

# PJFEL Policies



## POLICIES

---

AMENDMENT OF CHARTER

BYLAWS & BOARD

ADMINISTRATIVE

OPERATIONS

FINANCE

PERSONNEL

FACILITIES

---

Port Jefferson Free Library



# PORT JEFFERSON FREE LIBRARY ASSOCIATION

## INDEX

### **10 AMENDMENT OF CHARTER**

- 10.1 Amendment of Charter
- 10.2 Charter

### **20 BYLAWS & BOARD**

- 20.1 Trustee Member By-Laws
- 20.2 Board of Trustee Member Elections
- 20.3 Conflict of Interest
- 20.4 Family Policy
- 20.5 Trustee Attendance Policy
- 20.6 Library Policies
- 20.7 Parliamentary Authority
- 20.8 Public Participation

### **30 ADMINISTRATIVE**

- 30.1 Mission Statement
- 30.2 Communicating with the Media
- 30.3 Community Information for Public Review

### **40 OPERATIONS**

- 40.1 Registration
- 40.2 Temporary Library Card
- 40.3 Circulation Policy
- 40.4 Materials Selection
- 40.5 Internet and Computer Use Policy
- 40.6 Photocopier
- 40.7 Records Retention and Disposition Policy
- 40.8 Circulating Technology Policy
- 40.9 Policy on 3D Printing

### **50 FINANCE**

- 50.1 Investment
- 50.2 Purchasing
- 50.3 Credit Card
- 50.4 Petty Cash Policy
- 50.5 Discard/Disposal Policy and Procedures

### **60 PERSONNEL**

- 60.1 Appointment of Personnel
- 60.2 Sexual Harassment
- 60.3 Overtime
- 60.4 Disclaimer
- 60.5 Whistleblower Policy
- 60.6 Performance Evaluation of the Library Director
- 60.7 Workplace Violence Prevention Policy

### **70 FACILITIES**

- 70.1 Meeting Room Use
- 70.2 Policy on Behavior
- 70.3 Managed Safety
- 70.4 Leaflets and Petitions
- 70.5 Flags
- 70.6 Parking Lot Policy

# PORT JEFFERSON FREE LIBRARY ASSOCIATION

## ALPHABETICAL INDEX

	<b>Page</b>	<b>Last Revision</b>
Appointment of Personnel	60.1	06/21/2010
Amendment of Charter	10.1	12/15/2000
Board of Trustee Member Elections	20.2	01/21/2001
Charter	10.2	08/29/1912
Circulating Technology Policy	40.8	03/24/2014
Circulation Policy	40.3	09/24/2014
Communicating with the Media	30.2	03/20/2006
Community Information for Public Review	30.3	06/27/2005
Conflict of Interest	20.3	11/24/2014
Credit Card	50.3	05/16/2005
Discard/Disposal Policy and Procedures	50.5	10/28/2013
Disclaimer	60.4	06/28/2004
Family Policy	20.4	10/18/1999
Flags	70.5	11/20/2000
Internet and Public Computer Use Policy	40.5	03/28/2016
Investment	50.1	01/17/2005
Leaflets and Petitions	70.4	10/21/2002
Library Policies	20.6	05/18/2015
Managed Safety	70.3	03/07/2005
Materials Selection	40.4	10/20/2008
Meeting Room Use	70.1	10/20/2008
Mission Statement	30.1	10/17/2011
Overtime	60.3	11/16/2009
Parliamentary Authority	20.7	10/26/2015
Parking Lot Policy	70.6	09/25/2017
Performance Evaluation of Director	60.6	03/23/2015
Petty Cash Policy	50.4	04/22/2013
Photocopier	40.6	06/20/2011
Public Participation	20.8	10/26/2015
Policy on 3D Printing	20.8	04/25/2016
Policy on Behavior	70.2	05/20/2019
Purchasing	50.2	08/19/2002
Records Retention and Disposition	40.7	05/21/2012
Registration	40.1	09/24/2014
Sexual Harassment	60.2	10/29/2018
Temporary Library Card	40.2	09/24/2014
Trustee Attendance Policy	20.5	10/17/2011
Trustee Member By-Laws	20.1	12/19/2005
Whistleblower Policy	60.5	11/24/2014
Workplace Violence Prevention Policy	60.7	09/25/2017

# 1.0 CHARTER

---

# 1

---

Port Jefferson Free Library



## AMENDMENT OF CHARTER

This Instrument Witnesseth That the Board of Regents for and on behalf of the Education Department of the State of New York at their meeting of December 15, 2000.

An application having been made by and on behalf of the trustees of Port Jefferson Free Library, for an amendment of its charter, it was

Voted, that the provisional charter of Port Jefferson Free Library, located in Port Jefferson, county of Suffolk, state of New York, which was granted by action of the Board of Regents on December 16, 1909; which provisional charter was made absolute by Regents action on August 29, 1912 be, and he same hereby is, amended to change its chartered service area from Port Jefferson and vicinity to the Port Jefferson Union Free School District #6, to designate the Commissioner of Education as the agent of the corporation for the purpose of service of process, and to add the following language necessary to maintain tax-exempt status under Internal Revenue Code §501(c)(3):

The corporation hereby created shall be a nonstock corporation organized and operated exclusively for educational purposes, as defined in section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Federal tax code) or (b) by a corporation contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Federal tax code.)

Notwithstanding any other provisions of these articles the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Federal Tax code) or by (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Federal tax code).

No substantial part of the activities of the corporation shall be devoted to carrying on propaganda, or otherwise attempting to influence legislation, (except to the extent authorized by Internal Revenue Code section 501 (h) as amended, or the corresponding provision of any future Federal tax code, during any fiscal year or years in which the corporation has chosen to utilize the benefits authorized by the statutory provision) and the corporation shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of or in opposition to any candidate for public office.

Upon dissolution of the corporation, the board of trustees shall, after paying or making provision for the payment of all the liabilities of the corporation dispose of the remaining assets of the corporation exclusively for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Federal tax code), or shall distribute the same to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by order of the Supreme Court of the State of New York in the judicial district where the principal office of the corporation is located, exclusively for such purposes or to such organization, or organizations, organized and operated exclusively for such purposes, as said Court shall determine.

Granted, December 15, 2000, by the Board of Regents of The University of the State of New York, for and on behalf of the Stated Education Department, and executed under the seal of said University and recorded as Number 23,077

**ABSOLUTE CHARTER  
OF THE PORT JEFFERSON FREE LIBRARY**

This Instrument Witnesseth That the Regents of the University of the State of New York being satisfied that the required conditions have been met have granted to the Port Jefferson Free Library this absolute charter to replace its provisional charter, which was granted December 16, 1909, and continue the corporation with all its powers, privileges and duties.

Granted, August 29, 1912 by the Regents of The University of the State of New York executed under their seal and recorded in their office. Number 2282

Granted, August 29, 1912

## 2.0 BYLAWS & BOARD

---

# 2

---

Port Jefferson Free Library



**PORT JEFFERSON FREE LIBRARY ASSOCIATION**

**MEMBER BYLAWS**

- 1.     **NAME**           The name of this association shall be the Port Jefferson Free Library Association.
  
- 2.     **PLACE**           Port Jefferson, Suffolk County, New York.
  
- 3.     **PURPOSE**       The purpose of this association shall be to promote and encourage the development and maintenance of free library services for use by the residents of Port Jefferson School District #6.
  
- 4.     **MEMBERS**       All persons 18 years of age or older who are residents of the Port Jefferson School District #6 and who hold a current library card in good standing are members of this Association.
  
- 5.     **MEETINGS**      The annual meeting of the Association shall be held during January. Special meetings may be called by the President either at his/her own initiative or by him/her at the written request of any ten (10) members. Public notice of each meeting shall be given by the secretary in the form required by current law. A quorum consists of those who attend the meeting.
  
- 6.     **OFFICERS**       The officers of the Association shall be a President, a Vice-President, a Secretary and a Financial Officer, whose duties shall be those usually associated with the office held. Nomination of officers of the Association will take place at the December meeting of the Board of Trustees. Candidates shall be chosen from the current Trustees of the Association. The officers shall be elected by the sitting Trustees of the Association prior to the conclusion of the Annual Meeting.

The term of office shall be one (1) year.

Any vacancy occurring after the Annual Meeting shall be filled by election by the Trustees.



## 7. LIBRARY TRUSTEES

- (a) It shall be the responsibility of the membership of the Association at its Annual meeting to elect Trustees from the membership to full five (5) year terms of membership on the Board of Trustees or a lesser number of years if the election is to fill an unexpired term. Any vacancies occurring between Annual Meetings may be filled by the Board of Trustees at its discretion. An appointed Trustee shall serve until the next Annual Meeting. The number of Trustees shall be fixed by the Board of Trustees and shall be not less than seven (7). Any Trustee may be elected to succeed him/herself. The duties and responsibilities of the Trustees shall be those designated in the Library Charter and the State Education Law.
- (b) In order to establish a uniform system in which a proportionate number of Trustees are elected to full terms each year, the terms of the present Trustees shall be modified. The Trustees whose terms are to be lengthened or shortened shall be chosen by lot.
1. Of the four Trustees whose terms expire in January, 1990:
    - one shall continue to serve until January, 1991.
    - one shall continue to serve until January 1992.
    - two Trustee positions shall be the subject of an election in January 1990.
  2. Of the three Trustees whose terms expire in January 1993, one shall serve only until January, 1992.
- (c) At least ninety (90) days prior to the Annual Meeting the Nominations Committee shall give public notice that one or more positions on the Board of Trustees are to be filled at the next Annual Meeting and shall invite all interested members of the Association to submit nominations. Nominations shall be made by written petition signed by at least twenty five (25) members of the Association. The form of the petition shall be determined by the Board of Trustees. All petitions must be received by the Nominations Committee at least sixty (60) days prior to the Annual Meeting. All disputes concerning the validity of a petition shall be referred to the Nominations Committee at least forty five (45) days prior to the Annual Meeting.

The decision of the Nominations Committee may be appealed to the Board of Trustees, whose determination shall be final.

## 8. AMENDMENTS

An amendment may be proposed by the Bylaws Committee or by a petition of a minimum of ten (10) members of the association. The amendment must be adopted by a two-thirds ( $\frac{2}{3}$ ) vote of the members present at any Annual Meeting or at any special meeting called for that purpose. Notice of the proposed amendment and its completed text must be contained in the call for the meeting.

