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# Foundational Policies

## **Bylaws**

The Board of Trustees of the Hauppauge Public Library, a corporation created by a provisional charter granted under Section 255 of the New York State Education Law by the Board of Regents of The University of the State of New York, December 15, 2000 and a permanent charter granted May 22, 2007 hereby state that in addition to adhering to New York State Public Library Law, the Open Meetings Law and Section 18 of the New York State Public Officers Law, we adopt the following as our bylaws:

### **Article I. Trustees**

#### **Section I**

The Library shall be governed by a Board of Trustees hereinafter referred to as the 'Board'. The Board shall consist of five residents of the Hauppauge/Islip Library District duly elected by a public ballot of the residents of the Hauppauge/Islip Library District.

#### **Section II**

One Trustee will be elected each year to serve a five-year term, commencing on July 1<sup>st</sup> of that year and ending on June 30<sup>th</sup> of the fifth year served. The term of office of one Trustee shall expire each year. Candidates for the office of Trustee shall be nominated by a petition which shall meet the requirements of Education Law § 2018. Said candidate must be a qualified voter of the Hauppauge / Islip Library District. An Oath of Office shall be administered to all newly-elected Trustees, and filed with the Suffolk County Clerk.

#### **Section III**

If a Trustee does not complete their term, a replacement may be chosen by a majority vote of the remaining Trustees, to serve until the next regularly scheduled Library Trustee election. At that time a replacement will be elected to fill the remainder of the departed Trustee's term. Such election, where more than one Trustee seat is vacant, shall be conducted "at-large" with the highest vote getting candidate receiving the longest term available, and the second highest vote getting candidate receiving the next longest term, etc.

#### **Section IV**

Each Trustee will have one vote and must be present at a meeting to have their vote counted.

#### **Section V**

Any Trustee who fails to attend three consecutive regular meetings shall be declared to have vacated their seat pursuant to Section 226.4 of New York State Education Law unless a majority of all Trustees considers their absences excusable by ballot cast at the next regular meeting following the third consecutive absence. Such vacancy shall be filled as prescribed under Article I, Section III.

#### **Section VI**

Board Trustees serve without remuneration. Trustees may be reimbursed for actual expenses necessarily incurred in the performance of official Library business, upon approval of the Board.

### **Article II. Officers of the Board**

#### **Section I**

The Officers of the Board shall be as follows:

President, Vice President, Finance Officer and Secretary  
The President and Vice President must be Board members.

#### **Section II**

Officers shall be elected at the Board's annual organizational meeting and shall serve a term of one year. No Trustee may serve for more than two consecutive years in any office. After a lapse of one year a Trustee may serve in an office they have already held.

### **Section III**

The President shall preside at meetings of the Board. They shall execute all documents approved by the Board. They shall act as the Board's spokesperson in matters concerning the media.

### **Section IV**

The Vice President shall perform the duties of the President in their absence.

### **Section V**

The Finance Officer, with assistance from the Chief Executive Officer and Library Treasurer, shall see that the Library maintains adequate and appropriate financial records. They shall make recommendations to the Board on the acquisition and disbursement of funds. In the absence of the President and Vice President the Finance Officer will serve as President.

### **Section VI**

The Secretary shall be responsible for preparing the agenda for the meetings, recording the minutes of the meetings and the handling of communications and correspondence. The Secretary shall also ensure that official copies of these By-Laws, rules of order, policies and minutes of the Board are properly stored, as well as other Library records. Upon approval of the Board, the Secretary may delegate certain of these clerical tasks to Library personnel.

### **Section VII**

If at any time an Officer leaves the Board the President shall appoint a successor officer. If at any time the President leaves the Board the Vice President shall assume the position of President and appoint a Vice President. All appointments or changes in position expire at the time of the next Board reorganization.

## **Article III. Meetings**

### **Section I**

Regular monthly meetings shall be held at dates and times to be established by the Board. All Board meetings will be publicly noticed and are open to the public.

### **Section II**

A special meeting may be called by the President or by any three Trustees. All necessary legal notice will be given to publicize any special meeting. Notice of a special meeting shall be distributed to each Trustee by e-mail, where possible, no less than five (5) nor more than ten (10) days before the meeting. Notice of any special meeting may be waived by any Trustee, either in writing or by personal attendance at the meeting. Any Trustee who has not waived notice of said meeting in writing and who did not attend said meeting, may request for reconsideration of any action of the Board taken at said meeting, provided that request for reconsideration is made at the next meeting, whether special or regular. If such a request for reconsideration is made, a majority vote of the Board of Trustees shall be necessary to affirm the action being reconsidered. Public notice of all special meetings shall be posted on the Library webpage, and public bulletin board, whenever possible. Such notice shall describe generally the matters to be considered by the Board at the special meeting.

### **Section III**

In order to conduct a meeting, a quorum consisting of three Trustees must be present. In order to pass any order of business, at least three Trustees must vote in favor thereof.

### **Section IV**

The Board shall organize as the first order of business at its July meeting. Included will be officer elections, a review of Library Bylaws and the Chief Executive Officer's annual report.

### **Section V**

The following agenda shall take precedence at regular meetings:

Call to order:

- a) Pledge of allegiance
- b) Approval of minutes
- c) Treasurer's report
- d) Correspondence
- e) Chief Executive Officer's report
- f) Committee reports
- g) Old business
- h) New business
- i) Period for public expression
- j) Personnel Report
- k) General Discussion
- l) Executive session (when required)
- m) Adjournment

The order of business may be added to or amended from time to time, as needs of the Board may indicate. Such amendment or addition may be made at the direction of the President of the Board.

#### **Article IV. Committees**

##### **Section I**

The President may appoint special committees at any time from among the Trustees.

##### **Section II**

The President shall appoint a committee chairperson from among their number.

##### **Section III**

All committee appointments expire with the call to order of the July organizational meeting.

#### **Article V. Fiscal**

##### **Section I**

The fiscal year of the Library will run from July 1-June 30.

#### **Article VI. Chief Executive Officer**

##### **Section I**

The Board shall appoint a qualified Library Director, who shall serve as the Chief Executive Officer of the Library.

##### **Section II**

The Chief Executive Officer shall be responsible for the proper performance and administration of the Library, as well as the duties and responsibilities set forth in any further job description provided by the Board.

### **Section III**

It shall be the duty of the Chief Executive Officer to attend all meetings of the Board. The Chief Executive Officer shall have the right to be present for and participate in the discussion of all matters before the Board, without the right to vote, except any portion of any meeting dedicated to discussing the employment or compensation of the Chief Executive Officer. The Chief Executive Officer shall also be administered an Oath of Office, which shall be filed with the Suffolk County Clerk.

### **Section IV**

The Chief Executive Officer shall serve as the Board Secretary.

## **Article VII. Amendments to the Bylaws**

### **Section I**

Amendments to the Bylaws may be proposed by any Trustee. An amendment shall be valid after a majority vote at a regular board meeting. Such amendments may be adopted only after they have been presented at a prior regular Board meeting and included on the agenda for the meeting where they are voted on.

## **Article VIII. Procedure**

### **Section I**

In the case of procedural disputes, Robert's Rules of Order shall prevail.

Adopted: April 2001

Amended: July 2001; December 2001; January 2002; February 2002; July 2009; June 2021

Reviewed: July 15, 2010



## Confidentiality

The Hauppauge Public Library adheres to the following guidelines concerning the disclosure of information about library users.

No information regarding or including:

- 1) Guest's name
- 2) Guest's address
- 3) Guest's telephone number, fax number or email address
- 4) Library circulation records
- 5) Borrower's records
- 6) Number or character of questions asked by a Guest
- 7) Frequency or content of a Guest's visits to the Library
- 8) Any other information supplied to or gathered by the library

shall be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid process order or subpoena. The Chief Executive Officer is the only person authorized to release any information regarding a Guest.

The Hauppauge Public Library reserves the right to utilize its collected records while in the course of its operations and in cooperation with other public libraries in Suffolk County, in the furtherance of legitimate Library purposes.

The Chief Executive Officer may authorize the release of certain records to the parent or legal guardian of a library Guest seventeen years of age or younger in order to facilitate the collection of fees.

Adopted: March 21, 2002

Amended: November 2003; June 2021

Reviewed: July 15, 2010

## **The Friends of the Hauppauge Public Library**

The Hauppauge Public Library formally acknowledges and recognizes “The Friends of the Hauppauge Public Library.” The “Friends of the Hauppauge Public Library” is an independent organization, separate from the Library and the Board of Trustees.

The Library grants limited permission to “The Friends of the Hauppauge Public Library” to use the term “Hauppauge Public Library” in its name.

The Library recognizes that the purpose of “The Friends of the Hauppauge Public Library” shall be to promote, support, advocate for and further the goals of the Hauppauge Public Library.

The Library recognizes that “The Friends of the Hauppauge Public Library” has no desire to, and shall not, interfere with the administration of the Library.

The Library reserves the unfettered right to revoke its acknowledgement and recognition of “The Friends of the Hauppauge Public Library” and rescind its license to use the phrase “Hauppauge Public Library.”

The Chief Executive Officer or their designee will be the official Library liaison to “The Friends of the Hauppauge Public Library.”

The Board requests that the Chief Executive Officer offer “The Friends of the Hauppauge Public Library” continuous guidance as to how it can best assist and serve the Library.

The President of the Board of Trustees will appoint a member from the Board to serve as the Treasurer of “The Friends of the Hauppauge Public Library.” This appointment will take place at the Library’s Annual Organizational Meeting each July.

Adopted: October 20, 2005

Reviewed: July 15, 2010

Amended: March 19, 2015; June 2021

## **The 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:

- 1) 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, age, background, or views of those contributing to their creation.
- 2) 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.
- 3) Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- 4) Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- 5) A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- 6) 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.
- 7) All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Reviewed: July 15, 2010

Amended: September 17, 2020

## Mission Statement & Service Standard

### I. Mission Statement

The Hauppauge Public Library strives to meet the educational, informational and entertainment needs of the residents of the Islip Town portion of the Hauppauge School District. The library meets these needs by providing popular materials and high interest services, in a variety of formats, on a wide array of topics of both general and specific interest to community residents.

### II. Service Standard

- 1) *Safety First* – the objective of the Library is for its guests to be and feel safe, secure and included (as individuals and for their families) when they visit and use the library's services.
- 2) *Privacy and Respect* – our guests must feel confident that their privacy will be maintained and that their concerns and beliefs will be respected.
- 3) *Courtesy* – each of our guests should be treated like a VIP, a very important and very individual person.
- 4) *Accuracy* – the library will always strive to provide Guests with the most accurate answer to their inquiry. This does not insure an immediate response but it does help insure the right one.

Amended: October 20, 2005

Reviewed: July 15, 2010

Amended: September 17, 2020; June 2021

# Operational Policies

## 3D Printer, Cricut & Media Studio Policy

Use of the 3D Printer, Cricut and Media Studio will be available for use to guests with a valid Hauppauge Public Library Card.

Hauppauge Public Library card-holders may:

- 1) Submit a request for an appointment for an item to be printed or cut, or
- 2) Become certified for hands-on access to the 3D printer, Cricut or media studio and submit a request for an appointment to use.

Only designated library staff and certified library guests will have hands-on access to the 3D printer, cricut or Media Studio. To become certified, library guests must complete an orientation.

Children in grades five (5) and below must be accompanied by an adult for hands on access.

The Library's devices and studio may be used only for lawful purposes. The public will not be permitted to use the Library's devices or studio to create material that is:

- 1) Prohibited by local, state, or federal law.
- 2) Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may also violate the terms of use of the manufacturer).
- 3) Obscene or otherwise inappropriate for the Library environment.
- 4) In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.

The Library reserves the right to refuse any 3D or cricut print request.

Access to the devices or studio may be revoked at any time by the Chief Executive Officer.

Guests are responsible for being familiar with the technology, as staff members are not experts and cannot offer extended instruction. The Library will provide filament for the 3D printer. The cost is \$0.25 per 15 minutes of printing. Guests must provide their own materials for cutting on the Cricut.

By using the devices or studio and/or submitting requests for items to be printed, the Guest agrees to assume all responsibility for, and shall **hold the Library harmless**, in all matters related to patent, trademark or copyright infringement.

The Library is **not responsible** for any damage or loss resulting from use of the 3D printer, Media Studio or Cricut Machine, and the Library does not guarantee or warrant the functionality or quality of the content produced by any of the Library machines therein.

Signed: \_\_\_\_\_.

Adopted: March 16, 2016

Amended: June 2021

## **Access to Library Premises**

The Chief Executive Officer has responsibility for maintaining the security of the Library facility. No one may visit or use the Library facility outside of official operations without the specific authorization of the Chief Executive Officer.

Only the Chief Executive Officer, full time Library staff members (who have responsibility for opening and closing the Library) and authorized vendors will be given keys to the Library and alarm access codes.

The Chief Executive Officer will maintain a list of people with keys and access codes.

Reviewed: July 15, 2010

Amended: June 2021

## **Access to Public Records**

The amended Freedom of Information Law, which took effect on January 1, 1978 gives citizens the right to access many public records. The following rules govern the access of records generated and maintained by the Hauppauge Public Library.

The Chief Executive Officer is the custodian of all Library records and serves as the “records access officer.”

The Minutes of the Library’s Board of Trustees Meetings and the Library’s Policies and Procedures Manual are available for viewing at any time the Library is open to the public.

Requests to view any other records must be made in writing to the Chief Executive Officer.

Written requests should include the name and mailing address of the requestor as well as a reasonable description of the records being sought.

The Chief Executive Officer will respond to all written requests within five business days.

If a request is granted the requestor may gain access to the records in one of two ways:

- 1) Records may be viewed at the Library from 10 a.m. – 4 p.m. Monday – Friday.
- 2) Photocopies of the records can be made for a fee of 25 cents per page.

If a request is denied the Chief Executive Officer will inform the requestor in writing of the reason for the denial and inform the requestor of their right to appeal.

All appeals will be heard by the Board of Trustees at the next regularly scheduled meeting.

Adopted: November 2, 2000

Amended: February 1, 2001; June 2021

Reviewed: July 15, 2010



## **Americans with Disabilities Act Compliance**

The Hauppauge Public Library is fully committed to following the Americans with Disability Act to both the letter and spirit of the law. The Library recognizes that access, to all users, of both its facility and services is of paramount importance. This policy will outline the steps the Library will take to ensure this access.

The Chief Executive Officer will appoint an ADA Compliance Coordinator who will oversee the Library's efforts to ensure full and complete access.

The Library will conduct an annual written ADA self-evaluation to identify barriers to full access.

The Library will develop a written ADA transition plan to outline steps that will be taken to correct and/or overcome any barriers to full access.

Guests who have identified potential barriers to access at the Library are encouraged to notify the Library and its Chief Executive Officer of the condition(s), so that appropriate corrective action can be taken.

Adopted: October 16, 2001

Reviewed: July 15, 2010

Amended: June 2021

## Bulletin Boards

The Library provides bulletin boards in public service areas. Since space is limited, the types of items that will be posted must also be limited. Space will be allocated in the following priority: information about the Library and its services; information supplied by local non-profit organizations (about upcoming events only); and information supplied by local, state and national governments.

If space permits, the library will display materials if the following criteria are met:

- 1) Exhibit materials to be displayed must be submitted for approval to the Library and are subject to approval by the Chief Executive Officer and/or their designee.
- 2) No organization or individual shall be permitted to display or exhibit any materials which advocate the election or defeat of any candidate for office, or which advocate any affirmative or negative vote for or against any proposition.
- 3) The Library reserves the right to restrict the size, number, and location of display materials. The time span during which the materials are exhibited will be determined by the Library.
- 4) The Library assumes no responsibility for the content of the notices or materials, nor for possible damage or theft of materials.
- 5) Items posted are done so for informational purposes only. Posting does not imply endorsement by the Library.
- 6) Soliciting funds, except for library purposes, is not permitted.
- 7) No organization or individual shall be permitted to place in the Library any box, receptacle, or canister which solicits donations, except with the permission of the Chief Executive Officer.
- 8) Posters announcing fundraising programs sponsored by any local non-profit organization may be displayed provided there is space available.
- 9) Petitions may not be posted in the Library.
- 10) Any item posted or displayed must clearly state the name of the sponsoring organization and contact telephone number for further information and/or clarification.

Adopted: July 18, 2002

Amended: February 25, 2010; June 2021

Reviewed: July 15, 2010

## Circulation Policy

All residents of the Islip portion of the Hauppauge School District are eligible to receive a Hauppauge Public Library Card. A resident must be present at the Library to apply for a card, except in cases where the guest will be registering for homebound library service. A single valid photo identification listing local residency is sufficient to prove residency. These can include a driver's license or state issued identification card. If the local street address is not listed on the document a second item listing local residency must also be provided. Those can include a current utility bill (which lists the street address) or a current lease. Other items may be accepted at the Chief Executive Officer's discretion.

In the case of children, no identification is required if the child accompanies their Hauppauge Public Library card holding parent/guardian to the library when the parent/guardian applies for the child's card. If the child is not present the parent/guardian must show identification for the child, such as a birth certificate or social security card.

There is no charge or fee to apply for a library card. Replacement cards are \$2.00 for adults and \$1.00 for children age 15 or younger. Replacement cards will only be issued once the previous card is free of fees and overdue items.

Cards are valid for three years. Staff will update expired cards after the guest is asked to confirm that all of the information on the card and on the guest's registration is correct and show identification as stated above.

All guests, in good standing, with Hauppauge Public Library cards may take out any item available for circulation at the Library. Parents/guardians may register to restrict their children, fifteen years of age or younger, to just juvenile materials and staff will alert parents of this process at the time a library card application is filed. Once a child is restricted there will be no exceptions made to the circulation policy until the parent/guardian revokes the restriction.

A guest should have their library card with them when taking out items.

Books, musical CDs, audio books and informational DVDs circulate for twenty-one days. Video games, magazines and entertainment DVDs circulate for seven days. Reference materials never circulate.

The Hauppauge Public Library will circulate up to ten items (except those classified as New Books) to Direct Access cardholders. All other regulations, including fees, apply to Direct Access cardholders in the same manner as district residents.

A guest can renew materials that are not on reserve for another guest up to six times. Renewals can be done in person, online or over the phone.

A guest may reserve any item that circulates. Reserves may be placed in person, online or over the phone. Library staff will contact guests to alert them when an item they have on hold is available to be picked up. Once the library has contacted the guest, they will have seven days to pick up the item. After that time, the item will go to the next guest on the reserve list or back on the shelf.

Guests may have fifty items out on their library card at any one time. Of those fifty items, there is a limit of ten new DVDs, ten DVDs, two video games, and ten musical CDs. Library staff may choose to further restrict certain seasonal or topical items.

Materials are due back to the library by the close of business on the due date. Any materials returned after the close of business shall be considered returned on the following day.

Extended use fees are charged for high-demand materials kept out beyond the date an item is due. Items that circulate for either seven or twenty-one days can be charged either \$1 or \$10 a day with a maximum fine of \$10 to \$100.

Guests will be asked to pay any extended use fees due at the time the materials are returned. If they are unable to pay at that time, the fee will be added to their library card account. Each time a guest desires to check materials out of the library, staff will alert them if they have fees on their accounts. Once a guest has \$5.00 worth of fees on their library card account, they will be prevented from checking out items until they have paid off the fees. If any member of a household has library fees and/or outstanding materials, the total value of which is at least \$200 for a period of thirty days, the accounts of all members of the household may be suspended until the delinquent account is cleared. Guests with outstanding fees may also face restrictions on other library services, including program attendance.

In certain cases, where special circumstances warrant, the Chief Executive Officer, or their designee, may waive a fee. All fees that are waived will be documented.

