

Library Administrative Policy Manual

Approved 2025

David A. Howe Public Library

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**David A. Howe Public Library
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2025 Copy**

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The policies found within this manual were established over time, and are continuously reviewed and amended by the David A. Howe Public Library Board of Trustees to uphold the values and vision of the library and ensure the community of Wellsville and the people served by the library are provided the highest quality of library services in a fair and balanced manner. These policies were established to govern an educational and cultural institution that serves all people regardless of income, origin, age, background or views.

Mission Statement

The David A. Howe Public Library is to serve as a center of cultural life in Wellsville by providing a balanced program of collecting and preserving books and other informational resources; adopting and promoting informational technologies; developing educational and cultural programming; fostering an appreciation for learning among young children; and supporting the social and economic fabric of the community by providing a space for people to come together. The library affords this opportunity of lifelong growth and learning without distinction as to income, origin, age, background or views.

I. 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. The David A. Howe Public Library abides by and endorses the Library Bill of Rights.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. 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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of “age” reaffirmed January 23, 1996.

**Formally adopted August 13, 2007 and reaffirmed January 9, 2024
by the David A. Howe Public Library Board of Trustees**

II. Rules of Conduct Policy

Cameras are monitoring the facility for security purposes.

1. No eating in the library except for special events by organizations. Drinks may be brought into the library as long as they are in a sealed tight container or they contain a top or lid. Food is permitted on the library's South Terrace.
2. Any action that damages library property is prohibited.
3. Shirt and shoes and appropriate hygiene are required.
4. Young children must be attended at all times.
5. Smoking, sleeping, loitering and/or soliciting are not permitted on library premises.
6. Unlawful, disorderly, disruptive and/or hazardous behavior is prohibited.
7. Cell phone conversations are not permitted inside the library. Cell phone ringers must be turned off.
8. Interference with staff or other library users is not permitted.
9. Only service animals are permitted in the library.
10. All rules and regulations available in electronic or print form or posted in the library, governing use of materials, computers and equipment, must be followed.
11. The Library strives to foster a positive, creative and healthy social media experience. Anyone who interacts with social media formats in contrast to this belief will be blocked from use. The Library reserves the right to create, edit and remove any content on its social media sites.

Violation of any of these rules will subject an individual to exclusion from the library premises and/or to other appropriate action.

Board Meeting Public Comments Policy

PURPOSE: The purpose of a board meeting public comments policy is to provide time for members of the general public to orally address the board during its monthly board meetings in a fair and organized manner.

POLICY: The Board of Trustees of David A. Howe Public Library complies with the Open Meetings Law of New York State. Its meetings are open to the public.

The State's Open Meetings Law does not include any provisions about the public addressing the Board during its meetings. However, the David A. Howe Public Library will allow visitors to its meetings to address its Board. In order for the Board to fulfill its obligation to complete its scheduled agenda in an effective and efficient fashion, a maximum of fifteen minutes of public participation will be permitted at the beginning of each meeting.

All persons wishing to address the Board are required to sign in prior to the call of order and will be recognized in the order in which they signed-in. Each speaker is given a maximum of three (3) minutes to address the Board. If several persons wish to speak, each will be allotted a maximum of three (3) minutes until the public participation of fifteen (15) minutes is used. Persons who address the Board may speak only once per meeting and for no longer than a maximum of three (3) minutes each. Speakers must limit their topic to Library matters only, and must reside in the Library's service area. Library card holders will be given precedence.

The Board President or the Trustee presiding at the meeting will introduce each registered speaker and will keep track of the time. The Board appreciates comments from the public, but may not address the issues. No items raised during the public comment period may be acted upon by the board unless it was on the posted agenda.

**Adopted December 14, 1998 by the David A. Howe Public Library Board of Trustees.
Amended February 12, 2007; February 14, 2011, April 14, 2014, January 12, 2024**

Filming and Photography Policy

Filming and photography are allowed as described below only to the extent that it does not interfere with the delivery of library services and is consistent with the Library's mission. All parties involved in filming and photography are expected to follow the Rules of Conduct.

For the safety and privacy of patrons using the library, the person(s) filming or taking photos inside the library have sole responsibility for obtaining all necessary releases and permissions from persons who are filmed or photographed.

The Library undertakes no responsibility for obtaining these releases.

Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior regarding the Library's Rules of Conduct.

Library staff may temporarily or permanently dismiss any photo session that goes against the Rules of Conduct, Library policies or appears to compromise public safety or security.

