateralization;
- Quarterly analysis of finances.

The director is the staff liaison and will facilitate communication with the bookkeeper and auditor.

Building & Grounds Committee

Provides oversight for the maintenance and management of library facilities and grounds, including facility infrastructure, parking lot light, library sign lighting and parking lot maintenance etc. Meets at least once a year, including an annual physical inspection and review of the library facilities.

- Facility planning and maintenance; cleaning schedules as required
- Advise the Town Board of any concerns regarding infrastructure and maintenance.

Grants

Provides oversight, guidance and authoring assistance for Library Grants including private and public grants.

- Reports to the Board Grant activity once per quarter
- Collaborates with other committees as necessary to aid in grant funding efforts for special library projects.

Personnel Committee

Makes recommendations to the Board concerning personnel procedures.

- Review and make recommendations regarding the Director's job description and evaluation procedure, salaries, benefits and other matters pertaining to staff and employment conditions.
- Reviews and makes recommendations for changes to the Employee Handbook.

Planning & Operations Committee

Recommends goals and policies for the Library based on community input and other strategic planning resources; reviews the long range (5 year) plan and the short term (1 year) plan and recommends timely revisions to the Board.

- Prepare and review the library's strategic plan
- Recommend annual goals to the board and monitor progress in connection with the overall plan and annual goals

Policy Committee

Performs periodic review of the library's bylaws; the recommendation of new policies, with the assistance of the Director, to the full Board; annual review of policies for the purpose of assuring they remain compliant.

Technology Committee

Review technology needs of the library. Crafts plans and guidance for new technology introduction and improvement of existing technology.

008 CONFLICT OF INTEREST POLICY

Adopted: July 12, 2012 Page 1 of 2 (plus attachment)

Revised: June 11, 2015

Reviewed: May 25, 2021

Section 1. Duty of Care, Loyalty & Obedience.

1. All members of the Board of Trustees shall exercise that same care that a reasonable person with similar abilities, acumen & sensibilities, would exercise under similar circumstances at all times. A Trustee, an Officer or employee will undertake to understand all, or substantially all of the consequences of their actions or the omissions of their actions.
2. No Officer, Trustee or employee shall engage in, or condone, any conduct that is disloyal, disruptive, damaging or competes with the Library. No Officer, Trustee or employee shall take any action, or establish any interest, that compromises his/her ability to represent the Library's best interest.
3. No Officer, Trustee or employee shall disobey a majority decision of the Board of Trustees.
4. All members of the Board of Trustees, all Officers of the Library and all employees of the Library are hereby bound to Fiduciary Duty for and on behalf of the Library such that the interests of the Library shall remain paramount to any and all of their personal interests whatsoever. All members of the Board of Trustees, all Officers of the Library and all employees shall exercise their Fiduciary Duty at all times, especially when making a decision on behalf of the Library.

Section 2. Conflict of Interest.

1. A conflict of interest does exist when a matter to be acted upon by the Board of Trustees confers a direct, substantial benefit to any Trustee of the Board, or business or agency from which such a Trustee derives an income or has authority in governance.
2. A member of the Board of Trustees shall abstain from voting or attempting to improperly influence the vote or the deliberation on voting on any matter before the Board that places him or her in a conflict of interest. In fact, the Board member shall not be present during the discussion giving rise to the conflict or potential conflict. Said board member shall disclose the conflict or potential conflict as soon as he/she recognizes the conflict by notifying the Board at an Executive Session at a Regularly Scheduled Meeting or a duly called Special Meeting. If self-disclosure is not revealed, the Board President or any member of the Board of Trustees can, prior to voting on a specific matter in which a potential conflict of interest exists, inquire whether any member of the Board desires to abstain from voting because of a conflict of interest. If no conflict of interest is disclosed but the President or any other member of the Board states the opinion that such a conflict exists and the challenged Board member refuses to abstain from the deliberations or voting as requested, the President

shall immediately call for a vote of the Trustees to determine whether the challenged Trustee is in a conflict of interest. If a majority of the Trustees present vote to require the abstention of the challenged Trustee, that Trustee shall not be permitted to vote.

3. The existence and resolution of the conflict must be documented in the Plattekill Public Library's minutes of any meeting at which the conflict was discussed or voted upon.
4. Each member of the Board of Trustees shall annually sign the Code of Ethics as developed by the Board, which shall further explain the expected duties of all Board members and the methods to exercise their obligations under this policy.
5. The Library is dedicated to the development of a strong nonprofit sector and representatives of that sector may sit on its Board of Trustees and still qualify for services offered by the Library. Participation as a member of the Board does not preclude an organization that the Board member is affiliated with from receiving services. Affiliation includes, but is not limited to an organization for which the board member is employed by, or is a member of its Board of Trustees. The receipt of services or the potential of receiving services may, however, constitute a conflict of interest from time to time as defined herein. In the event that such a conflict of interest is determined to compromise the individual Board member's ability to represent the Library's best interest regarding a specific issue or action before the Board, the procedures stated in the Section are in force.

DISCLOSURE OF CONFLICT OF INTEREST FORM

Adopted: July 12, 2012 Page 1 of 2

Revised: June 11, 2015 – Reviewed May 25, 2021

PLEASE CIRCLE 'YES' OR 'NO' AND ANSWER AS APPROPRIATE.

1. Have you had a direct or indirect business relationship during the past fiscal year or current year with the Library through ownership of more than 35%, with any person who is a current or former Officer, Trustee, Director or key employee of the Library?

Yes (please describe below) No

2. Do you have a family member who had a direct or indirect business relationship with the Library during the past fiscal year or current year?

Yes (please describe below) No

3. Did you serve as an Officer, Trustee, Director, key employee, partner or member of an entity (or a shareholder of a professional corporation) that did business with the Library during the past fiscal year, is currently or may be doing business in the current fiscal year?

Yes (please describe below) No

4. Did you have during the past fiscal year, have currently or anticipate having conflicts as defined in the bylaws that has not been previously disclosed herein?

Yes (please describe below) No

Nature of Conflict(s):

Certification

I, the undersigned, certify that I have read and understand the code of ethical conduct of the Library. I agree that my actions will fully comply with the statements and intent of the code of ethical conduct. I affirm that neither I, nor any member of my family or household has had an interest or taken any action which counters the conflict of interests policies of the organization or impedes my ability to act as a fiduciary and in the best interests of Plattekill Public Library, except potentially those interests or actions as stated and fully disclosed above.

Name _____

[print]

Position _____

Signature _____

Date _____

009 COLLECTION DEVELOPMENT POLICY

Adopted: March 2015

Revised:

Selecting

The Plattekill Public Library collects materials, in a variety of popular formats, which support its function as the major information source for the needs of this community. The collection also serves the popular and recreational needs of the general public, and reflects the racial, ethnic and cultural diversity of the community.

Patron use is the most powerful influence on the Library's collection. Circulation, patron requests and holds levels are all closely monitored, triggering the purchase of new items and/or additional copies of high demand items.

In addition to patron demand, selections are made to provide depth and diversity of viewpoints to the existing collection and to build the usefulness of the collection for the community. The Plattekill Public Library collects to support student needs in every subject area for all grade levels through college and adult learning.

Inherent in the collection development philosophy is an appreciation for each patron of the Plattekill Public Library. The Library provides materials to support each individual's requests, and does not place a value on one patron's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Plattekill Public Library does not intrude on that relationship.

Deselecting

The term weeding is used to describe the activity of seeking out items that are no longer useful or appropriate for the collection. These items are then discarded and may or may not be replaced.

Weeding the library collection is as much a routine as the acquisition of new books. The purpose of discarding materials from the collection is to maintain an accurate and up to date collection for library patrons. Materials which are inaccurate, outdated, unused, or in poor condition detract from the usefulness and aesthetic appeal of the collection. These materials take up shelf space that could be occupied by needed and requested materials.

Weeding will use the CREW method which is generally accepted by public libraries. CREW stands for Continuous Review, Evaluation, and Weeding. The CREW method gives six general criteria for considering weeding an item from the library's collection.

These have been summed up with the acronym MUSTIE -

M= Misleading--factually inaccurate

U= Ugly--worn beyond mending or rebinding

S= Superseded--by a new edition or by a much better book on the subject

T= Trivial--of no discernible literary or scientific merit

I= Irrelevant to the needs and interests of the library's community

E= Elsewhere--the material is easily obtainable from another library

[Purpose of the Collection Development Policy](#)

This document provides the staff and public with an understanding of the purpose and nature of the Library's collection. It explains the criteria staff use for making decisions to add or withdraw items in the collection.

[Responsibility](#)

Collection development and management activities are administered by the Library Director and implemented by staff.

010 CONTINGENCY FUND POLICY

Adopted: January 20, 2014

Purpose and Scope

The general purpose of this policy is to improve Plattekill Public Library's financial stability by protecting itself against emergencies. The policy is designed to help the Library not only to prepare for a financial emergency but also to ensure the continuity of financial operations.

Definition

Fund Balance: The accumulated equity balance in a governmental fund resulting from operations over the years. This is the difference between fund assets and fund liabilities.

Guidelines

The goal of the Trustees of the Library shall be to maintain a Board restricted net asset to be no less than the estimated cost of four (4) months of operation of the most current operating budget.

Withdrawals from the Contingency Fund may be made during a Board declared emergency or for transfer to the Capital Reserve Fund by a simple majority vote of the Board.

011 CONTINUING EDUCATION POLICY

Adopted: June 11, 2015

Plattekill Public Library Trustees must learn and grow during their tenure on the board, developing an ever-deepening awareness of the affairs of their own library and an appreciation and understanding of other libraries and library organizations. The public library is a multifaceted organization functioning in a complex world.

The first critical step in the learning process is the orientation of a new trustee. However, education cannot cease once a person has reached the board table. Board meetings can be an excellent forum for continuing education. Many boards set aside time at every meeting for a presentation or discussion of some aspect of the library's work or programs. Such a session might include a training video, an overview of a staff member's work responsibilities, a presentation by a representative of the Mid-Hudson Library System (MHLS) or simply a few minutes of philosophical discussion and reflection on the role and purpose of the library. The importance of board self-assessment cannot be overstated.

There is an extensive body of literature on trusteeship and board development, as well as public library operation and management. In addition to statewide organizations such as the Library Trustees Association of New York State and NYLA, many American Library divisions such as the Public Library

Association and Library Leadership and Management Association and the Association for Library Trustees, Advocates and Friends offer extensive resources as well.