If guests lose, damage or fail to return items they will be charged a materials fee. That fee will equal the cost of having the item repurchased, reprocessed and returned to the shelves. If the item is one the library cannot or chooses not to replace, the fee will be equal to the original cost of the item. The library will not accept a duplicate copy of the item in lieu of replacement fee.

The Hauppauge Public Library will attempt to inter-library loan materials that are not available in our collections. All loan period and fee policies, in the case of inter-library loans, are determined by the lending library. Our guests will be expected to abide by those rules.

Adopted: October 16, 2001

Amended: May 16, 2001, October 18, 2002, July 10, 2003, October 17, 2013, March 15, 2018; June 2021

Reviewed: July 15, 2010

# Computer Systems Security & Backup

The Hauppauge Public Library requires that their computer systems maintained by Network Administrator fall under one of several backup profiles as described below. The purpose of a systems backup is a level of business continuity of our computer system in the event of a hardware/software failure, physical disaster, or human error.

The Hauppauge Public Library uses a backup solution called Datto. A Datto backup consists of a full image and perpetual incremental snapshots. A full backup contains a bootable image file that consists of every file on the system. In the event of a system failure, the image is bootable and can immediately take the place of the failed system. An incremental backup includes only those files that have changed since the last full backup. Each increment is appended to the full image, making all incremental snaps bootable as well.

Backups are performed on a periodic schedule as determined by the library or application owners in conjunction with Network Administrator. The current Datto backup schedule is as follows; one snapshot every hour between the hours of 8am and 9pm seven days per week. This allows us to restore to the previous hour and file or complete system loss.

Backups are kept in two separate locations. One copy is kept onsite on the Datto device for quick data recovery. The other copy is replicated offsite, and outside the local geographic area for protection in the event of a regional disaster. In the event of a major disaster, offsite images are also bootable. Offsite data is transmitted and stored in an encrypted format. Onsite backups are kept for three months; offsite backups are retained for 1 year.

**IMPORTANT:** Backups save a copy of data, files, and directories found on the disk at the point in time the backup was performed, but do not record all activities or contents of users' files throughout the day. As a result, it is completely possible for a user to create and delete a file during the course of a day which will never appear on a backup. It is also important to note that a system backup is not intended to serve as an archival copy or to meet records retention requirements. Those needs are dictated by library policies and typically require dedicated hardware/software solutions or other outlined processes.

## I. System Backup Profiles

- 1) Accounting Backup: The accounting backup provided for the system running financial software is as follows:
  - a) A full backup is initially performed on the accounting user's documents and files.
  - b) An incremental backup is performed every four (4) hours and saved on and off-site.
- 2) Network System Backup: Certain library-wide systems are necessary for public or staff stations to function. Systems that fall into this category include the servers. The backup schedule for these systems is as follows:
  - a) The server is backed up hourly between 8am and 9pm, seven days a week.
  - b) Backups are to be saved onsite and sent offsite upon completion.

3. No Backup: If a system does not fall under any of the backup profiles listed above, it may not be backed up.

## II. Virus Protection

All staff computers must have an anti-virus installed with the latest available virus definitions.

Public computers must have their firewalls enabled, and be set to clear all changes upon the end of a user session (via DeepFreeze).

## III. Firewalls

Public computers must have their firewalls enabled to prevent the potential spread of computer viruses. The only firewall exclusions enabled by default will be for DeepFreeze administration and PC Reservation (Guest management software) server communication.

#### **IV. Account Permissions**

Only accounts requiring domain administrator access will be granted access. This includes Network Administrator and the Chief Executive Officer.

Staff who have a dedicated computer may be made a local administrator of such computer upon request if a need is demonstrated.

Each staff user will have access to a shared network location. The shared location will be public among staff. Staff with a private login will also have access to a private home directory. The home directory is a second network location that is private with respect to staff but accessible by the Chief Executive Officer.

#### **V. Administrative Rights and Passwords**

Network Administrator and Chief Executive Officer will both have copies of all passwords for network hardware and software, servers, Guest and print management systems, back-up systems, filters, and any other related security or system controls.

Adopted: March 25, 2014

Amended: April 20, 2017; June 2021

## **Copy Machines**

The Hauppauge Public Library will make photocopy services available to the public. A per copy fee will be charged. The fee will be determined by the cost of maintaining and operating the photocopy equipment.

Guests may be limited to twenty-five copies when others are waiting in line.

Guests making more than fifty copies may pre-arrange with the Guest Services Department to use the by-pass key before Library hours.

The Guest Services Department will handle all appointments and the use of the by-pass key.

Local community organizations may pre-arrange to make between 50-500 copies by contacting the Chief Executive Officer. "Next day" service may be available.

If information is unavailable to Guests in circulating materials, free copies of restricted materials may be made for Hauppauge Public Library cardholders at the discretion of a Instruction & Research Specialist.

Adopted: July 18, 2002

Reviewed: July 15, 2010

Amended: June 2021

## Displays

The Hauppauge Public Library welcomes displays of arts, crafts, and other items of general interest to the community.

The Library will provide space for library district residents and local organizations for such displays when possible.

Such displays are to be arranged through the Chief Executive Officer or the Chief Executive Officer's designee.

The following criteria are to be used in deciding whether items are appropriate for public display in the Library.

- 1) Sufficient artistic and/or general interest;
- 2) Politically non-partisan;
- 3) Non-proselytizing;
- 4) Would not bother or offend children (especially since parents cannot reasonably stop their children from seeing displays without keeping children from using the Library);
- 5) Is in an appropriate format for display;
- 6) The exhibitor will release the Library from any liability for items on display which are lost, stolen or damaged in any way, even through negligence or gross negligence.

In regard to the fourth criterion, the Trustees emphasize that they do not countenance censorship of written words or images contained within materials the Library possesses or lends. However, they do believe that the items on display should not be offensive to Library visitors of any age.

The Chief Executive Officer, in their sole judgment, will be the final arbiter regarding what may be displayed in the Library, where and how it will be displayed, and for what length of time. There can be no appeal in regard to this matter.

Adopted: October 16, 2001

Amended: December 19, 2002; June 2021

Reviewed: July 15, 2010



## Sustainability

The Hauppauge Public Library is committed to taking steps to ensure the long-term sustainability of the community we serve. The “triple bottom line” definition of sustainability is our overriding principle, ensuring that our practices are environmentally sound, economically feasible and socially equitable.

The Hauppauge Public Library will promote principles of sustainability in our policies and practices. These include practicing safe and responsible use of the environment; maintaining partnerships with area schools, organizations, agencies, and businesses to further the mission of all partners; promoting community resilience; and utilizing public funds in fiscally responsible ways, including:

- Incorporate environmentally-sound purchasing and consider energy efficiency in all aspects of library purchases, plans, and operations;
- Maintain responsible site management practices to minimize pollution and waste, conserve energy and water and protect habitat;
- Provide employees with training and education to recognize, plan, and incorporate “triple bottom-line” principles in all aspects of library services;
- Adhere to local solid waste management principles and the separation law to discard materials responsibly;
- Provide at least four public programs annually on sustainability issues, including but not limited to environmentalism, disaster and recovery planning, financial literacy, and equity and inclusion;
- Encourage environmentally-friendly modes of transportation, especially for business travel;
- Encourage and facilitate the Board of Trustees’ and key management personnel’s active participation in the community on behalf of the Library;
- Communicate this Policy and relevant procedures to employees, suppliers, contractors and other stakeholders.

Adopted: November 15, 2018

Amended: June 2021; November 2021

## **Equipment Policy**

The Hauppauge Public Library may make equipment available for the public to use in the Library only or for use outside of the Library. The specific loan periods, replacement charges, eligibility for use and other specifics will be set by the Chief Executive Officer or their designee, and subject to change without notice

Replacement charges will not exceed the cost of the initial purchase. Should a piece of equipment be lost or damaged the person who borrowed it will be responsible for the costs incurred.

Adopted: April 19, 2012

Amended: June 2021

# Financial Policies

## **I. Financial Integrity and Accountability**

The Board of Trustees recognizes its responsibility to the residents and taxpayers of the Library district, to assure that the Library maintains an internal accounting and administrative control system that protects the Library's financial resources.

The Board of Trustees will serve in an advisory and oversight role so as to assure that the integrity of the Library's finances remain unimpeachable.

The Chief Executive Officer is responsible for developing and maintaining a system of internal financial controls that will adequately protect the Library's assets and funds. This system of control should involve the staffing and oversight necessary to assure its success. This system should address controls at the departmental as well as Library-wide level.

The internal control system should be established in accordance with the Standards established by the New York State Comptroller's Office. The internal controls should be periodically reviewed, evaluated and adjusted. The Chief Executive Officer will report evaluations and changes in the internal control system to the Board of Trustees at the next regularly scheduled meeting.

The Library's auditor will submit a written report on the state of the Library's internal controls as a part of the annual audit.

## **II. Budget**

The Chief Executive Officer shall annually draft a preliminary budget for discussion and development by the Board of Trustees.

The Board of Trustees will review the proposed annual budget proposal during a regularly scheduled open public meeting.

The Board of Trustees will approve a proposed annual budget, and, to the extent it contains a request for an increase in annual tax appropriations, present it to the voters for approval on an annual basis.

## **III. Payment of Bills**

Bills incurred by the Library shall be presented to the Board of Trustees at each regular Board meeting in a manner prescribed by the Board of Trustees and reviewed and approved by Board motion as is appropriate. After such approval, the Finance Officer and Treasurer will co-sign each check used for payment. If the Finance Officer is unable to sign a check another authorized Board of Trustees member or the Chief Executive Officer may do so.

The Chief Executive Officer may pre-pay other unapproved bills when necessary prior to their approval on the schedule of claims. Invoices which may be paid by check prior to Board approval include:

- 1) \*Public Utility Services (Electric, gas, water, sewer & phone services)
- 2) \*Postage
- 3) \*Freight
- 4) \*Express Charges (FedEx, USPS, UPS, etc)
- 5) \*Petty Cash Expense (See Petty Cash Policy)
- 6) \*\*\*Payroll or payroll withholdings.
- 7) \*\*\*Principal or interest payments on debt
- 8) \*\*\*Payments made pursuant to a court order

9) \*\*\*Amounts due upon lawful contracts for periods exceeding one year

10) \*\*\*Retirement Contributions (NYS Local Retirement System)

*\*However, all these claims should be audited as soon as possible after payment and included on the next warrant as prepaid amounts.*

*\*\*\*These payments need not be on a warrant but should be reported to the board at the next board meeting for approval.*

#### **IV. Annual Audit**

The Hauppauge Public Library will retain the services of a certified public accountant who will provide advice and consultation to the Board of Trustees and the Chief Executive Officer.

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

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

#### **VI. Financial Report**

The Chief Executive Officer will present to the Board of Trustees a monthly financial report that will include:

- 1) Warrants
- 2) Summary of account cash balances
- 3) Listing of coded receipts and disbursements including year-to-date totals for all library funds.

#### **VII. Deposit of Funds**

The Chief Executive Officer, or their designee, is authorized to deposit all available library funds in the short-term account that they feel best meets the Library's current financial needs.

The Chief Executive Officer is to report the deposit of all Library funds to the Board of Trustees in the monthly financial report.

The Board of Trustees expects that the Chief Executive Officer, or their designee, will deposit all available Library funds into authorized accounts in a timely manner.

#### **VIII. Gifts and Donations**

The Hauppauge Public Library welcomes financial and material donations.

##### **1) Financial Donations**

All gifts will be used at the Library's discretion unless the donor requests a special usage agreement. For donations of \$10,000 or less this agreement can be made between the donor and the Chief Executive Officer. For gifts of more than \$10,000 the Board of Trustees must approve the agreement.

##### **2) Materials Donations**

The Library may accept donations of library materials. The Library will choose to accept materials based primarily on the condition of the item, the popularity of the item, the accuracy and currency of the information contained in the item and whether the item compliments the current holdings in the Library's collections.

The Hauppauge Public Library retains full control over all donated materials. Donated items are added to the Library's collections, given to other institutions or disposed of in other ways at the sole discretion of the Library. No agreement will be made to waive this control.

The Library does not provide pick-up service for donated materials and all deliveries of donations must be arranged in advance with the Chief Executive Officer, or their designee.

The Library will acknowledge all donations in writing. Only in the case of financial gifts will monetary values be assigned. It is the responsibility of the donor to have materials appraised before donating them to the Library.

#### **IX. Disposal and Sales of Surplus or Donated Items**

- 1) Definition: Surplus Property is any item owned by the Library that is no longer needed for the provision of Library Services.
- 2) Declaring Property Surplus:
  - a) Only property having more than nominal monetary value need be declared surplus. Obsolete or broken property without any useful value may be disposed of, at the discretion of the Chief Executive Officer, without notice or approval from the Board of Trustees.
  - b) The Chief Executive Officer is authorized to declare as surplus, Library property having an estimated unit value less than \$1,000.
  - c) The Board of Trustees is authorized to declare as surplus, Library property having an estimated unit value of \$1000, or greater.
- 3) Disposal and Sale of Surplus Property:
  - a) For property with an estimated unit value of less than \$1,000, the Chief Executive Officer is authorized to sell such property as deemed to be in the best interest of the Library, including through a fixed price system, a closed bidding system, or otherwise.
  - b) For property with an estimated unit value of \$1,000 or greater, after authorization from the Board is obtained to dispose of such property, the Chief Executive Officer shall sell such property by advertising for sealed bids. If no such sealed bid is deemed reasonable, the Chief Executive Officer is authorized to sell the property by the method that will most effectively and efficiently provide the Library with the greatest monetary return, in which case, documentation of the Library's efforts shall be documented and retained.
- 4) The disposal of Library property yielding more than \$200 shall be reported to the Board as part of the monthly financial report.
- 5) As per New York Education Law, prior to the discarding of used or surplus books or other such reading materials, the Library will offer to donate such books or materials to a local not-for-profit or political subdivision.

#### **X. Petty Cash**

The Library will establish an account of \$ 150 to be used for small purchases made at the discretion of the Chief Executive Officer. Receipts will be retained for all purchases made from the petty cash account and presented to the Board of Trustees as a part of the monthly warrant. The petty cash fund shall be replenished following the approval of the monthly warrant at each regular meeting of the Board of Trustees.

#### **XI. Credit Card Policy**

Credit cards are kept secured in the Administration Office.

The Chief Executive Officer or a Library employee designated by the Chief Executive Officer may use the credit card, only for goods or services for the official business of the Library. Documentation detailing the goods and services purchased must be submitted before payment can be approved.

The Chief Executive Officer is responsible for the protection of all credit cards and will immediately notify the financial institution or business issuing the card if the card is compromised, lost or stolen.

To further the protection of the Library's credit card and financial information, new credit card information shall be obtained every twelve (12) months, either from the current credit card provider, or a new provider.

The Library will use disciplinary measures consistent with current law for unauthorized use.  
Any benefits derived from the use of the credit card will be the property of the Library.

The balance due on the credit card account will be paid within the balance period indicated on the monthly statement.

Adopted: October 16, 2001

Consolidated, Amended & Reviewed: June 2021

**Cross Reference:**     Purchasing Policy  
                              Investment Policy  
                              Fund Balance Policy

## Fund & Minimum Balance Policy (GASB 54)

When an expense is incurred for purposes for which both restricted and unrestricted net assets are available, the Library's policy is to apply restricted net assets first. The Library Board of Trustees accepts the following asset spending order, as defined in GASB 54:

- 1) *Restricted* – fund balance amounts that can be spent only for the specific purposes stipulated by external resource providers, for example, grant funds. Restrictions may be changed or lifted only with the consent of the resource providers.
- 2) *Committed* – Fund balance includes amounts that can be used only for the specific purposes determined by the Library Board of Trustees as the highest level of decision-making authority. Commitments may be changed or lifted only by the Library Board of Trustees taking the same formal action that imposed the constraint originally.
- 3) *Assigned* – Fund balance comprises amounts intended to be used by the Library for specific purposes. Intent can be expressed by the Library Board of Trustees or by an official or body to which the Library Board of Trustees delegates the authority. Assigned fund balance represents the amount that is not restricted or committed.
- 4) *Unassigned* – Fund balance is the residual classification for the general fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

### MINIMUM BALANCE

The Hauppauge Public Library is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures. The Library's Minimum Fund Balance Policy requires a Reserve for Economic Uncertainties, consisting of unassigned amounts, equal to no less than four months of general fund operating expenditures, or 33 percent of General Fund expenditures and other financing uses.

Unassigned Fund Balance may be accessed in the event of unexpected expenditures up to the minimum established level upon approval of a budget amendment by the Library Board.

Any budget amendment that will result in the Unassigned Fund Balance dropping below the minimum level will require the approval of a majority of the Library Board.

In the event that the balance drops below the established minimum level, the Library Board of Trustees will develop a plan to replenish the fund balance to the established minimum level within two years.

Adopted: June 16, 2011

Reviewed: June 2021

## Hours of Operation and Holiday Closings

It is the intent of the Board of Trustees that the Hauppauge Public Library be open to the public the maximum number of hours possible. The Chief Executive Officer will set the public hours of operation after considering financial and staffing issues.

The current public hours of operation are:

Monday:	9:00 a.m. – 8:00 p.m.
Tuesday:	9:00 a.m. – 7:00 p.m.
Wednesday:	9:00 a.m. – 8:00 p.m.
Thursday:	9:00 a.m. – 7:00 p.m.
Friday:	9:00 a.m. – 7:00 p.m.
Saturday:	9:00 a.m. – 5:00 p.m.
Sunday:	12:00 p.m. – 5:00p.m.

The following days are considered to be holidays at the Hauppauge Public Library, for which the Library will be closed:

- 1) New Year's Day
- 2) Easter Sunday
- 3) Mother's Day
- 4) Memorial Day
- 5) Independence Day
- 6) Labor Day
- 7) Thanksgiving Wednesday (close at 5 PM)
- 8) Thanksgiving Day
- 9) Christmas Eve (close at 3 PM)
- 10) Christmas Day
- 11) New Year's Eve (close at 3 PM)

Adopted: July 18, 2002

Amended: April 15, 2004, July 15, 2004, February 25, 2010, July 15, 2010, November 14, 2013; June 2021

Reviewed: July 15, 2010



# Infectious Disease Policy

## I. Objectives and Key Considerations

Key Library objectives in the event of an outbreak include:

- 1) Reducing transmission among staff
- 2) Protecting people who are at higher risk for adverse health complications
- 3) Maintaining business operations
- 4) Minimizing adverse effects on guests and the community

Some considerations when making decisions on appropriate responses include:

- 1) Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community
- 2) Work-related exposure and health risks to employees and guests and the impact of disease on employees who are vulnerable and may be at higher risk for adverse health complications
- 3) Recommendations and guidelines as put out by the CDC, New York State Department of Health (DOH) and local health officials.

To ensure that we stay up to date on the guidance that is being issued by the State, we will monitor public health communications including New York State Department of Health, the CDC, OSHA and all applicable Executive Orders on a periodic basis or whenever notified of the availability of new guidance.

## II. Preventive Actions

Everyday preventive actions help stop the spread of germs and lower the impact of them in the workplace. Coughing, sneezing, or unclean hands spread flu and other serious respiratory illnesses. Germs are often spread when a person touches a contaminated surface and then touches their eyes, nose, or mouth. For all workers, regardless of specific exposure risks, it is always a good practice to:

### 1) Hand Washing

Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled. Additional key times to clean hands include:

- a) After blowing one's nose, coughing, or sneezing.
- b) After using the restroom.
- c) Before eating or preparing food.
- d) After contact with animals or pets.
- e) Before and after providing routine care for another person who needs assistance such as a child.
- f) Avoid touching your eyes, nose, or mouth with unwashed hands.
- g) Practice good respiratory etiquette, including covering coughs and sneezes with a tissue (or an elbow or shoulder if no tissue is available)
- h) Get a flu vaccine as per CDC recommendations
- i) Avoid close contact with people who are sick.

