

# PJFL POLICIES

## **POLICIES**

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# 10 AMENDMENT OF CHARTER

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# 1

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**PORT JEFFERSON FREE LIBRARY**



## 10.1 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 the Port Jefferson Free Library, for an amendment of its charter, it was

Voted, that the provisional charter of the 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 the 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

Granted, December 15. 2000

## **10.2 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

# 20 BYLAWS & BOARD

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# 2

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PORT JEFFERSON FREE LIBRARY



## 20.1 TRUSTEE 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 eighteen (18) years of age or older who are residents of 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

## **20.2 BOARD OF TRUSTEE MEMBER ELECTIONS POLICY**

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 seven (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 seven (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: 08/13/1990  
Revised: 09/12/1994;  
03/15/1999;  
01/21/2001

## 20.3 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 Sections 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 (5%) 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, stepsister, 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 (\$75) 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 thirty (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;  
04/22/2013;  
11/24/2014

## **20.4 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.

## **20.5 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 (3) or more consecutive meetings.
  - b. Missing four (4) or more meetings within a twelve (12) month period.
  - c. Engaging in misconduct or disorderly conduct prejudicing the capacity of the Board to undertake due deliberations at Board meetings.



## 20.6 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 monthly by the Policy Committee. 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 Board meeting.
- 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

Revised: 05/23/2022

## **20.7 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.

## 20.8 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 thirty (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 three 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.

## 30 ADMINISTRATIVE

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# 3

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PORT JEFFERSON FREE LIBRARY



### **30.1 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.

### **30.2 COMMUNICATING WITH THE MEDIA POLICY**

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

### **30.3 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.

# 40 OPERATIONS

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# 4

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PORT JEFFERSON FREE LIBRARY





## 40.1 REGISTRATION POLICY

### 1. SCOPE

Library cards may be issued to all eligible patrons that reside within the Port Jefferson Free 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 eighteen (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 fifth 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:

- 2.1 Must be a current resident or property owner within the Port Jefferson 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 two (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 or bank statement, postmarked within sixty (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 user's 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 one dollar (\$1) 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

## **40.2 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 (3) months and may be renewed once. Borrowing privileges and certain library services may be restricted as determined by Library personnel.

## **40.3 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;
- 3.3 Microform material;
- 3.4 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 three (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 ten dollars (\$10) or more on accounts;

7.2 Long overdue or billed items;

7.3 Ninety-nine (99) items already circulating on a card.

## **8. OVERDUE NOTICES**

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

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

Final notice will be a bill for the replacement cost of items. It will be sent fourteen (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 six (6) months. Extended use fees are not waived for three (3) day DVDs, Blu-Ray DVDs, and specialty items. Items overdue more than six (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 Free Library 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, eighteen (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 (1) 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 three (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 bookdrop.
- 12.6 There will a late fee of twenty dollars (\$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

## 40.4 MATERIALS SELECTION POLICY

### 1. GOAL

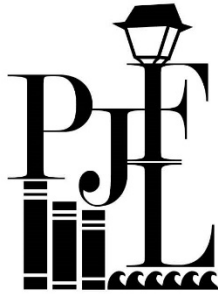
- 1.1 The goal of the Port Jefferson Free Library is to provide access to information and ideas to its community. To achieve this goal, the Library purchases, stores, and provides access to material which records the knowledge and experience of humanity. The Library recognizes its responsibility to give 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





# Port Jefferson Free Library

100 Thompson Street • Port Jefferson, NY 11777

(631)473-0022 • Fax: (631)473-4765

portjefflibrary.org • #portjefflibrary

## PATRON REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

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

\_\_\_\_\_

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

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

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

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

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

FORMAT: (check one)

- BOOK
- MAGAZINE
- AUDIO: CD/TAPE
- VIDEO TAPE
- DVD
- OTHER: \_\_\_\_\_

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: 06/18/1948.

Amended 02/02/1961;

06/27/1967;

01/23/1980 by the ALA Council

## 40.5 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 seventeen (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 (fifth grade and under) and Teens (sixth 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 eighteen (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

## 40.6 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 fifteen (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;  
06/20/2011

#### **40.7 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).

#### 40.8 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 eighteen (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 seven days and can be renewed once. There is a late fee of one dollar (\$1) a day which can accrue to a maximum of six dollars (\$6). If a device is not returned, the first overdue notice will be sent five (5) days after the due date, and all borrowing privileges will be suspended. The final notice will be sent ten (10) days after the due date and will contain a bill for the replacement cost of the items.
9. In-house technology devices may not be checked out within thirty (30) minutes prior to Library closing.
10. All in-house and take-home devices must be returned fifteen (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 bookdrop 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: \_\_\_\_\_



## 40.9 3D PRINTING POLICY

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 eighteen (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 fourteen (14) days are to be deemed to become the property of the Library and may be discarded or recycled.

**40.10 PUBLIC EMPLOYER HEALTH EMERGENCY PLAN**

This plan has been developed in accordance with NYS legislation S8617B/A10832.