Trustees should also ask the library director to let them know about articles or books in all fields that may be helpful to an understanding of the library's affairs.

Workshops and conferences provide an excellent opportunity for continuing education both from the program content itself and from the opportunity to meet and share experiences and ideas with other trustees. On a local level, the MHLS offers year round training sessions/workshops for Trustees, Directors and staff.

The Library Trustees Association of New York State sponsors an Annual Trustee Institute and most public library systems offer workshops and seminars specifically aimed at trustees. The annual NYLA Conference offers an excellent opportunity to learn about new developments, programs, and activities across the state. The Library Trustees Association of New York State always offers a special package of trustee-oriented programs within the NYLA conference. On a national level, the Association for Library Trustees, Advocates and Friends offers a program track for trustees at the annual ALA Conference as well.

Financial constraints or the perception of public disapproval make some boards reluctant to approve dues, registration fees, and travel expenses for continuing education. However, these expenses are essential to keep libraries alive and vibrant through a better-informed and more effective board and staff. The Plattekill Public Library should have sufficient funds budgeted each year to assure that both the library board and the library staff can take full advantage of educational opportunities and remain aware of new trends and best practices in the library world.

Effective and knowledgeable trustees undergo a constant process of growth and learning. Attending board meetings and voting on current questions is not enough. Continuing education, for trustees as well as staff, represents an important investment in the library's future.

Every trustee and staff member should attend at least one training session/workshop each year out of the many offered by MHLS. When significant changes are occurring in the library world, such as new regulations or laws and workshops are offered to educate trustees in these changes, it behooves every trustee to attend these sessions in addition to any others they may have already participated in for the year.

012 CONTINUITY OF OPERATIONS POLICY

Adopted: April 14, 2016

In the event of a natural disaster, economic failure or other event at a level of intensity and duration sufficient to be considered as a catastrophe, the normal policies and procedures shall be modified as conditions warrant for the duration of the emergency.

The Library Director and/or Trustees able to assemble, shall declare an emergency and authorize the Emergency Procedures to be put in operation. If an emergency appears likely, the Board of Trustees shall authorize the preparation of resources necessary to meet anticipated needs.

Major decisions may be made in the absence of a quorum by a consensus of those Trustees able to assemble, with the approval of the Director, or the most senior staff member able to attend.

If the Director is unable to attend to the Library, the Trustees in consultation with the most senior staff shall appoint an Acting Director to conduct those duties.

If there are open positions for Trustees, they shall be appointed ASAP, for a temporary term until an election can be held. Notification shall be given to the appropriate authorities as is practical.

The Trustees shall assemble to declare the emergency over as soon as is practical. Normal governance shall then resume.

In the event of a community wide disaster, the Library building can serve as a resource to aid recovery, given its communications and computer capability. If needed in this regard, Library staff may be asked to assist in many ways. Priority in services shall be given to aiding in the survival of the population and the recovery of the community.

The Library may be used as a shelter, distribution center, or other required use to meet these priorities. On an operational level, the Director, or the most senior staff able to be present on site shall have full authority to manage the Library. Cooperation with all responders will be made as far as is practical.

Protection of Library property shall also be a priority in any actions taken.

013 Copier-Copyright Policy

Adopted: June 11, 2015

The copyright right law of the United States (Title 17, U. S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using the equipment to make a copy is liable for any infringement.

§ 107. Subject matter of copyright: In general

(a) Copyright protection subsists, in accordance with this title, in original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.

Works of authorship include the following categories:

- (1) literary works;
- (2) musical works, including any accompanying words;
- (3) dramatic works, including any accompanying music;
- (4) pantomimes and choreographic works;
- (5) pictorial, graphic, and sculptural works;
- (6) motion pictures and other audiovisual works;
- (7) sound recordings; and
- (8) architectural works.

(b) In no case does copyright protection for an original work of authorship extend to any idea, procedure, process, system, method of operation, concept, principle, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in such work.

§ 107. Limitations on exclusive rights: Fair use

Fair use is a legal doctrine that promotes freedom of expression by permitting the unlicensed use of copyright-protected works in certain circumstances. Section 107 of the Copyright Act provides the statutory framework for determining whether something is a fair use and identifies certain types of uses—such as criticism, comment, news reporting, teaching, scholarship, and research—as examples of activities that may qualify as fair use. Section 107 calls for consideration of the following four factors in evaluating a question of fair use:

(1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

(2) the nature of the copyrighted work;

(3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

(4) the effect of the use upon the potential market for or value of the copyrighted work.

014 Debit Card Policy

Adopted: June 11, 2015

The purpose of this policy is to insure proper use of minor funds released by the Board in advance of monthly audits for the efficient and proper purchase of items for Library operations.

The Board shall appoint the Plattekill Public Library Director to be the custodian for the Library's Debit Card account, and the Director shall administer and be responsible for the security of the funds and the control of disbursements.

The amount of money in this account shall be maintained at not less than \$1000, nor more than \$3,000, except as directed by Board resolution.

Only the Director may make purchases in person with this card. Only the Director or the Library Assistant shall make on-line purchases. All receipts shall be given to the bookkeeper for record keeping. No cash payments shall be made, nor checks written on this account, without the express approval of the Director.

015 Disposition of Surplus Property Policy

Adopted: April 10, 2014

The Plattekill Public Library Board of Trustees has the authority to declare Library property surplus and provide for its disposal.

Definition:

Surplus property is any item owned by the Library that is no longer needed for the provision of library services.

Declaring Property Surplus:

Only property having a monetary value need be declared surplus. Property that is obsolete or broken and has no useful value may be disposed of without notice.

The Director is authorized to declare as surplus, library materials whose unit value is estimated to be less than \$1,000.

The Board of Trustees is authorized to declare as surplus, library materials with an estimated unit value of \$1,000 or more.

Disposal and sale of surplus property:

Surplus library materials whose estimated unit value is less than \$1,000 shall be sold by the method that will most efficiently and effectively provide the Library with the greatest net monetary return. The Director will report results to the Board.

Surplus library materials valued at \$1,000 or more shall be disposed of at a public auction; if no reasonable bids are received, they may be sold by the method that will most effectively and efficiently provide the Library with the greatest net monetary return.

Exceptions:

Property of any value may be donated to a tax supported Library or Library System.

016 EQUIPMENT LENDING POLICY

Adopted: January 12, 2017

All library office equipment such as Laptops, Projectors, Paper Cutters, or other items, shall be lent out of the building for use only to responsible individuals, representatives of organizations, and staff members, for reasonably limited periods, with the approval of the Director, or by established procedure.

Such items may be used within the building by established procedure.

(Note: Procedure involves barcoding and cataloging equipment for inventory and establishing loan rules such as loan periods. Small items such as staplers, would not be barcoded.)

017 FIXED ASSETS CAPITALIZATION POLICY

Adopted: February 12, 2015

DEFINITIONS AND PROVISIONS TANGIBLE ASSETS

Tangible assets are assets that can be observed by one or more of the physical senses.

FIXED ASSET

Tangible assets of a durable nature employed in the operation of the library and are relatively permanent and are needed for the production of goods or services are termed property, plant, and equipment or fixed assets. These items are separated into classes according to the physical characteristics of the items (e.g. land; buildings; improvements other than buildings; machinery, equipment and furniture; books; periodicals; nonprint materials; and construction in progress).

CAPITAL OUTLAY

Capital outlays are expenditures which benefit both the current and future fiscal periods. This includes the costs of acquiring land or structures; constructions or improvement of buildings, structures or other fixed assets; and equipment purchases having an appreciable and calculated period of usefulness. These expenditures result in the acquisition of or addition to the government's general fixed assets.

LAND

The library will capitalize all land purchases, regardless of cost. Original cost of land will include the full value given to the seller, including relocation, legal services incidental to the purchase (including title work and opinion), appraisal and negotiation fees, surveying and costs for preparing the land for its intended purpose (including contractors and/or library workers [salary and benefits]), such as demolishing buildings, excavating, clean up, and/or inspection.

BUILDINGS

The library will capitalize buildings at full cost with no subcategories for tracking the cost of attachments. such as roofs, heating, cooling, plumbing, lighting, sprinkler systems, or any part of the basic building. The library will include the cost of items designed or purchased exclusively for the building.

Capitalization thresholds:

1. total cost exceeds \$5,000, 2. useful life is extended two or more years, and 3. total cost will be greater than the current book value and less than the fair market value.

Capital building costs will include preparation of land for the building, architectural and engineering fees, bond insurance fees, interest cost (while under construction), accounting costs of material, and any costs directly attributable to the construction of a building.

Purchases made using Federal or State funding will follow the source funding policies and above provisions.

IMPROVEMENTS OTHER THAN BUILDINGS

These are improvements to land for better enjoyment, attached or not easily removed, and having a life expectancy of greater than two years.

Examples are walks, parking areas and drives, fencing, retaining walls, pools, fountains, planters, underground sprinkler systems, and other similar items.

The library will capitalize new improvements other than buildings only if it meets the following conditions:

1. total cost exceeds \$5,000, and
2. useful life is greater than two years.

The library will capitalize the cost of improving or renovating improvements other than buildings only if the result meets the following conditions:

1. total cost exceeds \$5,000, 2. useful life is extended two or more years, and 3. total cost will be greater than the current book value and less than the fair market value.

The library will record donated improvements other than buildings at fair market value on the date of transfer with any associated costs.

Purchases made using Federal or State funding will follow the source funding policies and above provisions.

MACHINERY, EQUIPMENT AND FURNITURE

The definition of machinery and equipment is an apparatus, tool, or conglomeration of pieces to form a tool. The tool will stand alone and not become a part of a basic structure or building.

Machinery and equipment includes computers, office machines, telephone systems, copiers, replicating equipment, postage machines, microfilm readers/printers, vacuum cleaners, mowers, power tools, and floor machines.

Furniture is also part of this category and includes tables, chairs, desks, shelving, and file cabinets.

The library will capitalize and tag items with an individual value equal to or greater than \$5,000.

Machinery, equipment and furniture combined with other machinery to form one unit with a total value greater than the above mentioned limit will be one unit.

A computer (CPU, monitor, keyboard, and printer) is considered one unit. A telephone system is considered one unit. A row or course of shelving is considered one unit.

Shipping charges, consultant fees, and any other cost directly associated with the purchase, delivery, or set up, (including contractors and/or library workers [salary and benefits]), which make such equipment operable for its intended purpose will be capitalized.