## **2) Hygiene Stations**

The Library will provide and maintain hand hygiene stations for employees, including handwashing with soap, water, and paper towels, as well as alcohol-based hand sanitizers containing 60% or more alcohol at service points and in each department office.

## **3) Sick Employees**

Prompt identification and isolation of potentially infectious individuals is a critical first step in protecting workers, visitors, and others at the Library. Employees with flu like symptoms or symptoms of acute respiratory illness (sneezing, coughing, sore throat etc.) should stay home to help prevent spreading your illness to others. Those who had a fever, should stay home until free of fever (under 100.4°F], have no signs of a fever, or any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

Employees who feel sick at work should notify their supervisor as soon as possible. Supervisors should send employees who appear to have the flu or acute respiratory illness symptoms (i.e. cough, shortness of breath) home immediately. When an employee goes home sick, supervisors should ensure that any shared surfaces (computer, desk, phone etc.) are cleaned and disinfected.

Supervisors may work with employees without sick time to make up their hours and will attempt to make up sick time with PT employees when possible.

## **III. Communication**

- 1) All employees will be informed of new protocols put into place and trained about all safety guidelines in the event of an outbreak.
- 2) Employees will be notified of updated information via their Hauppauge email account and the staff blog.
- 3) Signage inside and outside of the Library will be posted to remind employees and guests to adhere to proper hygiene, staying home when sick, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- 4) The Library will use social media, the Library website and signage to provide guests of updated information. Guests and staff will be notified of Library closings and other information via the Library's Emergency Closing Procedures.

Employees who may be at increased susceptibility for infection or complications should report their vulnerability to their supervisor who will attempt to make reasonable accommodations.

## **IV. Outbreak Measures**

### **1) Social Distancing**

If public health officials call for social/physical distancing, i.e. minimizing exposure between employees and between employees and the public, the following measures may go into effect to ensure appropriate distance between personnel: limiting the number of people who can come in at any one time; staggering employee schedules; implementing a work from home plan ; modification of facilities and service programs including restrictions on library hours, occupancy, public access, move to increased online services, seating areas, computer usage, and access to library stacks etc.

### **2) Personal Protective Equipment**

The Library will provide an adequate supply of appropriate PPE for employees as per local guidelines, such as masks and gloves at no cost to the employee. The Library may require guests to use face coverings or other PPE in accordance with CDC and DOH guidelines. Workers required to use PPE will be trained on how to properly put on, use, take off and care for PPE.

### **3) Shared Objects and Surfaces**

In the event of an outbreak, employees should not share staplers, scissors, pens and pencils etc. and should notify the Administration if additional supplies are needed. When in contact with shared objects or frequently touched areas, employees should wear gloves or sanitize/wash hands before and after contact. Employees should wipe commonly used surfaces/shared workspaces before and after use.

### **4) Contact Tracing of Confirmed Cases**

The Library will confirm cases of the infectious disease and perform contact tracing as required by local health authorities. The Administration is responsible for notifying state and local health departments and cooperating with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. If required, detailed logs keeping track of employees will be maintained by department heads to facilitate contact tracing. The Administration will keep track of workers and other visitors.

### **5) Library Closing and Essential Staff**

In the event of a library closing for an extended time, a schedule will be set for seeing to essential needs. These include payroll, cleaning, building checks, emptying the book drop, paying bills and banking considerations. Essential staff include Library Administration and Business Office.

## **V. Cleaning and Disinfecting**

Reducing the risk of exposure to infectious diseases by cleaning and disinfection is an important part of maintaining healthy public spaces. The Library will adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and ensure appropriate local protocols and guidelines.

### **1) Cleaning Logs**

If required, cleaning logs will be kept on site that document date, time, and scope of cleaning.

### **2) Surface Guidelines**

Cleaners will clean and disinfect all areas such as offices, bathrooms, kitchens, common areas, toys and shared electronic equipment (like tablets, touch screens, copiers, keyboards, remote controls) focusing on frequently touched surfaces according to current CDC, OSHA guidelines. Surfaces will be cleaned using a detergent or soap and water and then disinfected with an EPA approved disinfectant to kill germs according to the manufacturer's instructions.

### **3) Worker Safety**

Staff should always wear appropriate PPE for cleaning and disinfecting. Cleaners are required to wear disposable gloves, including when handling trash. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Gloves should be removed carefully to avoid contamination and hands washed after removing gloves. Cleaners should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.

#### **Resources:**

- [CDC's website on Cleaning and Disinfection for Community Facilities.](#)
- New York State Department of Health
- OSHA's [Control and Prevention.](#)
- OSHA's [Training and Reference Materials Library](#)
- OSHA's [Personal Protective Equipment Safety and Health Topics](#) page

Adopted: June 18, 2020

Amended: June 2021

## **Information Security Breach Notification Policy**

This policy defines the circumstances under which the Library shall provide notice regarding a breach in security of sensitive information.

This policy applies to information safeguarded by Hauppauge Public Library. Suspected or confirmed information security breaches must be reported immediately to the Chief Executive Officer. A breach is defined as unauthorized access of library information. The Library will investigate all reports of security breaches of private and/or otherwise sensitive information. Based on the results of the Library's investigation, internal and/or external parties may be notified, as necessary and appropriate.

Upon notification of a suspected information security breach, the Library will:

- 1) Report the breach to the appropriate officials
- 2) Block, mitigate, or de-escalate the breach, if possible.
- 3) Implement processes and procedures to prevent similar breaches from occurring in the future.

### Internal Notification

The person/department discovering the breach will report it to the Chief Executive Officer, and will work with them to establish an appropriate response strategy. If the Library's investigation determines that criminal activity has taken place, the Chief Executive Officer will notify the Board of Trustees.

### External Notification

The Chief Executive Officer will determine if external notification will be required. External notification is required if any of the following conditions are met:

- 1) Access has been gained to sensitive information
- 2) A physical device that contains sensitive information has been lost or stolen
- 3) There is evidence that sensitive information has been copied or removed from a physical device containing sensitive information

External notifications will go to anyone affected by the breach, or whose data may have been compromised, as well as to government officials, as required by law.

Adopted: May 18, 2017

Reviewed: June 2021

## Internet Policy

The Board of Trustees of the Hauppauge Public Library recognizes that computers and the Internet are essential research and educational tools. The Library, therefore, offers Internet access as an extension of the Library's reference and research functions. Guests should be aware; however, that information on the Internet might be inaccurate, incomplete, dated or offensive to some individuals. The Board strongly recommends that Guests evaluate the validity and appropriateness of information obtained via the Internet. Other than the information posted on the Library's own website (but not any third-party links thereon), the Library does not warrant or guarantee the accuracy of any information contained on the Internet. In an effort to assist its users, the Library provides training to help the public in using the Internet in a safe, effective and efficient manner.

The Board of Trustees recognizes the rights of parents/guardians to decide which library resources are appropriate for their minor children. Accordingly, The Hauppauge Public Library urges minors and their parents or guardians to keep in mind the following safety guidelines:

- 1) Never give out identifying information such as home address, school name, or telephone number
- 2) Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed
- 3) Never arrange a face-to-face meeting with anyone via the computer without a parent's or guardian's approval
- 4) Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable and tell a parent or guardian if you receive such a message
- 5) Have parents or guardians report an incident to the Library and the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography
- 6) Remember that people online may not be who they say they are
- 7) Remember that not everything one reads is true

Guests are responsible at all times for using the Internet appropriately. The Board expects parents/guardians to supervise their children's Internet sessions to ensure appropriate and safe access. Use of the Internet for unlawful purposes including, but not limited to, the production or distribution of threatening material; expressions of bigotry, racism or hate; cyber-bullying; obscene or sexually explicit material; and material protected by trade secret is prohibited. The harassment of other Internet users is also prohibited. The New York State Legislature (in enacting New York's obscenity laws) and numerous courts (in interpreting such laws), have recognized the existence of community standards when defining obscene or sexually offensive materials. The Board of Trustees seeks to place reasonable restraints on the public display or distribution of certain materials that lack literary, artistic, political or scientific value. The Hauppauge Public Library fully complies with the provisions of the Children's Internet Protection Act. The Library utilizes filtering technologies. Hauppauge Public Library is guided by the following American Library Association statements on access to information: *The Library Bill of Rights, The Freedom to Read, and Access to Electronic Information, Services and Networks: an interpretation of the Library Bill of Rights.*

Adopted: February 20, 2003

Reviewed: July 15, 2010

Amended: November 18, 2010; June 2021

# **Investment Policy**

## **I. Scope**

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

## **II. Objectives**

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

- 1) To conform to all applicable federal, state and other legal requirements (legal),
- 2) To adequately safeguard principal (safety),
- 3) To provide sufficient liquidity to meet all operating requirements (liquidity) and
- 4) To obtain a reasonable rate of return (yield.)

## **III. Delegation of Authority**

The Board's responsibility for administration of the investment program is delegated to the Chief Executive Officer and their designee and the Treasurer who 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 satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and to regulate the activities of subordinate employees.

## **IV. Prudence**

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

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering safety of the principal as well as the probable income to be derived.

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

## **V. Diversification**

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

## **VI. Internal Controls**

It is the policy of the Hauppauge Public Library that all monies collected by any officer or employee be transferred to the Chief Executive Officer within three days of deposit, or within the time period specified in law, whichever is shorter.

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

## **VII: Designation of Depositories:**

The banks and trust companies that are authorized for the deposit of monies, and the maximum amount which may be kept on deposit at any time, is set annually in July at the Organization Meeting of the Board of Trustees.

## **VIII. Securing Deposits and Investments**

In accordance with the provisions of General Municipal Law, § 10, all deposits of the Hauppauge Public Library, 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:

- 1) By a pledge of “eligible securities” with an aggregate “market value”, or provided by General Municipal Law, § 10, equal to the aggregate amount of deposits from categories designated in Appendix A to this policy.
- 2) By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the Library for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of 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.
- 3) By an eligible surety bond payable to the Library for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.
- 4) An “irrevocable letter of credit” issued in favor of the Library by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

## **IX. Safekeeping and Collateralization**

Eligible securities used for collateralizing deposits made by officers of the Library shall be held by the bank approved by the Board of Trustees and/or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Hauppauge Public Library 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 Library to exercise its rights against pledged securities. In the event that the securities are not registered or inscribed in the name of the Hauppauge Public Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Hauppauge Public Library or its custodial bank.

The custodial agreement shall provide that pledged securities held by the bank or trust company, or agent of and custodian for, the Hauppauge Public Library, 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 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 Hauppauge Public Library a preferred interest in the securities.

## **X. Permitted Investments**

As authorized by General Municipal Law, § 11, the Hauppauge Public Library authorizes the Chief Executive Officer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- 1) Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in New York,

- 2) Obligations of the United States of America,
- 3) 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,
- 4) Obligations of the State of New York,
- 5) Obligations issued pursuant to Local Finance Law § 24.00 or 25.00 (with approval of the State Comptroller) or by any municipality, school district or district corporation other than the Hauppauge Public Library.
- 6) Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- 7) Certificates of participation (COPs) issued pursuant to General Municipal Law, § 109-b,
- 8) Obligations of the Hauppauge Public Library, but only with monies in a reserve fund established pursuant to General Municipal Law, § 6-c, 6-d, 6-e, 6-f, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

Included in the monthly financial report to the Board of Trustees, shall be a schedule detailing all current Library investments. For any new, or change, in investments over \$50,000.00, Board approval shall be obtained first.

All investment obligations shall be payable or redeemable at the option of the Hauppauge Public Library 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 Hauppauge Public Library within two years of the date of purchase.

#### **XI. Authorized Financial Institutions and Dealers**

The Hauppauge Public Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Hauppauge Public Library conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Hauppauge Public Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Chief Executive Officer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually and presented to the Board of Trustees.

#### **XII. Purchase of Investments**

The Chief Executive Officer is authorized to contract for the purchase of investments:

- 1) Directly, including through a repurchase agreement, from an authorized trading partner.
- 2) By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

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

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



provisions necessary to secure the Library's perfected interest in the securities, and the agreement may also contain other provisions that the Library Board of Trustees deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the Hauppauge Public Library with a perfected interest in the securities.

#### **Appendix A: Schedule of Eligible Securities**

- 1) 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.
- 2)
- 3) 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 guaranty.
- 4) 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 monies.
- 5) 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. . If in this highest category, the obligations shall be valued at 100%, if the second highest category, 90%, and in the third highest category, 80%.
- 6)
- 7) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating. If in this highest category the obligations shall be valued at 100%, if the second highest category, 90%, and in the third highest category, 80%.
- 8)
- 9)
- 10)
- 11) Zero coupon obligations of the United States government marketed as "Treasury strips," which, shall be valued at 80%.

Adopted: April 5, 2001

Amended: December 21, 2006, October 17, 2013, May 18, 2017; June 2021

Reviewed: July 15, 2010

## **Literacy**

The Board of Trustees support the achievement of national literacy through educational activities utilizing the historical and cultural resources of libraries and Instruction & Research Specialists.

The Board of Trustees is especially intent on supporting programs that improve adult literacy in the Library District.

Adopted: January 16, 2003

Reviewed: July 15, 2010

Amended: June 2021

## **Lost and Found**

Items left at the Library, including materials left in copy machines, are labeled with the date when discovered in the Library and are stored for one month. Items not claimed are either discarded or donated to charity.

Adopted: April 18, 2002

Reviewed: July 15, 2010; June 2021

## **Maintenance of Public Order**

### **I. Purpose**

The Hauppauge Public Library is chartered by the State of New York to meet the educational, informational, cultural, and recreational needs of the community it serves. In order to ensure an atmosphere conducive to these purposes, the following rules, regulations, and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the library facilities and grounds by all Library Guests, visitors, and employees, in accordance with Section 262 of the Education Law of the State of New York.

### **II. Conditional Permission for Use of Library Facilities**

As a condition for the use of Library premises, Library Guests, visitors, and employees, who enter upon or remain at the Library facilities, agree that they shall agree to these rules and regulations and all applicable policies. Failure to comply shall constitute grounds for being required to leave the Library premises, suspension of Library borrowing privileges and revocation of rights to enter and use Library facilities, , as well as other action deemed necessary and appropriate by the Library Board of Trustees. The Chief Executive Officer or their designee is empowered to enforce the rules and regulations promulgated by the Board of Trustees.

### **III. Purpose of Use of Library Facilities**

The use of Library facilities and entry onto Library premises shall be limited to employees of the Library in the performance of their duties, and Guests and visitors to the Library facilities and offices for Library related purposes such as research, reading, selecting, returning, and borrowing of books and materials, conducting business with the Library, and attendance at educational conferences, meetings, programs and concerts authorized or conducted by the Board of Trustees or other Library personnel. Any person who, while lawfully at such Library facilities, causes or attempts to cause physical injury to the person or property of another, or willfully causes or attempts to cause physical damage to books and other Library materials or property, or interferes with another's lawful use of the Library, or enters in unauthorized areas, refuses to comply with the directives of the Chief Executive Officer or other authorized personnel, willfully disrupts Library functions or programs authorized by Library personnel, damages, alters, mars or defaces library books and related materials or property, transports illegal drugs, alcoholic beverages, fireworks, firearms, or weapons onto Library premises, or who violates the annexed Rules of Conduct, shall be deemed to be in violation of these rules and regulations, and subject to the penalties outlined above in Section "II."

### **IV. Procedures**

- 1) While the Hauppauge Public Library facilities are open, the Chief Executive Officer or their designees, in the first instance, shall be responsible for the enforcement of the rules and regulations. Any violation thereof shall be immediately reported to the Chief Executive Officer or their designee who shall thereupon immediately make inquiry of the facts and circumstances surrounding the complaint, and who may thereupon either direct the individual to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the Chief Executive Officer or their designee, the Library reserves the right to call the police for assistance.
- 2) The Chief Executive Officer or designee is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and to sign any information as necessary charging said trespasser with the appropriate violation of the Penal Law. The Chief Executive Officer shall forthwith make a report to the Board of Trustees.
- 3) When the Chief Executive Officer or their designee is not present, the Library employee-in-charge, is reserved the rights to act as set forth in paragraphs "1" and "2," above. Subsequently, such Library employee-in-charge, at the first opportunity shall make a written report of the facts and circumstances surrounding the enforcement of these rules and regulation to the Chief Executive Officer.

- 4) The Library shall indemnify and save harmless the Board of Trustees, Chief Executive Officer, their designee, or any Library personnel, from any action, claim or proceeding instituted against such person arising out of the enforcement of these rules and regulations by such Library personnel.

## **V. Appeal Procedure**

Individuals who have been subjected to discipline under this Policy shall be afforded the opportunity to appeal any such disciplinary measure to the Board of Trustees.

Such appeal must be invoked by submission of a written notice of appeal to the Board of Trustees, by certified mail return receipt requested, within thirty (30) days of notification of the action giving rise to the appeal, and must contain a short statement containing the grounds for the appeal. The Board of Trustees, or their designee, shall convene a hearing within fourteen (14) days of receipt of such notice of appeal, at which time and place the aggrieved shall be afforded the opportunity to present evidence and testify. Within fourteen (14) days of such hearing, the Board of Trustees shall render a written decision affirming, modifying, or vacating the disciplinary measure(s).

## Rules of Conduct

The Hauppauge Public Library is chartered by the State of New York to meet the educational, informational, cultural, and recreational needs of the community it serves. In order to ensure an atmosphere conducive to these purposes, the following rules, regulations, and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the library facilities and grounds by all Library Guests, visitors, and employees, as well as other licensees and invitees, in accordance with Section 262 of the Education Law of the State of New York.

This Policy is designed for the comfort and protection of all people who use the facilities of the Hauppauge Public Library.

The following activities are prohibited:

- 1) Leaving young children unattended (Please see Unattended Minors Policy)
- 2) Engaging in disruptive behavior or disorderly conduct
- 3) Interfering with other people's use of the Library
- 4) Harassing people on Library property
- 5) Obstructing vehicular or pedestrian traffic, operating bicycles, skateboards or rollerblades on sidewalks, in parking areas or on landscaped grounds
- 6) Using loud, abusive, or threatening language
- 7) Defacing, destroying, or tampering with Library material, property, or equipment
- 8) Congregating, loitering, sleeping, or soliciting on Library property
- 9) Rearranging or putting feet on furniture or sitting on tables
- 10) For both health and safety reasons, shoes and shirts must be worn at all times by all library visitors
- 11) Using equipment without headphones or at a volume level that is audible to others
- 12) Smoking on Library grounds (inside or outside). This includes cigars, cigarettes, tobacco or any similar article or any other combustible substance in any manner or in any form or the heating or ignition of an e-cigarette which creates a vapor.
- 13) Consuming alcohol or controlled substances
- 14) Possession of any weapons on Library property (inside or outside). This includes, but is not limited to, guns, knives, razors, brass knuckles, sling shots, box cutters, cane swords, ninja throwing stars, pepper spray or other noxious spray, explosives or incendiary bombs or other material or substance that can cause physical injury or death.
- 15) All animals, except those specifically authorized by the Americans with Disabilities Act and/or State Human Rights Law.
- 16) Distributing leaflets, circulating petitions, or electioneering
- 17) Violating the Internet Policy
- 18) Engaging in a course of conduct which alarms or "seriously annoys" another person and would serve no legitimate purpose; such prohibition to include but not limited to striking, shoving, kicking, unpermitted touching, or otherwise subjecting another person to physical contact or attempting or threatening to do so
- 19) Making obscene gestures or using abusive language
- 20) Disturbing others by arguing, propagandizing, or preaching

- 21) Staring at another person or following another person about the premises such that the other person could reasonably be considered to be annoyed, disturbed, or threatened
- 22) Monopolizing public access equipment such as telephones, restrooms, and computers
- 23) Evidencing bodily hygiene so offensive as to constitute a nuisance to other Guests
- 24) Defacing or rendering a restroom inoperable or unsanitary
- 25) Soliciting, canvassing, distributing literature, circulating petitions or selling merchandise to employees or Guests on Library premises, without prior Library approval.