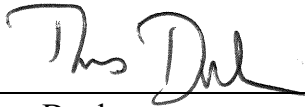
**PREAMBLE**

This plan has been developed in accordance with the as amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This Plan has been developed with the input of NYSUT, as required by the amended New York State Labor Law. This plan is not intended to impede, infringe, diminish, or impair the prerogatives of the Library or the Library's valued employees under any law, rule, regulation, or collectively negotiated agreement.

This Plan has been approved in accordance with the requirements applicable to the Free Association Library as represented by the signature of the authorized individual below.

As the Director of the Port Jefferson Free Library, I hereby attest that this Plan has been developed, approved, and placed in full effect in accordance with the above-cited authorities.



\_\_\_\_\_  
Thomas Donlon  
Director

\_\_\_\_\_  
November 15, 2021

Date

## 1. PURPOSE

This Plan has been developed in accordance with the as amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were adopted by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, which requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The Plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

## 2. SCOPE

This Plan was developed exclusively for and is applicable to the operations of the Port Jefferson Free Library. This Plan is applicable to a declared public health emergency in the State of New York which may impact the Library's operations; and it is in the interests of the safety of our employees and contractors, and the continuity of library operations that that this Plan has been promulgated.

## 3. SITUATION OVERVIEW

On March 11, 2020, the World Health Organization declared a pandemic for the novel coronavirus which led to the COVID-19 plague. This Plan has been developed in accordance with amended laws to support resilience against the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of Library employees and contractors is crucial to maintaining the Library's mission of maintaining essential operations. All employees and contractors are encouraged to read the [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - after using the restroom
  - after returning from a public outing
  - after touching/disposing of garbage
  - after using public computers, touching public tables, and countertops, etc.
- Practicing social distancing when possible.
- When feeling ill or having a fever, notifying your supervisor and immediately go home.
- When experiencing coughing or sneezing, stepping away from people and food, coughing or sneezing into the crook of your arm or a tissue, the latter of which should be disposed of immediately.
- Cleaning and disinfecting workstations at the beginning, middle, and end of each shift.
- Observing guidance which may be published by the CDC, the State Department of Health, or County health officials.

## 4. PLANNING ASSUMPTIONS

This Plan was developed based on information, best practices, and guidance available as of the date of its publication. The Plan was developed to reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following presumptions have been made in the development of this Plan:

- The health and safety of Library employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact Library operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per S8617B/A10832, ‘essential employee’ is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per S8617B/A10832, ‘non-essential employee’ is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

## **5. CONCEPT OF OPERATIONS**

The Director of the Port Jefferson Free Library, holds the authority to execute and direct the implementation of this Plan. Implementation, monitoring of operations, and adjustments to Plan implementation may be supported by additional personnel, at the discretion of the Director.

Upon the determination of the necessity implementing this Plan, all employees and contractors of the Library shall be notified by email, with details provided as possible and warranted, with additional information and updates provided on a regular basis. Library users and residents will be notified of pertinent operational changes by way of updates to the Library’s website, Facebook page, and the Library’s main phone message. Other interested parties, such as vendors, will be notified by phone and/or email as warranted. The Director will maintain communications with the public and constituents as needed throughout the period of time this Plan is implemented.

The Director of the Port Jefferson Free Library, or her/his designee will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, and direct the implementation of the Plan changes as warranted.

Upon resolution of the public health emergency, the Director of the Port Jefferson Free Library, or her/his designee, will direct the resumption of normal operations or operations with modifications as warranted.

## 6. MISSION ESSENTIAL FUNCTIONS

When confronting events that disrupt normal operations, the Port Jefferson Free Library is committed to ensuring that essential functions be continued despite the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and the Library's constituency.
2. Provide vital services.
3. Provide services required by law.
4. Sustain quality operations.
5. Uphold the core values and mission of the Port Jefferson Free Library.

The Port Jefferson Free Library has identified as critical, only those priority functions that are required, or are necessary to provide vital services. During the activation of this Plan, all other activities may be suspended to enable the organization to focus on meeting the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function.
- Interdependency of a one function to others.
- The recovery sequence of essential functions and their vital processes.

Priority 1 categorization identifies the most essential of functions, with priority 4 identifying functions that are essential, but not relatively paramount.

The mission essential functions for the Port Jefferson Free Library have been identified as:

Essential Function	Description	Priority
Information Technology	Monitors and maintains the Library's network via firewall, including WIFI	1
Customer Service	Provide access to materials via reserves, checkouts, and returns of materials	1
Database Access	Provide access to databases, eResources, and eBooks	1
Information Services	Provide up-to-date information resources and programs to community members	1
Youth Services	Provide up-to-date information, resources, and programs to community members	1
Technical Services	Maintain accurate data records in computer catalog	2
Business Office	Maintain payroll, human resources, and business office functions such as warrants, procurements, and other functions	1
Custodial Department	Maintain a clean, disinfected and safe public environment for staff and public	1
Marketing and Publicity	Provide up to date information regarding Library hours, programs, and services to the public in a variety of formats, including print and non-print	1
Support Services	Shelve materials and keep shelves in order so staff/public can locate materials	1

## Essential Positions

Each essential function identified above requires certain positions on-site to effectively implement the identified functions. The table below identifies the positions or titles which are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of them may be conducted remotely and do not require identification in this section.