The library will capitalize the cost of improving or renovating machinery, equipment, and furniture only if the result meets the following conditions:

1. total cost exceeds \$5,000, 2. useful life is extended two or more years, and 3. total cost will be greater than the current book value and less than the fair market value.

The library will record donated machinery, equipment and furniture at fair market value on the date of transfer with any associated costs.

Purchases made using Federal or State funding will follow the source funding policies and above provisions.

MATERIAL COLLECTIONS - BOOKS, PERIODICALS, AND NONPRINT MATERIALS

Due to the dynamic nature of library service and the constant circulation of materials in the library collections, an accurate cost inventory of the library's material collections poses special problems.

Due to the lack of data critical to traditional methods of capital costing, the library adopts the following methodology:

For the purpose of assessing the capital value of the library's material collections, the library will perform a count of volumes in each collection area (books, periodicals, and nonprint materials). The counts will then be multiplied by the average prices for materials as reported in the most recent edition of the Bowker Annual Library or Book Trade Almanac; or by a professional estimate by a certified librarian. The cost of each volume will also include a factor for shipping and specialized library processing.

CONSTRUCTION IN PROGRESS

Construction in Progress will be used when the library has expended in excess of \$5,000 on an uncompleted building or other capital construction project. When the project is completed, the cumulative costs will be transferred to another appropriate fixed asset column.

INITIAL INVENTORY

The library will perform a physical inventory of fixed assets and maintain a fixed asset ledger. Properties will be examined for approximate value and all items judged to be of sufficient worth will be included in the inventory. Subsequent purchases of qualifying fixed assets will be added to the inventory and ledger.

ITEM TAGS

Machinery, equipment and furniture may be sequentially numbered and tagged with decal type property tags.

FIXED ASSET LEDGER

The fixed asset ledger will maintain item records containing the requisite information for each item.

RECORDING AND ACCOUNTING

The library will classify capital expenditures as capital outlays within the fund from which the expenditure was made in accordance with the Chart of Accounts of the Library Accounting

Manual. The cost of property, plant and equipment includes all expenditures necessary to put the asset into position and ready for use. For purposes of recording fixed assets of the library, the valuation of assets shall be based on historical cost, or where the historical cost is indeterminable, by estimation for those assets in existence.

The historical cost of an asset is the cash equivalent price exchanged for goods or services at the date of acquisition. Land, buildings, and equipment are common examples of items recognized under the historical cost attribute.

SAFEGUARDING OF ASSETS

Accounting controls should be designed and implemented to provide reasonable assurances that:

1. Capital expenditures made by the library are in accordance with management's authorization as documented in the library's records.
2. Adequate detail records are maintained to assure accountability for library owned assets.
3. Access to assets will be permitted in accordance with management's authorization.
4. The recorded accountability for assets be compared with the existing assets at least every two years and appropriate action be taken with respect to any differences.

018 FREEDOM OF INFORMATION POLICY

Adopted: July 14, 2011

Reviewed May 25, 2021

In compliance with Public Offices Law, article 6, and Executive Law, §206a [1§] §208, the Board of Trustees of the Plattekill Public Library adopts this Freedom of Information Law Policy.

1 RECORDS ACCESS OFFICER

As Chief Executive Officer of the Plattekill Public Library, the Library Director is hereby designated to be the Records Access Officer of the Library.

The Records Access Officer shall:

1. Respond to all inquiries relating to the availability to the public of the office's records pursuant to the Freedom of Information Law within a specified five days following receipt of request
2. Receive and process requests for access to records in the manner prescribed by law
3. Maintain a current list of records, indexed according to subject matter, for public inspection
4. Comply with these and all other duties as itemized in Section §50.3 of the Law

2 SUBJECT MATTER LIST

The Records Access Officer shall maintain and make available for public inspection and copying a correct list, by subject matter, of these records, as enumerated within the Freedom of Information Law, which are available for public inspection. The subject matter list shall be updated no less frequently than twice per year and shall be ready for public scrutiny within thirty (30) days of passage of this policy.

3 FOIL REQUESTS

1. Shall be submitted to the Records Access Officer in writing and shall specify whether the petitioner wishes to see and read the requested item or receive a copy
2. Shall be answered within five business days (Monday through Friday) of the date the request is received. If the document/information is not immediately available, the

Records Access Officer shall notify the requesting individual when and how the requested record will be available

3. Shall be sufficiently detailed to identify the specific document requested
4. Shall include the name, mailing address, and telephone number of the requesting individual
5. May require payment for copies

4 INSPECTING AND/OR COPYING RECORDS

If access to records is granted, records may be inspected by the public at the Library in the presence of the Records Access Officer or his/her designee during regular hours of Library operation. If the original of the record includes information, details and/or particulars requiring deletion, the individual requesting shall only be permitted to inspect a copy of the record with deletions.

Copying of the record will be performed by the Records Access Officer upon payment of the fee established by the Board of Trustees.

No original record may be removed from the office where the record is kept.

5 DENIAL OF REQUESTS

Should the Records Access Officer deny access, said denial may be appealed to the Board of Trustees by the individual requesting the record.

6 FEES

No fee may be charged for:

1. Inspection of the itemized records, prepared pursuant to section §7(3)(b) of the Freedom of Information Law setting forth the name, address, title, and salary of each officer or employee of the office
2. Inspection of records which do not require deletion of any parts thereof
3. Inspection of a copy of a record which required deletion
4. Inspection of any other document which is available at the discretion of the Library Director

The fee for a copy of a record which does not exceed either 8.5" in width or 11" in length shall be twenty-five cents (25¢) per page.

7 PUBLIC NOTICE

The Records Access Officer shall cause public notice to be posted near the Circulation Desk of the Library informing members of the public of:

1. The Records Access Officer's business address and business telephone number
2. The time and place records will be made available for inspection and copying
3. The right to appeal by any person denied access to records
4. The name, business address, and business telephone number of the Records Appeals Officer.

8 FREEDOM OF INFORMATION LAW

Any details not specified in this policy should be located in the actual law, which may be found at <http://www.ofl.state.ny.us.FOIL.Regis.htm>

SUBJECT MATTER LIST Updated 2015 June 1

Board Meeting Minutes

In paper form prior to 2013

Current: Posted online

Director's reports: 2014-2015

Past 2 years in paper form.

Treasurer/Book Keeper Reports

Past year in paper form.

Quickbooks Financial Records.

2004 to present. (last 10 years)

Auditor's reports

2013 and 2014 in paper form

Policies: Posted online

Old policies in paper form only.

019 The Freedom to Read POLICY

Adopted: February 12, 2015

Reviewed May 25, 2021

The Board of Trustees hereby adopts the Freedom To Read Statement of the American Library Association.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them.

To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety

and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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020 THE FREEDOM TO VIEW POLICY

Adopted: February 12, 2015

Reviewed May 25, 2021

The Board of Trustees hereby adopts the Freedom To View Statement of the American Library Association.

The Freedom To View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States . In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.
6. This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

021 Gifts and Donations Policy

Adopted: April 10, 2014

In order to encourage private support for the Plattekill Public Library while ensuring that all gifts, donations, endowments, or bequests are appropriate to its mission, the Board of Trustees of the Plattekill Public Library has adopted these guidelines:

All gifts, donations, endowments, or bequests must be accepted by the Board of Trustees or the Library Director.

Monetary gifts over \$5,000, endowments, or bequests must be accepted by the Board of Trustees.

The Library Director is authorized to accept all monetary gifts under \$5,000, books, periodicals, audiovisual materials, artwork or other materials.

All unrestricted gifts, donations, endowments, or bequests whether donations of monies, books, periodicals, audiovisual materials, art work or other materials will be used at the discretion of the Board, including addition to the collection, withdrawal from the collection, sale or disposal. Gift materials will be judged by the same materials selection standards that apply to purchased materials.

All donor restrictions on gifts, donations, endowments, or bequests whether monies, books, periodicals, audiovisual materials, art work, or other materials must be submitted in writing and approved by the Board before the gift can be accepted and used for its specified purpose.

The Library will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgment will not contain a statement of value.

Gifts may serve to honor or memorialize a donor, family member, or friend, and at the same time will contribute to the cultural enrichment of the community.

022 INTERNET USE POLICY

Adopted: April 10, 2014

To fulfill its mission of providing public access to information of all types in a wide range of formats, the Library provides access to Internet resources. In doing so, the Library does not monitor and has no control over the information accessed through the Internet and assumes responsibility only for the information provided on its home pages. The Internet offers access to many valuable local, national and international sources of information. However, some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. A good information consumer must evaluate the validity and appropriateness of information found.

Choosing and Evaluating Sources

The Internet is a series of communication linkages leading to a highly diverse array of information content. Library patrons use it at their own risk. The Library does not limit access to materials or attempt to protect users from materials some individuals may find offensive. In choosing sources to link to its home pages, the Library follows its materials selection guidelines. Beyond this, the Library does not monitor or control information accessible through the Internet and is not responsible for its content, for changes in content of the sources to which the Library home pages link, or for the content of sources accessed through secondary links.

Access by Minors

Parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. The Library has created web pages for children and young adults which provide content and links to other websites that parents or legal guardians may find appropriate for their children.

Rules Governing Use

Due to the limited resources available for provision of public access to the

Internet, the Library may set limits, for example, 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 May Not

Use the network to make unauthorized entry into other computational, informational or communication services or resources.

Display text or graphics that may be considered obscene and/or child pornography.

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.

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 Library will not release information on 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.

023 Investment Policy

Adopted: April 10, 2014

Revised: March 10, 2021

Policy Statement and Scope

This document will govern the investment activities of the Plattekill Public Library (the Library). It is the policy of the Library to invest public funds in a manner which will provide the highest return with the maximum security while meeting cash flow demands. All investments will conform to all applicable laws and regulations governing the investment of public funds.

Investment Policy Adoption

The Library's Investment Policy shall be adopted by resolution of the Library's Board of Trustees. The Policy shall be reviewed at least every two years by a Committee of the Board and any modifications made thereto must be approved by the Library's Board of Trustees.

Investment Objectives

The primary objectives, in priority order, of the Library's financial investments are:

Safety of Principal – Safety of principal is the foremost objective of the investment program. All investments shall be undertaken in a manner that seeks first to preserve capital and second to fulfill other investment objectives.

Liquidity – The Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements which might be reasonably anticipated.

Return on Investments (Yield) – The Library's investments should generate the highest available return without sacrificing the first two objectives outlined above.