Failure to follow these guidelines and the directions of the Library staff may result in your being asked to leave the Library and as detailed in the Library's Maintenance of Public Order Policy could result in the revocation of Library privileges. Library personnel are authorized to contact the appropriate law enforcement agency to ensure compliance. These guidelines are extracted from the Library's formal Maintenance of Public Order Policy, a copy of which is available on request.

Adopted: March 21, 2002

Amended: June 17, 2010; June 2021

Reviewed: July 15, 2010

## Materials and Program Selection

The Library maintains an extensive collection of printed, audio-visual, electronic materials and programs for the information, education, enrichment and recreation of the community.

The Library recognizes its obligation as a public institution serving the needs of a large group of people with varied backgrounds, abilities, tastes, interests and purposes; thus, the Library endeavors to assemble a collection sufficient to make it a dependable source of materials and programs for most of the people, most of the time. Materials and programs selected should conform to the interests of the community without being restricted by them.

Library materials and programs will be selected for values of interest and information. There should be the fullest practical provision of materials and programs presenting diverse points of views concerning the problems and issues of our times and the past.

Materials and program offerings shall not be proscribed because of partisan, doctrinal or moral views. The Library is not the political, religious, moral or cultural arbiter of the community.

The Library will provide materials and programs for users of all ages.

The Chief Executive Officer is responsible for the selection of materials, development of the collection, and the program offerings. Selection, however, is a two way process. The users of the Library indicate their interests and needs and then the staff executes critical judgment in anticipating demands and in selecting the best materials and programs with which to satisfy the users.

The selection of materials and programs may be limited by the following factors:

- 1) Physical limitation of the facilities
- 2) Suitability of the format for Library purposes
- 3) Budgetary considerations
- 4) Availability of special materials in more comprehensive library collections in the area
- 5) Inexpensive accessibility in other locations

No attempt will be made to supply textbooks used in the schools and colleges in the area. However, a book is not to be excluded only because it is a textbook.

Suggestions for materials and programs should be made in writing to the appropriate Library staff member and they are welcome from any Hauppauge Public Library cardholder.

### Materials De-Selection

The Chief Executive Officer and staff continually evaluate the Library's collections. From time to time it is necessary or advisable to discard materials in the Library's collections. In general, materials which are out of date, for which there is unlikely to be future interest, for which multiple copies are no longer needed, which are in formats or editions which have been superseded, or which are in poor condition, should not be kept in the collection.

The Chief Executive Officer and staff will work to assure that the collection is reviewed on an ongoing basis to provide room for new and more popular materials and to keep the collection current and up to date. This also assures that the more useful, informative and requested items are easy for our Guests to browse and find.



It is the Chief Executive Officer's responsibility to establish criteria for discarding items. Such items may be disposed of in any legal manner. However, the Board of Trustees wishes that, when practical discarded items not be destroyed, but rather sent to other agencies if they can be put to productive use.

Adopted: December 20, 2001

Reviewed: July 15, 2010

Amended: November 14, 2013; June 2021

## Partnership and Sponsorship

The purpose of this policy is to define under what circumstances the Hauppauge Public Library may enter into partnerships or sponsorship and to provide guidance in the development of those relationships as a means of pooling resources between partners or sponsors that will enhance or improve library services, programs, collections and/or facilities.

The following provisions apply to all Hauppauge Public Library partnerships and sponsorships with institutions, organizations, businesses and/or individuals.

A. Partner: An institution, organization, business or individual that collaborates with the Library to provide programs and/or services to the public in ways that are mutually beneficial to and in support of the missions of both the Library and the partner and without the exchange of money.

B. Partnership: Institutions, organizations, businesses or individuals, working together in an effort to accomplish a common goal with a shared sense of purpose and responsibility for the outcome.

C. Sponsor: An institution, organization, business or individual who financially contributes to the Library in support of a collection, service or program.

D. Sponsorship: A mutually beneficial exchange, whereby the sponsor receives a benefit in return for providing a financial contribution to the Library. Sponsorships do not imply Library endorsement of the sponsor's product or service.

Institutions, organizations, businesses or individuals compatible with the policies, vision and goals of the Hauppauge Public Library will be considered for potential Partnership or Sponsorship.

The Hauppauge Public Library will only enter into Partnerships and Sponsorships determined to be in the best interest of the Library. Partnerships and Sponsorships will be subject to the approval of the Chief Executive Officer and Board of Trustees.

The Hauppauge Public Library, its Partners and Sponsors, will agree to act in ways that are mutually beneficial as described in a written agreement.

While it is important to remain aware of any tax provisions relating to contributions, the Library will not represent itself as representing the Partner or Sponsor in any Partnership or Sponsorship, and shall stipulate that the Partner/Sponsor is responsible for their own determination of valuation or deductibility.

Adopted: November 29, 2021

## Procurement Policy

1. All purchases of goods and contracts for public services shall be made in accordance with the provisions of the New York State General Municipal Law.
2. Except as otherwise provided by law (paragraphs 3a and 3b), all public works contracts in excess of \$35,000 and all purchase contracts in excess of \$20,000 shall be subject to competitive bidding.
  - a. Rejection of a Low Bidder based upon an initial determination that the Low Bidder is not "responsible" within the meaning of the General Municipal Law shall be made following notice to the Low Bidder of the Board's intent to so disqualify them and providing the Low Bidder an opportunity to be heard by the Board or its designee on the issue of their qualifications.
3. For public works and purchase contracts which fall below the competitive bidding thresholds stated in the aforementioned paragraph "2," the following conditions may apply:
  - a. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law; purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions, purchases under New York State, Suffolk County, Town of Islip, or Suffolk Cooperative Library System contracts and surplus and secondhand purchases from another government entity.
  - b. General Municipal Law 103, Subdivision 16, permits political subdivisions "to make purchases ... or to contract for services ... through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein....." Such piggyback contracts may be used if it has been "let in a manner that constitutes competitive bidding consistent with state law, and made available for use by other governmental entities."
  - c. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This document may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract or contract number indicating the source which makes the item or service exempt, a memo from the purchase detailing the circumstance which led to an emergency purchase or any other written documentation that is appropriate.
  - d. All goods and services not subject to competitive bidding will be secured by use of written requests for proposals (RFP), written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.
  - e. Any questions regarding the applicability of any of these exceptions should be referred to Library Counsel.
4. The following method of purchase will be used when required by this policy in order to achieve the highest savings.

<u>Estimated Amount /Purchase Contract</u>	<u>Method</u>
\$0 to \$500	No quotes required
\$501 to \$2,000	Verbal request for the goods written/fax quotes from 2 vendors

\$2,001 to \$20,000	Written request (RFP) and written/fax quotes from 3 vendors
<u>Estimated Amount /Public Works Contract</u>	<u>Method</u>
\$0 to \$1,000	No quotes required
\$1,001 to \$3,000	Verbal request for the goods written/fax quotes from 2 vendors
\$3,001 to \$10,000	Written RFP and written/fax proposals from 2 contractors
\$10,001 to \$35,000	Written RFP and written/fax proposals from 3 contractors

- b. Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.
  - c. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to procurement.
  - d. All information gathered in complying with the procedures of this policy shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.
  - e. Whenever possible, the Library shall purchase items made from recycled materials (i.e. manufactured from secondary materials) if the recycled products meet contract specifications and the price of such products is reasonably competitive, as specified in Section 104A, General Municipal Law.
5. Under normal circumstances, contracts shall be awarded to the vendor or contractor with the lowest price quotation deemed responsible. If a vendor/contractor is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.
- a. For purchase contracts in excess of \$20,000 and where it is deemed in the best interests of the Library, the 'best value' analysis may be used as permitted by New York State Finance Law §163. Best Value is defined as the basis for awarding contracts for services to the offerer which optimizes quality, cost and efficiency, among responsive and responsible offerers. Such basis shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerers that are small business or certified minority- or women-owned business enterprises as defined in subdivisions one, seven, fifteen and twenty of section three hundred ten of the executive law to be used in evaluation of offers for awarding of contracts for services.
  - b. Circumstances under which the contract may not be awarded to the lowest responsible vendor or contractor include, but are not limited to:
    - 1) Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library;
    - 2) Vendor's or contractor's terms for payment are disadvantageous to the Library, e.g. full payment before commencement of work or delivery of goods;

- 3) Vendor cannot fully comply with the specifications for goods or services as set forth by the Library;
  - 4) Vendor's warrant for goods or services is deemed inadequate by the Library;
  - 5) Vendor's post-purchase support services are deemed inadequate by the Library.
  - 6) Vendor's references prove to be substandard.
6. Pursuant to General Municipal Law Section 104-b (2) (f) the solicitation of alternative proposals or quotations will not be required in the best interest of the municipality in the following circumstances:
- a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. In determining whether a service shall fit into this category, the Board of Trustees shall take into consideration the following guidelines:
    - a. Whether the services are subject to state licensing or testing requirements.
    - b. Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
    - c. Whether the services require a personal relationship between the individual and municipal officials.

Professional and technical services shall include but not be limited to the following: services of any attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs or services in substantial modification and customizing of prepackaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- c. Purchases of surplus and secondhand goods from any source. If alternate proposals are required, the Library is precluded from purchasing surplus and second hand goods at auctions or through specific advertised sources where the best prices are usually contained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- d. Goods under \$500 and public works contracts for less than \$1,000. The time and documentation required to purchase through this policy may be more costly than the item itself and, therefore, not in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.
- e. Sole source suppliers. Competitive bidding is not required in those limited situations when there is only one possible source from which to procure goods or services such as in the case of certain patented goods or services or public utility services. In making a sole source determination the purchaser should document among other things the unique benefits of the item to be purchased or service to be rendered and that no other item or service is substantially equivalent and that there is no possibility of competition for the good to be purchased or service to be rendered.

- f. Library Programs and Bus Trips. If it is determined that a service/program/bus trip can only be provided by a 'sole source supplier' or it is not possible to obtain the required number of quotes, this must be documented. Most library programs are unique and the presenter will be considered as a sole source or providing professional services. Whenever possible, library program planners that contract with outside vendors (programmers or bus trip companies) should provide an RFP if the dollar amount reaches the threshold required by the Estimated Amount for a Purchase Contract (see 4.a.).
7. The employees responsible for purchasing are the Chief Executive Officer, the Assistant Library Director and the Business Manager. As per New York State General Municipal Law, the Library employees and titles responsible for purchasing will be appointed at the annual reorganization meeting.
8. E-Bids
  - a. New York State law authorizes local governments to receive electronic bids in connection with purchase contracts. The bid advertisement must designate how the electronic bid will be received (such as designating a website or email address where the bid should be sent.) The submission of bids in electronic format may not be required as the sole method for the submission of bids and paper bids must still be accepted. All other minimum requirements of the competitive bidding process remain the same.
  - b. However electronic bids are received, they must comply with Article 3 of the New York State Technology Law (the "Electronic Signatures and Records Act"). At a minimum, an electronic bid must document the time and date of the receipt, authenticate the identity of the sender, ensure the security of the information transmitted and ensure the confidentiality of the bid until the time and date established for the opening of bids.
9. No purchase of goods or services shall be made from any vendor in which elected officials of the Library, i.e. The Board of Trustees or the Library Administration, i.e. the Library Chief Executive Officer or Assistant Library Director, hold a full or partial interest.
10. This policy shall be reviewed annually. The Chief Executive Officer, in consultation with the Business Manager, shall be responsible for conducting an annual evaluation of the effectiveness of the Procurement Policy and its procedures and an evaluation of the control procedures established to ensure compliance with the policy, and shall be responsible for reporting back to the Board of Trustees.
11. Unintentional Failure to Comply. The unintentional failure to comply fully with the provisions of General Municipal Law, section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Library or any officer or employee thereof.

Reviewed: July 15, 2010

Amended: November 18, 2010; October 17, 2013; June 2021

## **Program Registration**

The Chief Executive Officer is responsible for maintaining a fair and orderly system for registering Guests who wish to join and/or participate in Library programs. The process may vary for different departments and/or programs.

The Board of Trustees insists that non-district residents only be able to register for and/or attend Hauppauge Public Library programs once it has been determined that all district residents wishing to attend a program have been given every fair opportunity to do so.

Only a nominal fee to assure attendance (less than \$2) or a small fee to assist with offsetting materials costs (less than \$10) may be charged for attending a Library program.

Programs sanctioned by the Library but conducted by outside agencies (such as defensive driving courses) may charge higher fees.

Adopted: April 18, 2002

Reviewed: July 15, 2010

Amended: June 2021

## **Public Awareness**

The Board of Trustees is committed to keeping the residents of the Hauppauge Public Library District informed about Library services, programs and issues.

The Chief Executive Officer is responsible for overseeing the Library's community relations.

Information about the Library will be disseminated in many different formats. Included may be mailings, newsletters, public speaking engagements, internet sites, electronic mail and notices displayed at the Library.

Adopted: January 16, 2003

Reviewed: July 15, 2010

Amended: June 2021



## **Public Participation at Board Meeting**

The Hauppauge Public Library Board of Trustees encourages public participation at Board meetings. A portion of each regular Board meeting is reserved for public expression, during which brief comments — not exceeding five (5) minutes each — will be received from attendees.

Persons wishing to participate must identify themselves, any organizations they may be representing at the meeting and, where applicable, the agenda topic they wish to discuss. Comments should be kept as brief as possible and relate to public library matters. Members of the Board of Trustees are not obligated to respond to questions or comments from the public, but may do so at their own discretion, according to the rules of parliamentary procedure adopted in the Bylaws.

The Board President is responsible for the orderly conduct of the meeting and shall rule on such matters as: the time to be allowed for public expression and the appropriateness of the subject being presented.

Interruption or other interference with the orderly conduct of Board business will not be allowed. 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, the speaker persists in conduct or remarks in violation of Library policy.

No persons shall verbally initiate charges or complaints against individual employees of the library at a public Board meeting. All such charges and or complaints shall be presented to the Chief Executive Officer, in writing where applicable. All such charges shall be handled by the Chief Executive Officer for investigation and report.

Adopted: October 10, 2012

Amended: June 2021

## **Records Retention and Disposition**

The Board of Trustees adopts the New York State Education Department Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains legal minimum retention periods for local government records.

In accordance with Article 57-A:

- 1) Those records described in Schedule LGS-1 may only be dispersed of after they have met the minimum retention periods described therein;
- 2) Only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.

Records which the Library maintains which are not described in Schedule LGS-1 may be disposed of after a period of no less than three months.

The Chief Executive Officer is responsible for the proper retention and disposition of all Library records in accordance with this Policy and Schedule LGS-1.

Adopted: November 18, 2004

Reviewed: July 15, 2010

Amended: June 2021

# Sexual Harassment Policy

## I. Introduction

Hauppauge Public Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Hauppauge Public Library's commitment to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Hauppauge Public Library.

Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

## II. Policy

Hauppauge Public 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 Hauppauge Public Library. In the remainder of this document, the term "employees" refers to this collective group.

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).

**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. Hauppauge Public Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Hauppauge Public Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Chief Executive Officer. 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.

**While this policy specifically addresses sexual harassment, harassment because of, and discrimination against, persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.**

A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

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

Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Hauppauge Public 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.

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

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

Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the Chief Executive Officer.

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.

### **III. 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:

- 1) 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;
- 2) Such conduct is made either explicitly or implicitly a term or condition of employment; or
- 3) Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

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

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

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

### **Examples of Sexual Harassment**

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

- 1) Physical acts of a sexual nature, such as:
  - a) Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - b) Rape, sexual battery, molestation or attempts to commit these assaults.
- 2) Unwanted sexual advances or propositions, such as:
  - a) 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;
  - b) Subtle or obvious pressure for unwelcome sexual activities.
  - c) Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
  - d) 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.
  - e) Sexual or discriminatory displays or publications anywhere in the workplace, such as:
    - i. 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.
  - f) Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
    - i. Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
    - ii. Sabotaging an individual's work;
    - iii. 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.

#### **IV. 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:

- 1) Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- 2) Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- 3) Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- 4) Reported that another employee has been sexually harassed; or
- 5) 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.

## **V. Reporting Sexual Harassment**

**Preventing sexual harassment is everyone’s responsibility.** Hauppauge Public 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 Chief Executive Officer. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Chief Executive Officer.

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.

## **VI. 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 Chief Executive Officer.

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.

## **VII. 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. Hauppauge Public Library will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

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

- 1) Upon receipt of complaint, the Chief Executive Officer will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If they refuse, prepare a Complaint Form based on the verbal reporting.
- 2) If retrievable data such as documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- 3) Request and review all relevant documents, including all electronic communications.
- 4) Interview all parties involved, including any relevant witnesses;
- 5) Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - a) A list of all documents reviewed, along with a detailed summary of relevant documents; a list of names of those interviewed, along with a detailed summary of their statements; a timeline of events;
  - b) A summary of prior relevant incidents, reported or unreported; and
  - c) The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- 6) Keep the written documentation and associated documents in a secure and confidential location.
- 7) 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.
- 8) Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

## **VIII. Legal Protections and External Remedies**

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

Aside from the internal process at Hauppauge Public Library, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, such employees 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 Hauppauge Public Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

Such employees 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. Someone 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 Suffolk County may file complaints of sexual harassment with the Suffolk County Commission on Human Rights. Contact their main office in the H. Lee Dennison Building, 100 Veterans Hwy, Third Floor, Hauppauge, NY 11788; call 631-853-5480; or visit <https://www.suffolkcountyny.gov/Departments/Human-Rights-Commission>



#### 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.

Adopted: October 18, 2018

Amended: June 2021

*Sexual Harassment Complaint Form*  
*Hauppauge Public Library*

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees 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 Chief Executive Officer via email or print. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

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

**COMPLAINANT INFORMATION**

**Name:**

**Home Address:**

**Work Address:**

**Home Phone:**

**Work Phone:**

**Job Title:**

**Email:**

**Select Preferred Communication Method:**

**(please select one)**

**SUPERVISORY INFORMATION**

**Immediate Supervisor's Name: Title:**

**Work Phone:**

**Work Address:**

**COMPLAINT INFORMATION**

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

**Name:**

**Title:**

**Work Address:**

**Work Phone:**

**Relationship (circle): Supervisor; Subordinate; Co-Worker; Other**

**2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.**

**3. Date(s) sexual harassment occurred:**

**Is the sexual harassment continuing?      Yes      No**

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

*The last two questions are optional, but may help facilitate the investigation.*

**5. Have you previously complained or provided information (verbal or written) about sexual harassment at Hauppauge Public Library? If yes, when and to whom did you complain or provide information?**

*Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state or local government agencies or in certain courts.*

**6. Have you filed a claim regarding this complaint with a federal, state or local government agency?**  
**Yes      No**

**Have you instituted a legal suit or court action regarding this complaint?**  
**Yes      No**

**Have you hired an attorney with respect to this complaint?**  
**Yes      No**

*I request that Hauppauge Public Library investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.*

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

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

## **Instructions for Employers**

**If you receive a complaint about alleged sexual harassment, you must follow your sexual harassment prevention policy by investigating the allegations through actions such as:**

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

**You should create a written document of the findings of the investigation, 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.**

## **Suffolk Cooperative Library System (SCLS) Votes**

When the Hauppauge Public Library receives ballots for votes being conducted by the Suffolk Cooperative Library System (SCLS) including the annual SCLS budget vote, SCLS trustee elections, periodic revisions to the SCLS Resource Sharing Code, as well as any other issues under consideration by SCLS Member libraries, the following rules will govern how the Hauppauge Public Library casts its ballot(s):

(Single Ballot)

In the case of votes or elections where the Hauppauge Public Library receives a single ballot the library will cast its vote based upon the majority decision of the Board of Trustees at an official board meeting.