<b>Essential Function</b>	<b>Essential Positions/Titles</b>	<b>Justification for Each</b>
Information Technology	<ul style="list-style-type: none"> <li>• Network and Systems Specialist</li> </ul>	The Network and Systems Specialist establishes all priorities for IT tasks and provides support in setting up hardware and software, network management and help desk support.
Customer Service	<ul style="list-style-type: none"> <li>• Circulation Department Head</li> <li>• Library Clerks</li> </ul>	Maintains circulation system, material reserves, and sorts and prepares materials for circulation to patrons.
Database Access	<ul style="list-style-type: none"> <li>• Network and Systems Specialist</li> <li>• PALS Coordinator</li> </ul>	Provides access to database resources and downloadable materials. Provides statistical information to Library Director
Information Services	<ul style="list-style-type: none"> <li>• Heads of Children's, Teen and Adult Services</li> <li>• Librarians</li> </ul>	Procures and provides materials, programs, and other services for public users. Provides information and answers questions and queries from public.
Youth Services	<ul style="list-style-type: none"> <li>• Youth services Department Head</li> <li>• Youth services Librarians</li> </ul>	Procures and provides materials, programs, and other services for public users. Provides information and answers questions and queries from public.
Technical Services	<ul style="list-style-type: none"> <li>• Technical Services Department Head</li> <li>• Library Clerks</li> </ul>	Maintain accurate public library catalog records. Prepare materials for borrowing.
Business Office	<ul style="list-style-type: none"> <li>• Business Office Manager</li> <li>• Assistant to the Business Manager</li> <li>• Library Director</li> </ul>	Provides access to needed goods and services. Prepares and sends out payroll, warrants, and other official communication. Maintains access to human resources and personnel records. Provides administrative guidance for public policy, procedures, and other Library related work.
Custodial Department	<ul style="list-style-type: none"> <li>• Custodial Department Head</li> <li>• Custodians</li> </ul>	Maintains a clean and safe environment for staff and public.
Marketing and Publicity	<ul style="list-style-type: none"> <li>• Marketing Librarians</li> <li>• Librarians</li> <li>• Network and Systems Specialist</li> </ul>	Provides up-to-date information in both print and non-print formats for staff and public regarding Library programs, procedure, and policy updates.
Support Services	<ul style="list-style-type: none"> <li>• Library clerks</li> <li>• Library Aides</li> </ul>	Ensure materials are in order and shelved correctly.

## 7. REDUCING RISK THROUGH REMOTE WORK AND STAGGERED SHIFTS

Through assigning certain staff to work remotely and by staggering work shifts, the Library can decrease crowding and density at work sites and on public transportation.

### Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be directed to do so to the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely.
2. Approval and assignment of remote work.
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A means for telephone communications
    - i. Note that phone lines may need to be forwarded to off-site staff

The Director, Business Manager, and Department Supervisors will collaborate to identify staff/positions that can effectively work remotely. The Director will approve staff/positions eligible to work remotely. Department Supervisors will be responsible for assignment and review of remote work. The Network Manager, and Department Supervisors will evaluate the equipment and software needed and made available for those staff/positions approved for remote work by the Director. The Network Manager will provide software access and maintain a list of all equipment being used by staff for remote work. (See attached Employee Equipment Log Sheet)

### Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but less necessary to being accomplished within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy for limiting exposure. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered.
2. Approval and assignment of changed work hours.

The Director, Network and System Specialist, Library Coordinators, and Department Heads will collaborate to identify positions for which work hours will be staggered. The Director will approve all temporarily changed work hours. Staggered work shifts will be between 7:00 a.m. – 9:00 p.m. and may include weekends. Facility safety and security measures will remain in place during staggered shifts. The Library Coordinators will assure a “Librarian-in-Charge” is identified for all staggered shifts.

## 8. PERSONAL PROTECTIVE EQUIPMENT

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of Library employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies to be employed to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to maintain the increased demand for these products early in the pandemic. As such, this Plan is including these supplies in this section as they are pertinent to protecting the health and safety of employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location.
2. Procurement of PPE:
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months.
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement.
3. Storage of, access to, and monitoring of PPE stock:
  - a. PPE must be stored in a manner which will prevent degradation.
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency.
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates.