Adopted: 11/14/1988  
 Revised: 01/23/1994;  
 01/21/2001;  
 12/19/2005

**POLICY FOR BOARD OF TRUSTEE MEMBER ELECTIONS**

1. The Nominating Committee of the Board of Trustees shall arrange for an annual election and/or re-election of members to fill empty seats on the Board of Trustees from qualified applicants. A qualified applicant must meet the application procedures.
2. The Nominating Committee shall recommend a calendar to the Board that provides for the election during the Annual Meeting, and shall arrange to have the timetable and procedures published in the official newspaper(s), *The Yeoman*, and poster in the Library.
3. The Committee shall require applicants to submit a written application, a resume, a statement of interest, and a written petition signed by at least twenty-five (25) members of the Association. In addition, a “Meet the Candidates Night” shall be arranged at least one week prior to the Annual Meeting.
4. The Committee shall supervise the election, using impartial tellers. The tellers shall verify voters’ credentials. If there is a contest of the election by one of the candidates, it must be written and sent to the President of the Board by certified mail, return receipt requested, within 7 days of the election.
5. The Committee shall publish the election results, and arrange for the destruction of the registration log and the ballots immediately after the 7-day period for contesting the election. The Teller’s Declaration shall be kept each year.
6. Newly elected Trustees shall be seated at the next Board Meeting.
7. The Director shall be responsible for keeping the Board and the Committee informed of any regulations of the State of New York that would require changing this policy.

**Addendum for the Procedure for Board of Trustee Member Elections**

In case of a tie vote, the committee shall:

- a. Present the names of those candidates who have tied for position to the membership.
- b. Arrange for a run-off election to be held within two weeks of the initial election.
- c. Arrange for a run-off election to be determined by the nature of the tie vote.
  1. If one position is open, there will be a run-off among the candidates tied with the most votes.
  2. If two positions are open and the tie occurs in the first position, both candidates are elected.
  3. If two positions are open and the tie occurs in the second position, the person with the most votes wins the first trustee seat, and the run-off shall be held among those candidates who are tied for the next seat.

Approved: 8/13/1990  
Revised: 9/12/1994  
Revised: 3/15/1999  
Revised: 1/21/2001

## CONFLICT OF INTEREST POLICY

**PURPOSE:** The Port Jefferson Free Library Board of Trustees recognizes that sound and ethical standards of conduct serve to increase the effectiveness of the Board of Trustees, Library staff and volunteers. Actions based on an ethical code of conduct promote public confidence and the attainment of Library goals. The Board of Trustees also recognizes its obligation under the provisions of the Non-profit Revitalization Act (Not-for-Profit Corporation Law Section 715A) to adopt a code of ethics setting forth the standards of conduct required of all Library Trustees, officers, employees and volunteers.

### 1. SCOPE

1.1 The Library Board of Trustees is also committed to avoiding any circumstances in which the existence of conflicting interests of any Library Trustee, officer or employee may call into question the integrity of the management or operation of the Library. The Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest.

These rules shall serve as a guide for official conduct under the Non-profit Revitalization Act (Not-for-Profit Corporation Law Section 715A).

### 2. DEFINITIONS

Unless the context clearly provides otherwise, the terms set forth below shall have the following meanings:

**2.1** "Interest" means a direct or indirect pecuniary or material benefit accruing to a trustee, officer or employee, or his or her relative whether as a result of a contract with the Library or otherwise. For the purpose of this policy, a Library trustee officer or employee shall be deemed to have an interest in the contract of:

- a. a relative except as to a contract of employment with the Library,
- b. a firm, partnership or association of which a trustee, officer or employee is a member or employee;
- c. a corporation of which a trustee, officer or employee is an officer, director or employee;
- d. a corporation of which more than five percent of the outstanding stock is owned by any a trustee, officer, employee, or his or her relative.

- e. "Trustee," "Officer" or "Employee" means an elected or appointed officer or employee of the Library, whether paid or unpaid.
- f. "Relative" means spouse, a child, stepchild, parent, stepparent, brother, sister, stepbrother, step-sister, or legal guardian of a trustee, officer or employee or of the spouse of the trustee, officer or employee.
- g. "Spouse" means the husband or wife or domestic partner of a trustee, officer or employee.

### **3. STANDARDS OF CONDUCT**

- 3.1 Every trustee, officer or employee of the Library shall be subject to and abide by the following standards of conduct:
- 3.2 Gifts. No trustee, officer or employee shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive from any individual a gift, having a value of seventy-five dollars or more, whether in the form of services, loan, travel, entertainment, hospitality, thing or promise, or any other form.
- 3.3 Confidential Information. No trustee, officer or employee shall disclose confidential information acquired in the course of official duties or use such information to further a personal interest.
- 3.4 Disclosure of Interests in Contracts. To the extent known, any trustee, officer or employee of the Library who has, will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library District Board as well as to his or her immediate supervisor as applicable, as soon as he or she has knowledge of such actual or prospective interest.
- 3.5 Investments in Conflict with Official Duties. No officer or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict.
- 3.6 Private Employment. No trustee, officer or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her duties.

- 3.7 Prohibited Conflicts of Interest. No trustee, Library trustee, officer or employee shall have an interest in any contract between the Library and a corporation or partnership of which he or she is an officer or employee when such Library District officer or employee has the power to:
- a. negotiate, prepare, authorize, or approve the contract or authorize or approve payment there under;
  - b. audit bills or claims under the contract;
  - c. appoint an officer or employee who has any of the powers or duties set forth above, and, no chief fiscal officer, treasurer, or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library of which he or she is a director, officer or employee.
  - d. The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses to any Library trustee, officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.
  - e. Certain Interests Prohibited. No trustee, officer or employee of the Library District who has an interest in any real property, either individually or as a director, officer or employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of any property by the Library. The term participation shall include the promotion of the site as well as the negotiation of the terms of acquisition.
  - f. No Library trustee, officer or employee shall use or permit the use of property owned or leased to the Library for other than official purposes or for activities not otherwise officially approved by the Library Board.

#### **4. DUTY TO DISCLOSE**

In connection with an actual or possible conflict of interest a Trustee or employee must disclose the existence and nature of his/her interest and must provide all material facts to the Library Board or its designee.

#### **5. DETERMINATION OF A CONFLICT OF INTEREST**

All disclosures will be reviewed by the Board and a determination of a conflict of interest will be made after discussion with the interested person.

- 5.1 The interested person shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon.
- 5.2 Remaining Board members shall determine if a conflict of interest exists.

## **6. ADDRESSING A CONFLICT OR POTENTIAL CONFLICT OF INTEREST**

- 6.1 The Board President may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement;
- 6.2 After due diligence, the Board shall determine whether the Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest;
- 6.3 If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested Trustees whether the transaction or arrangement is in the Library's best interest, for its own benefit, and whether it is fair and reasonable;
- 6.4 In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

## **7. DISTRIBUTION AND DOCUMENTATION OF THE CONFLICT OF INTEREST POLICY**

- 7.1 The Director shall distribute this Conflict of Interest Policy to all trustees, officers and staff members of the Library within 30 days of its adoption by the Board of Trustees. Any trustee, officer or employee elected or appointed will be furnished a copy prior to entering upon the duties of that office or appointment.
- 7.2 When commencing formal association with the Library, each Director, Trustee, staff member, and member of a committee with governing board delegated powers shall execute a statement which affirms that such person:
  - 7.2.1 has received a copy of the conflicts of interest policy;
  - 7.2.2 has read and understood the policy;
  - 7.2.3 has agreed to comply with the policy;

7.2.4 understands that the Library is not-for-profit and in order to maintain its status it must engage primarily in activities which accomplish one or more of its not-for-profit purposes;

7.3 At the commencement of each fiscal year, each Trustee and employee shall complete a disclosure questionnaire;

7.3.1 The Director will report to the Board on the results of the employee questionnaire;

7.3.2 The Board President will report on the results of the Board Questionnaire.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Adopted: 01/21/2008  
Revised: 06/20/2011  
Revised: 04/22/2013  
Revised: 11/24/2014

**PORT JEFFERSON FREE LIBRARY ASSOCIATION****FAMILY POLICY**

1. Nothing in the Port Jefferson Free Library's employment policy is intended to be interpreted as preventing the Port Jefferson Free Library from reasonably regulating employment and assignments for reasons of supervision, safety, security, morale and conflicts of interest.
2. Members of the Board of Trustees and immediate families of the Trustees and Director shall not be employed by the Port Jefferson Free Library.

Adopted: 10/18/1999



**TRUSTEE ATTENDANCE POLICY**

1. If a Board member violates any one or more of the following standards, the trustee in question will be subject to dismissal. If the board agrees by majority vote, a trustee may be retained.
  - a) Missing three or more consecutive meetings
  - b) Missing four or more meetings within a 12 month period
  - c) Engaging in misconduct or disorderly conduct prejudicing the capacity of the Board to undertake due deliberations at Board meetings.

**LIBRARY POLICIES****1. PURPOSE**

Policies established by the Board of Trustees govern all aspects of the library's operations. This policy provides a framework for developing, reviewing, revising, adopting and distributing library policies.

**2. OVERVIEW**

Only trustees have the legal responsibility and authority to make library policy. Policies should be clearly written, easy to understand and easily accessible by the trustees, staff and public. Library policies should be developed, kept up to date and distributed in a timely manner. Policies:

- 2.1 Align the library's goals, objectives, plans and procedures with its mission;
- 2.2 Ensure that library activities are conducted in compliance with applicable laws, ethical norms and accepted best practices;
- 2.3 Assure that library users and staff are treated fairly and consistently;
- 2.4 Provide direction and consistency in day-to-day services and operations;
- 2.5 Guide the director and staff in implementing the Board's decisions; and
- 2.6 Encourage informed and active decision-making by anticipating needs before they become problems.

**3. STATEMENT OF POLICY**

**A. Development of new policies.** The library director, trustees, staff or library users may identify the need for a new policy. If the Board agrees that a suggestion for a new policy has merit, a draft will be prepared. Preparation of the draft shall be a collaborative process between the library director and the Policy Committee, with input obtained where appropriate from staff, legal counsel or other individuals who are knowledgeable about the subject matter or who are responsible for carrying out tasks addressed by the policy.