The Library is a limited, or designated public forum, and reasonable time, place and manner regulations are permissible.

News Media Photography and Videography

The Library has an open-door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs, resources and services. Advance authorization for such coverage must be obtained from the Library's board of trustees and director.

The Library may grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself with prior approval from the Library's board of trustees. However, research photography of the Library's materials and resources are permitted within certain limitations (see "Research Photography" section below). It disallows access to library patrons for opinion polls or interviews within its facilities.

Documentary-Type Photography for Publication or Broadcast

The Library permits photography of its premises and activities when the use of the photographs involves the Library directly, i.e. books, articles, or videos about the Library itself, the Library's position in the village of Wellsville as a tourist or learning destination, or as part of a piece used to describe Wellsville. Authorization must be obtained in advance from the Library's board of trustees.

Research Photography

The Library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library. Because of complex copyright issues, permission to reproduce some materials from the Genealogy and Local History Section may be denied. Advance authorization may be required for some materials.

Amateur Photography and Videography

Casual amateur photography and videotaping is permitted in foyer, reading rooms and program areas of library facilities for patrons and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted. Amateur photographers have explicit responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed.

Commercial Photography and Videography or Major Projects

The Library will permit use of its facilities for commercial photography or filming entertainment and educational projects where a library setting is called for, if the project does not interfere with the mission of the David A. Howe Public Library and is in accordance with the rest of this policy. Projects must be approved in advance. In order to avoid disruption of service to library patrons, such use may take place only when the library is closed. Fees may be charged to offset costs incurred by the Library to provide access to the facility.

Photography and Videography for Groups and Non-Library Events in Meeting Rooms

Groups renting Library facilities may arrange for photographers and news media during their event. Filming and photography for such events is restricted to the space reserved by the group and may not take place in other areas of the Library.

III. Policy on Confidentiality of Library Records

The Council of the American Library Association strongly recommends that the responsible offices of each library in the United States:

1. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users with specific material to be confidential in nature.
2. Advise all librarians and library employees that such records shall not be made available to an agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to such process as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.
3. Resist the issuance or enforcement of any such process, order or subpoena until such a time as a proper showing of good cause has been made in a court of competent jurisdiction.*

*Note: Point 3, above means that upon receipt of such process, order, of subpoena, the library's officers will consult with their legal council to determine if such process, order, or subpoena is in form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects can be cured.

Adopted January, 20, 1971 by the ALA Council.

Adopted August 13, 2007 by the David A. Howe Public Library Board of Trustees.

New York State Civil Practice Law and Rules. Article 45 – Evidence. Paragraph 4509. Library Records

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

Adopted August 13, 2007 by the David A. Howe Public Library Board of Trustees.

Library Records with regards to the United States Patriot Act

The Patriot Act (federal legislation) requires that authorities present a search warrant to access patron information. A search warrant differs from a subpoena in that a warrant can be executed immediately and a subpoena allows time to respond to and contest the court's order. An agent or officer serving a warrant can begin the search as soon as the warrant is served.

The library and/or its employees are entitled to ask the officer to allow them to consult with legal counsel and to ask that the counsel be present for the search, but there is no opportunity or right to refuse the search warrant.

The library and/or its employees may not notify the person whose records are the subject of the search warrant.

Adopted August 13, 2007 by the David A. Howe Public Library Board of Trustees.

IV. Policy on Materials Selection

The David A. Howe Public Library seeks to select, organize, preserve, and make freely available those materials, print and non-print, which will fulfill the informational, recreational, social, and educational needs of the community.

Whenever possible, at least two (2) favorable reviews from reputable sources will be required before ordering a title. In addition, the following factors will be considered when selecting materials:

1. The expressed or anticipated interest in the subject within the community.
1. The contemporary significance and/or permanent value of the title to the collection
2. The scope and depth of the existing collection
3. The authority and literary standing of the author
4. The appearance of the title in special bibliographies and indexes
5. The availability of material elsewhere in the Southern Tier Library System
6. The price

The David A. Howe Public Library is an unbiased repository for the recorded expression of humanity. It provides free access to the public of all points of view. The addition of an item to the collection in no way represents an endorsement by the library of any theory, idea, or policy contained therein. The David A. Howe Public Library will endeavor to represent all sides of an issue as far as budget, space, and availability of materials allow. The race, religion, nationality or political views of an author; the frankness of language; the controversial content of an item; or the endorsement or disapproval of an individual or group will not automatically dictate the inclusion or exclusion of an item. The library subscribes to the provisions of the Library Bill of Rights and the Intellectual Freedom Statement as adopted by the American Library Association.