The Port Jefferson Free Library has identified the following PPE and cleaning supplies as applicable to the needs of daily operations during a public health emergency: face shields, disposable masks, disposable gloves, washable gloves, hand sanitizer, Disinfecting wipes, and disinfecting spray. Disposable mask and hand sanitizer are relevant to all staff, while the other items are predominantly relevant to the shipping and maintenance staff. The following are current vendors whom Suffolk Cooperative Library System has purchased the identified PPE from in the past and will continue to purchase PPE from in the future:

- Global Industrial Supply – [globalindustrial.com](http://globalindustrial.com) – 888-978-7759
- Ocean Janitorial – [oceanjanitorial.com](http://oceanjanitorial.com) – 631-581-4276
- Uline – [uline.com](http://uline.com) – 800-295-5510
- To-A-T Cleaning Services – 631-476-4863
- W.B. Mason – [wbmason.com](http://wbmason.com) – 888-wbmason

## 9. STAFF EXPOSURES

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, the Library has established the following protocols:

- A. If employees or contractors are exposed to a known case of a communicable disease that is the subject of the public health emergency (defined as ‘close contact’ with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting, and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. The Business Manager is notified of all necessary quarantining and is responsible for ensuring these protocols are followed.
    - c. See the section titled “Documentation of Work Hours and Locations” for additional information on contact tracing.



2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and the Library's constituency/public.
  - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
  - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
  - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. [See the section on Cleaning and Disinfection for additional information on that subject.]
  - d. If at any time they exhibit symptoms, refer to item B below.
  - e. In these circumstances, the Library Director will determine eligibility and the Business Office Manager is responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
  1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, patrons, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  4. The Port Jefferson Free Library will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
  5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  6. The Business Manager must be informed in these circumstances and is responsible for ensuring that these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
  1. Apply the steps identified in item B, above, as applicable.
  2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given, provided until such time as cleaning, disinfecting, and reoccupation of those spaces occurs. If this time period is not possible, a period of as long as possible will be observed. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information on that subject.

3. Identification of potential employee and contractor exposures will be conducted.
  - a. If an employee or contractor is confirmed to have the disease in question, the Director or his/her designee will inform all contacts of their possible exposure. Confidentiality shall be maintained as required by HIPAA.
  - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. The Business Manager must be notified in these circumstances and is responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The Library will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

## **10. CLEANING AND DISINFECTING**

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/patrons will be disinfected at least hourly.
  - b. The Custodial Manager is responsible for assigning and supervising the cleaning of common areas twice daily (See attached Daily Cleaning Log)
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions prescribed by the manufacturers of cleaning products to ensure safe and effective use of their products.

## **11. EMPLOYEE AND CONTRACTOR LEAVE**

Public health emergencies are extenuating and unanticipated circumstances in which The Port Jefferson Free Library is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provides requirements related to the COVID-19 pandemic, which inform the policies outlined below. These policies may be altered based upon changes in law or regulation, as applicable.

It is the Library's policy that employees of the Port Jefferson Free Library will not be charged with leave time for necessary testing. The Library will follow the directives of the NYS COVID-19 sick leave, as long as that directive remains in effect. Employees who travel out of the state voluntarily will be required to use their own paid leave if they are required to test or quarantine prior to a return to work, based on current State requirements related to the COVID-19 pandemic.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other authoritative sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Port Jefferson Free Library, and as such are not provided with paid leave time by the Port Jefferson Free Library, unless required by law.

## **12. DOCUMENTATION OF WORK HOURS AND LOCATIONS**

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Port Jefferson Free Library to support contact tracing within the organization and may be shared with local public health officials.

On-site work is tracked via an electronic time management system. Employees will punch in at the beginning of each shift via the time clock tablet or their desk computers. Employees will clock out at the end of the work day, to document their on-site work hours. Employees working from home, or at an off-site location will log in via the management website and work according to the terms spelled out in the “Telecommuting Policy”.

The employee’s direct supervisor, and the Business Office Manager must be notified in these circumstances and is responsible for ensuring these protocols are followed. In addition, all employees working from home, must have prior authorization to do so, via the signed “Telecommuting Policy” agreement, completed and signed by the employee and the Director.

## **13. HOUSING FOR ESSENTIAL EMPLOYEE**

This is not applicable to the Port Jefferson Free Library and its employees.

**PORT JEFFERSON FREE LIBRARY CLEANING LOG**

Week of:		Location (Staff to Initial Each Time/Job)		
Monday		Door	Toilet/Sink	Floors
8:00-9:00 AM	Mist/Full Clean			
1:00-2:00 PM	Disinfect			
5:00-6:00 PM	Mist/Full Clean			
Tuesday				
8:00-9:00 AM	Mist/Full Clean			
1:00-2:00 PM	Disinfect			
5:00-6:00 PM	Mist/Full Clean			
Wednesday				
8:00-9:00 AM	Mist/Full Clean			
1:00-2:00 PM	Disinfect			
5:00-6:00 PM	Mist/Full Clean			
Thursday				
8:00-9:00 AM	Mist/Full Clean			
1:00-2:00 PM	Disinfect			
5:00-6:00 PM	Mist/Full Clean			
Friday				
8:00-9:00 AM	Mist/Full Clean			
1:00-2:00 PM	Disinfect			
4:00-5:00 PM	Mist/Full Clean			
Saturday				
9:00-10:00 AM	Mist/Full Clean			
1:00-2:00 PM	Disinfect			
4:00-5:00 PM	Mist/Full Clean			
Sunday				
12:30-1:30 PM	Mist/Full Clean			
2:30-3:30 PM	Disinfect			
4:00-5:00 PM	Mist/Full Clean			

Notes:

**Mist/Full Clean Includes:**

- Door Handles
- Full Sink Clean
- Full Toilet Clean
- Mop Floor
- Wipe Walls

**Disinfect Includes:**

- Wipe Door Handles
- Wipe Sink
- Wipe Toilet

## 50 FINANCE

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# 5

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**PORT JEFFERSON FREE LIBRARY**



## **50.1 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 ninety (90) days with an aggregate value equal to one-hundred forty percent (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 one hundred percent (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;
  - 10.1.5 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 (2) 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.