Delegation of Authority

The Budget and Finance Committee will create the Library Investment Plan for presentation to the Board. The Board will vote to approve or reject the Library Investment Plan.

Management responsibility for the execution of Library Investment Plan is hereby delegated to the Budget and Finance Committee, which includes the Treasurer, who is the Library's chief fiscal officer. The Treasurer and one other signatories to the Bank Accounts shall be responsible for the implementation of the investment program, the establishment of investment procedures consistent with this Policy, and the engagement of banks and financial institutions for the purpose of executing investments on behalf of the Plattekill Public Library. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by Board resolution.

Internal Control

The Treasurer is responsible for establishing and maintaining internal control to ensure that the assets of the Library are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- Separation of transaction records from accounting data;
- Custodial safekeeping;
- Written confirmation of telephone transactions for investments and wire transfers.

Deposit Requirements

Cash derived from tax revenues should be deposited in interest bearing municipal accounts in commercial banks insured by the Federal Deposit Insurance Corporation (FDIC). Any such cash deposited in excess of FDIC insurance coverage shall be collateralized by investment grade securities held by a financial institution under a third-party agreement. See, NY General Municipal Law §10.

Authorized and Suitable Investments

The following investments are deemed to be suitable for inclusion in the Library's investment program. The Budget and Finance Committee is authorized to invest Library funds in only those investments specifically delineated below.

- U.S. Treasury Bills and Notes for which the full faith and credit of the U.S. Government is pledged for the repayment of principal and interest. Bills are short term (one year or less) obligations issued and sold at a discount. Notes have fixed coupon rates with original maturities of between one and five years.
- Demand deposit accounts (such as checking accounts) established with local financial institutions.
- Certificates of Deposit (CDs) issued by local financial institutions.

All Investments will follow NY State Law on Investment of Funds by a NY State Special District Library. See, NY General Municipal Law §11.

Prohibited Investments

The Library may not purchase securities on margin or open a securities margin account for the investment of Library funds.

Maturity of Investments

No investment shall have a maturity date of more than five years from its date of purchase by the Library. To the extent possible and prudent, the Library will attempt to match its investment maturities with anticipated cash flow requirements.

Gifts and Bequests

Gifts or bequests received in the form of marketable securities must be promptly liquidated and reinvested in accordance with paragraph III above.

Liability

When investments are made in accordance with this policy, no Library Trustee with investment authority shall be held liable for a loss resulting from default or insolvency of a depository of Library funds.

Ethics and Conflicts of Interest

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

Reporting

The Treasurer shall provide to the Library's Board of Trustees monthly investment reports which clearly provide the following information regarding the investment portfolio: types of investment, depository institutions, principal balances, rates of return and maturities.

024 LAW ENFORCEMENT INQUIRY POLICY

Adopted: February 20, 2014

Revised: October 11, 2023

Library Policy:

- It is the policy of the Plattekill Public Library not to share information from library records with any other party or with law enforcement agencies, except with the permission of the Library patron or user, or in response to a valid subpoena, search warrant, or other court order.

The Library recognizes the importance of maintaining the privacy of patrons and users, and the importance of maintaining public confidence in the Library in this regard.

New York State Library Records Confidentiality Law:

- Civil Practice Laws and Rules (CPLR) Section 4509, Library Records, (signed into law June 13, 1988) states: "Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films of records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user of pursuant to subpoena, court order or where otherwise required by statute."

Procedures for Responding to Law Enforcement Requests for Information:

- The Library Director has been designated as the person responsible for handling law enforcement requests. Library staff should understand that it is lawful to refer the agent or officer to an administrator in charge of the Library, and that they do not need to respond immediately to any request. A staff member should first contact the Library Director and, if deemed necessary, the Library Director will contact the Library's Legal Counsel. If the Library Director is not available, staff should contact the Board of Trustees President, who will call the Library's Legal Counsel.
- If law enforcement approaches Library staff requesting information regarding any records which are or might be covered by CPLR Section 4509, STAFF SHOULD NOT PROVIDE SUCH RECORDS OR INFORMATION.
- Ask for identification and then immediately refer the agent or officer to the Library Director. Ask for a business card or contact information if the Library Director is unavailable.

- Escort the agent or officer to a private area, if possible, and ask for a brief delay to contact the Library Director and/or the Library's Legal Counsel.
- Staff should not discuss law enforcement information requests with anyone, except the Library Director and the Library's Legal Counsel, nor should they notify a patron or user whose information or records are the subject of a law enforcement request.

If the officer does NOT have a search warrant, subpoena, or court order (requests for voluntary assistance or warrantless searches):

- If there is no search warrant, subpoena, or court order presented, law enforcement has no authority to compel cooperation with an investigation or require answers to questions (other than the name and address of the person speaking to him/her).
- Neither federal agents nor police officers are legally authorized to demand library records without first providing a proper form of judicial process (i.e., a subpoena, search warrant, or other legally enforceable court order).
- If the agent or officer does not have a search warrant, subpoena, or court order compelling the production of records, explain the Library's confidentiality policy and the state's library records confidentiality law, and inform the agent or officer that patrons' records are not available except when proper documentation has been presented to the Library. If the officer persists, provide contact information for the Library Director and/or the Library's Legal Counsel and suggest that the officer can submit a request for records under the Library's Freedom of Information Law Policy.

If the officer does have a court order:

- If the law enforcement officer does present a search warrant, subpoena, or court order, immediately refer the agent or officer to the Library Director. The Library Director should immediately refer the search warrant, subpoena, or court order to the Library's Legal Counsel for review.
-

If the order is in the form of a subpoena:

- A subpoena commands the production of records and may be issued at the request of judges, attorneys, or other public officers. A subpoena does not generally require an immediate response, but instead requires a response within a stated period of time.
- The Library's Legal Counsel will examine the subpoena for sufficiency, including the manner in which it was served on the Library, the breadth of its request, its form, or if an insufficient showing of good cause was made to a court. If a defect exists, the Library's Legal Counsel will advise on the best method to resist the subpoena.

- Through the Library's Legal Counsel, the Library will insist that any defects in the subpoena be cured before records are released.
- The agent, officer, or party requesting the records will be required to submit a new subpoena in good form and without defects.
- The Library's Legal Counsel and Library Director will review the information or records that may be produced in response to the subpoena before releasing the information. They will follow the subpoena strictly and will not provide any information that is not specifically requested in it.

If the order is in the form of a search warrant:

- Search warrants are executable immediately. However, ask to have the Library's Legal Counsel present before the search begins to allow Library's Legal Counsel to examine the warrant and assure that the search conforms to the terms of the warrant.
- If the law enforcement agent or officer will not wait for the Library Director and/or the Library's Legal Counsel to arrive, staff should carefully monitor, but not obstruct, the search.
- Staff should make copies of the search warrant and any other documentation provided by the agent or officer, such as the inventory of items seized.
- Staff should offer to gather the records identified in the warrant and present them to the agent or officer, rather than allowing non-library personnel to go through the Library's databases or records. However, if the agent or officer directs otherwise, staff should comply with such orders and continue to carefully monitor, but not obstruct, the search.
- After the search has been completed, staff should not discuss the search warrant or related events with anyone except the Library Director and the Library's Legal Counsel.

If the order is a search warrant issued under the Foreign Intelligence Surveillance

Act (FISA)

- If a federal law enforcement agent presents a search warrant issued under the Foreign Intelligence Surveillance Act (FISA), the recommendations for a regular search warrant still apply. However, a FISA search warrant may also contain a "gag order," which means that no person or institution served with the warrant can disclose that the warrant was served on them, or whether any records were produced pursuant to the warrant.
- ***The Library and its staff must comply with this gag order.*** No information can be disclosed to any person or entity, including the Library Director if not present when warrant was served and the patron or user whose records were the subject of the search warrant.

- The gag order does not change the Library's right to legal representation during the search. The Library can still seek legal advice concerning a FISA warrant and request that the Library's Legal Counsel be present during the actual search and execution of the warrant.

If the order is a National Security Letter:

- If a National Security Letter is issued to the Library, the recommendations for a regular subpoena still apply. However, similar to FISA search warrants, a National Security Letter may also contain a gag order. ***The Library and its staff must comply with this gag order.***

025 NEPOTISM POLICY

Adopted: May 14, 2015

Review by the Board: September 8, 2021

It is well accepted the employment of relatives in the same area of an organization can cause serious conflicts and problems with favoritism and employee morale. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions concerning work assignments, performance evaluations, and promotions.

It is the Plattekill Public Library Board of Trustees policy that relatives of persons currently employed by the Plattekill Public Library may be hired only if they will not be working directly for or supervising a relative. If already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals in the relationship may propose ways to address the problem. The Director shall make the ultimate decision within 30 days, subject to the approval of the Board of Trustees.

Board Members and their immediate family members (as defined below) will be excluded from consideration for employment by the Library.

Employees shall not hold a position with the Plattekill Public Library while they or members of their immediate family (as defined below) serve on the Board of Trustees.

Where Civil Service or other County, State or Federal Law determines the hiring of an individual, this policy may be set aside with Board Approval.

Where the position is a short term (6 months or less) this policy may be set aside upon Board approval in advance.

Immediate family includes the following: husband, wife, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, grandchildren and step relations. This policy also applies to individuals who are not legally related but reside with another employee in a familial relationship rather than a roommate relationship.

In other cases where a conflict arises, the Plattekill Public Library Board of Trustees may step in and resolve the situation.

026 OFF-SITE WORK POLICY

Adopted: January 12, 2017

All work done off the Property of the Plattekill Public Library shall be done only with the approval of the Director. Whenever possible, and always in the case of regularly scheduled work, prior approval of the Director is required.

Payment for travel time shall be at the discretion of the Director and mileage reimbursement shall be at the current IRS rate.

Use of Library equipment by the staff or members of the public, shall be only with the approval of the Director. Proper records shall be kept of all off-site work.

027 PATRON CODE OF CONDUCT POLICY

Adopted: August 14, 2008

Amended: December 14, 2022

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

Patrons shall be engaged in activities associated with the use of a public library while in the building.

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

Misconduct such as the use of foul or threatening language and gestures, public drunkenness, drug usage, sale or exchange of alcohol or drugs, loud talking and laughing, running, pushing, and fighting and other offensive behavior will result in expulsion from the building and suspension of library privileges.

The Library assumes no responsibility for the care and supervision of children. Parents or care-givers must supervise the behavior of their children. Additionally, children under the age of 10 must be supervised at all times.