(Multiple Ballots)

In the case of votes or elections where the Hauppauge Public Library receives multiple ballots the library will cast all of its votes based on the majority decision of the Board of Trustees at an official board meeting.

Adopted: August 21, 2014

Amended: June 2021

## Surveillance Camera Policy

The Library utilizes surveillance cameras to complement other measures to ensure a safe and secure environment for staff and guests. The equipment assists in protecting the library and in protecting its property against theft or vandalism and in identifying intruders and persons violating the law.

Surveillance cameras are to be positioned to monitor security-sensitive areas including building entrances/exits and the parking lots.

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

### Use/Disclosure of Video recordings

Video recordings may be utilized by authorized individuals to identify those responsible for library policy violations and/or criminal activity and/or activity that may give rise to civil liability on library property.

Under certain circumstances, individuals authorized by the Chief Executive Officer under this policy may utilize recorded data to request law enforcement review for investigating a possible crime on library property.

All requests for security camera footage by law enforcement will be referred to the Chief Executive Officer or their designee. Upon presentation of a search warrant, which is to be executed immediately, the library will comply with the search warrant subject to consultation with legal counsel. Upon receipt of a subpoena or other court order, the library will consult with legal counsel to determine if the document is in proper form and that good cause exists for its issuance from a court of proper jurisdiction. If not, the library will require that any defect be remedied prior to releasing video records.

Confidentiality/privacy issues are deemed to prohibit the general public from viewing library security camera footage. If the library receives a request from a member of the general public to inspect security camera footage, the individual will be advised that such will only be made available upon proper law enforcement or subpoena demand. The library will allow law enforcement individuals to view security camera footage upon request in relation to a claimed criminal violation relating to an incident that occurs on the library grounds.

Adopted: June 19, 2018

Reviewed: June 2021

## **Unattended Minors**

The Hauppauge Public Library welcomes children and youth of all ages to use its facilities and services. The safety and well-being of guests of all ages and the maintenance of an atmosphere conducive to library use are main concerns. Though staff will always respond with care and concern, they cannot assume responsibility for the safety and comfort of minors when they are unattended.

Responsibility for the welfare and the behavior of all minors using the Hauppauge Public Library rests solely with the parent or adult caregiver. Children elementary school aged and younger must be accompanied by, and adequately supervised by, a parent or an adult caregiver. Proper adult supervision means that the child is within eyesight of their parent or adult caregiver.

Older youth (middle and high school children) may be unaccompanied for a reasonable period of time, provided they observe library rules and behavior policies. Older youth should have the contact information (cell phone/home phone) for their parent or adult caregiver, so that a responsible person may be contacted to pick up the child in the event of a health emergency or an unexpected closure of the library.

Parents and adult caregivers must be aware of library opening and closing times and make suitable arrangements to meet and/or transport children home or to any other destination.

If a child of any age is left unattended at closing time, every effort will be made to contact the parent or adult caregiver to arrange for transportation. In the event a parent or adult caregiver cannot be contacted and/or 15 minutes has passed, the library will call for police assistance. Two library staff members will stay with the child until the police arrive. Under no conditions will library staff transport children home or to any other destination.

Adopted: October 16, 2003

Amended: October 2010; June 2021

Reviewed: July 15, 2010

## Use of Meeting Space

The Hauppauge Public Library strives to serve as a community center, available to all Hauppauge Library District residents, for the provision of educational, informational and entertainment resources.

The use of library meeting space is intended for educational, social, civic, cultural or recreational meetings and events pertaining to the Hauppauge/Islip community, as well as other meetings and events consistent with Library policy and its mission.

The Chief Executive Officer is solely responsible for scheduling the use of library facilities and meeting space.

The following regulations govern the use of library meeting space. These regulations should be attached to the "Application for Use of Library Meeting Space:"

- 1) Library sponsored programs shall always have precedence in the scheduling of library facilities.
- 2) Applications to use library space will only be considered once the Application and the Legal Agreement, both properly completed and signed by an authorized representative of the organization, are submitted to the library at least ONE WEEK before the first listed date of use.
- 3) Meetings may be scheduled no more than three months in advance, or after quarterly library events have been planned.
- 4) There is no charge or fee for organizations to use library facilities during regular library hours of operation. A fee of \$60.00 per hour, paid in advance, will be charged for any hour, or portion thereof, of usage outside of regular library hours of operation. Checks should be made payable to: Hauppauge Public Library.
- 5) The use of staff space and/or kitchen facilities is not permitted.
- 6) All meetings held at the Library must be open to the public.

The Library will accept applications from outside groups or organizations to use the library's meeting space on a temporary and periodic basis. These requests will only be considered if they comply with New York State Education Law and they would not, in the estimation of the Chief Executive Officer, cause any disruption of normal library activity.

Priority is given to groups and organizations having a majority of their members who reside within the library district.

Adopted: October 16, 2001

Amended: April 15, 2004; June 2021

Reviewed: July 15, 2010



## Video and Picture Taking

Our library is a public space and all members of the public are welcome to take photographs in our space. When photographing members of the public it is recommended that the photographer inform the subjects of the image to gain their consent. If a member of the public does not wish to be photographed, please respect their choice.

**As Library Staff:** when featuring (i.e. close-up, where no other faces are visible) a guest in your photograph;

- Obtain their verbal consent prior to taking photos
- If they are a minor under the age of 18, written consent from a parent or guardian should be obtained. The Library maintains a Model Release Form, which should be utilized.

**Model release forms are not required for:**

- group images with more than 1 person
- images of adults where you have received verbal consent
- images that will NOT be published

**For library Programs:** Programmers will need to announce at the beginning of each program that “the Library may photograph or videotape you for library promotional purposes. Notify library staff if you do not want to be photographed.”

**As a Member of the Public:** If you do not wish to have your photograph taken while attending a Library program, please inform the librarian or photographer. Members of the public may take photos in the libraries with no permission forms, however they too must respect the privacy of other guests. If they are setting up a formal photo session or if they are with a local news organization, they must first contact the Chief Executive Officer. Individuals violating this policy may be asked to stop photographing or leave the Library.

Adopted: June 2021

# Personnel Policies

## **Introduction**

It is the belief of the Board of Trustees that good personnel administration is concerned with the welfare of each employee as well as their efficiency. Effectively administered, the personnel policies adopted by the Board of Trustees should result in job satisfaction and harmonious relationships between administration and employees.

It is essential, however, for all employees to always bear in mind that the Library exists to serve its public and that the staff is expected to give user needs priority. Library policies will reflect this primacy of service to the user. At the same time, the Trustees recognize and respect the needs and aspirations of Library employees, and these personnel policies exist to help make employment at the Library productive, rewarding and pleasant.

# **Chief Executive Officer's Job Description**

## **I. Summary of Responsibilities**

The Chief Executive Officer is the chief operating officer of the library with major administrative responsibility for implementing Library Board policy and recommending, designing, implementing, directing, supervising and evaluating an active program of educational, cultural and information services relevant to the Hauppauge/Islip community in accordance with the goals and objectives established by the Board of Library Trustees.

## **II. Responsibilities to Guests**

- 1) Provides a quality collection that meets the needs of the public.
- 2) Envisions and interprets community needs, developing new programs and services for all segments of the community.
- 3) Assures that the staff is responsive to the Guests and deals with them in a pleasant and professional manner.
- 4) Resolves complaints from the public, staff and Library Board.
- 5) Assures that the library environment is pleasant and the facilities and services meet Guest needs and are easy to use.

## **III. Responsibilities to the Board**

- 1) Recommends policies and advises the Board on operational, fiscal, staffing and facilities matters.
- 2) Meets with the Library Board and its committees to discuss and plan policy recommendations.
- 3) Keeps the Library Board informed on matters pertaining to libraries.
- 4) Supervises the preparation of reports and collection of data and presents their report at each Board of Trustees meeting.
- 5) Establishes priorities and makes recommendations to the Library Board.
- 6) Works closely with the Board committees to carry out their directives.
- 7) Prepares agendas for Library Board meetings.
- 8) Assists in the orientation and education of Board members.
- 9) Maintains confidentiality of Board matters.
- 10) Performs other duties as may be assigned by the Library Board.
- 11) Presents an annual state of the Library report to the Board of Trustees each year at the July Board of Trustees meeting. Included in this report will be a summary of the successes and failures of the previous year and a listing of the primary plans and goals for the coming year

#### **IV. Fiscal Responsibilities**

- 1) Develops and recommends an annual budget and administers expenditures of funds within budget constraints.
- 2) Performs budgeting, financial, and purchasing functions of the library.
- 3) Advises designated committees, of the Library Board, on financial matters as needed.
- 4) Carries out responsibility for the care, custody and control of all funds of the library including the investment of funds in accordance with New York State statutes.

#### **V. Collection Responsibilities**

- 1) Assures that the materials selected and the services provided meet the needs of the Guests and represent a judicious expenditure of funds.
- 2) Supervises and approves the selection and purchase of all library materials, equipment and services.
- 3) Supervises the development, implementation and evaluation of library programs and services.
- 4) Supervises the efficient circulation of materials to keep them readily available.
- 5) Supervises an eradication program which assures that the collection is current with the needs of the Guests.

#### **VI. Staffing Responsibilities**

- 1) Determines staffing requirements and hires the personnel necessary to meet those needs.
- 2) Supervises the selection, training and evaluation of library staff.
- 3) Assigns duties, defines staff responsibilities, establishes lines of authority and delegates work to library staff.
- 4) Works closely with supervisors and department managers in interpreting library policies.
- 5) Assures that personnel are properly trained and promotes individual development.
- 6) Assures that there is an effective and fair evaluation of all personnel and that proper records are maintained.
- 7) Informs the Board of recommendations for promotion and salary adjustments.
- 8) Informs the Board of disciplinary and possible dismissal actions.
- 9) Administers wages and benefits according to policies approved by the Board.
- 10) Serves on library committees.
- 11) Balances and coordinates all employees and activities into a smooth operation.

#### **VII. Facilities Responsibilities**

- 1) Assures that the physical facilities, grounds and equipment are properly maintained, updated and safe for use.

- 2) Oversees the library's human, material, equipment and facilities resources.
- 3) Evaluates and develops plans for effective allocation and utilization of building space to meet the changing needs of the library.
- 4) Negotiates contracts with vendors for necessary services.

### **VIII. Public Relations Responsibilities**

- 1) Maintains contacts with community and school officials to assure that good relationships and communications are maintained.
- 2) Communicates the library's services, resources and programs to the community.
- 3) Represents the library in the community and governmental, organizational and professional affairs and activities.
- 4) Serves as liaison and representative for the library with professional, community, business, civic, and governmental groups and organizations.
- 5) Keeps the public informed about library services and activities through the use of in-house publications and newspapers.
- 6) Assures that good communications and relationships are maintained with the library's neighbors.

### **IX. Professional Responsibilities**

- 1) Presents and promotes a professional atmosphere both in and out of the library.
- 2) Represents the library through participation in professional library organizations.
- 3) Works with other libraries through participation in professional library organizations to develop and promote cooperation in the delivery of library services.
- 4) Keeps abreast of current trends and new professional techniques.

### **X. Planning Responsibilities**

- 1) Develops and recommends an annual operational plan and a long range plan when requested by the Board; ensures that the plans are carried out within budgetary constraints and at the discretion of the Board.

### **XI. Position Requirements**

- 1) Experience in professional library management and administrative positions.
- 2) Ability to deal effectively with Library Board, staff, public, other professionals and government officials.
- 3) A comprehensive knowledge of public library finance, and applicable federal and state law.
- 4) Thorough knowledge and demonstrated competence in library automation and technology.
- 5) Excellent written and oral communications skills.

Adopted: April 5, 2001; Reviewed: July 5, 2010; Amended: June 2021

## Code of Ethics

WHEREAS, article 18 of the General Municipal Law prohibits the officers and employees of a municipality from having certain conflicts of interest, and

WHEREAS section 806 of the General Municipal Law requires the governing body of a public library to adopt a code of ethics that sets forth for the guidance of its trustees, Chief Executive Officers, officers and employees standards of conduct reasonably expected of them, and

WHEREAS, Section 715-a of the Not-For-Profit Corporation Law as amended by the Non-Profit Revitalization Act (2013) requires public library boards of trustees to adopt conflict of interest policies to ensure that its trustees, Chief Executive Officers, officers and employees act in the public library's best interest, and

WHEREAS, a code of ethics adopted by the board of trustees of a public library must set forth standards of conduct for the guidance of the trustees, Chief Executive Officers, officers and employees of the public library with respect to disclosure of interests before the board of trustees, holding of investments in conflict with official duties, private employment in conflict with official duties, future employment, and such other standards as may be deemed advisable.

NOW, THEREFORE, be it resolved that the Board of Trustees of the Hauppauge Public Library hereby adopts a code of ethics to read as follows:

### **I. Purpose**

Trustees, Chief Executive Officers, officers and employees of the Hauppauge Public Library hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Board of Trustees recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct, including a conflict of interest policy. This code of ethics establishes those standards.

### **II. Definition**

- 1) *Board* - means the Board of Trustees of the Hauppauge Public Library.
- 2) *Code* -means this code of ethics.
- 3) *Interest* -means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the Hauppauge Library District. A library trustee, Chief Executive Officer, officer or employee is deemed to have an interest in any private organization when they, their spouse, or a member of their household, is an owner, partner, member, Chief Executive Officer, officer, employee, or directly or indirectly owns or controls more than 5% of the organization's outstanding stock.
- 4) *Library* -means Hauppauge Public Library
- 5) *Library officer or employee* -means a paid or unpaid trustee, Chief Executive Officer, officer or employee of the Hauppauge Public Library.
- 6) *Relative* - means a spouse, parent, step-parent, sibling, step-sibling, sibling's spouse, child, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a trustee, Chief Executive Officer, officer or employee, and individuals having any of these relationships to the spouse of the trustee, Chief Executive Officer, officer or employee.

### **III. Applicability**

This code of ethics applies to the trustees, Chief Executive Officers, officers and employees of the Hauppauge Public Library, and shall supersede any prior library code of ethics. The provisions of this code shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, Article 18 of the General Municipal Law and Section 715-a of the Not-For-Profit Corporation Law and all rules, regulations, policies and procedures of the Hauppauge Public Library.

### **IV. Prohibition on use of library position for personal or private gain.**

No library trustee, Chief Executive Officer, officer or employee shall use their position or official powers and duties to secure a financial or material benefit for themselves, a relative, or any private organization in which they are deemed to have an interest.

### **V. Disclosure of Interest**

- 1) Whenever a matter requiring the exercise of discretion comes before a library trustee, Chief Executive Officer, officer or employee, either individually or as a member of the board of trustees, and disposition of the matter could result in a direct or indirect financial or material benefit to themselves, a relative, or any private organization in which they are deemed to have an interest, the library trustee, Chief Executive Officer, officer or employee shall disclose in writing the nature of the interest to the board of trustees.
- 2) The disclosure shall be made when the matter requiring disclosure first comes before the library trustee, Chief Executive Officer, officer or employee, or when the library trustee, Chief Executive Officer, officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- 3) Any disclosure made to the board of trustees and the resolution of any conflict arising from such disclosure shall be made publicly at a meeting of the board of trustees, documented in the library's records and must be included in the minutes of the meetings.
- 4) Once disclosure has been made with respect to an interest with a particular person, firm, corporation or association, no further disclosures need be made with respect to additional matters with the same party during the remainder of the year.
- 5) Prior to the initial election of any trustee, and annually thereafter, such trustee shall complete, sign and submit to the board of trustees a written statement identifying, to the best of their knowledge, any entity of which such trustee is an officer, Chief Executive Officer, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the library has a relationship, and any transaction in which the library is a participant and in which the trustee might have a conflicting interest. Each trustee shall annually resubmit such written statement, and copies of all completed statements shall be provided to the board of trustees.

### **VI. Recusal and Abstention**

- 1) No library trustee, Chief Executive Officer, officer or employee who has disclosed an interest to the board of trustees may participate in any decision or take any official action with respect to the matter giving rise to the disclosure, and may not be present at or participate in board deliberation or vote on any matter when they know or have reason to know that the action could confer a direct or indirect financial or material benefit on themselves, a relative, or any private organization in which they are deemed to have an interest.
- 2) No library trustee, Chief Executive Officer, officer or employee may attempt to influence improperly the deliberation or voting on any matter when they know or has reason to know could confer a direct or indirect



financial or material benefit on themselves, a relative, or any private organization in which they are deemed to have an interest.

In the event that this section prohibits a library trustee, Chief Executive Officer, officer or employee from exercising or performing a power or duty:

- 1) if the power or duty is vested in a library trustee as a member of the board of trustees, then the power or duty shall be exercised or performed by the other members of the board of trustees; or
- 2) if the power or duty that is vested in a library trustee, Chief Executive Officer or officer individually, then the power or duty shall be exercised or performed by their deputy or, if the trustee, Chief Executive Officer or officer does not have a deputy, the power or duty shall be performed by another person to whom the trustee, Chief Executive Officer or officer may lawfully delegate the function.
- 3) If the power or duty is vested in a library employee, they must refer the matter to their immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

#### **VII. Prohibition Inapplicable; Disclosure, Recusal and Abstention not Required**

This code's prohibition on use of a library position (section 4), disclosure requirements (section 5), and requirements relating to recusal and abstention (section 6), shall not apply with respect to the following matters:

- 1) Adoption of the Hauppauge Public Library's annual budget;
- 2) Any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
  - a) all library trustees, Chief Executive Officers, officers or employees;
  - b) all residents or taxpayers of the Hauppauge Library District or an area of the Hauppauge Public Library; or
  - c) the general public; or
  - d) any matter that does not require the exercise of discretion.

Recusal and abstention shall not be required with respect to any matter:

- 1) Which comes before a board of trustees when a majority of the board's total membership would otherwise be prohibited from acting by section 6 of this code;
- 2) Which comes before a library officer or Chief Executive Officer when the officer or Chief Executive Officer would be prohibited from acting by section 6 of this code and the matter cannot be lawfully delegated to another person.

#### **VIII. Investments in Conflict with Official Duties**

No library trustee, Chief Executive Officer, officer or employee may acquire the following investments:

- 1) Investments that can be reasonably expected to require more than sporadic recusal and abstention under section 6 of this code; or

- 2) Investments that would otherwise impair the person's independence of judgment in the exercise or performance of their official powers and duties.

This section does not prohibit a library trustee, Chief Executive Officer, officer or employee from acquiring any other investments or the following assets:

- 1) Real property located within the Hauppauge Library District and used as their personal residence; or
- 2) Less than five percent of the stock of a publicly traded corporation.

#### **IX. Private Employment in Conflict with Official Duties**

No library trustee, Chief Executive Officer, officer or employee, during their tenure as a library trustee, Chief Executive Officer, officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

- 1) Can be reasonably expected to require more than sporadic recusal and abstention pursuant to section 6 of this code;
- 2) Can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a library trustee, Chief Executive Officer, officer or employee;
- 3) Violates section 805-a(1)(c) or (d) of the General Municipal Law; or
- 4) Requires representation of a person or organization other than the Hauppauge Public Library in connection with litigation, negotiations or any other matter to which the library is a party.