## 50.2 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 (3) comprehensive proposals.
4. The Library will seek the best price possible without compromising quality, integrity, or efficiency.

### **Discretionary Spending**

- a. Items costing up to six-thousand dollars (\$6,000) may be purchased at the discretion of the Director.
- b. Items costing six-thousand dollars (\$6,000) up to ten-thousand dollars (\$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 ten-thousand dollars (\$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 one-thousand dollars (\$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, equipment replacement, or computer operations may be authorized as necessitated by circumstance, with the Board being advised as soon as possible.

### 50.3 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 Assistant Director 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;  
11/18/2019

## **50.4 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 \$400. The use of petty cash funds should be limited to reimbursement of staff for small expenses not to exceed \$40. A locked cash box containing petty cash is to be kept in a safe or locked cabinet.

### **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
- 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
- Salary advances
- Business meals outside the Library
- Subscriptions
- Cashing of personal checks

### **2. PROCEDURES FOR REQUESTING REIMBURSEMENT**

- 2.1 The Director or Business Manager must authorize the allocation of petty cash to an employee. A receipt must be turned in to the Assistant to the Director or Director as proof of the expense and all items will be checked in by an Aide. The petty cash box will be locked up and kept in the Assistant to the Director’s office. All expenditures are to be recorded on the spreadsheet in the petty cash journal book. A petty cash receipt is to be given to the staff member with a copy attached to the store receipt.

### **3. REPLENISHING PETTY CASH**

- 3.1 The Business Manager/Assistant to Business Manager will count and prove the petty cash box quarterly or if the funds drop below \$100. The spreadsheet and all receipts for purchases must be attached. A request for reimbursement to the petty cash box should be submitted to be processed with the monthly warrant for approval by the Board of Trustees.

Adopted: 04/22/2013  
Revised: 06/24/2019;  
11/18/2019;  
09/19/2022

## **50.5 DISCARD/DISPOSAL POLICY AND PROCEDURES**

1. The discard/disposal of all furniture, equipment and assets five-hundred dollars (\$500) 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 five-hundred dollars (\$500).
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 five-hundred dollars (\$500), 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.

# 60 PERSONNEL

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PORT JEFFERSON FREE LIBRARY



## **60.1 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.



## 60.2 SEXUAL HARASSMENT POLICY

### INTRODUCTION

The 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 the 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 the 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. The 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 the 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. The 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 the 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 the 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 the 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.

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*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.*

5. 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.
6. The 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. The 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.
7. All employees are encouraged to report any harassment or behaviors that violate this policy. The Port Jefferson Free Library will provide all employees a complaint form for employees to report harassment and file complaints.
8. 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.
9. 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;
- 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:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, name-calling.

### **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**

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

## **LEGAL PROTECTIONS AND EXTERNAL REMEDIES**

Sexual harassment is not only prohibited by 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

100 Thompson Street • Port Jefferson, NY 11777  
(631)473-0022 • Fax: (631)473-4765  
portjefflibrary.org • #portjefflibrary

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: \_\_\_\_\_

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

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

Select Preferred Communication Method:     Email     Phone     In person

## SUPERVISORY INFORMATION

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

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

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

## 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.

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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:

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*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?

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

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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.

### 60.3 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 thirty-five (35) to forty (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 forty (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 forty (40) hours per week.
  - d. Full-time employees, upon request, may be paid for overtime with the Director's approval.

**60.4 DISCLAIMER**

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

## **60.5 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 whistleblower 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.

## **60.6 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
  - 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.



## **60.7 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.

The 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.

## 60.8 TELECOMMUTING POLICY

The Port Jefferson Free Library considers telecommuting (working from home) to be a viable alternative work arrangement in certain cases when job duties and assignments may be accomplished thereby. telecommuting allows employees to work at home or in a satellite location for all or part of their regular workweek. Telecommuting is a work alternative that may only be appropriate for certain employees performing certain jobs. Telecommuting assignments are to be undertaken within the sole discretion of the Library Director.