**B. Reviewing and revising policies.** Policies shall be reviewed at least every three years and updated as needed. The library director should keep the Board informed about changing circumstances, needs, or legal obligations that might require a change in policy. The director shall work together with the Policy Committee to keep policies up to date. Information and advice may be solicited from staff, legal counsel or other knowledgeable individuals during the review process. If revision is required, a draft document showing the current policy with all proposed changes will be prepared and presented to the Board for discussion and adoption. If the changes are so substantial that it is impractical to show them all, both the current policy and a draft containing the proposed revisions will be provided. The current policy will remain in force during the review and updating process.

**C. Adoption of policies.** Policies may be created, revised or repealed by a vote constituting a majority of the Board membership. Such action may be taken only after the substance of the proposed new policy, revision or repeal has been presented in writing and discussed at a prior regular Board meeting. Consideration of a policy at two regular Board meetings ensures that trustees are given adequate time and opportunity to think about and discuss the issues involved and to suggest specific changes.

**D. Policy distribution.** The library shall maintain an up-to-date policy manual available to trustees, staff and the public. Upon adoption by the Board, new or revised policies shall be added to the manual and posted on the library's website, and repealed or replaced policies shall be removed. Each policy shall include the date of original adoption and the date of the last review or revision.

Adopted: 05/18/2015

**PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with the Association's Bylaws.

## **PUBLIC PARTICIPATION**

The main purpose of Board meetings is to conduct the official business of the library. The Board of Trustees welcomes public input in its deliberations and recognizes the importance of giving the public an opportunity to speak about interests or concerns related to the library. Therefore, it is the policy of the Board to invite audience participation at each regular Board meeting.

Those wishing to address the Board must fill out the Public Comment Request Form and give it to the Board President (or other presiding officer) before the meeting begins.

Audience participation is limited to the public comment portion or portions of the meeting as indicated in the agenda. In order to allow the Board to complete its business in a reasonable amount of time, each public comment period will last no longer than 30 minutes. No comments from the public will be accepted at any other times during the meeting, except at the specific invitation of the presiding officer.

The presiding officer may set time limits for input on each topic and may require groups or organizations to select a spokesperson to address the Board.

Individuals may address the Board after being recognized by the presiding officer. Speakers will preface their comments by announcing their name, address and any organization they may be representing at the meeting. Each person or representative of a group may speak for up to 3 minutes, and no participant may speak more than once on the same topic. Persons addressing the Board are expected to observe a level of civility and decorum appropriate for a public meeting. Vulgar, profane, defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, he or she persists in improper conduct or remarks.

Comments about the performance or conduct of individual employees of the library, whether positive or negative, are not allowed. Such comments should be addressed in writing to the library Director.

Trustees will not normally answer questions or engage in dialogue with the speaker. The library Director will contact the speaker after the meeting to provide answers to any questions.

Undo interruption or other interference with the orderly conduct of Board business cannot be allowed. It is a violation of Board rules to shout out, jeer, or disrupt a meeting. The presiding officer may ask a disruptive person to leave or have him or her removed from the room.

At any time, the Board can consider a motion to change the participation rules for a particular meeting.

## 3.0 ADMINISTRATIVE

---

# 3

---

Port Jefferson Free Library



**MISSION STATEMENT**

1. The mission of the Port Jefferson Free Library is to be a place of lifelong learning where community gathers to share and, obtain open access to information, services and entertainment through literature, programming, facility use and outreach.

Adopted: 10/21/1991  
Revised: 10/17/2011

**PORT JEFFERSON FREE LIBRARY ASSOCIATION**

**COMMUNICATING WITH THE MEDIA POLICY**

1. The Library Director is the official spokesperson for all library matters.



**PORT JEFFERSON FREE LIBRARY ASSOCIATION****COMMUNITY INFORMATION FOR PUBLIC REVIEW**

1. It is the determination of the Library board that public information of or pertaining to matters of serious community interest may be placed in the library for public review.
2. Opposing documents are subject to the same decision.
3. The library maintains the right to select which information is appropriate for inclusion. Challenged materials are subject to the same criteria as all other library resources.

Note: Materials of this nature are provided for temporary reference purposes and are not cataloged into the system.

## 4.0 OPERATIONS

---

# 4

---

Port Jefferson Free Library



# PORT JEFFERSON FREE LIBRARY ASSOCIATION

## REGISTRATION POLICY

### 1. SCOPE

**Library cards** may be issued to all eligible patrons that reside within the Port Jefferson Library's service district. Adult patrons must sign and agree to abide by all of the Library's guidelines, policies and procedures.

A library card will be issued to any individual under 18 whose parent or legal guardian signs a statement agreeing to be responsible for all materials borrowed on the card as well as acknowledgement of the use of the internet and technology devices.

Parent/Guardian may restrict their child 5th grade and under exclusively to materials in the Children's Room.

Both parent and child must be present to apply.

### 2. QUALIFICATIONS:

To be eligible for a Library Card, applicants must be:

2.1 Must be a current resident or property owner within the Port Jefferson Free School District. In a contracting school district during the time in which a "Library Service Contract" is in force, current proof of residency or property ownership in those school districts will be required.

2.2. Owners or principal management of a business within the Port Jefferson School District or contract districts.

2.3 Acceptable proof of eligibility includes 2 items that include applicant's name and street address:

- New York State Driver's License
- New York State Non-Drivers ID
- New York State automobile registration or insurance card
- Current lease agreement on official form or letterhead
- Current owner's tax receipt or property deed
- Any piece of business mail (utility bill, bank statement, postmarked within 60 days)

### 3. RESPONSIBILITY

The patron's signature on the registration form acknowledges his/her responsibility to pay for any fines on overdue material and to pay for all materials damaged or lost while borrowed on the patron's card. The Library reserves the right to suspend borrowing privileges and, when necessary, take appropriate legal action if these responsibilities are not met.

#### 4. NOT FOR PROFIT ORGANIZATIONS

A Not for Profit organization/institution located within our service area may apply for a library card to be used by officers or employees they designate as authorized.

4.1 The organization must present a letter on official letterhead from their administrative offices requesting a card. The letter must have a current date, be addressed to the Port Jefferson Free Library and include the name and address of the organization and any division that would be encompassed under the umbrella of borrowing privileges on behalf of the organization.

4.2 The request must state any restrictions on borrowing of certain materials i.e. DVDs, video games, etc.

4.3 The letter must list the authorized users names, positions and/or titles held with the organization. The organization is responsible for immediately notifying the Library of any changes of information or usage.

4.4 The letter must include a statement accepting responsibility for library materials and any charges that may be incurred for late, lost or damaged items.

4.5 It must be signed by the Director, Chief Administrator, etc. of the organization as indicated by their official Letterhead.

#### 5. RENEWAL

Patron registration is renewed every two years upon verification of eligibility, with the exception of Contract District patrons who are renewed annually. The Library Card is considered permanent and will not be replaced upon registration renewal. The Library will replace worn cards at no cost. Lost or damaged cards will be replaced at a cost of \$1.00 providing all outstanding fines and/or items have been cleared.

Approved: 06/08/1981  
 Revised: 12/12/1989;  
 03/11/1991;  
 05/01/1991;  
 03/20/2000;  
 11/15/2004;  
 08/15/2011;  
 09/22/2014

**PORT JEFFERSON FREE LIBRARY ASSOCIATION****TEMPORARY LIBRARY CARD POLICY**

1. A Temporary Authorized User Card may be issued to a person with short term residence in Port Jefferson or its contract district if an adult Port Jefferson Free Library card holder residing at the same address sponsors the applicant and assumes responsibility for all transactions on the card. Temporary cards will be issued for up to three months and may be renewed once. Borrowing privileges and certain library services may be restricted as determined by library personnel.

Approved: 12/18/2000  
Revised: 09/22/2014

## LIBRARY CIRCULATION POLICY

### 1. INTRODUCTION

Your library saves people money by sharing resources. The Purpose of this policy is to encourage the best possible use of the Library's collection by the largest number of borrowers.

All patrons must present a currently valid library card to borrow any library material. A patron may only use his/her own card and must be present in the Library to check out materials. Items borrowed from SCLS or from other libraries will be governed by the regulation of these institutions and by other regulations designed to facilitate interlibrary loans. Patrons wishing to take exception to any library policy should speak with the Director or designee.

The circulation of portable and electronic devices is covered under a separate policy.

The Library Director or his/her designee is authorized to design and implement forms and procedures to facilitate this policy.

The Library reserves the right to amend this policy or the Guide to Services without notice.

### 2. LIMITATIONS ON BORROWING LIBRARY MATERIALS

Borrowing may be limited on certain items based on Item type and demand. In addition, limitations on the number of library materials allowed to circulate on any one library card will be enumerated in the Guide to Services and on the web page.

### 3. RESTRICTED MATERIALS

The following items DO NOT circulate:

- 3.1 Reference books.
- 3.2 Newspapers and current magazine issues.
- 3.4 Microform material.
- 3.5 Library equipment.

### 4. LOAN PERIOD

Loan Periods are listed in the Guide to Services and on the web page.

### 5. RENEWALS

Most library material may be renewed upon request. Renewals may be requested by telephone, online or in person at the library. Specific renewal limits are listed In the Guide to Services and on the web page.

### 6. FINES AND FEES

There will be no fines on most Port Jefferson Free Library items. Extended use fees may be charged on high demand and specialty items including but not limited to 3 Day DVDs, video games, museum passes and portable electronic devices. Extended use fees are enumerated in separate policy sections or

in the Guide to Services and on the web page. Overdue fines and fees may include fines based on the policy of the lending library.

## **7. BORROWER STOPS**

Patron borrowing privileges will be suspended for the following reasons:

- 7.1 Unpaid fees of \$10.00 or more on accounts.
- 7.2 Long overdue or billed items.
- 7.3 99 items already circulating on a card.

## **8. OVERDUE NOTICES**

For all items except 3-day DVDs and Blu-Ray DVDs, video games, museum passes and portable electronic devices the first notice will be sent 7 days after due date. Notice will indicate that if the item is not returned within (1) week, a bill for the replacement cost of the item will be sent. Final notice sent (14) days after due date of the item.