#### **X. Future employment.**

No library trustee, Chief Executive Officer, officer or employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the library trustee, Chief Executive Officer, officer or employee, either individually or as a member of a board of trustees, while the matter is pending or within the 30 days following final disposition of the matter.

No library trustee, Chief Executive Officer, officer or employee, for the two-year period after serving as a library trustee, Chief Executive Officer, officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the library office, board of trustees, department or comparable organizational unit for which they serve.

No library trustee, Chief Executive Officer, officer or employee, at any time after serving as a library trustee, Chief Executive Officer, officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which they personally and substantially participated while serving as a library trustee, Chief Executive Officer, officer or employee.

#### **XI. Personal representations and claims permitted.**

This code shall not be construed as prohibiting a library trustee, Chief Executive Officer, officer or employee from:

- 1) Representing themselves, or their spouse or minor children before the library; or
- 2) Asserting a claim against the library on their own behalf, or on behalf of their spouse or minor children.

#### **XII. Use of Library Resources**

Library resources shall be used for lawful library purposes. Library resources include, but are not limited to, library personnel, and the library's money, vehicles, equipment, materials, supplies or other property.

No library trustee, Chief Executive Officer, officer or employee may use or permit the use of library resources for personal or private purposes, but this provision shall not be construed as prohibiting:

- 1) Any use of library resources authorized by law or library policy;
- 2) Use of library resources for personal or private purposes when provided to a library trustee, Chief Executive Officer, officer or employee as part of their compensation; or
- 3) Occasional and incidental use during the business day of library telephones and computers for necessary personal matters such as family care and changes in work schedule.
- 4) No library trustee, Chief Executive Officer, officer or employee shall cause the library to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

### **XIII. Interests in Contracts**

No library trustee, Chief Executive Officer, officer or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.

Every library trustee, Chief Executive Officer, officer and employee shall disclose interests in contracts with the library at the time and in the manner required by section 803 of the General Municipal Law and as provided herein (section 5).

### **XIV. Nepotism**

Except as otherwise required by law:

No library trustee, Chief Executive Officer, officer or employee, either individually or as a member of the board of trustees, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within the library or board of trustees.

No library trustee, Chief Executive Officer, officer or employee may supervise a relative in the performance of the relative's official powers or duties.

### **XV. Political Solicitations**

No library trustee, Chief Executive Officer, officer or employee shall directly or indirectly to compel or induce a subordinate library trustee, Chief Executive Officer, officer or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.

No library trustee, Chief Executive Officer, officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any library trustee, Chief Executive Officer, officer or employee, or an applicant for a position as a library trustee, Chief Executive Officer, officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

### **XVI. Confidential Information**

No library trustee, Chief Executive Officer, officer or employee who acquires confidential information in the course of exercising or performing their official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing their official powers and duties.

### **XVII. Gifts**

No library trustee, Chief Executive Officer, officer or employee shall solicit, accept or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.

No library trustee, Chief Executive Officer, officer or employee may directly or indirectly solicit any gift.

No library trustee, Chief Executive Officer, officer or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:

- 1) The gift reasonably appears to be intended to influence the trustee, Chief Executive Officer, officer or employee in the exercise or performance of their official powers or duties;
- 2) The gift could reasonably be expected to influence the trustee, Chief Executive Officer, officer or employee in the exercise or performance of their official powers or duties; or
- 3) The gift is intended as a reward for any official action on the part of the trustee, Chief Executive Officer, officer or employee.

For purposes of this section, a “gift” includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift’s fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.

A gift to a library trustee, Chief Executive Officer, officer or employee is presumed to be intended to influence the exercise or performance of their official powers or duties when the gift is from a private person or organization that seeks library action involving the exercise of discretion by or with the participation of the trustee, Chief Executive Officer, officer or employee.

A gift to a library trustee, Chief Executive Officer, officer or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained library action involving the exercise of discretion by or with the participation of the trustee, Chief Executive Officer, officer or employee during the preceding twelve months.

This section does not prohibit any other gift, including:

- 1) Gifts made to the library;
- 2) Gifts from a person with a family or personal relationship with the trustee, Chief Executive Officer, officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a library trustee, Chief Executive Officer, officer or employee, is the primary motivating factor for the gift;
- 3) Gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;
- 4) Unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;
- 5) Awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a library trustee, Chief Executive Officer, officer or employee, or other service to the community; or
- 6) Meals and refreshments provided when a library officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

### **XVIII. Board of Ethics**

There is hereby established a Board of Ethics for the Hauppauge Public Library. The Board of Ethics shall consist of three members, a majority of whom shall not be trustees, Chief Executive Officers, officers or employees of the library, but at least one of whom must be a library trustee, Chief Executive Officer, officer or employee. The members of such Board of Ethics shall be appointed by the Board of Trustees, serve at the pleasure of the Board of Trustees, and receive no salary or compensation for their services as members of the Board of Ethics.

The Board of Ethics shall render advisory opinions to the trustees, Chief Executive Officers, officers and employees of the Hauppauge Public Library with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to the written request of any such trustee, Chief Executive Officer, officer or employee under such rules and regulations as the Board of Ethics may prescribe. The Board of Ethics shall have the advice of legal counsel employed by the board, or if none, the library's legal counsel. In addition, the Board of Ethics may make recommendations with respect to the drafting and adoption of a code of ethics, or amendments thereto, upon the request of the Board of Trustees.

### **XIX. Posting and Distribution**

The Chief Executive Officer of the Hauppauge Public Library must promptly cause a copy of this code, and a copy of any amendment to this code, to be posted publicly and conspicuously in each building under the library's control. The code must be posted within ten days following the date on which the code takes effect. An amendment to the code must be posted within ten days following the date on which the amendment takes effect.

The Chief Executive Officer of the Hauppauge Public Library must promptly cause a copy of this code, including any amendments to the code, to be distributed to every person who is or becomes a trustee, Chief Executive Officer, officer or employee of the Hauppauge Public Library.

Every library trustee, Chief Executive Officer, officer or employee who receives a copy of this code or an amendment to the code must acknowledge such receipt in writing. Such acknowledgments must be filed in the records of the Hauppauge Public Library.

The failure to post this code or an amendment to the code does not affect either the applicability or enforceability of the code or the amendment. The failure of a library trustee, Chief Executive Officer, officer or employee to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

### **XX. Enforcement**

Any library trustee, Chief Executive Officer, officer or employee who violates this code may be censured, fined, suspended or removed from office or employment in the manner provided by law.

Adopted: August 21, 2014

Amended: December 18, 2014; June 2021

## **Community Functions**

When appropriate, members of the Board of Trustees and/or the Chief Executive Officer may attend community functions at the expense of the Library.

In each case the Board must approve the expenses, and will only do so on the recommendation of the Chief Executive Officer.

Such a recommendation should only be made when there is a legitimate reason for the Library to be represented. For example, a function honoring an individual who has significantly aided the Library would be an appropriate time for attendance at Library expense. Another example would be a function of an organization of which the Library is a member.

In special circumstances, a staff member may have expenses paid for attendance at a community function.

In no circumstances may the expenses of spouses or guests of the Chief Executive Officer, Staff or Board members be paid by the Library.

Adopted: January 16, 2003

Reviewed: July 15, 2010

Amended: June 2021

## **Continuing Education and Professional Development**

Continuing education, including attendance at professional conferences and in-service training programs, is encouraged by the Board of Trustees. Provisions for time and expenses will be made whenever possible within constraints imposed by economic and service considerations. Reimbursements for actual expenses shall be paid upon the submission of proper vouchers and approval by the Board of Trustees. For reimbursements to be considered by the Board of Trustees they must have been recommended by the Chief Executive Officer.

No library employee is to attend meetings outside the district on Library time or at Library expense without the prior written approval of the Chief Executive Officer.

No employee, except the Chief Executive Officer, is to attend any meeting, conference, or workshop etc., which calls for overnight accommodations without prior approval of the Board of Trustees. The Chief Executive Officer should report overnight travel at the next Board meeting if not approved in advance by the Board of Trustees.

Employees and Trustees are expected to share knowledge gained from continuing education opportunities with their fellow workers and/or Trustees so that the benefit to the Library is multiplied. Employees and Trustees who attend conferences and workshops requiring overnight accommodations should report in writing or at a Board meeting or department heads' meeting what they learned so that the educational benefit to the Library is maximized.

In order to foster and encourage staff participation in local and national professional organizations the library will pay the full cost of all full-time employees' membership in the Suffolk County Library Association and one half of the cost of full time professional employees' membership in statewide and national library associations approved by the Chief Executive Officer.

Amended: August 19, 2004; June 2021

Reviewed: July 15, 2010

# Employee Benefits Policy

## **I. Disability Income Plan**

The Library will provide a long-term disability income plan for all full-time employees. The plan will provide a monthly benefit as outlined in the insurance carrier's literature.

If an employee chooses to use accumulated sick time after qualifying for long-term disability benefits, the employee must apply for benefits and turn them over to the Library if they wish to continue to receive sick pay.

## **II. Health Insurance Program Participation**

All full-time employees are eligible and may join the New York State Employees Health Insurance Program and other library sponsored medical insurance programs.

Full time employees hired prior to April 1, 2001 receive the Empire Plan, or equivalent. For such employees the Library pays the full cost of the above plan and other library sponsored medical insurance plans for both individual and dependent coverage.

Full time employees hired after April 1, 2001 as a group receive the Empire Plan, or equivalent. The Library will pay the full cost of the above plan and other library sponsored medical insurance plans for individual coverage. The Library will pay 85% (and the employee will pay 15%) of the cost of the above plan and other library sponsored medical insurance plans for dependent coverage. On January 1 following five full years of full-time employment, for those hired after April 1, 2001, the Library will pay 90% (and the employee will pay 10%) of the cost of the above plan and other library sponsored medical insurance plans for dependent coverage.

The starting date for coverage in the Health Insurance Program and other library sponsored medical insurance plans will be the first date following employment permitted by the plans.

An employee's coverage in the plans will cease on the last day of the month in which they leave eligible status, except when defined below through retirement, and except when and to the extent that extension of such coverage is legally mandated by the former employees' payment therefore.

Full time employees who are on a leave of absence, authorized by the Board of Trustees, may have their insurance coverage continued but the employee must bear the full cost of the insurance as well as a small service charge recommended by the plans. Payment must be received by the Library prior to the time it must be sent to the plans or coverage will be automatically dropped without chance of reinstatement until the employee returns to work on a full time basis.

Eligible employees who choose not to enroll in the Health Insurance Program will receive, as salary, one third of the Library's cost of individual coverage in the Program. This payment will be computed and paid on a yearly basis, near the end of Library's fiscal year, and will cease whenever the employee becomes enrolled in the Health Insurance Program.

Eligible employees choosing not to enroll in the Health Insurance Program must demonstrate and certify that they (and their dependents, if any) are sufficiently covered by a health insurance plan and must exonerate the Library from any liability for coverage.

Employees who have worked twelve or more years as a full time employee of the Library and who retire from the Library directly into the New York State Retirement System, will receive the Empire Plan or equivalent during their retirement. The full cost of individual coverage will be borne by the Library.



### **III. Retirement System Participation**

All full-time employees (defined as those who work a regularly scheduled workweek of at least 35 hours) must join the New York State Employees Retirement System.

All part-time employees (defined as those who work a regularly scheduled workweek of less than 35 hours) may join the New York State Employees Retirement System if they desire.

Contribution rates and retirement eligibility are determined by New York State law.

The Library participates in Article 14 & 15 and Section 41J.

### **IV. Tax Sheltered Annuity**

The library allows all employees to participate in a tax sheltered annuity program through means of a payroll deduction. The Library does not contribute towards the annuity. The Board of Trustees will periodically approve a selection of tax shelter annuity products. The Library assumes no responsibility on the matter of any aspect of the annuity program to which any payroll deduction is forwarded.

### **V. Worker's Compensation**

All employees, as defined in section 201 of the New York State Disability Benefits Law, are covered by Worker's Compensation. Time lost as a result of a compensable disability is not deducted from sick time.

Amended: June 2021

## **EMPLOYEE EMAIL, COMPUTER USAGE AND SOCIAL NETWORKING**

Email, computer and internet technologies available at the Hauppauge Public Library provide employees with access to a large professional and public audience. These tools are used for research, administration and education in support of the mission of the Library.

### **Library Email Accounts**

Library email accounts are distributed to employees of the Library, and are to be used solely for Library business-related purposes. The email accounts and the emails contained therein are property of the Library, and users have no reasonable expectation of privacy. Personal communication, photographs, documents, and other non-library-related email should not be sent from or stored in this account. It is prohibited to use Library email accounts for the creation or distribution of chain letters, jokes, or disruptive or offensive messages and/or images, including offensive comments and/or images about race, ancestry, gender, disability, age, sexual orientation, pornography, religious beliefs and practices, political beliefs, or national origin. Access to the Hauppauge Public Library email account will be terminated upon the separation of service of the employee.

### **Computer Usage**

Computer hardware and peripherals, as well as all data that is created, saved, stored, transmitted or received is the property of the Library. Data may be accessed or intercepted by the Library at any time and in any manner and may be subject to disclosure to law enforcement officials. Employees shall have no expectation of privacy in connection with any use of email, documents, cache or computers in the Library. Employees have no reasonable expectation of privacy with regard to postings or comments on social networking sites, regardless of the employee's personally set "privacy" settings. Retrieval of documents is not promised and should not be expected.

All computer hardware and peripherals, as well as all data that is created, saved, stored, transmitted or received is the property of the Library. Employees have a duty to protect and conserve library property and shall not use such property for any of the following at any time:

- Unlawful or malicious activities.
- Illegal downloading, copying or transmission of copyrighted materials.
- Display, download, print, send or post images or messages that are pornographic, sexually explicit, discriminatory, threatening, abusive, vulgar, or intended to harass.
- Display, download, print, send or post images or messages that are religious or political except in response to guest research requests.
- Misrepresentation of oneself or the Hauppauge Public Library.
- Activities that could cause congestion and disruption of the network.
- Soliciting or Petitioning
- Gambling
- Commercial business, religious activities, or political activities

The following non-exhaustive list of activities are examples of prohibited activities on the Library's equipment and network:

- Create passwords that are intended to restrict the use of Library owned or licensed software by other employees.
- Steal, use or disclose someone else's code or password.
- Delete or alter configurations or system settings.
- Delete or alter Library owned or licensed software.
- Load personal software.
- Maintain files for personal business or pleasure on the Library's network.

- Break into or attempt to break into the computer system of another individual or organization or a company.
- Tamper with, strike or physically abuse any piece of hardware.
- Intentionally transmit a virus.

**Note:** Employees who engage in such prohibited computer use may be subject to disciplinary action

### **Social Media**

Social media is defined as any form of online publication or presence that allow interactive communication, including, but not limited to social networks, blogs, websites, Internet forums and wikis. The primary goals of the Library's participation in social media are:

- To connect, share, and listen to our users.
- To interconnect the library with other community agencies, happenings and organizations.
- To increase awareness and use of library services, materials and programs.

Individual participation by Library employees in official social media sites must be approved in advance by the Chief Executive Officer. User comments are allowed on Hauppauge Public Library social media outlets and shall be subject to the Public Terms of Use, outlined below. Employees may not distribute personal communications via Hauppauge Public Library social media outlets or disclose any confidential or proprietary information on or about the Library, its guests, its affiliates, vendors, or suppliers, including, but not limited to business and financial information.

Employee speech and conduct, even when it occurs outside the workplace, can have an effect on the Library's reputation. This includes both email and internet postings. Employees may not use social media to harass, threaten, intimidate, retaliate, discriminate or disparage against the Library, employees, or anyone doing business with the Library, including guests. Individuals should use care to separate professional and personal uses of social media. When an employee's connection to the Library is apparent, it should be clear that they are speaking for themselves and not on behalf of the Library. In those circumstances, employees should include a disclaimer such as: "The views expressed on this (page, website etc) are my own and do not reflect the views of the Hauppauge Public Library." Alternately, this disclaimer can be included in the "About me" section of your profile.

Employees who fail to comply with the Library's policy may be subject to disciplinary action and may be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous to a third-party, not just the Library. The Library requests that employees report all suspected violations of this policy to the Chief Executive Officer. Violation of the policy may result in disciplinary action up to and including immediate termination.

### **Public Terms of Use**

Hauppauge Public Library's social media provides a limited public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues. It is intended to create a welcoming and inviting online space where Library users will find useful and entertaining information, and can interact with Library staff and other Library users. While Hauppauge Public Library encourages an open conversation, posts and comments are moderated by Library staff. The Library reserves the right, within its sole discretion, to or not to reject or remove submissions or comments that violate Library policy.

Hauppauge Public Library has no affiliation with any advertisements or other third party sites or software and reserves the right to reject or remove comments that are unlawful or off-topic as determined by its sole discretion, including, but not limited to:

- Plagiarized material
- Copyright or trademark violations
- Off-topic comments
- Commercial material, spam, or posts containing links to other sites that are clearly off-topic or inappropriate
- Duplicate posts from the same individual

- Comments containing sexually explicit language or images
- Comments containing profane or offensive language;
- Statements that ridicule, malign, disparage, or otherwise express bias against any race, religion, sexual orientation, or other protected class of individuals
- Personal comments about individuals, including attacks, insults, or threatening language
- Private personal information about an individual without consent
- Images, executable programs, or any non-textual content.

By choosing to comment on Hauppauge Public Library social media sites, public users agree to these terms. Individuals who violate these terms may be barred from further postings.

Adopted: June 2021

## **Employment and Pay Policy**

### **I. Appointments**

All positions are to be filled and personnel policies administered recognizing the laws and rules of the State of New York and the Suffolk County Civil Service Commission as they pertain to the Library.

The selection of staff members is based strictly on merit with due consideration of personal and educational qualifications, and of training and aptitude for the position.

Applicants for employment shall be interviewed and carefully screened by the Chief Executive Officer and/or the Chief Executive Officer's designee. If the applicant meets the qualifications required for the position the applicant may be hired provisionally by the Chief Executive Officer pending final Board approval.

Every permanent competitive appointment shall be for a probationary period of twenty-six weeks. If the position is classified under Civil Service, the probationary period cannot start until the employee has been certified by Civil Service. The employee should be given assistance and consultation on the job to help them qualify for permanent placement.

If the performance of the probationer is not satisfactory, employment may be terminated at any time on or before the completion of the probationary period of employment, consistent with the law and governing regulations.

Members of the Board of Trustees, and the spouses, parents and children of the Trustees and the Chief Executive Officer are prohibited from being employed by the Library.

Employment preference for non-professional positions is given to residents of the Hauppauge Public Library district.

### **II. Full Time Employment**

For the purposes of this policy, a "full time" employee is an employee who is paid for working at the Library a regular schedule of thirty-five or more hours a week and has been appointed following applicable Civil Service laws and regulations.

Full time employees will work thirty-five hours per week. Full time employees may be required to work every second Saturday, two evenings per week and one Sunday per month as part of their regular workweek.

### **III. Pay**

Pay schedules for full and part-time personnel will be reviewed annually and will be re-established by the Board of Trustees before the start of each fiscal year. Raises are granted each year on July 1 or promotion.

All personnel will be paid on a biweekly basis.

The Chief Executive Officer's salary and fringe benefits are negotiated directly and separate from the rest of the staff.