### PROCEDURE

1. A supervisor may suggest to the Director telecommuting as a possible work arrangement for specific employees.
2. Definitions:
  - a. Telecommuting may include working from a home worksite/office<sup>1</sup> or satellite location for a few hours or completing a short-term project. Telecommuting arrangements are made on a case by case basis, focusing on the business needs of the organization.
  - b. Telecommuting may also include working from a home worksite/office or satellite location on an ongoing regular work schedule. Individuals requesting telecommuting assignments must hold the Port Jefferson Free Library positions necessitating duties that may be accomplished by way of such an assignment. Any such telecommuting assignment will be made on a trial basis for three (3) months and may be discontinued at any time by direction of the Library Director.
3. The Director will determine, with information supplied by the employee and his or her supervisor, the appropriate equipment and software needs for each telecommuting assignment on a case by case basis. Business Office staff will serve as resources in this matter. Employee supplied equipment and/or software may be used if deemed appropriate by the Port Jefferson Free Library, subject to suspension at any time. Equipment and/or software supplied by the Port Jefferson Free Library will be maintained by the Library. Equipment and/or software supplied by the employee will be maintained by the employee. The Port Jefferson Free Library assumes no responsibility for damage or repairs to employee-owned equipment and or software. Equipment and /or software supplied or subsidized by the Port Jefferson Free Library is to be utilized for business purposes only, except in the case of a shared use agreement<sup>2</sup>. The telecommuter must sign an inventory of all Port Jefferson Free Library property and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment all Port Jefferson Free Library will be returned to the Library, unless other arrangements have been made.
4. Consistent with this, the Port Jefferson Free Library's expectations of information security for employees working in the office, telecommuting employees will be expected to ensure the protection of confidential or proprietary information accessible from their home offices or when employees are on the road for business. Measures include use of locked file cabinets and desks, regular password maintenance, and any others appropriate for the job and the home environment established.

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1. Home worksite/office is a set aside defined space to conduct Port Jefferson Free Library work. Appropriate equipment, software, and phone and Internet access is required. Some telecommuting arrangements, such as IT Support Services, may also require high-speed Internet access.

2. A shared use agreement may allow the use of equipment supplied or subsidized by the Port Jefferson Free Library for both business and private use.

5. The employee will establish an appropriate work environment within his or her home for work purposes. The Port Jefferson Free Library will not be responsible for costs associated with the initial setup of the employee's home worksite/office, such as remodeling, supplying furniture or lighting, nor for repairs or modifications to the home office space. Employees will receive guidance in staging a workstation designed for safe, comfortable work, and will be provided information to assess workspaces for ergonomic risks.
6. Library employees may not meet in their home with another person related to the conduct of the Port Jefferson Free Library business.
7. Injuries sustained by the employee while at his or her home worksite during documented worktime sans in conjunction with her or her regular work duties may be covered by the Port Jefferson Free Library workers' compensation policy. Telecommuting employees are responsible for notifying the Business office and their supervisors of such injuries as soon as possible. Failure to notify the Port Jefferson Free Library within thirty (30) days of the accident may result in denial of benefits in accordance with NYS insurance Fund procedures. The employee is liable for any injuries sustained by visitors to his or her home work site. The Port Jefferson Free Library recommends that employees working from home review their homeowner's insurance liability coverage and discuss with their insurance agent or carrier their coverage for all matters associated with working from home.
8. The Port Jefferson Free Library will supply the employee with appropriate office supplies for the successful completion of job responsibilities.
9. Under a telecommuting arrangement, the employee and supervisor will agree on the number of days of telecommuting allowed each week, the work schedule the employee will maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or email within a reasonable time period during the agreed upon work schedule, and to have his/her work hours and location posted to the library's employee schedule calendar.
10. Telecommuting employees who are not exempt from the overtime requirements of the Fair Standards Act will be required to record all hours worked in a manner designated by the Port Jefferson Free Library. Telecommuting employees will be held to high expectation of compliance due to the nature of the work arrangement. Hours worked in excess of those specified per day and per workweek will require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate cessation of the telecommuting assignment.

## FORMAL TELECOMMUTING AGREEMENT

Before entering into a telecommuting agreement, the employee and supervisor, with the assistance of the Library Director, will evaluate the suitability of such an arrangement, paying particular attention to the following areas:

- A. Employee Suitability:** The employee and supervisor will assess the needs and strengths of the employee, compared to those customarily recognized as appropriate for successful telecommuters.
  - B. Job Duties:** The employee and supervisor will discuss the job responsibilities of scheduling issues and determine his or her job duties as assigned may be accomplished under such an arrangement.
  - C. Home Worksite/Office:** The employee and supervisor will consider the home worksite/office space and equipment needs for the employee to work at home
  - D. Tax and Other Legal Implications for the Business Use of the Employee's Home Based on Internal Revenue Service (IRS) and State and Local Government Restrictions:** Responsibility for fulfilling all resolutory obligations area rest solely with the employee.
1. If the employee and supervisor agree, and the Library Director concurs, a draft formal telecommuting agreement will be prepared and signed by all parties, a three-month trial period will commence.
  2. Evaluation of telecommuter performance during the trial period may include interaction by phone and email between the employee and supervisor, and weekly face-to-face meetings to discuss progress and any issues arising. At the conclusion of the trial period, the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for the continuance, modifications, or cessation. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the Library in both content and frequency and will focus on work output and completion of objectives.
  3. An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more structured during the trial period. After the conclusion of the trial period, the supervisor and telecommuter will communicate on a level consistent with employees working at the Library or in a manner and frequency that is deemed appropriate for the assignment
  4. Telecommuting is not designed to be a basis for assuming appropriate family care. Although an individual employee's schedule may be modified to accommodate child-business needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are expected to discuss the requirements of telecommuting with family members prior to entering into a trial period.
  5. Employees entering into a telecommuting agreement may forfeit use of personal office or workstation in order to maximize Port Jefferson Free Library office space needs.
  6. The availability of telecommuting as a flexible work arrangement for employees of the Library may be discontinued any anytime at the discretion of the Library Director. Every effort will be made to provide thirty (30) days' notice of such a change to accommodate commuting, child-care, and other matters that may arise from such a change. There may be instances however, when no notice is possible.