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

To prevent possible damage to Library property and possible injury to Library users and staff, animals are not permitted on Library property, with the exception of service animals and animals that are part of scheduled programs.

Patrons shall not be permitted to enter the building without footwear or without a shirt or other covering.

A library patron who vandalizes, steals, or destroys any library material, equipment or building components will forfeit all library privileges and will be subject to financial liability for damages.

Patron concerns should be brought to the attention of the Library Director.

028 PERSONNEL POLICY

Adopted: August 14, 2008

Age, race, creed, color, gender, sexual orientation or national origin shall never be grounds for failure to employ any applicant.

All appointments to the staff are made for probationary periods of 6 weeks and 26 weeks, at the end of which evaluations of performance will be made, by the Director and the employee's Supervisor, and then submitted to the Personnel Committee of the Library's Board of Trustees. An employee may be released for incompetence or misconduct at any time during the probationary period, or dismissed at 6 weeks or 26 weeks on the discretion of the Director.

An evaluation of the Director will take place at the end of a probation period of 26 weeks. This evaluation is to be carried out by the Personnel Committee of the Board of Trustees.

The Director shall meet with each employee at least once a year for evaluation purposes. One copy of the result of this evaluation shall be kept on file and a copy shall be given to the employee.

Following the satisfactory completion of the probationary period, the employment of a full-time staff member, unless appointed on a temporary basis, carries with it all possible assurance of continuous employment as long as the staff member performs the duties assigned and in accordance with the policies of the Library. In the case of termination of services, on the part of the employer, an employee will receive two weeks notice. In return, the employee is expected to give the Library the same notice, except in the case of illness or family emergency. In the case of gross misconduct on the part of the employee, immediate termination will take place.

Civil Service law shall be followed notwithstanding any of the above policies.

The Employee Handbook contains the remaining employment policies and details of procedures, and shall be given to all new employees and a signed statement of receipt shall be placed on file.

029 PETTY CASH POLICY

Adopted: June 11, 2015 Page 1 of 1

Revised: February 11, 2016

The purpose of this petty cash policy is to authorize the Director to create a procedure to comply with the Office of the New York State Comptroller requirements, as amended.

Petty Cash

A petty cash box shall be kept in a secure location on library premises for the purpose of reimbursements to staff members for items purchased for the library totaling less than \$40.00. Reimbursements should be made no longer than 30 days after a reimbursement request is submitted. Documentation of these purchases and reimbursements are to be recorded and maintained by the bookkeeper. The bookkeeper, library director, or library assistant must approve the reimbursement. No sales tax may be reimbursed. Employees making library purchases may use the tax exempt form.

Reimbursements for purchases totaling \$40.00 or more shall be made by voucher and paid from the general checking account after monthly audit. This procedure may be updated as needed in order to meet the needs of the library and to comply with the Office of the New York State Comptroller requirements, as amended.

Cash Register

Cash register monies shall be retained until deposit into the general savings account. Cash register monies are to be counted weekly by two employees and reconciled with the cash register tape.

Cash register monies shall be deposited into the general savings account once per week and monthly reports shall be available to the board of trustees at each board meeting.

Daily reconciliations and deposits are not warranted as the amount of income received is negligible and it is not cost effective for our library at this time. This policy should be reviewed annually to re-evaluate the deposit and reconciliation schedule based on average weekly income.

030 PROGRAMMING POLICY

Adopted: June 11, 2015 Page 1 of 1

A program is a planned interaction between the library staff or outside presenters and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience. Programming includes such activities as story times, crafts and activities, summer reading program for children, speakers for young adults, and book or author discussion groups for adults. Selection of library programs topics, speakers, courses, classes, and resource materials should be made by library staff on the basis of the interests and needs of library users and the community. Library programming should not exclude topics, books, speakers, media and other resources because they might be controversial. The library does not conduct programming that is purely commercial, political or religious in nature.

Library programs must be non-commercial. Presenters may be professionals or business people but the information presented must be generic in nature. No solicitation for business will be permitted. The library does not advocate or endorse the content and viewpoints of presenters and programs.

Because of seating limitations registration will be required for most events. The library reserves the right to limit the attendance at events due to wishes of the presenter or space considerations. A waiting list will be compiled and efforts will be made to confirm attendance prior to the event or program.

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

The library promotes its in-house programming through fliers, the library's website and facebook page or local news media. Presenters may not publicize their programs without approval of the library director.

031 PUBLIC POSTING POLICY

Adopted: April 10, 2014

Bulletin board materials may be submitted for posting by local organizations or enterprises for civic, educational, cultural, or other purposes. Such organizations may submit literature publicizing their event.

Limited space generally allows only short-term notices.

The Director must approve all postings and may prohibit postings which do not meet Library standards.

Library staff will place and remove postings promptly. Each item posted must be dated and signed. The Library will not be responsible for returning materials.

032 PUBLIC RELATIONS POLICY

Adopted: August 14, 2008

Employee Contact with the Media:

Employees of the Library are absolutely free at any time to exercise statutory rights regarding contact with political representatives or the media. While it is the right of an employee to express personal opinions to the media or others, that right does not allow employees to speak as representatives of the Library. Employees who express opinions to the media may not do so as representatives of the Library and may not use position titles associated with their employment in a way that suggests they are acting as representatives of the Library. Contacts by employees with the media as representatives of the Library are restricted to those duly appointed by the Director as Library spokespersons.

The Library will work with the Friends and local media to achieve our Public Relations Goals through a Publicity Committee.

Public relations goals of the Library are:

- To promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public.
- To promote active participation in the varied services offered by the Library to people of all ages.

033 PURCHASING POLICY

Adopted: August 14, 2008

Revised, Reviewed and Approved: August 11, 2021

GENERAL PURPOSE

These policies and procedures have been developed in compliance with NYS General Municipal Law Sections 103 and 104-b and to help protect local taxpayers by assuring that competition is sought in a reasonable, cost-effective manner for small procurements and other situations when competitive bidding is not required by law. Appropriate use of competition provides taxpayers with the greatest assurance that good and services are procured in the most prudent and economical manner, goods and services of desired quality are being acquired at the lowest possible price and procurements are not influenced by favoritism, improvidence, extravagance, fraud or corruption.

Authority, Responsibility and Accountability

Only the Library Director, or other person designated by the Board of Trustees, is authorized to make or commit to purchases on behalf of the Library. The Library Director may delegate purchasing to staff members only within predetermined budgetary limits, consistent with the Library's operating budget and subject to the Director's oversight. All purchases must be in accordance with the Finance Policy approved by the Plattekill Public Library Board of Trustees and in accordance with the amounts specified in Section 4 'Purchase Amounts'. For all purchase decisions, the Library Director, or other person designated by the Board of Trustees, will be accountable to the Board of Trustees. The Board of Trustees has the final authority to approve or reject any purchase. The Library Director shall work with the Bookkeeper to ensure that pre-approval and execution of payment for all purchases, invoices, and pre-payments are consistent with the Finance Policy as approved by the Board of Trustees.

Library Materials

Wherever possible, books, magazines, audiovisual, and other such materials intended for patron use will be purchased at the lowest possible cost.

Contracts

The Library Director shall obtain approval from the Board of Trustees prior to entering into any contract which obligates the Library longer than 1 year.

PURCHASING AND BIDDING PROCEDURES

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law, is as follows:

A. Guidelines

Determine whether the procurement is a purchase contract or a contract for public works. Formal competitive bidding is required for all purchase contracts above twenty thousand (\$20,000) dollars and contracts for public works above thirty-five thousand (\$35,000) dollars. If a determination is made that competitive bidding is not required, the following guidelines must be followed.

B. Purchasing and procurement practices.

Purchasing and procurement practices for the Plattekill Public Library at the following thresholds are:

Purchase Contracts below \$20,000

1. Under \$1,000 No Quote Required
2. \$1,000 to \$2,999 2 Verbal Quotes
3. \$3,000 to \$19,999 3 Written Quotes

Contracts for Public Work below \$35,000

1. Under \$1,000 No Quote Required
2. \$1,000 to \$4,999 2 Verbal Quotes
3. \$5,000 to 19,999 3 Written Quotes
4. 20,000 to \$34,999 Public Notice RFP Seeking Written Quotes

ITEMS EXCEPTED FROM THE PROCUREMENT POLICIES

The following circumstances or types of procurements are excepted from the procurement policy:

i. EMERGENCIES:

In a situation where there is a present, immediate and existing condition which is creating an imminent threat or danger, and which requires immediate action, compliance with the procurement practices above may be waived. Emergency procurement must be documented with a statement that the emergency event makes it necessary to forego standard procedure.

Documentation shall include the following as soon as circumstances permit:

- a) Time and date of emergency
- b) Description of threat to life, health, or property.
- c) Notations of purchases, amounts and any cost comparisons obtained.
- d) Notification of Library Director, Board President, and the Financial Officer
- e) Copy of documentation filed with Library Director, Board President, and the Financial Officer

ii. PROCUREMENT FROM STATE, COUNTY, AND/OR DEPARTMENT OF CORRECTIONS:

The exception for State or county contract purchases applies when purchases are made from the current State or county vendor, or in certain cases, a listed agent or distributor, whose contract has been extended to the Library. Such contracts may be excepted from the procurement practices and competitive bidding.

iii. PROFESSIONAL SERVICES:

Professional services that involve specialized expertise, use of professional judgment, a relationship of personal trust and confidence, and/or a high degree of creativity may be excepted from competitive bidding. In order to ensure that the Library is obtaining such services at a competitive expense, it will obtain at least three quotes for professional service work not expected to exceed \$5,000 in any given budget year, and it will utilize an RFP process to award professional service work when the cost of such work is expected to exceed \$5,000 in any given budget year. Notwithstanding these processes, the Library Board remains free to award work to a professional service vendor whose proposal is not the lowest cost in the event that the Board can express the basis for its decision to chose the higher-cost vendor.

iv. SOLE SOURCE PROCUREMENT:

Such exemptions apply for goods or services for which there is not substantial equivalent, and which are, in fact, available from only one source. Before making such purchases, a determination should be made that no other item provides substantially similar benefits and that the cost of the item is reasonable given the benefit derived from the purchase. Upon such a finding, such contracts may be excepted from the procurement practices and competitive bidding.

v. INSURANCE:

Insurance coverage, by NYS law, is not subject to formal competitive bidding. Nevertheless, It is the policy of the Library to, from time to time, seek requests for proposals for insurance coverage; such procurement shall occur at a minimum of once every 5 years.

vi. OTHER:

Other exemptions for the Plattekill Public Library procurement policies and procedures include:

1. True Leases
2. Second-Hand Equipment from other Libraries
3. Certain Food and Milk Purchases
4. Agencies for the Blind and Other Severely Handicapped

DOCUMENTATION

Purchases and contracts procured in accordance with this policy must be documented as follows:

- A. Verbal Quotations

All information related to verbal quotes must be reported in the Director's Report or discussed by the Board of Trustees during a meeting and recorded in the minutes.