For 3-day DVDs and Blu-Ray DVDs, the first notice will be sent 2 days after due date. The final notice will be sent 5 days after the due date.

Final notice will be a bill for the replacement cost of items. It will be sent (14) days after the final due date notice of items was sent.

Replacement charge will be waived if the patron returns the item(s) within 6 months. Extended use fees are not waived for 3-day DVDs, Blu-Ray DVDs and specialty items. Items overdue more than 6 months are considered lost and charged at the full retail.

## **9. LOST OR DAMAGED MATERIAL**

- 9.1 Patrons will be required to pay the replacement cost of all items they have lost or damaged. All items are charged at full retail.
- 9.2 Refunds will NOT be issued for lost items which are later found by the patron.
- 9.3 Replacement items are not accepted.

## **10. DIRECT ACCESS PATRONS**

Direct Access patrons may borrow all Port Jefferson Free Library material with the exception of new, specialty or high demand items. Port Jefferson cardholders receive priority for program registration but direct access patrons may be allowed to register based demand. The final decision is made at the Library's discretion.

## **11. BOOKDROP**

The bookdrop will be operational when the library is closed and will be locked when the library is open. A separate drop box is provided for Audio-Visual Materials.

**12. MUSEUM PASSES**

12.1 Museum passes may be loaned to Port Jefferson Free Library cardholders, 18 years or older, in good standing who have signed the Museum Pass User Agreement. A new agreement form must be signed each time a museum pass is checked out.

12.2 Individuals who borrow museum passes must bring their library card to check out the museum pass.

12.3 A maximum of one pass per family may be borrowed at one time and each individual museum pass may be reserved only once a month.

12.4 Passes may be borrowed for 3 days and must be returned by an hour before closing the day the pass is due.

12.5 Passes must be returned to the Circulation Desk during library operating hours. Passes may not be placed in the book drop.

12.6 There will a late fee of \$20 per day for any pass that is not returned on time.

12.7 In the event a non-return of a museum pass necessitates the Library paying the entrance fee for the next user, the entry fee to that museum will be attached to the delinquent borrower's record for reimbursement.

12.8 Any user who loses or damages a museum pass will be charged the replacement cost of that museum pass.

Adopted: 10/12/1981;  
 Revised: 10/20/1986;  
 03/14/1988;  
 03/12/1990;  
 09/10/1990;  
 06/08/1992;  
 12/20/1993;  
 02/22/1994;  
 05/28/1996;  
 11/15/1999;  
 06/19/2000;  
 05/21/2001;  
 08/19/2002;  
 10/18/2004;  
 08/21/2006;  
 01/21/2008;  
 02/25/2008;  
 07/01/2009;  
 11/16/2009;  
 06/20/2011;  
 09/22/2014



**MATERIALS SELECTION POLICY****1. GOAL**

- 1.1 The goal of the Port Jefferson Free Library is to provide access to information and ideas to its community. To achieve this goal, the Library purchases, stores and provides access to material which records the knowledge and experience of humanity. The Library recognizes its responsibility to give access to recorded information and ideas, regardless of format. Therefore, the Library adopts the following policy to govern material selection and collection development:
- a. The Library collection should provide recreational reading and non-print materials for all ages.
  - b. The Library collection should facilitate informal self-education of members of the community.
  - c. The Library collection should serve as a balanced reference source making information available on subjects of possible interest to the community.
  - d. Patron requests for purchases should be given consideration by the librarians. When a specific title is requested through inter-library loan, purchase should also be evaluated.
  - e. General factors influencing materials selection should be community needs, individual merit of each title, the existing collection, and the library budget. Selection should be made by a librarian, choosing from standard and generally accepted lists and recognized critical sources. The needs of the community should be evaluated continually and reflected in the acquisitions program.
  - f. Gifts should meet the same standards as acquisitions.
  - g. Periodicals should be acquired in relation to the needs of the community and secured in a form that is easy to store, handle and circulate.
  - h. Non-print materials and on-line media should be selected according to the same standards applied to books, with additional attention paid to technical quality.
  - i. Materials should be withdrawn from the collection when they are in poor physical condition, obsolete, or fail to be of use to the community. Withdrawn books and materials will be disposed of in the following ways:
    1. Appropriate titles will be sent to Last Copy/Special Collections for those that are one of a kind in the system. Others will be offered to Member Libraries via the Gifts and Exchange Program.

2. Of the remaining books and materials those with a reasonable chance of being sold will be offered to the Friends for sale to the general public.
  3. Some books and materials will be offered to other non-profit organizations. Those who accept these donations will be required to sign a waiver of physical liability.
  4. The remaining books and materials will be recycled or disposed of as determined by the librarian withdrawing the titles.
- J. Patrons who object to a particular title in the Library collection will be requested to complete the “Patron Request for Reconsideration of Library Material” form. The Library Director will review this request and submit a recommendation to the Board of Trustees, who will notify the patron of its action. The title will remain in the collection during this reconsideration process.
- K. The Library endorses the statements on material selection as expressed in the Library Bill of Rights, adopted and amended by the American Library Association.

## **2. EVALUATION**

- 2.1 This policy on material selection shall be evaluated periodically by the Library Board of Trustees and shall be revised according to the needs of the Library and the community.
- 2.2 Policy directly related to the Internet and its use is stated in a separate document.

Adopted: 12/10/1984;

Revised: 05/08/1989;  
12/20/1999; 02/24/2003;  
08/20/2007; 10/20/2008

PATRON REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

TITLE: \_\_\_\_\_

FORMAT: (check one)

\_\_\_\_ BOOK

\_\_\_\_ MAGAZINE

\_\_\_\_ AUDIO: CD/TAPE

\_\_\_\_ VIDEO TAPE

\_\_\_\_ DVD

\_\_\_\_ OTHER: \_\_\_\_\_

AUTHOR: \_\_\_\_\_

PUBLISHER (if known) \_\_\_\_\_

REQUEST INITIATED BY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

COMPLAINT REPRESENTS:  SELF  ORGANIZATION: \_\_\_\_\_

1. To what in the work do you object? (Please be specific, cite pages or parts.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What do you feel might be the result of reading, viewing, or listening to this work?

\_\_\_\_\_  
\_\_\_\_\_

3. For what age group would you recommend this work? \_\_\_\_\_

4. Is there anything worthwhile about this work? \_\_\_\_\_

5. Did you read, view, or listen to the entire work? \_\_\_\_\_

6. Are you aware of the judgement of this work by critics? \_\_\_\_\_

7. What would you like the Library to do about this work? \_\_\_\_\_

\_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I.** Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II.** Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III.** Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV.** Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V.** A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI.** Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.  
Amended February 2, 1961, June 27, 1967,  
January 23, 1980 by the ALA Council.

**INTERNET AND PUBLIC COMPUTER USE POLICY**

1. The Port Jefferson Free Library provides internet access for educational, informational and recreational use to cardholders of all ages. Access is provided through a variety of resources including but not limited to public computers, laptops and the Library's wireless network. Patrons must have a valid Suffolk County library card in good standing to gain access to the Library's public computers, laptops or other devices. Non-cardholders may present appropriate identification to obtain a guest pass. Port Jefferson Free Library cardholders will have priority with regard to use of equipment. The Library may impose restrictions such as time limits or types of use on Library equipment.
2. While the internet offers access to many valuable sources of information, not all sources provide information that is current, accurate, complete or content-appropriate to a Library patron. The Port Jefferson Free Library makes no warranty, expressed or implied, for the timeliness, accuracy, usefulness for a particular purpose, or appropriateness of information accessed via the internet.
3. As with other Library materials, restriction of access to electronic resources for children 17 years and under is the sole responsibility of the parent/legal guardian. Parents have full responsibility to advise their children if there are materials which they do not want them to use and to supervise their children's internet sessions at the Library. Computer use in an age-appropriate environment is available in both the Children (5th grade and under) and Teens (6th grade through age 17) departments..
4. The Library uses technology protection measures to filter content in accordance with the Children's Internet Protection Act (CIPA). The filtering software is designed to block the access of minors to material that is obscene, child pornography or harmful to minors, as defined by law; and to block the access of adults to material that is obscene or child pornography. Since no internet filter product is perfect, the Library cannot guarantee that overblocking or underblocking will not occur. By law, patrons 18 years of age and older may request that the filter be disabled, without justification and in a timely manner, to enable access for bona fide research or other lawful purposes. Users of all ages may request access to appropriate sites that are wrongfully blocked by the filtering software.
5. The Library undertakes a variety of measures to protect the privacy of those who use Library computers. However, absolute privacy for patrons using electronic resources in public areas cannot be guaranteed. Privacy can be compromised if someone views a user's screen or accesses an unattended computer. Users are urged to be cautious and to respect the sensibilities of others when accessing information that may reasonably be offensive to some.
6. Computing resources should be used in accordance with the policy of the Library.  
***Examples of unacceptable use include, but are not limited to:***
  - 6.1 Violation of computer system security.
  - 6.2 Attempts to degrade, disrupt or destroy the Library's computer hardware and software.
  - 6.3 Unauthorized use of computer accounts, access codes, or network identification credentials assigned to others.
  - 6.4 Use of computer communications facilities in ways that unnecessarily impede the computer activities of others.
  - 6.5 Violation of another user's privacy.
  - 6.6 Display or dissemination of sexually explicit or sexually suggestive material.
  - 6.7 Display or dissemination of child pornography or obscene materials and, in the case of minors, materials deemed harmful to minors.

Adopted: 12/11/1995;

Revised: 05/21/2001;

12/15/2003; 05/17/2004;

10/18/2004; 03/28/2016

**PORT JEFFERSON FREE LIBRARY ASSOCIATION****PHOTOCOPIER AND PRINTING POLICY**

1. Limiting the use of Network PC's and photocopiers during busy times.
  - 1.1 Out of consideration for all library patrons, during busy times in the Library, use of Network PC's may be limited to thirty (30) minutes,
  - 1.2 and use of photocopiers may be limited by the librarian to 15 minute intervals.
2. There will be a charge per page to print on the public printers and copiers. The price will be approved by the board and clearly posted by the machines.
  - 2.1 Patrons cannot use their own supplies in the printers.
  - 2.2 Library staff may interrupt large print jobs to allow all patrons access to the printers.