## **TELECOMMUTING PROCEDURE**

1. All telecommuting arrangements are made on a case by case basis, focusing first on the needs of the Port Jefferson Free Library.
2. If the employee and supervisor agree on a telecommuting arrangement, the employee may be required to complete and submit the Informal Telecommuting Request Form, at the discretion of the supervisor.
3. A supervisor must approve an informal telecommuting request PRIOR to the date/time of the request.
4. A Telecommuting arrangement may not be in any derogation of Port Jefferson Free Library personnel policy provisions.
5. A supervisor must meet with the Library Director to discuss the telecommuting proposal PRIOR to any agreement being made between the employee and supervisor.

### 60.9 LIBRARY VEHICLE USAGE POLICY

The Port Jefferson Free Library provides a vehicle for business use to allow employees to drive when related to Library-designated business and to reimburse employees for business use of personal vehicles according to the guidelines below. The Library retains the right to amend or terminate this policy at any time.

1. Employees may not drive the Library vehicle without prior approval of the Director and may only use it for Library business. Prior to approving a driver and annually thereafter, the Director must check the employee's driving record by getting verification from the Library's insurance company. Employees approved to drive on Library business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.
2. Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy.
3. Employees who need transportation in the course of their normal work for Library business may be assigned the Library vehicle for their use. As an alternative, when the Library vehicle is not available, employees may use their own vehicles for business purposes with prior approval of the Director.
4. Employees who drive a vehicle on Library business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on Library business is strictly prohibited and cell phones must be placed on "do not disturb" while driving. Employees are responsible for any driving infractions or fines as a result of their driving.
5. Nonemployees (i.e., family and friends) are prohibited from riding in the Library vehicle.
6. Employees who use their personal vehicles for approved Library business purposes will receive a mileage allowance equal to the Internal Revenue Service mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Employees who operate personal vehicles for Library business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by their personal insurance agent.
7. Employees must report any accident, theft, or malicious damage involving the Library vehicle to their Supervisor and the Library Director, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible, but no later than the end of day after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.
8. Employees are not permitted, under any circumstances, to operate the Library vehicle or a personal vehicle for Library business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate the Library vehicle at any time or operate any personal vehicle while on Library business while using or consuming alcohol, illegal drugs, or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.

By my signature below, I acknowledge that I understand and accept the above conditions as an approved driver and employee of the Port Jefferson Free Library.

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Employee Signature

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Date

Adopted: 10/24/2022

# 70 FACILITIES

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**PORT JEFFERSON FREE LIBRARY**





## 70.1 REGULATIONS FOR USE OF MEETING ROOM FACILITIES

**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
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**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: \_\_\_\_\_

## 70.2 BEHAVIOR POLICY

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 user's ability to reasonably use the Library and/or the Library staff's 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 within the 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.

### 70.3 MANAGEMENT SAFETY POLICY STATEMENT

#### 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 employee's 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.

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Director

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Employee

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

Adopted 03/07/2005

#### **70.4 LEAFLETS AND PETITIONS POLICY**

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

**70.5 FLAGS AT THE LIBRARY POLICY**

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; or
  - c. Port Jefferson Free Library.

## 70.6 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***



## 70.7 UNATTENDED MINOR POLICY

The Port Jefferson Free Library welcomes all minors and their families to enjoy its facilities/grounds, resources, and services. Responsibility for minors using the Library rests with the parent/guardian or caregiver. Although staff will always respond with care and concern, they cannot assume responsibility for the safety, behavior and comfort of unattended minors. Staff cannot be expected to monitor or prevent an unattended minor from leaving the building/grounds.

- 1. Children age nine (9) and under** must be accompanied at all times by a parent/guardian or other responsible person age eighteen (18) or older. If a child is in a program the parent/guardian or caregiver must remain in the Library and immediately escort the child at the end of the program.
- 2. Children ages ten (10) through twelve (12)** may use the Children's Department unattended for a reasonable period of time provided they are able to maintain proper Library behavior. The parent/guardian or caregiver must remain in the Library.
- 3. Children in Grades six (6) and up** may use the Teen Center unattended provided they are able to maintain proper Library department.

**All minors** will be expected to abide by the rules of conduct as outlined in the "Port Jefferson Free Library Behavior Policy - 70.2". Minors attending programs are supervised by the staff only during the scheduled time of the program. They must have with them the telephone number of a parent/guardian or caregiver who can be contacted to attend to the child in the case of an emergency. Staff will attempt to contact a parent/guardian or caregiver when a minor's:

- health or safety is of concern;
- behavior disturbs other Library users;
- parent/guardian or caregiver is not present at closing time;
- actions violate any of the provisions of the "Port Jefferson Free Library Behavior Policy 70.2".