B. Written Quotations

1. Statement shall include date, name of vendor, description of purchase contract or contract for public works, price quoted, and signature of owner or other vendor agent.
2. Written quotes shall be copied for the Library Financial Officer.

C. Requests for Proposals

1. RFP's should be announced through public notice and/or by directly contacting a minimum number of professionals.
2. Where possible, a written solicitation should be prepared in advance.
3. Selection of professional may be based on factors other than quoted price as follows:
 - a. Superior resumes.
 - b. Locality experience.
 - c. Staffing and suitability for needs.
 - d. Experience from former Library projects.
 - e. Rate of success performance experience.
 - f. Specialty experience in field of project request.

ANNUAL REVIEW:

The Library shall annually review these policies and procedures to ensure they stay current and appropriate in order to meet any changing needs of the taxpayers and the Library.

INPUT SOLICITED FROM OFFICERS INVOLVED IN PROCUREMENT.

Department heads are directed to file with the Financial Officer written comments regarding any difficulty with these procedures.

UNINTENTIONAL FAILURE TO COMPLY:

A good faith effort shall be made to obtain the required number of quotes. If the purchaser is unable to obtain the required number of quotes, the purchaser will document the attempt made to obtain such quotes. In no event shall the failure to obtain the proposals be a bar to the procurement. The unintentional failure to fully comply with the provisions of this General Municipal Law, Section 104-b shall not be grounds to void action taken or given rise to cause of action against the Library or any of its officers or trustees.

034 RECORDS RETENTION POLICY

Adopted: May 14, 2015

RESOLVED, by the BOARD OF TRUSTEES of the PLATTEKILL PUBLIC LIBRARY that Records Retention and Disposition Schedule MI-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in Records Retention and Disposition Schedule MI-1 after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

The Library/Library System section of MI-1 is included on page 2 of this policy. The details of the Records Retention and Disposal Schedule MI-1 are so voluminous that it is prudent to refer to the website that contains them rather than duplicate it in a policy.

The website is: http://www.archives.nysed.gov/a/records/mr_pub_mi1_part3.shtml#library

For reference to other documents than noted on page 2 of this policy go to: http://www.archives.nysed.gov/a/records/mr_pub_mi1_part2.shtml#general

The Library Director shall serve as the Records Management Officer for the Library in order to insure compliance with the aforementioned Records Retention and Disposition Schedule MI-1.

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

Records Retention and Disposition Schedule MI-1 Excerpts:

FISCAL

AUDIT

*1.[214]	Report of audit of financial affairs	
	a. Audit filed pursuant to Section 35, General Municipal Law, conducted by New York State Comptroller's Office or by New York City Comptroller or by an outside auditing firm:	PERMANENT
	b. Other external audits:	6 years
	c. Internal audits, conducted by local government officials:	6 years
2.[215]	Audit background documentation , including summaries, posting records, and related records created by an auditing office as part of the auditing procedure:	6 years
3.[216]	Audit hearing or review file:	6 years after audit accepted

BANKING AND INVESTMENT

1.[217]	Banking communications , including but not limited to bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, or other notice for checking or savings account:	6 years
2.[218]	Canceled check (including payroll check) , or other instrument of payment, such as bank check, warrant check, order check, or order to fiscal officer to pay when used as a negotiable instrument, including voided check: NOTE: It is recommended that a list of destroyed unused checks be created and maintained for legal or audit purposes.	6 years
3.[219]	Copy of check or check stub:	6 years
4.[220]	Depository agreement , including designation of depository, bond or surety, or other record relating to deposition of local government funds:	6 years after agreement, contract, designation, bond or surety has expired or been superseded or rescinded
5.[221]	Deposit book for checking account:	6 years after date of most recent entry
6.[222]	Deposit book for savings account:	6 years after cancellation
7.[223]	Deposit slip:	6 years

035 SAFE CHILD POLICY

Adopted: April 10, 2014

The Plattekill Public Library is dedicated to providing a warm, welcoming, exciting and safe environment for people of all ages. It is for the safety of each child that the Library has adopted this Safe Child Policy.

The safety of children left alone in the Library is a serious concern of the Library staff. The staff, however, has many duties to perform. Library staff cannot monitor the behavior and safety of children using the Library. The responsibility for the safety and behavior of children in the Library rests with the parent/care-giver and not with the Library staff.

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

Children ages 10 to 17 may use the library on their own provided that they comply with all Library rules and the Patron Code of Conduct. Parents/care-givers are still, however, responsible for the behavior of their children. If children do not comply with Library rules and the Patron Code of Conduct, Library staff may ask.

036 SEXUAL HARASSMENT POLICY

Adopted: May 9, 2019

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

Policy:

1. Plattekill Public Library policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Plattekill Public Library. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Plattekill Public Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Plattekill Public Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination.
4. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
5. While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.
6. A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees 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 provided pursuant to a contract with the employer.

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

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

9. All employees are encouraged to report any harassment or behaviors that violate this policy. Plattekill Public Library will provide all employees a complaint form for employees to report harassment and file complaints.

10. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the director, a trustee, or MHLS.

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

12. No part of this policy may be construed to violate the individual's constitutional rights or negate the American Library Association's positions on freedom of speech.

What Is "Sexual Harassment?"

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

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

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or

- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

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

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

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

Examples of sexual harassment

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

- Physical acts of a sexual nature, such as: touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body; or rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as: requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments; or subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as: displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as: interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the

individual's ability to perform the job; o Sabotaging an individual's work; bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

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

Retaliation

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

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

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

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

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. Plattekill Public Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or nonemployee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or [person or office designated]. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or [person or office designated].

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

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

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Director. In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

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

Complaint and Investigation of Sexual Harassment

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

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

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

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the supervisor or Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following: * A list of all documents reviewed, along with a detailed summary of relevant documents; * A list of names of those interviewed, along with a detailed summary of their statements; * A timeline of events; * A summary of prior relevant incidents, reported or unreported; and * The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by Plattekill Public Library but is also prohibited by state, federal, and, where applicable, local law. Aside from the internal process at Plattekill Public Library, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the

Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

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

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

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

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

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

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

Civil Rights Act of 1964

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

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

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

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

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 with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th 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. Contact the local police department. commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Plattekill Public Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws

037 Social Media Use Policy

Proposed 30 June 2014

Adopted 14 April 2016

Social Media Use Policy

Social Media is defined as: blogs, other types of self-published online journals, and collaborative web-based discussion forums including, but not limited to, LinkedIn, Facebook, MySpace and Twitter.

Rules and Guidelines

I. General Rules and Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for the Plattekill Public Library on library time, for personal use during non-work time, outside the workplace or during working time while using Employer owned equipment.

These rules and guidelines apply to all employees.

- Employees are prohibited from discussing confidential, work-related matters through the use of social media. Employees also have a duty to protect employees' home addresses and other personal information and the confidentiality of Plattekill Public Library trade secrets, marketing lists, patron account information, strategic business plans, patron lists, financial information, business contracts, and other proprietary and nonpublic library information.
- Employees cannot use social media to harass, threaten, libel or slander, malign, defame, or discriminate against co-workers, managers, patrons, clients, vendors or suppliers, any organizations associated or doing business with the Plattekill Public Library, or any members of the public, including website visitors who post comments.
- This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions.

II. Employer-Sponsored Social Media

Plattekill Public Library's sponsored social media is used to: convey information about library products and services; advise patrons about library updates; obtain patron feedback; exchange ideas or trade insights about library trends; reach out to potential new markets; provide use and marketing support to raise awareness of Plattekill Public Library's brand; issue or respond to breaking news, or respond to negative publicity; brainstorm with employees and patrons; and discuss library specific activities and events.

All such Plattekill Public Library-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

- Only employees designated and authorized by the Plattekill Public Library can prepare content for or delete, edit, or otherwise modify content on employer- sponsored social media.
- Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.
- Designated employees are responsible for ensuring that the employer-sponsored social media conform to all applicable library rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates employer's EEO and/or anti-harassment policies.
- Library employees who want to post comments in response to content must identify themselves as employees.

III. Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth in section 1 above, apply to employee use of social media on the employee's personal time.

- Employees who utilize social media and choose to identify themselves as employees of the Plattekill Public Library are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Plattekill Public Library or of any person or organization affiliated or doing business with the Plattekill Public Library.
- Employees cannot use the Plattekill Public Library's logo or trademarks or the name, logo, or trademarks of any business partner, supplier, vendor, affiliate, or subsidiary on any personal blogs or other online sites unless their use is sponsored or otherwise sanctioned, approved, or maintained by the Plattekill Public Library.
- Employees cannot post Plattekill Public Library's copyrighted or confidential information.

IV. Employer Monitoring

Plattekill Public Library reserves the right to monitor employees' use of social media including but not limited to statements/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

Employees should have no expectation of privacy while using library equipment and facilities for any purpose, including the use of social media. Plattekill Public Library reserves the right to monitor, review, and block content that violates the Plattekill Public Library's rules and guidelines.

V. Violations

Plattekill Public Library will investigate and respond to all reports of violations of these rules and guidelines or related library policies or rules. Employees are urged to report any violations of this policy to the Library Director. A violation of this policy may result in discipline up to and including termination of employment.

038 Video Surveillance Policy

Adopted: May 9, 2019

The Plattekill Public Library employs security cameras to discourage as well as to document violations of the Library's Policies, and, when necessary, to assist law enforcement in investigating criminal activity. This Policy sets out the Library's rules for the use of security cameras and for accessing and retrieving video footage from the cameras, while protecting the individual's right to privacy.

Security Camera Rules:

- Signs will be posted at Library entrances stating that security cameras are in use.
- Cameras will only be installed in public spaces such as entrances, stairways, and parking lots.
- Cameras will not be installed in areas where privacy can reasonably be expected, such as in restrooms.
- Cameras may be installed in places, e.g. on building exteriors, where they might record activity occurring beyond Plattekill Public Library property, such as on sidewalks or public streets.
- Cameras will not be installed for the purpose of monitoring staff performance.
- Security cameras will NOT be constantly monitored. The Library staff and the public should take appropriate precautions for their safety and for the security of their personal property. The Plattekill Public Library is NOT responsible for loss of property or for personal injury.