Adopted: 11/09/1992  
Revised: 07/ 17/2000  
Revised: 06/20/2011

**PORT JEFFERSON FREE LIBRARY ASSOCIATION****RECORDS RETENTION AND DISPOSITION POLICY**

The Port Jefferson Free Association Library adopts Record Retention and Disposition Schedule MI-1, section 185.14, 8NYCRR (Appendix K) issued of the Official Compliance of Codes, Rules and Regulations of the State of New York and containing minimum legal retention periods for records for use by the Director or chief administrative officer of the library;

FURTHER RESOLVED, that this Board hereby authorize the disposition of records in accordance with the legal minimum retention periods set forth in Records Retention and Disposition Schedule MI-1, section 185.14, 8NYCRR (Appendix K).

**PORT JEFFERSON FREE LIBRARY ASSOCIATION****CIRCULATING TECHNOLOGY POLICY**

1. To improve access to information and entertainment and to promote digital literacy, the Port Jefferson Free Library circulates hardware and software for both in-Library and take-home use. Library portable electronic devices may be borrowed by eligible Port Jefferson Free Library cardholders only. The library card account must be current and in good standing. One device per PJFL cardholder may be checked out at a time. Cardholders under the age of 18 require authorization from a parent or adult guardian to check out a device for take-home use.
2. Borrowers assume full responsibility for all costs associated with damage to or replacement of the Library's portable electronic devices and their associated peripheral equipment.
3. Borrowers and staff should examine portable electronic devices together to make sure that they are in working order without physical damage upon check out. Hardware problems must be directed to the staff immediately.
4. Borrowers must use headphones or in-ear devices when playing audio or video files in the Library.
5. Files cannot be saved on the Library's equipment. All files will be erased after the device is returned. Borrowers may not alter, delete or copy any software loaded onto borrowed portable electronic devices or otherwise change their existing configuration. Personal software cannot be loaded onto Library devices. No illegal activities using the Library's technology will be permitted (hacking, pirating, downloading illegal materials, etc.). Activities inconsistent with the Port Jefferson Free Library Internet Acceptable Use Policy, and the Policy Statement Governing Library Use and Maintenance of Public Order will not be tolerated and will result in suspension of Library privileges.
6. Damage to devices or their accessories, including but not limited to spilled food or beverages, will result in the borrower being charged for the cost of repairs or replacement if repair is not possible.
7. Borrowers are solely responsible for equipment that is lost, stolen or damaged while it is checked out to them. If Library staff observes a device left unattended, it will be retrieved and the borrower may be restricted from future use of equipment.
8. Take-home devices are on loan for 7 days and can be renewed once. There is a late fee of \$1.00 a day which can accrue to a maximum of \$6.00. If a device is not returned, the first overdue notice will be sent 5 days after the due date, and all borrowing privileges will be suspended. The final notice will be sent 10 days after the due date and will contain a bill for the replacement cost of the items.



CIRCULATING TECHNOLOGY POLICY

9. In-house technology devices may not be checked out within 30 minutes prior to Library closing.

10. All in-house and take-home devices must be returned 15 minutes prior to Library closing and must be physically handed to a staff member at the service desk from which they were initially borrowed. Borrowers may not leave returned equipment at an unattended service desk or in the book drop or audiovisual drop. Borrowers and staff should examine returned devices together to make sure that they are in working order.

11. Failure to comply with these guidelines may result in termination of all technology use privileges. Policies and procedures are subject to change without further notice. The Library's Policy on Circulating Portable Electronic Devices is available online or at the Library upon request.

Minor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Adult Patron Authorization: \_\_\_\_\_ Signature: \_\_\_\_\_

Library Card Barcode Number: \_\_\_\_\_

### POLICY ON 3D PRINTING

In conjunction with its mission, the Port Jefferson Free Library is committed to offering community access to both established and emerging technologies. By providing access to “3D” printing services, the Library intends to motivate experimentation, creativity and an interest in design; and to provide individuals the opportunity to bring their creations to life. This policy establishes regulations to adhere to on the matter of the utilization of the Library’s 3D printers.

1. The Library’s 3D printers produce three-dimensional objects in various materials using a design that is uploaded from a digital computer file. Printing is available to all those holding a valid Suffolk County library card in good standing; however, priority will be afforded to Port Jefferson Free Library cardholders. Those under the age of 18 may submit design files with the permission of a parent or guardian.
2. The Library’s 3D printers may be utilized only for lawful purposes. It is not permitted to utilize the printers to create objects that are:
  - a. in violation of another’s intellectual property rights; printers will not be used to reproduce objects that are subject to copyright, patent or trademark protection;
  - b. prohibited by local, state or federal law;
  - c. unsafe, harmful, dangerous or that pose an immediate threat to the well-being of others (n.b., such use may violate the terms of use of the manufacturer); or
  - d. obscene.
3. Library staff will review each design file before it is printed. The nature of 3D printing does not permit unfettered user privacy; however, Library staff will not share information relating to a user’s legal 3D printing activities with third parties.
4. The Library reserves the right to refuse a 3D print request.
5. The Library reserves the right to charge a fee that covers the printing costs. The fee will be waived in cases of mechanical failure, incomplete printing, or errors in the print process that are not due to design flaws.
6. The Port Jefferson Free Library makes no warranty, expressed or implied, of the usefulness for a particular purpose of any object produced by its 3D printers. The Library strongly recommends that 3D printers not be used to make objects that could cause personal injury or property damage if they fail during use.
7. Only designated Library staff will have hands-on access to the 3D printers.
8. In times of high demand, the Library may impose restrictions on printing.
9. Users will be notified when their completed objects are available. Printed objects must be retrieved by the individual who submitted the design file. Items that are not retrieved within 14 days are to be deemed to be the property of the Library and may be discarded or recycled.

---

# 5

---

Port Jefferson Free Library



**PORT JEFFERSON FREE LIBRARY ASSOCIATION****INVESTMENT POLICY**

(STRUCTURED IN CONFORMITY WITH CHAPTER 708, LAWS OF 1992)

**1. SCOPE**

This investment policy applies to all monies and other financial resources available for investment on its own behalf.

**2. OBJECTIVES**

The primary objectives of the PJFL investment activities are, in priority order:

- 2.1 To conform with all applicable federal, state and other legal requirements (legal).
- 2.2 To adequately safeguard principal (safety).
- 2.3 To provide sufficient liquidity to meet all operating requirements (liquidity).
- 2.4 To obtain a reasonable rate of return (yield).

**3. DELEGATION OF AUTHORITY**

3.1 The governing Board of Trustees delegates to the Library Director or her/his designee the administration of this investment program; the Director shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a level of accountability which satisfies the Board's expectations that the Library's investments will conform to the above-cited objectives. Such structure is to be based upon a database of records incorporating descriptions and amounts of investments, transaction dates and other relevant information; and is to include reference to the monitoring and regulation of the activities of subordinate employees charged with carrying-out the investment program.

**4. PRUDENCE**

4.1 All participants in the investment process shall act responsibly as custodians of the public trust and shall avoid any transactions that might impair public confidence in the PJFL.

4.2 Investments shall be made with judgment and care, and in consideration of the circumstances prevailing at the time of an investment judgment. All investment decisions are to be generated in a manner which persons of prudence, discretion and intelligence would exercise in the management of their own affairs; although income from an investment is to be a consideration it is not to be an overriding criteria.

4.3 Library personnel involved in the implementation of the investment program are to refrain from any personal business activity that could (or give the appearance of) conflicting with the proper execution of the investment program; or which could impair an ability to make impartial and considered investment decisions.

## **5. DIVERSIFICATION**

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

## **6. INTERNAL CONTROLS**

6.1 It is the policy of the PJFL for all monies collected by any officer or employee of the Library is to be transferred to the Account Clerk for deposit.

6.2 The Library Director and her/his designee is responsible for establishing and maintaining an internal control structure to provide to the greatest extent reasonable assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition; the transactions are executed in accordance with proper authorization; are recorded properly; and are managed in compliance with applicable laws and regulations.

## **7. DESIGNATION OF DEPOSITORIES**

7.1 The Board of Trustees will annually authorize approved depositories at the annual Re-organizational Meeting or any other Board meeting as necessary.

## **8. COLLATERALIZING OF DEPOSITS**

8.1 In accordance with the provisions of General Municipal Law ss10 all deposits of the PJFL, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by one or more of the following collateral:

8.1.1 By a pledge of “eligible securities” with an aggregate “market value” as provided in GML ss10, equal to the aggregate amount of deposits from the categories designated in Appendix A to this policy.

8.1.2 By an eligible “irrevocable letter of credit” issued by a qualified banking institution, other than the bank with deposits in favor of the PJFL, for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of the deposits and the agreed upon interest, if any.

A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

8.1.3 By an eligible surety bond payable to the PJFL for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

## **9. SAFEKEEPING AND COLLATERALIZATION**

9.1 Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party banking institution or trust company subject to security and custodial agreements.

9.2 The security agreement shall provide that eligible securities are being pledged to secure PJFL deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the PJFL to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the PJFL, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the PJFL or its custodial bank.

9.3 The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the PJFL, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstance, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the PJFL a perfected interest in the securities.

## **10. PERMITTED INVESTMENTS**

10.1 As authorized by General Municipal Law, ss11, the PJFL authorizes the Library Director or her/his designee to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- 10.1.1 Special time deposit accounts;
- 10.1.2 Certificates of deposit;
- 10.1.3 Obligations of the United States of America;
- 10.1.4 Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- 10.1.6 Obligations of the State of New York.

10.2 All investment obligations shall be payable or redeemable at the option of the PJFL within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the PJFL within two years of the date of purchase.

## **11. AUTHORIZED FINANCIAL INSTITUTIONS**

11.1 The PJFL shall maintain a list of financial institutions approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution. All financial institutions with which the PJFL conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the PJFL. The Library Director or her/his designee is responsible for evaluating the financial position of and maintaining a listing of proposed depositories, trading partners and custodians.

## **12. PURCHASE OF INVESTMENTS**

12.1 The Library Director or her/his designee is authorized to contract for the purchase of investments from eligible banking institutions, trust companies or trading partners.

12.2 All purchased obligations, unless registered or inscribed in the name of the PJFL, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the individual authorized to make the investment. All such transactions shall be confirmed in writing to the PJFL by the bank or trust company. Any obligation held in custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, ss10.