Every reasonable effort will be made by the staff to assist the child in contacting the appropriate adult. If no responsible adult is reached, or the child is not picked up within fifteen (15) minutes of Library closing, staff may notify the proper authorities.

If, in the judgment of the staff, an unsupervised minor's conduct, age or maturity level or the conduct or age of those with or responsible for the child, exposes the child or others to risk, disrupts the operation of the Library, violates any of the "Port Jefferson Free Library Behavior Policy 70.2" or requires continual staff intervention, then the staff will require that such child leave the Library, unless, in the judgment of the staff, the child cannot safely leave the premises without adult supervision due to age, capacity, time of day, or other circumstance. In such event, the staff will attempt to contact the parent/guardian or caregiver and request the child's removal from the Library. If a parent/guardian or caregiver is unavailable then the proper authorities will be notified.

## **70.8 PARK USE POLICY**

The Port Jefferson Free Library as the owner and manager of the “Park at 114” adopts the following rules and guidelines to provide a safe and enjoyable experience for all visitors to the park.

The Library reserves the prerogative to limit access and /or use of the “Park at 114” to specific invitees and/or uses. Library programs and events take precedence over all other activities in the Park and may require park users to exit the park immediately upon request by Library Staff. The Library Director is authorized to develop prescriptions and amend these guidelines pertaining to the utilization of the Park or sections thereof.

Visitors must abide by all posted signage and are subject to the laws, regulations and ordinances of the State of New York, and the Village of Port Jefferson. Village Ordinances are enforceable by the Port Jefferson Village Police Department. All Port Jefferson Free Library Rules and Policies are in effect for all Library properties including the “Park at 114.”

### **1. General & Hours of Operation**

- Use of the “Park at 114” is at your own risk;
- the Park is open daily during daylight hours, when the Library is open, weather permitting;
- in accordance with the Library’s Unattended Minor Policy, parents or adult caregivers are required to remain with their children ages 0 – 12 while in the Park. Children in grades six and up may use the Park unattended provided they maintain proper Library deportment;
- the Park may be closed for special events approved by the Library;
- the Library reserves the right to close the Park at any time in the interest of public safety or for maintenance as needed;
- unauthorized use of the Park may be considered criminal trespass;
- pets are not allowed in the park; Wildlife are not to be fed; trapping and hunting are prohibited;
- no person shall use a bench or other sitting area so as to interfere with its use by other persons, including storing any materials thereon;
- no overnight camping or sleeping is permitted in the Park;
- use of firearms or weapons of any kind is prohibited;
- bicycles, scooters, electric scooters, electric bikes, skateboards, hoverboards and the like are not permitted.

## **2. Commercial Activities and Gatherings**

- vending, sale of food, drink or novelties, commercial activity of any kind, including photography and distribution of printed material is prohibited without Library approval;
- soliciting money or donations (other than at a permitted special event), distributing advertising pamphlets or brochures, or any promotional, commercial or political material of any kind or offering samples of items is prohibited;
- a gathering of more than 12 people in the park requires permission from the Library Director.

## **3. Trails, Trees, Park Grounds and Water Features**

- trees, plants and fauna shall not be introduced or disturbed, including climbing or affixing any items to trees, including hammocks, tape, nails or staples;
- visitors are prohibited from picking, damaging, removing or defacing flowers, plants, grass, trees, shrubbery, or any other property in the Park;
- structures of any kind, including tents, may not be erected on Park property; personal-shade structures less than 3' x 3' are permitted; bounce houses, water slides and water-play structures are prohibited.

## **4. Food, Music, Alcohol**

- open flames are prohibited in the Park; barbecues and grills are also prohibited;
- no littering or dumping are permitted. Please take out what you bring in;
- amplified music is only permitted at the discretion of the Director;
- smoking, consumption of alcohol or the possession of illegal drugs is prohibited on Library property;
- the Park space is established for passive use; no sports whose play intrudes upon the quiet enjoyment of the Park are permitted without the express approval of the Library Director; sports equipment brought into the Park must not pose a risk of interfering with other Park users;
- the Library reserves the right to dis-allow sports and games it determines are unsafe or from which damage may result to the Park or Library property including but not limited to; golf, disc golf and archery are not permitted in the Park.

## **5. Miscellaneous**

- drone and aerial craft operation is limited to approved media outlets and Library program use;
- balloons are not allowed to be utilized in the Park;

- fireworks, noisemakers, confetti, silly string, and glitter are not allowed in the Park
- glass containers are prohibited;
- games of chance are prohibited;
- use of metal detectors is permitted if trees, gardens, flowerbeds, and irrigation lines are avoided; the history of the “Park at 114” is to be respected; Any historical artifacts found at the Park must be returned to the Library for proper historical preservation.

Policy adopted by the Port Jefferson Free Library Board of Trustees on 4/29/2024





# Port Jefferson Free Library

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