Rules for Accessing and Retrieving Video Footage:

- Only the Library Director or the Person in Charge (PIC) may have remote access to real-time video on security camera monitors.
- Monitors will be placed in secure areas to ensure limited access.
- Requests to view recorded footage will not be granted except to law enforcement upon presentation of a subpoena or court order or when otherwise required by law.
- Law enforcement may be granted access to recorded footage by the Library's Board of Trustees to investigate activity unrelated to the Library, e.g. traffic accidents on nearby streets.
- Video footage will typically be retained for a period determined by the storage capacity of the equipment, usually about 14 to 21 days. As new footage is recorded, the oldest footage will automatically be deleted.
- Video footage will not be retained for an extended period or archived unless it is needed to document possible criminal activity or violations of Library Policies

039 VOLUNTEER POLICY

Adopted: August 14, 2008

The Plattekill Public Library Volunteer Program supplements the efforts of paid library staff to provide quality library collections, services and programs; serves as a method for area residents to become familiar with the library; and creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community.

A volunteer is a person who performs tasks for the Library without wages, benefits, or compensation of any kind, who does work for the Library and functions in ways similar to staff.

Volunteers may or may not be members of the Friends of the Plattekill Public Library.

Members of the Library Board of Trustees, working on Library programs, are understood to be volunteers operating under this policy.

Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. They work with the status of "at-will" employees.

Volunteers are supervised by a staff member designated by the Director.

The Library does not provide workers compensation coverage for volunteers.

Volunteers who work on a regular basis or at the Library building will fill out volunteer application forms which will be kept on file in Library Administration.

Minor children may only work as volunteers with the consent of a parent or legal guardian.

Any person who is subject to this policy shall be given a copy of it.

Adopted: March 12, 2015 (Attachment at Library)

040 Ethics Reporting and Whistleblower Policy

The Plattekill Public Library is committed to upholding the highest standards of ethical, moral and legal business conduct, and transparency through open communication. Accordingly, all trustees, officers, employees and volunteers are required to comply with applicable federal, state and local laws, and must faithfully implement and adhere to the Library's policies and procedures in conducting their duties and responsibilities.

This policy provides an avenue for all trustees, officers, employees and volunteers to report any suspected or actual conduct contrary to these standards without the fear of intimidation, harassment, discrimination or retaliation.

Reporting Responsibility

DUTY TO REPORT: It is the Library's policy that all trustees, officers, employees and volunteers of the Library have a responsibility to report known or suspected violations in accordance with this Whistleblower Policy. This includes reporting any action or suspected action taken by or within the Library that is illegal, fraudulent or in violation of any policy of the Library; which the reporter has either actual knowledge of or has a reasonable good faith belief that same has occurred. Suspected or wrongful action(s) regarding the Library's finances and governance include but are not limited to the following:

Incorrect financial reporting

Unlawful activity

Activities that are inconsistent with the Library's policies

Activities which otherwise amount to improper conduct

Procedure

OVERSIGHT: The Oversight Committee of the Plattekill Public Library will consist of the Director, President of the Board of Trustees and Vice President of the Board of Trustees. This Committee will oversee the adoption, implementation of and compliance with this Whistleblower Policy.

COMPLIANCE OFFICER: The Compliance Officer will be the President of the

Board of Trustees. Should the Compliance Officer be the subject of the report, the Oversight Committee will appoint another member of the Committee to perform the Compliance Officer's role with regard to the allegations. The Compliance Officer will be responsible for administering the Whistleblower policy, overseeing an investigation and reporting to the Oversight Committee. The Compliance Officer will report to the Library's Board of Trustees at least annually on compliance activity.

REPORTING VIOLATIONS: All reports should be made using the Whistleblower Reporting Form, attached hereto, which will be available on the Library's website under the Policy Section. Trustees, officers, employees and volunteers should promptly report allegations to the Compliance Officer. If the reporter deems it inappropriate to file the report with the Compliance Officer, the report may be submitted to the Board's Vice President. Any reports received by the Board's Vice President, including the completed Whistleblower Reporting Form, shall be submitted to the Oversight Committee, subject to the restriction under the Compliance Officer section.

ANONYMOUS REPORTING: With the exception of a person's report of his or her own violation, the reporter will not be required to provide his or her name on the form. However, anonymous reports must include sufficient information, including but not limited to, the name of the person against whom the report is being made, the date of the incident, and a description of the incident, so that an investigation can be made.

HANDLING REPORTS: The Oversight Committee will provide the reporter a timely acknowledgment of receipt of the report. All reports submitted will be placed on the agenda of a meeting of the Oversight Committee. An appropriate investigation will be undertaken by the Oversight Committee, or legal counsel or other designee if deemed appropriate by the Oversight Committee. A report summarizing the findings will be given to the reporter within 10 days of the Oversight Committee's meeting, if a name is provided on the Whistleblower's

Reporting Form. If more than 10 business days from the date of the Oversight Committee's meeting are needed to complete a thorough investigation, the reporter will be notified in writing of an estimated date when the investigation will be completed.

RESULTS OF INVESTIGATION: If the investigation establishes that a violation of law, external regulation or Plattekill Public Library policy has occurred, then the Oversight Committee will determine the appropriate action based upon law and Library policy and make a recommendation to the Board. Civil or criminal prosecution will be pursued when warranted. If the investigation establishes that no violation of law, external regulation or Library policy has occurred, then the Oversight Committee shall report to the Board its findings and determination. The investigation is closed when the Compliance Officer has deemed the investigation is complete and the Oversight Committee has approved a recommendation for a resolution and/or corrective action to the Board.

DOCUMENTATION: The Compliance Officer will document the investigation and explain the rationale for any recommended resolution and/or corrective action. All documentation relating to the investigation, including the Whistleblower Reporting Form, and the resolution and/or corrective action taken shall remain in the Library's records in the Library's Business Office and/or Oversight Committee records for at least five years.

CONFIDENTIALITY: All violations or suspected violations may be submitted on a confidential or anonymous basis. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and prevent or correct suspected action(s). The Compliance Officer shall disclose information relating to a report with those who have a need to know so that the Oversight Committee can conduct an effective investigation and determine what action to take based on the results of any such investigation. In appropriate cases, the investigation documents will be shared with law enforcement personnel. Disclosure of reports to individuals not involved in the investigation shall be

viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination or civil lawsuits.

PROTECTION AGAINST RETALIATION: Any Plattekill Public Library trustee or officer, employee or volunteer who reports a suspected or actual violation(s), in good faith shall not suffer intimidation, harassment, discrimination or other retaliation or, in the case of an employee, adverse employment action.

Regulations

DISCIPLINE FOR RETALIATORY CONDUCT: Retaliation is a serious

violation of this policy and should be reported immediately to the Plattekill Public Library Board President. Depending on the nature and seriousness of the offense, the Board will impose appropriate discipline against any trustee, officer or employee found to have engaged in any form of retaliatory conduct against an individual reporting suspected or actual wrongful action(s) in accordance with this policy, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a trustee, pursuant to New York State Education Law Section 226. Volunteers that engage in any such conduct will not be permitted to volunteer in Library activities.

GOOD FAITH REPORTING: Any Plattekill Public Library trustee, officer, employee or volunteer who files a report concerning a violation or suspected violation must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation under this policy. The Board will impose appropriate discipline against any trustee, officer or employee found to have knowingly made a report/complaint in bad faith, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a trustee, pursuant to New York State Education Law section 226. This includes, but is not limited to, giving false information or making a report in retaliation. Volunteers that engage in any such conduct will not be permitted to volunteer in Library activities.

Applicability and Distribution of Policy

This policy will apply to and be distributed to all employees, trustees, officers, and volunteers of the Plattekill Public Library at the time of appointment or hiring and annually thereafter.

Confidential

The Whistleblower Reporting Form provides an avenue for all trustees, officers, employees and volunteers of the Plattekill Public Library to report actual or suspected wrongful conduct without fear of retaliation. Please refer to the Whistleblower Policy for additional information.

CONFIDENTIAL WHISTLEBLOWER REPORTING FORM

Date of Report: _____

I have read the Plattekill Public Library WHISTLEBLOWER POLICY.

Yes No

REPORTER'S CONTACT INFORMATION:

(Not required if being submitted anonymously.)

Name	Position/Title
_____	_____
Work Address (if applicable)	Work #
_____	_____
_____	_____
Home Address	Home/cell #
_____	_____
Email	_____
_____	_____
Best time to reach you	Best way to contact you
_____	_____

PERSON AGAINST WHOM THE REPORT OF ACTUAL OR SUSPECTED WRONGFUL CONDUCT IS BEING MADE:

(If more than one please complete additional form(s).)

Name Position/Title

Work Address (if applicable & known) Phone # (if known)

WITNESS(ES) TO ACTUAL OR SUSPECTED WRONGFUL CONDUCT:

(Attach additional sheets if necessary.)

Name	Position/Title
_____ _____	_____ _____
Work Address (if applicable & known)	Phone # (if known)
_____ _____	_____ _____
Name	Position/Title
_____ _____	_____ _____
Work Address (if applicable & known)	Phone # (if known)
_____ _____	_____ _____

041 Wireless Internet Access Policy

Adopted: June 11, 2015

Wireless Use Agreement

Plattekill Public Library provides free wireless access to the internet. Wireless users must agree to abide by the Library's Internet Use Policy (attached).

The Library intends to provide wireless access 24/7 within the Library and in the Library's parking lot.

Connecting To The Wireless Network

Library staff can provide general information or handouts for connecting devices to the wireless network, but cannot troubleshoot problems related to wireless devices or assist in making changes to a device's network settings and/or hardware configuration.

Communication over a wireless network is not secure. The Library assumes no responsibility for the safety of your equipment or data while using the wireless network.

The Library cannot guarantee the availability or reliability of the service.

Power Outlets

Available power outlets may be used wherever the cord does not present a tripping hazard or block access for patrons or staff. Chairs or tables are not to be moved to access electrical outlets.

It is recommended that you charge your battery before coming to the Library.

042 INTERNET USE POLICY

Adopted: April 10, 2014

To fulfill its mission of providing public access to information of all types in a wide range of formats, the Library provides access to Internet resources. In doing so, the Library does not monitor and has no control over the information accessed through the Internet and assumes responsibility only for the information provided on its home pages. The Internet offers access to many valuable local, national, and international sources of information. However, some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. A good information consumer must evaluate the validity and appropriateness of information found.