### **IV. Lunch, Dinner and Rest Periods**

Personnel who work six hours or more in a day must take a meal period each day on their own time. The meal period for personnel working seven hours or more is normally one hour. The meal period for personnel working less than seven hours is normally 30 minutes. With permission of the Chief Executive Officer or a designee more or less than the usual time may be taken for lunch or dinner if so scheduled in advance, except that no employee is to take a meal period of less than 30 minutes.

Personnel who work at least four hours in a day but less than seven hours in a day are given the privilege of one fifteen minute break. Personnel working seven hours or more in a day are given the privilege of two fifteen-minute

breaks. These “breaks” should be taken at approximately the midpoint between the start of work and the end of work or meal period. “Break” schedules should be arranged by the Chief Executive Officer or a designee.

Break time is entirely a privilege granted and never to be added onto lunch hours, or used to compensate for late arrival or early departure. It may be refused for a good reason to any employee at the discretion of the Chief Executive Officer. Such reasons might include an emergency situation, temporary shortage of staff or as a way to discipline an employee.

## **V. Overtime**

Full time staff members are scheduled to work thirty-five hours per week. The hours of any staff member may be extended when emergencies require it.

Full-time non-exempt employees will be compensated for daily or weekly overtime by the granting of compensatory time off during the same pay period whenever possible, or a later period when necessary. The Board of Trustees do not wish to pay any employees for overtime, except in an emergency and when required by law. All such overtime payments must be reported to the Board at its next meeting.

The Chief Executive Officer’s duties, by nature, require that their work schedule be flexible. The Chief Executive Officer is required to discharge their duties and responsibilities as the needs of the job dictate and must do so, regardless of the number of hours required.

The Chief Executive Officer and other exempt employees are never entitled to overtime pay. In special cases it may be granted to exempt employees (other than the Chief Executive Officer), but only with the recommendation of the Chief Executive Officer and the approval of the Board of Trustees by means of a vote at a Board meeting.

The overtime compensation requirements of the Fair Labor Standards Act do not apply to employees who are employed in a bona fide executive, administrative or professional capacity. Such employees are said to be “exempt” employees.

“Exempt” employees at the Library will be the Chief Executive Officer, any department heads, and any full-time instruction & research specialists.

## **VI. Promotions**

Promotions should be made from within the ranks of the Library staff if there are employees who are legally qualified for a promotion and, in the judgment of the Chief Executive Officer, able to perform successfully in the position in question. Promotions should be based on ability, past performance, aptitude for the work involved and appropriate experience.

While it may be considered, seniority alone should never be the basis for any promotion.

It is the Board of Trustees’ desire that the Chief Executive Officer will provide appropriate in-service training and encourage staff members to study and seek advancement.

## **VII. Resignation and Retirement**

The Library asks for at least twenty working days (4 weeks) written notice from all employees who are protected by Section 75 of the Civil Service Law prior to resignation or retirement.

The Library asks for at least thirty working days (6 weeks) written notice from the Chief Executive Officer prior to resignation or retirement.

All other employees work “at will.”

Amended: June 2021

## **Equal Employment Opportunity Statement**

The Hauppauge Public Library fully adheres to all Federal and State laws which guarantee equal employment opportunity to all persons based on individual qualifications and abilities regardless of race, color, creed, sex, sexual orientation, gender identity or expression, age, disability, genetic predisposition carrier status, individual life-style, national origin or other protected classification: and believes that hiring individuals with disabilities in all types of libraries is consistent with good personnel and management practices.

The Library recognizes its responsibility and obligation to insure that recruitment, selection for hiring and promotions, compensation, benefits, demotions, layoffs and educational and training programs will be administered in a fair and non-discriminatory manner.

The Chief Executive Officer has the responsibility to ensure that all applicable employment laws are followed and that all personnel decisions are made on a non-discriminatory basis.

Adopted: October 16, 2001

Reviewed: July 15, 2010

Amended: June 2021

## **Availability of Library Service During Extreme Weather and Emergency Conditions**

Emergency closings may be authorized by the Chief Executive Officer or a designee. Staff members will be notified through a telephone chain. Staff will be paid for the number of hours normally scheduled to work.

When the Library is open, but extreme weather conditions make it impossible for a staff member to arrive at the regular time, reasonable allowances for lateness will be made. If the employee cannot report to work within a reasonable time, they may charge the day off to vacation or leave without pay.

If an emergency occurs during hours the Library is open, the Chief Executive Officer, or a designee may authorize closing. Employees will be paid for any remaining hours scheduled.

When the Library is closed for weather or other emergencies, compensatory time off is not allowed for those not scheduled to work or on vacation.

The Library facility may be closed but a determination of continuation of remote and virtual services to the community will be made by the Chief Executive Officer.

Reviewed: July 15, 2010

Amended: June 2021



## **Family and Medical Leave**

This policy is intended to meet the requirements of the Family and Medical Leave Act of 1993.

The Leave Policy; Employees are eligible to take up to 12 weeks of unpaid family/medical leave within any 12 month period and be restored to the same or an equivalent position upon their return from leave provided they have worked for the Library for at least 12 months, and for at least 1250 hours in the last 12 months. The Library uses the “rolling” 12-month period measured backwards from the date an employee uses and Family and Medical Leave Act leave to compute the 12-month eligibility period.

### **I. Reasons for Leave**

Employees make take family medical leave for any of the following reasons: (1) the birth and care of a newborn child ; (2) the placement of a child with the employee for adoption or foster care; (3) to care for an immediate family member (spouse, child, or parent (“covered relation”) with a serious health condition; or (4) to take medical leave when the employee is unable to work because of their own serious health condition . Leave because of reasons “1” or “2” must be completed within the 12 month period beginning on the date of birth or placement.

### **II. Notice of Leave**

If an employee’s need for family/medical leave is foreseeable, the employee should give the Library at least 30 days prior written notice. If this is not possible, the employee must at least give notice as soon as practicable (within two business days of learning of the employee’s need for leave.) Failure to provide such notice may be grounds for delay of leave. The Library has a Request for Family/Medical Leave forms available from the Chief Executive Officer, which should be used when requesting Family/Medical Leave leave.

### **III. Medical Certification**

If you are requesting leave because of your own or a covered relation’s serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification Forms from the Chief Executive Officer. When you request leave, the Library will notify you of the requirement for medical certification and when it is due (no more than fifteen days after you request leave.) Failure to provide requested medical certification in a timely manner may result in the denial of leave until it is provided. The Library, at its expense, may require an examination by a second health care provider designated by the Library, if the Library reasonably doubts the medical certification that you initially provide. If the second health care provider’s opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Library may require subsequent medical re-certification on a reasonable basis.

### **IV. Reporting While on Leave**

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

### **V. Leave is Unpaid**

Family/medical leave is unpaid leave (although you may be eligible for long-term disability and/or worker’s compensation benefits under those insurance plans.) If the employee requests leave because of a birth, adoption or foster care placement of a child, any accrued paid vacation and personal days first will be substituted for unpaid family/medical leave. If the employee requests leave because of the employee’s own serious health condition, any accrued paid vacation, personal days or medical/sick leave first will be substituted for any unpaid family/medical leave. If the employee requests leave because of a covered relation with a serious health condition, any accrued paid vacation or personal days first will be substituted for any unpaid family/medical leave. The substitution of paid leave time for unpaid leave times does not extend the 12-week leave period.

### **VI. Medical and Other Benefits**

During an approved family/medical leave, the Library will maintain the employee’s health benefits, as if they continued to be actively employed. If paid leave is substituted for unpaid family/medical leave time, the Library will

deduct the employee's portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium by delivering a check or money order to the Library before the date each month when the premium is due to the insurance carrier. Your health care coverage will cease if your premium payment is more than 30 days late. If you elect not to return to work at the end of the leave period, you will be required to reimburse the Library for the cost of the premiums paid by the Library for maintaining coverage during your leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control. No other benefits will accrue during family/medical leave.

## **VII. Intermittent and Reduced Schedule Leave**

Leave because of a serious health condition, may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the Library will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the Library may temporarily transfer you to an available alternative position which better accommodates your recurring leave and which has equivalent pay and benefits.

## **VIII. Returning from Leave**

If you take leave because of your own serious health condition, you are required to provide medical certification that you are fit to resume work. You may obtain Return to Work Medical Certification Forms from the Chief Executive Officer. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

## **IX. Definitions**

For the purposes of this policy the following definitions apply:

- 1) *Spouse*- is defined in accordance with applicable state law
- 2) *Parent* includes biological parents and individuals who acted as your parents, but does not include parent's in-law.
- 3) *Son or daughter* -includes biological, adopted, foster children, stepchildren, legal wards and other persons for whom you act in the capacity of a parent and who is under 18 years of age or over 18 years of age but incapable of caring for themselves
- 4) *Serious health condition* -means any illness, injury, impairment or physical or mental condition that involves (1) any incapacity or treatment in connection with inpatient care; (2) an incapacity requiring absence of more than three calendar days and continuing treatment by a health care provider, (3) continuing treatment by a health care provider of a chronic or long-term condition that is incurable or will likely result in incapacity of more than three days if not treated.
- 5) *Continuing treatment* -means (1) two or more treatments by a health care provider, (2) two or more treatments by a provider of health care services (e.g. physical therapist) on a referral by or under orders of a health care provider, (3) at least one treatment by health care provider which results in a regimen of continuing treatment under the supervision of the health care provider (e.g. a program of medication or therapy) or (4) under the supervision of, although not actively treated by, a health care provider for a serious long-term or chronic condition or disability which can not be cured.
- 6) *Health Care Provider* - includes licensed MDs or ODs, podiatrists, dentists, clinical psychologists, optometrists, chiropractors authorized to practice in the state, nurse practitioner and nurse-midwives authorized under state law and Christian Science practitioners.

- 7) *Needed to care for a family member* - encompasses: (1) physical and psychological care; and (2) where the employee is needed to fill in for others providing care or to arrange for a third party care of the family member.
- 8) The phrase *unable to perform the functions of their job* - means an employee is: (1) unable to work at all; or (2) unable to perform any of the essential functions of their position. The term “essential functions” is borrowed from the Americans with Disabilities ACT (“ADA”) to mean “the fundamental job duties of the employment position,” but does not include the marginal functions of the position.

Reviewed: July 15, 2010

Amended: June 2021

## **Grievance Procedure**

It is the policy of the Board of Trustees that all grievances be resolved informally or at the earliest possible state in the grievance procedure.

A grievance is any dispute concerning the meaning or application of the policies adopted by the Board of Trustees.

A grievance may be initiated by any employee on their behalf only.

Proper chain of command must always be followed in dealing with any grievance.

Any employee filing a formal grievance shall submit that grievance in writing to the Chief Executive Officer, within 30 days of the event giving rise to the grievance. The submittal should be clearly labeled as a grievance. If the grievance determination made by the Chief Executive Officer is unsatisfactory by the employee, then they may request that the grievance be referred to the Board of Trustees.

All determinations made by the Chief Executive Officer shall be made within five business days of the date they are received. All determinations made by the Board of Trustees shall be made within thirty-five days of receipt by the Secretary of the Board.

All employees shall be entitled to use the above procedures without fear of retaliation. However, these procedures will not protect an employee from warranted disciplinary action.

Reviewed: July 15, 2010

Amended: March 19, 2015; June 2021

## **Mileage**

The IRS standard mile rate may be reimbursed when traveling on Library business in the employee's own car. For such travel to be reimbursable it must be authorized in advanced by the Chief Executive Officer if it is outside of district boundaries.

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

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

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

Amended: January 16, 2003; June 2021

Reviewed: July 15, 2010

# Network User Accounts

## **I. Permissions**

Only accounts requiring domain administrator access will be granted access. This includes computer technician and other members of the administration who require access in the course of their duties.

Staff who have a dedicated computer may be made a local administrator of such computer upon request if a need is demonstrated.

Each staff user will have access to a home directory and a shared network location. The shared location will be public among each department. The home directory will be private with respect to staff but accessible by the head of a department and Chief Executive Officer.

## **II. Naming Convention**

New users accounts will be created using first initial and full last name as follows:

First name: John, Last name: Public, username: jpublic

Resolution of a duplicate username will be resolved by adding the new users middle initial between the first initial and last name. In the event of further conflict, a number may be placed at the end of the username.

## **III. Account Rename**

Any staff user may request an account rename once a name change has been completed by the Library Business Office. Such requests must be made in writing to a member of the IT Department. Typos may be corrected as long as the correction matches Business Office records – a written request must still be made to corroborate the renaming.

## **IV. Retired/Resigned/Terminated Employees**

Once an employee is no longer a member of Library staff, the associated user account must be disabled by the end of business day of the last day of employment. The business office will notify the IT department in writing of Staff accounts that are to be disabled. If required, files located in the user's private directory may be assigned to a new staff member or the account may be renamed and assigned to a new user assuming similar job functions.

Adopted: March 25, 2014

Amended: June 2021

## Password Policy

All staff user accounts are to be subject to the password policy stipulated below:

- 1) Number of day(s) after which a password must be changed: 180
- 2) Number of day(s) before a password may be changed: 1
- 3) Minimum number of characters in a password: 8
- 4) Number of old passwords that cannot be re-used: 14
- 5) Complexity Requirements:
  - a) Passwords must not contain the staff members name (or parts of it):
    - i. The username is checked in its entirety only to determine whether it is part of the password.
    - ii. Not contain the user's account name or parts of the user's full name that exceed two consecutive characters. The display name is broken into tokens, delimited by commas, periods, dashes or hyphens, underscores, spaces. Tokens that are less than three characters in length are ignored, and substrings of the tokens are not checked. For example, the name "Erin M. Hagens" is split into three tokens: "Erin," "M," and "Hagens." Because the second token is only one character long, it is ignored. Therefore, this user could not have a password that included either "erin" or "hagens" as a substring anywhere in the password.
  - b) Passwords must contain characters from three of the following four categories:
    - i. Uppercase (A through Z)
    - ii. Lowercase (a through z)
    - iii. Digits (0 through 9)
    - iv. Non-alphanumeric characters: ~!@#\$%^&\* -+=`|\(){}[]:;'"<>.,?/

Adopted: March 25, 2014; Amended: May 18, 2017; Reviewed: June 2021

## **Performance Evaluation**

All employees have the right to know how they are performing in the estimation of their supervisor.

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

- (1) What is expected of the employee,
- (2) The setting of goals,
- (3) The recognition of achievement,
- (4) The recognition of problems, if they exist, and the suggestion of solutions, and
- (5) An opportunity for the employee to voice their concerns.

At appropriate periodic intervals, supervisors should meet with employees to discuss the items listed above. Such meetings should be held at least annually.

All employees should receive at least one formal performance appraisal during their first six months of employment. Additional evaluations will be conducted for each employee at least yearly.

Performance evaluations will be conducted by each employee's supervisor. In certain circumstances, performance evaluations may be memorialized in writing. Employees receiving written evaluations will have the opportunity to respond in writing. When appropriate, such written evaluations and responses will be submitted to the Chief Executive Officer for review, and a follow up conference. Performance evaluations, and any employee responses, will be maintained in the respective employee's personnel file.

Amended: April 15, 2004; June 2021

Reviewed: July 15, 2010



# REMOTE ACCESS

## Overview

The Library has determined that remote access to our networks and/or computers is necessary and appropriate to maintain the Library's productivity. In many cases, however, this remote access originates from networks that the Library does not control. While these remote networks are beyond the control of the Library, this policy serves to mitigate external risks to the best of the Library's ability.

The purpose of this policy is to define rules and requirements for connecting to the Library's networks and/or computers from any host. These rules and requirements are designed to minimize the potential exposure to the Library from damages which may result from unauthorized use of the Library's resources, including, loss of sensitive or confidential data, damage to public image, damage to critical Library internal systems, and "breaches of the security of the system," as defined in the Information Breach Notification Policy.

## Scope

This policy applies to all Library employees with a Library-owned or personally-owned computer or workstation which is used to remotely connect to the Library's computers and/or networks. This policy applies to remote access connections used to do work on behalf of the Library, including reading or sending email, viewing intranet web resources, and accessing Library programs and/or systems. This policy covers any and all technical implementations of remote access used to connect to the Library's networks.

Only Library employees who obtain prior written authorization from the Chief Executive Officer may access the Library's networks and/or computers remotely. It is the responsibility of Library's employees with remote access privileges to the Library's networks and/or computers to ensure that their remote access connection is given the same security considerations as the user's on-site connection to the Library.

General access to the internet for recreational use and/or for outside business interests through the Library's network is strictly prohibited. When accessing the Library's network from a personal computer, employees with remote access privileges are responsible for preventing access to any Library's computer resources or data by unauthorized users.

## Requirements

Secure remote access must be strictly controlled with encryption (i.e., Virtual Private Networks (VPNs)) and strong pass-phrases consisting of at least 6 characters that are a combination of upper and lower case letters, numbers and characters.

Employees with remote access privileges shall protect their login and password from all persons, including family members.

When remotely connecting to the Library's computers and/or network, employees with remote access privileges shall ensure the remote host is not connected to any other network at the same time, with the exception of personal networks that are under their complete control.

Use of external resources to conduct Library business must be approved in advance by the Chief Executive Officer.

All hosts that are connected to the Library's computers and/or networks via remote access technologies must use the most up-to-date anti-virus software at its disposal, this includes personal computers.

Personal equipment used to connect to the Library's networks must meet the requirements of the Library's equipment for remote access.

When accessing the Library's computers and/or networks remotely, employees must abide by all Library policies, including but not limited to the Library's Employee Email, Computer Usage and Social Networking policy.

In the event an employee believes that Library information, including login information, may have been compromised, or other unauthorized access achieved, the employee must immediately report such occurrence to the Library Chief Executive Officer so that an investigation under the Information Security Breach Notification policy can be conducted, if warranted.

Any exception to the policy must be approved by the Chief Executive Officer in advance.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Adopted: June 2021

## **Solicitation and Distribution (By Employees)**

Literature may not be distributed at any time by anyone in any area of the Library except with prior approval of the Chief Executive Officer. Only literature relating to Library services and programs may be distributed in the Library will be considered for approval.

Activities, including soliciting, during working hours on behalf of any organization or agency – including those of a charitable, educational or profit making nature – are not permitted on Library premises.

When employees are on Library property and are not working, they must follow rules of behavior required by any Guest, including the prohibition against soliciting of any kind by Guests.

Employees who have questions concerning this policy are asked to contact the Chief Executive Officer.

Reviewed: July 15, 2010

Amended: June 2021

## **Standard Work Day Resolution**

RESOLVED that, the Board of Trustees of the Hauppauge Public Library, Location code 51376, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

All Department of Civil Service titles established at this location: 7.00 hours.

Adopted: March 25, 2014

Reviewed: June 2021

# **TELECOMMUTING POLICY AND PROCEDURE**

## **Definition**

For the purposes of this policy, telecommuting is defined as a remote-access arrangement for at least part of the workweek on a regular basis. Telecommuting is not an entitlement, it is not a library wide benefit, and it in no way changes the terms and conditions of employment with the Library.

## **Eligibility**

Decisions on telecommuting are made based on the Library's ability to maintain operations, services, and commitments. The Board of Trustees may enact telecommuting for all employees during extenuating circumstances such as a pandemic or natural disaster which causes the Library building to close. Telecommuting may be granted to individual employees whose work habits and job responsibilities are suited to such an arrangement. In all cases, telecommuting schedules are subject to department and Administration approval.