12.3 The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, PJFL, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the PJFL a perfected interest in the securities.

## APPENDIX A

### Schedule of Eligible Securities

- i. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- ii. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- iii. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State, or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- iv. Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.



**PURCHASING POLICY**

1. Bills incurred by the Port Jefferson Free Library, in the routine manner of doing business, shall be presented to the Board of Trustees at each regular meeting for authorization to make payment.
2. Other bills that require pre-payment, or carry a penalty for late payment, shall be authorized by the Treasurer or other designated staff member, and presented on a separate End of the Month warrant at the next regular Board Meeting.
3. Purchases that exceed the discretionary expenditure allotted, or represent a substantially new or unusual condition, must be presented to the Board for discussion and approval prior to commitment. Whenever feasible, the library shall obtain three comprehensive proposals.
4. The library will seek the best price possible without compromising quality, integrity or efficiency.

**DISCRETIONARY SPENDING**

- a. Items costing up to \$6,000 may be purchased at the discretion of the Director.
- b. Items costing \$6,000-\$10,000 may be purchased only after consultation with the Board President, or if unavailable, consultation with another officer of the Board.
- c. Items costing more than \$10,000 shall be brought to the full Board for discussion and approval prior to purchase.
- d. The purchasing agent is authorized to spend up to \$1,000 for supplies and materials necessary for the routine operation and maintenance of the library.

It is understood that emergency orders for major building and/or mechanical maintenance, equipment replacement, or computer operations may be authorized as necessitated by circumstance, with the Board being advised as soon as possible.

Adopted: 08/19/2002

**PORT JEFFERSON FREE LIBRARY ASSOCIATION**

**CREDIT CARD POLICY**

1. The Port Jefferson Free Library Board of Trustees shall maintain a credit card account to be used at the discretion of the Library Director and/or purchasing agent for:
  - a. Purchases when a purchase order or a check is unacceptable or unavailable.
  - b. Board expense that requires immediate payment.
2. All transactions are to be accounted for in accordance with library purchasing policies and procedures for authorized library purchases, and require original receipt.

Adopted: 09/14/1992  
Revised: 05/16/2005  
10/17/2005

**PETTY CASH POLICY AND PROCEDURES**

**PURPOSE:** The purpose of a petty cash fund is to allow the reimbursement of minor or emergency business expenses in an efficient and cost effective manner. The petty cash fund balance is not to exceed \$300.00. The use of petty cash funds should be limited to reimbursement of staff for small expenses not to exceed \$40.00. A locked cash box containing petty cash is to be kept in a safe or locked cabinet in the office of the Secretary to the Director.

**1. USE OF PETTY CASH**

1.1 Petty cash should be used for minor, “last minute” or emergency business expenses where it is impractical to be invoiced or billed or to have a check issued beforehand.

**PETTY CASH MAY ONLY BE USED FOR THE FOLLOWING:**

- Necessary and reasonable small library expenses that do not exceed \$40.00
- Emergency supplies
- Newspapers
- Program supplies where checks are not accepted
- Last minute registration fees

**PETTY CASH CANNOT BE USED TO PAY FOR:**

Services, equipment, travel or salary advances, business meals outside the library, subscriptions, credit card reimbursements, or cashing of personal checks.

**2. PROCEDURES FOR REQUESTING PETTY CASH**

2.1 The Library Director must authorize his Secretary to allocate petty cash to an employee. A receipt must be turned in as proof of the expense. A purchase order signed by the Library Director with the receipt must accompany all transactions over \$25.00. All expenditures are to be recorded on the spreadsheet located in the petty cash box and the receipts are to be attached to the spreadsheet.

Only the Secretary to the Director is authorized to distribute reimbursement payment to an employee.

**3. REPLENISHING PETTY CASH**

3.1 On a monthly basis the Business Manager along with the Secretary to the Director will count and prove the petty cash box. When the fund is low, the Secretary to the Director should complete the spreadsheet, attached all receipts and purchase orders and submit a request for reimbursement to the Business Office to be processed with the monthly warrant for approval by the Board of Trustees.

**DISCARD/DISPOSAL POLICY AND PROCEDURES**

1. The discard/disposal of all furniture, equipment and assets \$500.00 or above must be approved by the Port Jefferson Free Library Board of Trustees at a monthly Board of Trustees meeting. A value will be established and the method of discard/disposal will be determined by the Board. The Library Director will determine what should be discarded and the method of discard/disposal regarding items under \$500.00.
  
2. Library materials that no longer meet the objectives of the library will be systematically withdrawn according to accepted professional practice by means of weeding to ensure library materials are current. Library materials that are not damaged may be boxed and sent for resale whereupon the library will recoup revenue by means of commission or donated to another taxpayer supported entity or another non-profit agency. Damaged materials will be thrown away.
  
3. The means of discard/disposal of damaged or outdated assets such as furniture and equipment whether under or over \$500.00, will be made once a value has been determined. If the item is deemed to have value, it can be sold or donated to another governmental agency such as a school, another taxpayer supported entity within the district or as a last resort, another non-profit organization.
  
4. If there is no interest in the items by any of the above, these items can be sold to residents or employees making the highest offer or thrown away.
  
5. Electronic devices will have their memory erased to prevent unauthorized access to confidential information prior to disposal. The disposal of all items by means of refuse should be done in compliance with state and federal laws for environmental protection.

## 6.0 PERSONNEL

---

6

---

Port Jefferson Free Library



**PORT JEFFERSON FREE LIBRARY ASSOCIATION****APPOINTMENT OF PERSONNEL**

All personnel appointments may only be effected by way of Board of Trustees' action memorialized within resolutions adopted at regular and special meetings of the Board. The Board of Trustees is to possess the authority to create positions; establish initial salaries of personnel not subject to salary schedules negotiated between the Library and its Staff Association and to formally appoint personnel to staff positions upon the recommendation of the Director. Appointments of pages and part-time support staff may be made by the Director subject to ratification by the Board of Trustees at a meeting subsequent to the appointment.

Further, the Board may move tentative appointments pending the satisfactory completion/resolution of specific circumstances attendant to the subject appointment.

## POLICY AGAINST SEXUAL HARASSMENT

### Introduction

Port Jefferson Free 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 Port Jefferson Free 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. Employees are urged to report sexual harassment by filing a complaint internally with Port Jefferson Free Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

### Policy:

1. Port Jefferson Free Library's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Port Jefferson Free 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. Port Jefferson Free Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Port Jefferson Free Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. 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 Assistant Director or Director of Port Jefferson Free Library. 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.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Port Jefferson Free Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

---

*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.*

*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.*

Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

5. Port Jefferson Free 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. Port Jefferson Free Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. Port Jefferson Free Library will provide all employees a complaint form for employees to report harassment and file complaints.

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

8. 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.

### **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 such behavior 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:
  - o Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - o Rape, sexual battery, molestation or attempts to commit these assaults.
  
- Unwanted sexual advances or propositions, such as:
  - o Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - o 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:
  - o Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
  
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - o Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - o Sabotaging an individual's work;
  - o Bullying, yelling, 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.** Port Jefferson Free Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Assistant Director or Director of Port Jefferson Free Library. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Assistant Director or Director.

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 Assistant Director or 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. Port Jefferson Free 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 a complaint, the 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 the 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:
  - o A list of all documents reviewed, along with a detailed summary of relevant documents;
  - o A list of names of those interviewed, along with a detailed summary of their statements;
  - o A timeline of events;
  - o A summary of prior relevant incidents, reported or unreported; and
  - o 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 the Port Jefferson Free Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Port Jefferson Free 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 a HRL complaint in state court.

Complaining internally to the Port Jefferson Free 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](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://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 anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

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

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

## ***Port Jefferson Free Library***

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Library Director. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

***For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](http://ny.gov/programs/combating-sexual-harassment-workplace)***

### ***COMPLAINANT INFORMATION***

Name: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Select Preferred Communication Method:     Email     Phone     In person

### ***SUPERVISORY INFORMATION***

Immediate Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Address: \_\_\_\_\_

### ***COMPLAINT INFORMATION***

*1. Your complaint of Sexual Harassment is made about:*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relationship to you:     Supervisor     Subordinate     Co-Worker     Other

*Adoption of this form does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.*

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred: \_\_\_\_\_

Is the sexual harassment continuing?     Yes     No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

*The last question is optional, but may help the investigation.*

5.        Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### *Instructions for Employers*

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and the basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.



**PORT JEFFERSON FREE LIBRARY ASSOCIATION****OVERTIME POLICY**

1. Scheduling overtime hours for full-time employees should be avoided whenever possible.
2. If overtime scheduling is unavoidable, it must be approved in advance by the Director.
3. If the Director is unavailable, the most senior Librarian or Librarian in charge must approve overtime scheduling in advance.
4. In the absence of the Director and a Librarian in charge, the Department Head may approve overtime scheduling.
5. When overtime scheduling is necessary, the overtime will be recompensed in the following ways:
  - a. For overtime hours from 35 to 40 hours a week, equal compensatory time will be given. Compensatory time off may be taken upon approval of the appropriate department head.
  - b. For overtime worked beyond 40 hours per week, all employees, except librarians and department heads, will be paid time and a half.
  - c. All librarians and department heads will receive time and a half compensatory time for overtime worked beyond 40 hours per week.
  - d. Full-time employees, upon request, may be paid for overtime with the Director's approval.

Adopted: 06/13/1994  
Revised: 11/16/2009

**PORT JEFFERSON FREE LIBRARY ASSOCIATION**

**DISCLAIMER**

1. The Port Jefferson Free Library does not discriminate in employment or the provision of services.

## PORT JEFFERSON FREE LIBRARY ASSOCIATION

### WHISTLEBLOWER POLICY

#### **1. General**

The Port Jefferson Free Association Library requires that directors, officers, employees and volunteers meet the highest standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Library, directors, officers, employees and volunteers will be expected to practice honesty and integrity in fulfilling responsibilities and complying with all applicable policies, laws and regulations.

#### **2. Reporting Responsibility**

It is the responsibility of the directors, officers, employees and volunteers to report violations and/or suspected violations of law or policy in accordance with this Whistleblower Policy.