Choosing and Evaluating Sources

The Internet is a series of communication linkages leading to a highly diverse array of information content. Library patrons use it at their own risk. The Library does not limit access to materials or attempt to protect users from materials some individuals may find offensive. In choosing sources to link to its home pages, the Library follows its materials selection guidelines. Beyond this, the Library does not monitor or control information accessible through the Internet and is not responsible for its content, for changes in content of the sources to which the Library home pages link, or for the content of sources accessed through secondary links.

Access by Minors

Parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. The Library has created web pages for children and young adults which provide content and links to other websites that parents or legal guardians may find appropriate for their children.

Rules Governing Use

Due to the limited resources available for provision of public access to the Internet, the Library may set limits, for example, 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 may not use the network to make unauthorized entry into other computational, informational or communication services or resources.

Display text or graphics that may be considered obscene and/or child pornography.

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.

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 Library will not release information on 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.

043 Workplace Safety Policy

Adopted: February 20, 2014

1. Safety Policy Objective

The Safety Policy is designed to comply with the Standards of the Occupational Safety and Health Administration, and to endeavor to maintain a safe and injury/illness free workplace. A copy of the OSHA Safety and Health Standards 1910 are available for all employees use and reference.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the Library. The authorization and responsibility for enforcement has been given primarily to the Library Director.

2. Policy

It is Library policy that accident prevention be a prime concern of all employees. This includes the safety and well being of our employees, and patrons, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

3. Applicability

This Safety Policy applies to all employees of Plattekill Public Library, regardless of position within the company. The Safety Rules contained herein apply to all subcontractors and anyone who is on a Library project site.

Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards.

4. Implementation

This Safety Policy supports four fundamental means of maximum employee involvement:

1. Management commitment to safety;
2. Effective job safety training for all categories of employees;
4. Job hazard analysis provided to all employees;
5. Safety presentations given at the direction of the Library Director.

The Director and Library Assistant will meet regularly to evaluate all areas of safety and make recommendations to the Library Board of Trustees.

5. Administration

The Safety Policy will be carried out according to written guidelines established and published in this and other related procedures. Specific written instructions and assistance will be provided by the Library Director as requested.

Each employee will be responsible for meeting all of the requirements of the Safety Policy, and for maintaining an effective accident prevention effort within his or her area of responsibility. Each employee must also ensure that all accidents are thoroughly investigated and reported to the Library Director or Library Assistant on the same day of the occurrence.

6. Reporting of injuries

All employees will be held accountable for filling out a "Notice of Injury Form" immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.) Employees must report the injury to their supervisor. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

1. How they think they hurt themselves;
2. What they were doing at the time;
3. Who they were working with at the time;
4. When and where it happened;
5. Other pertinent information that will aid in the investigation of the incident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and may result in immediate termination, in accordance with company policy.

7. Notifications

1. In Case of Serious Injury or Death

After the injured person has been taken to the hospital, the supervisor shall notify the Library Director and/or Library Assistant as soon as possible.

Statements from witnesses shall be taken. Statements are to be signed by witnesses and should include the time and date. Photographs of the area where the incident occurred and any other relevant items are to be taken. The Library Director will assist in the investigation. The completed accident report form will be shared with the Library Board of Trustees.

2. In Case of Inspection by OSHA Inspector

The supervisor must notify the Library Director or Library Assistant that an OSHA Inspector is onsite. It is the responsibility of all employees to make the inspector's visit of the Library as pleasant and timely as possible.

8. Basic safety rules

1. Compliance with applicable federal, state, county, city, client, and company safety rules and regulations is a condition of employment.
2. All injuries, regardless of how minor, must be reported to your supervisor immediately.
3. All personnel will be required to attend safety meetings as stipulated by project requirements in order to meet OSHA Safety Standards.
4. Illegal drugs are not allowed on library property at any time. The use or possession of illegal drugs on the library property will result in immediate termination.
5. Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their work areas clean and hazard free. Clean up is required when a job is finished at the end of the day.
6. Drinking water containers are to be used for drinking water and ice only. Tampering with or placing items such as drinks in the water cooler will result in immediate termination.
7. All extension cords shall be checked by a designated competent person each month. Cords and equipment that do not meet requirements shall be immediately removed from service.
8. "Horseplay" on library property is strictly prohibited. Running on the premises is allowed only in extreme emergencies.
9. Report all unsafe conditions and near accidents to the Library Director so corrective action can be taken.

Warning signs, barricades, and tags will be used to fullest extent and shall be obeyed.

9. Enforcement of safety policy

Safety violation notice(s) shall be issued to any employee violating the safety rules or regulations by the Library Director.

1. Any violation of safety rules can result in suspension or immediate termination.
2. Any employee receiving three (3) written general violations within a six (6) month period shall be terminated.
3. Issuance of a safety violation notice for failure to report a job injury (at the time of the injury) may result in immediate termination, in accordance with company policy.

044 Open Meetings Policy

Drafted: 06/22/2021

Board meetings are held for the purpose of conducting the business of the Plattekill Public Library and are not public meetings, but meetings of the board held in public. The board desires to hear the viewpoints of all citizens and shall schedule times at all meetings for them to be heard. All meetings of the Plattekill Public Library shall be held in facilities that permit barrier-free access to physically handicapped persons. If special accommodations are required by someone to attend a meeting, a request for necessary and reasonable aid or service shall be made to the Director seven business days prior to the meeting.

BOARD MEETINGS: TIME AND PLACE

The board shall convene for the purpose of holding meetings at the Plattekill Public Library, provided proper notice is given to the public pursuant to the Open Meetings Law of New York State. Unless the posted notice specifies otherwise, all regular board meetings shall be held on the second Wednesday of each month at 7:00 p.m.

Meeting information will be posted in the following public forums:

- Library Bulletin Board
- Website Calendar
- Sign out front of Library

REGULAR AND ADJOURNED REGULAR MEETINGS

Any other meetings shall be special meetings or adjourned sessions of the regular meetings, depending upon the means and methods used in calling said meetings. Unless the motion specifically states otherwise, all motions "to adjourn" a meeting, whether regular or special, shall mean to adjourn to the next succeeding regular meeting.

SPECIAL MEETINGS

The board shall convene for the purpose of holding special meetings upon request of the President or upon request of three members. Such special meetings shall be posted at least 18 hours before convening, stating the date, time, place and purpose of the meeting. Only that business stated in the posted notice may be addressed at the meeting.

EXECUTIVE SESSIONS

The board may enter executive session by the following procedure:

- a motion must be made during an open meeting to enter into executive session;
- the motion must identify the general area(s) of the subject(s) to be considered;
- the motion must be carried by a majority vote of the total membership of the board.

Executive sessions may be attended by board members, the Director, and any other person authorized by the board. All executive sessions shall be conducted in conformance with the Open Meetings Law.

MEETINGS ON LEGAL HOLIDAYS

Any regular or adjourned meetings of the board which fall on a legal holiday, shall be set by to the next appropriate date that is not a legal holiday, at the same time and place indicated for the original meeting. Staff will post this change as required.

OPEN MEETINGS LAW POSTING

The Library staff shall perform all posting functions required by the Open Meetings Law.

CONDUCT OF BOARD MEETINGS

A majority of the board members of the Plattekill Public Library shall constitute a quorum for the transaction for business at any regular or special meeting. Questions which arise at meetings shall be determined by the votes of a majority of the members present.

ORDER OF BUSINESS

- Call to order
- Salute the Flag
- Attendance
- Announcements and comments from the public
- Treasurer's report
- Secretary's Report - Minutes from previous meeting(s)
- Library Director report
- Committee reports
- Unfinished business
- New business
- Adjourn

GUIDELINES FOR BOARD CONDUCT

Meetings shall be conducted in accordance with the bylaws of the Plattekill Public Library and with the current edition of Robert's Rules of Order Newly Revised.

COMMENTS FROM THE FLOOR

Public comments shall be limited to no more than three minutes per individual and at the time designated in the agenda, except where extended privileges are granted by the President. Any individual desiring to speak shall give his/her name, address and group represented, if any.

MEETING DOCUMENTS

Minutes of all open meetings and executive sessions shall be available from the Director by request.

Minutes of an open meeting shall include a record or summary of all motions, proposals, resolutions and any matter voted upon and the vote thereon. Minutes of an executive session shall contain a record or summary of the final determination of action that was taken and the date and vote thereon. All minutes will indicate how individual board members voted in every instance in which a vote was taken.

Minutes and other meeting documents are posted on the Library's website at <https://plattekill.lib.ny.us> to the extent practicable. Current meeting documents are available for review at the Reference Desk. Copies of current meeting documents are \$.15 per page. Copies of archived meeting documents are \$.25 per page

045 Library Video Recording/Photography Policy

Adopted 2/8/23

The Plattekill Public Library follows the American Library Association Bill of Rights and all New York state laws related to patron privacy and confidentiality with respect to the utilization of library materials and services. Photography and filming should not disturb or interfere with patrons. Children under the age of 18 should not be photographed or filmed without the permission of their parent or guardian.

All filming of photography that violates a patron's reasonable expectation of privacy while in the library is prohibited. Access cannot be granted to bathrooms, staff only access areas and any meeting room use that is not open to the general public. Library staff may terminate any filming which appears to compromise public safety or patron privacy.

For more information about the American Library Association Bill of Rights and Privacy please visit:

<https://www.ala.org/advocacy/privacy>

Or scan the QR code below:



046 Trustee Education Policy:

Adopted: April 10, 2024

The purpose of the Trustee Education Policy is to comply with New York State Education Law Section 260-D which states:

1. As of January 1st, 2023 that each trustee of the Plattekill Public Library must complete a minimum of two hours of trustee education annually.
2. The education must be by a provider approved by the Commissioner of Education.
3. Trustee education may be delivered online or in person and can include:
 - Lectures
 - Workshops
 - Regional or national library association programs
 - Any other format approved by the commissioner

Documentation:

Each member shall demonstrate compliance by filing evidence upon completion with the Library Director by December 31st of each year.

Note:

If completion of the 2 hours of Trustee Education is not filed within 90 days of past due date, it will be assumed the Trustee will have resigned from the board.

Evidence may include:

- Certificates of completion issued by approved providers
- A signed self-assurance of completion, which should include details of the completed instruction activities.