## **Procedure**

If the employee and job are suitable for telecommuting, a telecommuting agreement specifying the terms and conditions must be signed by the employee, the employee's supervisor as well as the Chief Executive Officer, prior to start of the telecommuting arrangement. The document must include:

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

Within the constraints of the Library's budgetary capabilities, the Library will attempt to provide employees approved for telecommuting with the appropriate equipment to carry out their duties. Evaluation of telecommuter performance should include regular interaction by phone and e-mail between the employee and supervisor, and weekly meetings to discuss work progress and problems. Evaluation of telecommuter performance will be consistent with that of non-telecommuting employees. Administration must be notified in writing of any modification or cancellation of any Telecommuting Agreement.

## **Guidelines**

- Telecommuters are subject to all of the Library's policies and procedures as other employees.
- Teleworkers should not have non-work-related events and activities disrupt or interfere with scheduled work time. Requests to use sick, vacation or other leave must be approved in the same manner as when working in the Library building.
- Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may, in certain circumstances, be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting Library demands.
- Consistent with the Library's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary Library and guest information accessible from their home office. All Library records, files and documents must be protected from unauthorized disclosure or damage and returned safely to the official work location immediately upon request.
- Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work

duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as possible. Telecommuting employees are expected to identify to the Library the location of their remote office, if outside their home. Telecommuting employees are also to notify the Library if their remote office changes location.

- In order to reduce worker's compensation liabilities, employees will not use their homes to receive work-related visitors. Meetings should take place at Library offices, or, with the Chief Executive Officer's prior approval, at another appropriate location. The Library will not be held responsible for any claims, excluding worker's compensation claims, that result from working at the telecommuting location.
- The Library reserves the right to modify or eliminate any telecommuting arrangement at will, at any time. Every effort will be made to provide advanced notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Adopted: June 2021

## Time Off/Leaves of Absence

### **I. Vacations**

All vacation requests shall be submitted to the Chief Executive Officer for approval. These requests must be submitted by dates determined by the Chief Executive Officer to be in the best interests of the Library for purposes of scheduling and supervision.

Full time employees shall be granted vacation time each calendar year on the basis of 20 days for Professional Staff (Librarian, Librarian Trainee, Network and Systems Specialist) and 15 days for Clerical Staff. After one year of continuous service the vacation allowance for Clerical Staff will increase by one additional day each year, up to five years of continuous service.

Vacation is pro-rated according to the time in employment beginning from the start of employment to the end of the calendar year. After that time the vacations will be based on the calendar year. Vacation time owed to the library will be deducted from an employee's final paycheck.

Yearly earned vacation time must be used within the calendar year or lost, except for 5 days which may be accumulated to a maximum of 30 days.

Any full-time employee of the library who is terminated, resigns or retires is entitled to receive one day of either time or pay, based on the discretion of the Chief Executive Officer, for every unused accumulated vacation day up to the maximum of 30 days. No other time may be used or accrued and no salary increments may be awarded during this period.

No vacation allowance is given to part time personnel.

### **II. Personal Days**

Full time employees are entitled to personal leave, with pay, of up to four days each calendar year. One personal day is earned for each three full calendar months worked as a full time employee. However, a personal day may be used during the period it is being earned. An employee must have worked full-time at least three months before using a personal day. Personal days may be earned in only full day increments.

A personal day may be refused if notice of less than three days is given or if the granting of such leave is detrimental to the operation of the library.

Personal days may be requested in only half day or full day increments. Personal days can be carried over into a new calendar year as sick leave and are then treated as such.

### **III. Sick Leave**

Full time employees shall be granted sick leave on the basis of 12 days each calendar year.

Sick leave is pro-rated according to the time in full-time employment beginning from the start of employment. After that time sick leave will be based on a calendar year. Sick leave owed to the library will be deducted from the employee's final paycheck.

An employee may begin using sick leave credits for bona fide illness or injury, or for doctor's appointments resulting from illness or injury, after one day of leave has been accumulated.

Employees may also use sick days to care for a sick or injured child, spouse or parent. When no sick leave has been accumulated, time must be taken without pay, or earned vacation or personal days may be used.

Unused sick leave may be accumulated to an unlimited number. This leave is provided to protect employees in cases of actual sickness and should not be considered as an alternate way to get additional vacation time.

A doctor's certificate may be required by the Chief Executive Officer, from any employee to certify proof of illness, and/or that the individual is fit to return to work and carry on normal duties.

See the Unused Sick Days Policy for information regarding reimbursement and service credit for unused sick days.

#### Unused Sick Days

Any full time employee who has accumulated more than 75 unused sick days prior to the start of any Calendar Year may choose to be reimbursed for five of their annual unused sick days at the rate of 33% of the employee's current rate of pay.

Any full time employee who has accumulated more than 50 unused sick days who resigns or retires is entitled to receive in either pay or time, based on the discretion of the Chief Executive Officer for each unused sick day over 50 days at the current daily rate multiplied by one third (33.3%). As an example, an employee with seventy-one (71) unused sick days who resigns or retires would receive seven (7) days of pay for unused sick time, computed as follows:  $(71-50) \times 33.3\% = 7\text{days}$ . The current rate of pay is determined by multiplying the annual gross salary by  $1/260$ .

The library participates in Subdivision (j) of Section 41 of the New York State Employees Retirement System which provides additional service credit toward retirement for unpaid, unused sick days up to a maximum of 165 days. Any full time employee who retires from the Hauppauge Public Library is entitled to this benefit.

This policy has been adopted to recognize and reward those employees who have exhibited a substantial and lengthy pattern of excellent attendance.

#### **IV. Death in the Family**

Five days leave with pay will be granted upon the death of a full-time employee's spouse, parent or child. Three days leave with pay will be granted upon the death of a full-time employee's grandparent or grandchild of any generation, brother or sister, mother-in-law or father-in-law.

Full-time employees may take personal or vacation days, or leave without pay, if attendance at the funeral of a friend or relative other than those described above is necessary.

Employees who have lost a close relative and feel they need more time (for bereavement and/or taking care of necessary business) than that provided by this Library policy may take personal or vacation days, or leave without pay, in addition to the bereavement days provided, but such time off may not exceed ten business days.

Part-time employees are entitled to the same time off as full-time employees, but always without pay.

The Chief Executive Officer should be notified of a death as soon as possible so that if necessary a replacement can be scheduled.

#### **V. Jury Duty**

Full time employees will be continued in full pay status during time off for jury duty. If any payment is received for jury duty, other than travel expenses, it must be turned over to the Library if the staff member wants to be regularly paid for such time spent on jury duty. Full time employees who are regularly scheduled to work on a weekend are expected to work weekend hours if not actively serving on a jury for those days.

Part time employees who work jury duty on their regular scheduled workdays will be paid \$40 per day for the first three days of jury duty. Thereafter schedules will be rearranged, if the part time employee so desires and if possible, in order that they can continue to work while on jury duty. If any payment is received for jury duty, other than travel expenses, it must be turned over to the Library if the staff member wants to be paid for such time spent on jury duty.



All employees must provide written proof of jury duty summonses and service.

## **VI. Leave of Absence without Pay**

The Chief Executive Officer may grant leaves of absence, without pay, to full time employees. Leaves of more than three months must also have the approval of the Board of Trustees. Such leaves must be for serious reasons, must be requested in writing and must be for a specific period of time. The Chief Executive Officer and the Board of Trustees assume the responsibility of deciding in each case whether the granting of leave is warranted.

Leave may not be granted (except for maternity/paternity), if the absence of the employee making the request will, in the opinion of the Chief Executive Officer, negatively affect the operations of the Library.

Part time employees may be granted leaves of absence without pay, with the approval of the Chief Executive Officer, for a period not to exceed six months.

The Chief Executive Officer may authorize leave without pay for part time personnel, but only if such leave will not have a negative impact on the Library.

### Reinstatement

Reinstatement of full time employees returning from leave without pay (except maternity/paternity leave) shall be on the recommendation of the Chief Executive Officer based upon budgetary provisions, available positions and job requirements at the termination of leave. There is no guarantee that a job will be immediately available, except in the cases of maternity/paternity leave.

Reinstated employees will return to the salary step and civil service position that they left, but not necessarily in the same department or performing the same specific tasks.

## **VII. Maternity/Paternity Leave**

Maternity/Paternity leave will be granted in conformity with applicable State and Federal laws, including the Family and Medical Leave Act of 1993.

Maternity/Paternity leave, without pay, shall be granted to employees who request it in writing. Such leave shall be granted only for births or adoptions, and provided that the leave starts immediately after birth or adoption. A written request for Maternity/Paternity leave shall be given to the Chief Executive Officer at least three months prior to the commencement of leave, if possible. The leave may extend up to one year. The duration of the leave must be stated prior to the granting of leave so that the Library may adequately plan for staffing during the leave. An employee may only return prior to the end of the requested leave period if a request for early return is made to the Chief Executive Officer, and the Chief Executive Officer determines there is a need and adequate funding for the employee's services.

While on leave, the employee may at the employee's discretion first use accumulated sick and/or vacation time. Sick time may only be used if in a doctor's opinion there is a health related reason that prevents the employee from returning to work. If the employee qualifies for long-term disability insurance, it is available. When sick and vacation leave the employee chooses to utilize have been exhausted, the employee who has requested "Maternity/Paternity leave" will be on leave without pay. At the start of Maternity/Paternity leave without pay, health insurance payments by the Library will end, except as required by the Family and Medical leave act of 1993, and also, except that such payments will continue one month for each previous full year of full time employment. The employee may have health insurance coverage continued by making the full premium payments by delivering a check or money order to the Library before the date each month when payment is due to the insurance carrier.

The employee must confirm in writing intent and ability to return on the date set forth in the request for Maternity/Paternity leave and this written notice must be given to the Chief Executive Officer at least two months prior to such return.

When the staff member is reinstated, the same salary step will apply and annual leave, sick leave and retirement credits accrued will re-commence. No credit for annual leave or sick leave will accrue during the period of absence due to disability leave or Maternity/Paternity leave without pay, even if the employee returns to work part time prior to the end of leave from full time duties. The employee will return to regular full time employment at the same rate of pay and civil service classification they attained before taking leave. There is no guarantee, however, of returning to work in the same department or to the exact same tasks.

Continuous employment for the purposes of computing annual and sick leave and establishing an anniversary date will be computed by using the original date of employment but subtracting from the total that period of time during which the staff member was not employed full time because of Maternity/Paternity leave without pay of while receiving disability insurance.

A previously full time staff member who wishes to return from Maternity/Paternity leave as a part-timer until the originally requested leave is up may make such a request. However, the granting of such a request is not automatic. It may be granted at the sole discretion of the Chief Executive Officer who must take into account the needs of the Library, including the availability of both appropriate tasks and sufficient funds. Such part time employment shall not exceed 17 ½ hours per week. The hourly wage will be computed by multiplying the employee's annual salary by .00055. There will be no other benefits or accrual of benefits.

The Library will make every reasonable attempt consistent with this policy to meet the needs of its employees in this important matter of Maternity/Paternity leave. Employees for their part should keep the Chief Executive Officer fully informed in all matters regarding Maternity/Paternity leave so that the Library can be adequately staffed.

### **VIII. Voting**

New York Election Law § 3-110 allows all employees to request up to two hours of paid time off to vote at any election, if they do not have "sufficient time to vote." An employee is deemed to have sufficient time to vote if they have four consecutive hours between the opening of the polls to the beginning of their shift, or the end of the working shift and the closing of the polls. Employees are required to request such leave at least two "working days" prior to the election.

### **IX. Cancer Screening**

Staff can for a sufficient period of time, not to exceed four hours on an annual basis, undertake a screening for cancer. The entire period of the leave of absence granted shall be excused leave and shall not be charged against any other leave. Unused leave for cancer screening is not cumulative, and cannot be rolled over into the next calendar year.

### **X. Resignation and Retirement**

An employee will be granted a lump-sum payment upon their termination of employment for annual vacation leave and sick leave (see "Unused Sick Leave Policy") earned to that date, payable at the time of the next payday immediately following the effective date of the resignation or retirement.

Amended: June 2021

## **Whistleblower Policy**

WHEREAS, Section 715-b of the Not-For-Profit Corporation Law as amended by the Non-Profit Revitalization Act (2013) requires public library boards of trustees that have twenty or more employees and in the prior fiscal year had annual revenue in excess of one million dollars to adopt whistleblower policies to protect from retaliation persons who report suspected improper conduct, and

WHEREAS, a whistleblower policy adopted by the board of trustees of a public library must set forth guidelines to protect the trustees, Chief Executive Officers, officers, employees and volunteers of the library when allegations are made regarding illegal activity or misconduct.

NOW, THEREFORE, be it resolved that the Board of Trustees of the Hauppauge Public Library hereby adopts a whistleblower policy to read as follows:

### **I. Purpose**

Trustees, Chief Executive Officers, officers, employees and volunteers of the Hauppauge Public Library who in good faith reports any action or suspected action taken by or within the library that is illegal, fraudulent or in violation of any adopted policy of the library shall not suffer intimidation, harassment, discrimination or other retaliation, or, in the case of employees, adverse employment consequence. The Board of Trustees recognizes that, in furtherance of this fundamental principle, there is a need for a whistleblower policy.

### **II. Definitions**

- 1) *Board* - means the Board of Trustees of the Hauppauge Public Library.
- 2) *Library* - means Hauppauge Public Library.
- 3) *Library officer or employee* - means a paid or unpaid trustee, Chief Executive Officer, officer, employee or volunteer of the Hauppauge Public Library.
- 4) *Policy* - means this whistleblower policy.

### **III. Applicability**

This whistleblower policy applies to the trustees, Chief Executive Officers, officers, employees and volunteers of the Hauppauge Public Library, and shall supersede any prior library whistleblower policy. The provisions of this policy shall apply in addition to all applicable State and local laws relating to whistleblowers including, but not limited to, Article 18 of the General Municipal Law and Section 715-b of the Not-For-Profit Corporation Law and all rules, regulations, policies and procedures of the Hauppauge Public Library.

### **IV. Reporting Responsibility**

- 1) It shall be the policy of the Hauppauge Public Library that all trustees, Chief Executive Officers, officers, employees and volunteers of the Hauppauge Public Library have a responsibility to report known or suspected violations in accordance with this Whistleblower Policy. This includes reporting any action or suspected action taken by or within the Hauppauge Public Library that is illegal, fraudulent or in violation of any policy of the Hauppauge Public Library, which the reporter has either actual knowledge of or has a reasonable good faith belief that same occurred. Suspected or actual wrongful action(s) regarding Hauppauge Public Library finances and governance, include but are not limited to the following:
  - a) Incorrect financial reporting;
  - b) Unlawful activity;

- c) Activities that are inconsistent with Hauppauge Public Library policies; and
- d) Activities which otherwise amount to serious improper conduct.

## **V. Reporting and Investigation Procedure.**

- 1) The Board of Trustees of the Hauppauge Public Library shall oversee the adoption, implementation of, and compliance with this Whistleblower Policy.
- 2) The Chief Executive Officer of the Hauppauge Public Library shall be responsible for administering the Whistleblower Policy, overseeing an investigation, and reporting to the Board of Trustees. Any reporting of actual or suspected illegal or fraudulent activity or actual or suspected violations of any adopted library policy shall be made in writing to the Chief Executive Officer of the Hauppauge Public Library.
- 3) With the exception of a person's report of their own violation, the reporter shall not be required to provide their name on a report. However, anonymous reports must include sufficient information, including but not limited to, the name of the person against whom the report is being made, the date of the incident, and a description of the incident, in order that an investigation can be conducted.
- 4) If the investigation establishes that a violation of law, external regulation or Hauppauge Public Library policy has occurred, then the Chief Executive Officer shall determine the appropriate action based upon law and Hauppauge Public Library policy and make a recommendation to the Board. Civil or criminal prosecution will be pursued when warranted. If the investigation establishes that no violation of law, external regulation or Hauppauge Public Library policy has occurred, then the Chief Executive Officer shall report to the Board its findings and determination. The investigation is closed when the Chief Executive Officer has deemed the investigation is complete and submitted a recommendation for a resolution and/or corrective action to the Board.
- 5) The Chief Executive Officer shall document the investigation and explain the rationale for any recommended resolution and/or corrective action. All documentation relating to the investigation, including the resolution and/or corrective action taken shall remain in the Hauppauge Public Library's records.

## **VI. Confidentiality**

All violations or suspected violations may be submitted on a confidential or anonymous basis. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and prevent or correct suspected action(s). The Chief Executive Officer shall disclose information relating to a report with those who have a need to know so that they can conduct an effective investigation and determine what action to take based on the results of any such investigation. In appropriate cases, the investigation documents will be shared with law enforcement personnel. Disclosure of reports to individuals not involved in the investigation shall be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination or civil lawsuits.

## **VII. Distribution**

- 1) The Chief Executive Officer of the Hauppauge Public Library must promptly cause a copy of this policy, including any amendments to the policy, to be distributed to every person who is or becomes a trustee, Chief Executive Officer, officer, employee or volunteer of the Hauppauge Public Library.
- 2) Every library trustee, Chief Executive Officer, officer, employee or volunteer who receives a copy of this policy or an amendment to the policy must acknowledge such receipt in writing. Such acknowledgments must be filed in the records of the Hauppauge Public Library.

Adopted: December 2014; Amended: June 2021

## **Workplace Hostility and Violence Policy**

The Chief Executive Officer and Board of Trustees of the Hauppauge Public Library (“the library”) are committed to encouraging actively the prevention of violence in the workplace and to the promotion of a violence free environment. Any act or threats of violence against employees and/or Library Guests are unacceptable and will not be tolerated. The library, with effective procedures, shall ensure that every reasonable step is taken to promote a safe and comfortable environment that is free from all types of hostile behavior and violence, and one which is in compliance with local, state and federal laws.

### **I. Definitions**

- 1) *Hostile Behavior* - behavior that creates an environment that a reasonable person would find intimidating, menacing or abusive and compromises a person’s psychological or physical wellbeing. Examples include abusive or threatening language, rudeness or discourtesy, and/or malicious gossip toward employees, supervisors, and Guests.
- 2) *Violent Behavior* - behavior that includes but is not limited to, harassment, threats, and physical attack of employee or Guest, damage to or theft of library, employee and/or Guest property.
- 3) *Physical attack* - this is intentional hostile physical contact with another person such as hitting, fighting and shoving, or throwing objects.

### **II. Procedure for Reporting Threats or Attacks**

Each incident of hostile or violent behavior, whether involving Guests or employees, must be reported immediately to the Chief Executive Officer or, in the event of their unavailability, to the supervisor in charge. An Incident Report Form is available at all Reference Desks, the Circulation Desk and the Personnel Office. An Incident Report must with reasonable promptness be filled out and left with the Chief Executive Officer. The Chief Executive Officer or supervisor-in-charge will assess, investigate and determine the appropriate action to be taken. In critical incidents in which serious threat or injury occurs, Police, Fire and/or Ambulance personnel will be notified.

### **III. Disciplinary Process**

In an emergency situation involving actual or potential violence, the first priority is to protect the safety and well-being of the actual and/or potential victims. Because each situation involves unique factors, the following are intended to provide general guidance:

- 1) A Guest of the library who has been found in violation of this policy will be subject to a warning or removal from the library, and depending on the offense, may also be subject to prosecution by local or other law enforcement.
- 2) An employee who has been found in violation of this policy will be subject to disciplinary action up to and including termination or removal from the library. Depending on the offense, the employee may also be subject to prosecution by local or other law enforcement.

### **IV. Non-Retaliation**

This policy prohibits retaliation in any form against an employee who brings a complaint of violence, intimidation or harassment.

### **V. Conflicting Provisions**

To the extent, if at all, that the library’s other policy statements –including without limitation those relating to sexual harassment, behavior in the library, access to library premises, and weapons – are inconsistent with this Policy (and its implementation), the latter shall control.

Adopted: March 15, 2007; Reviewed: July 15, 2010; Amended: June 2021