#### **3. No Retaliation**

Section 715-B of the Not-for-Profit Corporation Law prohibits retaliatory action for reporting a violation of law, rule or regulation, for which the person reasonably believes constitutes a violation. No directors, officers, employees or volunteers who in good faith report a violation are to suffer harassment or retaliation; nor will he or she if employed suffer an adverse employment consequence. A director, officer, employee or volunteer who retaliates against one who has reported a violation in good faith will be subject to discipline or sanction. This Whistleblower Policy is intended to encourage and enable directors, officers, employees and volunteers to raise concerns within the Library pertaining to alleged violations of policy, law or regulations.

#### **4. Reporting Violations**

The Library recommends that officers, employees and volunteers share their questions, concerns or complaints with a superior who can address them properly. In most cases, the officer's, employee's or volunteer's supervisor is in the best position to address an area of concern. However, if the officer, employee or volunteer determines not to confer with his or her supervisor, the director, officer, employee or volunteer may confer with one of the administrative staff. A Director's concern relating to an alleged violation should be raised before the entire board. Supervisors are required to report alleged violations to the Library Director. The Library Director possesses specific and exclusive responsibility to investigate all reported violations and is required to report to the Board of Trustees regarding compliance matters. If the Director is a party to the alleged violation of law or policy, the whistle blower may approach the President, of the Library Board of Trustees.

### **5. Accounting and Auditing Matters**

The Board of Trustees shall address all reported concerns and complaints regarding the Library's accounting practices, internal controls and auditing. The Library Director shall immediately notify the Board of Trustees of any such complaint and shall collaborate with the Board until the matter is resolved.

### **6. Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing that the information disclosed indicates a violation. Any allegation that proves to be false or unsubstantiated, and which proves to have been made maliciously or knowingly, will be viewed as a serious offense requiring disciplinary action or sanction.

### **7. Confidentiality**

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

### **8. Handling Reported Violations**

The Library Director will acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**PORT JEFFERSON FREE LIBRARY****PERFORMANCE EVALUATION OF THE LIBRARY DIRECTOR****Purpose**

This policy provides a framework for regular, documented and objective performance evaluations of the Library Director by the Board of Trustees. The model to be used is one that ties the responsibility for library performance to the Director. A comprehensive evaluation of the library's operations and the director's actions in his capacity will provide the Board with a picture of how well the director is performing.

This approach encourages the Board and the Director to work as a team to devise goals and objectives that will improve the library and shape its future development. The purpose of the performance evaluation is:

- To ensure that library goals and priorities for service are being met;
- To provide the Director with a clear understanding of the Board's expectations;
- To inform the Director of how well these expectations are being met;
- To highlight areas that have shown excellent performance outcomes;
- To identify the areas in need of development within the director's skill set and the organization so that improvements may be made;
- To provide an opportunity for the Board and the Director to work together to set new goals for the coming year (i.e., a work plan); and
- To ensure that the Board and the Director share a common vision of what the library is today and what it will become in the future.

**Statement of policy**

1. A formal, written performance evaluation of the Director should be performed annually by the end of the fiscal year.
2. The performance evaluation will be based on the following standards:
  - 2.1. Performance in the areas of responsibility that are described in the Director's job description and/or employment contract; and
  - 2.2. Achievement of mutually agreed-upon goals within a specific time frame.
  - 2.3. The overall performance of the library.
3. The evaluation process spans several months and consists of the following steps:
  - 3.1. April**
    - 3.1.1. The Director delivers to the Board an annual report describing the year's activities and accomplishments against the work plan.
    - 3.1.2. The Board also receives copies of the current year's work plan and the Director's job

description and/or employment contract. Other documents that will aid in the performance evaluation, such as usage statistics, financial reports, the most recent financial audit, the strategic plan, Director and Department reports from the monthly Board meeting packets, and the performance evaluation from the previous year, grievances, whistleblower complaints, sexual harassment complaints or official statements from staff, public, trustees and/or any other materials as seen fit by the Board will also be assembled. After reviewing the documents, each Trustee completes a written evaluation of the Director. In addition compensation should be tied to performance and upcoming contracts need to reflect this.

3.1.3. The Board President summarizes the results into a written draft performance evaluation.

### **3.2. May**

3.2.1. The Board reviews and approves the draft performance evaluation document.

3.2.2. The Board President meets with the Director to discuss the final performance evaluation.

### **3.3. June**

3.3.1. The written performance evaluation including any written responses from the Director is presented to the Board.

3.3.2. The Board and the Director decide on goals to be included in the next year's work plan.

### **3.4. July**

3.4.1. The written work plan for the new fiscal year is submitted to the Board for review and approval.

3.4.2. The evaluation process is evaluated and changes are made as needed.

**WORKPLACE VIOLENCE PREVENTION POLICY**

*The Port Jefferson Free Library (“the Library”) is dedicated and committed to providing a safe and secure work environment that promotes the achievement of its mission. All employees of the Library are expected to promote a safe working environment which is free from violence and other types of workplace dislocation.*

*The purpose of this policy is to address the potential of violence in the workplace and to help prevent violence from occurring. The best prevention available for workplace violence is to identify problems early and to remediate them.*

**1. Definition**

Workplace violence is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment.

Workplace violence includes but is not limited to:

- a. An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- b. Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- c. Intentional and wrongful physical contact with a person without his or her consent that entails some injury;
- d. Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

**2. Policy**

The Port Jefferson Free Library prohibits any form of workplace violence. Complaints involving workplace violence will be given serious attention, and no retaliation will be taken against an individual who makes a complaint in good faith. Individuals who violate this policy may be removed from the Library and are subject to disciplinary action and/or personnel action up to and including termination, consistent with Library policies and labor agreements, and/or referral to law enforcement authorities for criminal prosecution.

An employee of the Library who applies for or obtains a protective or restraining order that lists Library locations as protected areas must provide the Library Director a copy of the petition and declarations used to seek the order, as well as a copy of any temporary or permanent protective or restraining order that was granted.

Port Jefferson Free Library, at the request of an employee or in its own discretion, may prohibit members of the public, including family members, from visiting an employee while at work on Library property. This may be applied in cases where an employee suspects that another employee may be subjected to violence.

While on Library property, no employee, Board member, volunteer, or visitor, except for those in law enforcement, is permitted to possess a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage Library property. No employee, Board member or volunteer of the Library shall be permitted to possess any weapons in his/her vehicle while parked on Library property.

### **3. Reporting of Incidents**

No incident of workplace violence is to be ignored by any employee of the Library. All incidents must be reported to the Library Director at the earliest possible time. If the incident involves the Library Director, a report must be made to the President of the Board of Trustees or other officer. It is important that all employees of the Library adhere to this policy to maintain the Library as a safe working environment.

All reports of workplace violence will be kept confidential to the extent possible. The Library will act on the basis of anonymous complaints where it has a reasonable basis to believe there has been a violation of the policy and that the safety and welfare of Library employees would be served by such action.

### **4. Critical Incident Management/Crisis Counseling**

If a traumatic, violent incident occurs in the workplace or to a Library employee outside of the workplace, the Library Director will take measures to assist all staff through a debriefing and crisis counseling.

### **5. Training and Risk Assessment**

The Library will provide annual training dealing with workplace violence prevention and various risk issues to all of its personnel. The Library will also review violence prevention policies and procedures in conjunction with a risk assessment on an annual basis.



---

# 7

---

Port Jefferson Free Library



**REGULATIONS FOR USE OF THE MEETING ROOM**

**The Library Director may grant the privilege of using the Meeting or Conference Room to community organizations, subject to the following conditions:**

1. Residents or card holders will have preference in use of meeting rooms.
2. When not being used for Library purposes, the rooms shall be available, in order of date of request, for public gatherings of a civic, cultural, or educational nature.
3. The Library reserves the right to cancel any meeting because of adverse weather conditions, or because of Library business or programs.
4. Request for use of the rooms shall be made by completing the application on the reverse side of this form. No reservation may be made more than 90 days in advance.
5. The rooms may not be used for commercial purposes. All meetings must be open to the general public. Organizations using the rooms may not charge admission, request donations, or raise funds.
6. Meetings by political or religious groups, or meetings for political or religious purposes, will not be scheduled.
7. Organizations are responsible for supervising their own activities and for cleanups. Groups of minors will not be admitted to the rooms until the adult supervisor is present.
8. Non-alcoholic beverages, sandwiches, cakes and cookies may be served with Library approval. Organization must assume total responsibility.
9. Exhibitions of art, crafts, and other displays which do not interfere with the normal use of the rooms for program purpose are permitted, if they conform to the Library display policies.
10. Decorations, scenery, or signs are not permitted. Arrangements requiring custodial assistance must be made 48 hours or more in advance of the meeting. Only authorized persons may operate Library owned audiovisual equipment.
11. Neither the name nor address of the Port Jefferson Free Library may be used as the official address of headquarters of any organization, nor may it be used for purposes other than to identify the location of the program. In every case of material publicizing a program, the name of the sponsoring organization must appear in letters larger and more prominent than that of the Port Jefferson Free Library. Any unwarranted implication that a program is sponsored by the Port Jefferson Free Library will constitute sufficient grounds for immediate cancellation of meeting room privileges. All publicity in regard to meetings of outside groups shall be the responsibility of the group and not the Library.
12. Damage to Library property and/or violation of the above rules by members of the group may result in cancellation of the meeting room privileges and may incur costs.
13. All federal, state, and local ordinances, as well as the rules of the Police and Fire Departments relating to public assemblies, must be strictly obeyed, including occupancy.
14. The Library Board reserves the right to make any further rules that it may deem proper pertaining to the use of the rooms.

Adopted: 07/20/1992  
Revised: 12/16/2002  
Reviewed: 10/20/2008



# Port Jefferson Free Library

## APPLICATION FOR USE OF MEETING ROOM FACILITIES

Library sponsored programs receive first consideration in scheduling the Meeting and Conference Rooms. The fact that an organization is permitted to meet in this Library does not in any way constitute an endorsement of the organization's standards. The Library reserves the right to request additional information concerning the nature of the organization and the program before granting approval. Permission to use meeting room facilities is determined according to the REGULATIONS printed on the reverse of this application. Please complete this form and return it to the Library.

We request use of the Library	<input type="checkbox"/> <b>MEETING ROOM</b> capacity: 70 people	<input type="checkbox"/> <b>CONFERENCE ROOM</b> capacity: 20 people
-------------------------------	---	--

For the following Date(s) and Times(s): \_\_\_\_\_

Organization or Group Name: \_\_\_\_\_

Location or Address: \_\_\_\_\_

Name of person making application: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Nature or Purpose of Program: \_\_\_\_\_

\_\_\_\_\_ Anticipated size of group?: \_\_\_\_\_

Indicate general nature of program by checking all of the appropriate items below:

Speaker  Panel  Round Table Discussion  Film  Entertainment  Other \_\_\_\_\_

Will refreshments be served?  YES  NO

List any special services, set-up or equipment needed: \_\_\_\_\_

Please ask for equipment form and policy

---

In consideration of the use of meeting room facilities, each organization or group agrees that it will pay for all damage to any property of the Port Jefferson Free Library resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or group, or any of its invitees, and that it will hold harmless and indemnify the Port Jefferson Free Library from any and all liability which may be imposed upon the Library, for any injury to persons or property caused by the organization or any other person in connection with the program.

It is understood that the Port Jefferson Free Library assumes no responsibility whatever for any property placed in the Library in connection with the program, and that the Port Jefferson Free Library is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained during, or by reason of, a program held on the Library's premises.

We have read and agree to abide by the Regulations on the reverse side of this form.

Organization: \_\_\_\_\_

Signature of authorized officer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

---

Librarian: \_\_\_\_\_, please check appropriate boxes:

Noted on Calendar  Copy to be mailed to applicant  Applicant to be phoned  Notify Custodian

Accepted by Library Director: \_\_\_\_\_ Date: \_\_\_\_\_

**PORT JEFFERSON FREE LIBRARY ASSOCIATION****POLICY ON BEHAVIOR**

The Port Jefferson Free Library Board of Trustees has adopted this policy to maintain premises appropriate for all persons to read, work/study, and generally enjoy the use of the Library by promoting safety and civility on behalf of patrons, Library staff, as well as protecting its facilities from damage. Patrons are expected to adhere to the following Library rules. The Library reserves the right to require any person violating these rules to leave the Library premises, restrict privileges and/or suspend the individual from the Library for a period of time to be determined. Unlawful activities or behavior will be reported immediately to the police. Library premises are defined to comprise the Main Library Building, the Teen Center, 201 Thompson Street, 205 East Main Street, the Library Parking Lot and Grounds.

**1. Library Rules**

The following activities are prohibited on Library grounds/premises:

**A. Disruptive Behavior:** Excessive/unreasonable noise, foul or abusive language~, roughhousing, using personal electronic devices without headphones, or engaging in conduct that interferes with Library users ability to reasonably use the Library and/or the Library staffs ability to complete work necessary to sustain the operation of Library functions is prohibited.

**B. Phone Usage:** Using cellphones within Library premises is prohibited, except for text messaging or other silent operations. Patrons may not use Library telephones at any time.

**C. Animals:** Animals other than service animals are not permitted onto the Library premises, unless they are being used in conjunction with a Library program.

**D. Soliciting:** Soliciting/surveying, distributing materials, canvassing, begging, panhandling, or circulating petitions among other patrons and staff members on Library premises are prohibited. This includes selling anything for personal gain or a charitable cause except one for the Library's benefit.

**E. Hygiene:** Patrons whose bodily hygiene is offensive to the degree of constituting a nuisance to other persons or staff may be asked to leave the building.

**F. Sleeping:** Patrons may not sleep in the Library building.

**G. Food:** Non-alcoholic drinks are allowed within the Library except for the public computer areas. All containers must have lids. The eating of foods in the Library is prohibited.

**H. Loitering:** Any person who remains on library property without legitimate reason will be subject to removal.

**I. Restroom Misuse:** Use of the Library's restrooms for bathing, shaving, washing hair, or other matters of personal hygiene and/or illegal activities is prohibited.

**J. Use of Children's Room & Teen Center:** Adults may not use the Children's Room or Teen Center unless they are specifically searching the collections or accompanying a child or teen.

**K. Damaging of library materials/property:** Rearranging, defacing, damaging, or destroying of Library materials, equipment and/or property is prohibited.

**L. Improper Attire:** Patrons must be appropriately attired/fully clothed on Library premises at all times including but not limited to wearing shoes and both upper and lower body coverings.

**M. Public Lewdness:** Exposure of one's private parts, intentional or otherwise, is prohibited.

**N. Personal Belongings:** Personal belongings are not to be left unattended. The Library assumes no responsibility for personal property and patrons are advised to secure their possessions. Items left behind that are considered suspicious will be reported and turned over to the authorities.

**O. Abuse:** Abusive interactions with library staff or fellow patrons will be cause for removal and/or the suspension of privileges.

**P. Smoking:** Smoking is prohibited with Library premises and on library property.

**Q. Weapons:** No Weapons or contraband are permitted to be possessed on Library property.

**R. Laws:** Engaging in an activity that is violative of local, state or federal law will be cause for removal and suspension of privileges.

**S. Recordings:** The use of cameras or any type of tape recording or similar media device on Library property is prohibitive without prior written approval of the Director.

## **2. Response to Violations of Library Behavior Policy & Appeals Procedure:**

The Board authorizes the Director and other Library employees to enforce compliance with this policy. Patrons not complying will be required to leave. Library personnel are authorized to contact local law enforcement if necessary.

Any patron who violates Library policies may be denied the privilege of access to the Library by the Library Director or his/her designee. Any patron whose privileges have been denied may submit a written notice of appeal to the Board of Trustees within thirty (30) days of any action taken by the Library Director.

STATEMENT OF MANAGEMENT SAFETY POLICY

1. SCOPE

- 1.1 The personal safety and welfare of our employees, as well as the general public, is a primary and continuing concern of the Port Jefferson Free Library Association.
- 1.2 It is our goal to provide every employee a place of employment free from recognized hazards, which are a potential cause for serious physical harm or health impairment.
- 1.3. To assist in this implementation, a safety committee will be established, consisting of key personnel from each major department, and chaired by an appointed safety coordinator. The committee will meet regularly to assist in the accomplishment of our goal, reporting its findings and recommendations to the Library Director following each meeting or sponsored activity.
- 1.4 The Library Director will then work with the Department Heads to appropriately address those committee findings.

2. MANAGEMENT

- 2.1 To accomplish our goal, Management will implement progressive accident prevention programs, systems, and techniques; Provide a work environment where identified occupational hazards are controlled when elimination is not feasible; and, cooperate with government and labor to optimize employees safety and health.

3. DEPARTMENT HEADS

- 3.1 To accomplish our goal, Department Heads will be responsible and accountable for a superior level of employee protection and performance;
- 3.2 Institute work practices which reflect the safest, most efficient methods available for accomplishing the required tasks; and,
- 3.3 Educate and train employees regarding "on-the-job" hazards.

4. EMPLOYEES

- 4.1 Be expected to conduct their jobs in the safest and healthiest manner prescribed;
- 4.2 Be expected to conduct themselves in a way that enhances their personal safety and that of their fellow employees;
- 4.3 Be encouraged to cooperate and contribute towards the overall success of the safety program, including participation in safety activities and committees when requested;
- 4.4 Report all accidents and injuries immediately to their manager; and,
- 4.5 Cooperate in the accident reporting and safety evaluation process.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Employee

Date \_\_\_\_\_

## PORT JEFFERSON FREE LIBRARY ASSOCIATION

### POLICY ON LEAFLETS AND PETITIONS

1. The Port Jefferson Free Library Board of Trustees prohibits the distribution of leaflets or the gathering of signatures for petitions within the library building. The distribution of leaflets or the gathering of signatures for petitions on library property outside the building may not block access to entrances and exits, nor may library business be interrupted.
2. The Library Director or personnel authorized by Director may permit leaflets, newsletters, or flyers to be displayed on the Community Events bulletin board or with other hand-outs. The library may, at its discretion, post or display:
  - a. Notices of events sponsored by non-profit organizations.
  - b. Official government announcements and communications.
  - c. Listings of cultural and educational events to be held in this area.
3. All postings and displays are at the discretion of the library.

Adopted: 08/03/1987  
Revised: 05/15/2000  
10/21/2002

**PORT JEFFERSON FREE LIBRARY ASSOCIATION**

**POLICY ON FLAGS AT THE LIBRARY**

1. The Port Jefferson Free Library shall display the flag of the United States.
2. Additionally, it may fly the flag of:
  - a. New York State
  - b. The Village of Port Jefferson,
  - c. or the Port Jefferson Free Library.



**PORT JEFFERSON FREE LIBRARY ASSOCIATION****PARKING LOT POLICY**

1. The Library's parking lot is expressly for patrons using the library. The parking lot may not be used for any other activity, without consent, in writing, in advance, by the Board of Trustees and/or Library Director. Any other use will not be permitted.
2. Parking is only permitted in marked spaces. The responsibility of finding a legal parking space rests upon the vehicle operator. Yellow curbing or striping indicates no parking zones. Parking is prohibited on the grass or on the sidewalk. Local, state, and federal laws apply to vehicles parked in the Library's parking lot.
3. No overnight parking. Disabled vehicles may not be left in the Library's parking lot overnight.
4. Unregistered, unlicensed or uninspected vehicles are not permitted in the Library's parking lot. Commercial vehicles, other than of patrons using the library or contractors working on Library premises are not permitted in the Library's parking lot.
5. The Library takes no responsibility for damage to personal vehicles or property while on the Library premises. Lock your vehicle.
6. Vehicles parked in the Library's parking lot illegally or improperly will be towed at the owner's expense. The Library takes no responsibility for damage to vehicles while being lifted, towed, or stored, etc.
7. When patrons use the Library's parking facilities, the following should be kept in mind:
  - a. The parking lot is expressly for the use of patrons using the library.
  - b. Parking is only permitted in marked spaces.
  - c. Monitor your alarms, horns and radios.
  - d. Do not block handicap cut-outs, entrances, exits or the garbage dumpster.
  - e. Be careful when you back up; avoid an accident.

The Library's parking lot is  
expressly for patrons using the library  
All other vehicles in the Library's parking lot  
will be towed and stored at the owner's expense.  
Northeast Towing and transport 631-474-5355



**Port Jefferson Free Library**