The library will provide books and materials which are suitable for young adults and children. Materials will be selected which are authentic in fact, straightforward in presentation, unbiased in point of view, and within the child's ability to comprehend. However, the library will not follow a selection policy which prevents adults from reading mature literature even though it may fall into the hands of children. Responsibility for the reading choices of children rests with their parents or caregivers.

Challenge to Library Materials Policy

The David A. Howe Public Library supports all members of its community by collecting materials representing all viewpoints considering the Library's Policy on Materials Selection. However, it is not the role of the Library to advocate for or endorse any particular idea, opinion, or point of view; nor will the Library or any of its employees, volunteers, or trustees act *in loco parentis* (as a parent to library patron – either adult or minor).

The Board of Trustees recognizes the importance of providing a procedure whereby opinions from the community regarding materials selected can be voiced. A request for reconsideration must be made in writing via the Request for Reconsideration of Library Materials form provided by the Library. These forms are available upon request from the circulation desk and upon completion, should be delivered to the circulation desk, or mailed to Library in care of the

Library Director. Requests for Reconsideration may only be filed by residents of the Library's service area. The Library will not process requests, and the Library Board will not hear complaints from individuals who live outside the Library's services area. The Library may impose a limit on the number of requests submitted by a complainant within a designated period of time.

Upon receipt of the signed form, the Library Director will notify the Library Board that a form has been received, and review the information provided in the form to determine if the materials should remain, be relocated or be removed from the Library's collection in accordance with the Library's Policy on Materials Selection. In consultation with the Library Board, the Library Director will inform the community member who submitted the form of the disposition of the material within the collection. The determination will be sent in writing through U.S Mail.

Should the patron wish to appeal the decision, they may write to the President of the Board of Trustees to request a hearing by the Board as part of the Library's Public Comment Policy. The Board will listen to the community member's concerns during the meeting and make a decision regarding the challenged material at a meeting after the meeting where the hearing is held. The Library Board will inform the community member of the in writing through U.S. Mail.

Any further appeal must be made to the Commissioner of Education in Albany, N. Y.

The Library Board places a limit on Challenges to Library Materials. The Library will only process a complaint form once every 36 months (3 years) for a specific Title or Author considering all material formats (format examples: book, eBook, audiobook, large print book, movie, or musical tracks). The decision of the Library Board is final.

**Adopted November 12, 1981 by the David A. Howe Public Library Board of Trustees.
Amended October 9, 2007 and January 12, 2024**

V. Policy on Computer, Internet Access and Usage

Accessibility

As part of the library's initiative to provide free and equal access to computer technologies and the Internet, public computers and devices are made available to library users for the purpose of educational and recreational research. Library users agree to use the computers and the Internet in a responsible, efficient, ethical and legal manner. Any use outside these established policies may result in loss of privileges. Unlawful activities will be dealt with in accordance with local, state and federal laws.

Governing Rules

To achieve a place of safe and friendly research, the library has established the following rules regarding the use of public computers.

Library users may not:

- Display web pages that contain images, sounds, or messages that will negatively affect those who find them objectionable, offensive, or disruptive.
- Damage computer equipment or software; degradation of system performance. (Library users are fiscally responsible for damage to library computers.)
- Engage in activity that is harassing, defamatory, or violates the physical safety or mental well-being of other library users and library staff.
- Use any library computers for illegal or criminal purposes, including but not limited to: coercion, fraud, theft, copyright infringement or violation of software agreements.

Filtering

As required by the Children's Internet Protection Act (CIPA), in order to remain eligible for certain federal funding, the library has implemented Internet filtering on all of its public computers. This filtering system does not block all "offensive" content and may block content that has educational value. The library cannot guarantee the performance of Internet filtering. Under CIPA, the library will disable Internet filters for any library user 18 years of age or older to access websites that have been blocked. Access will only be granted for bona fide research and lawful purposes.

Access to Children

To provide a safe environment for our community's children, the library requires that any child age 8 and under must be attended by a parent or legal guardian when using the computers or tablets. Parents and legal guardians must also be responsible for children 8 years of age and older by taking an active part in their child's learning experience. The library expects that parents and caretakers of children will guide them in their exploration of the Internet the same way that they

provide guidance in the child's choice of reading, listening or viewing materials.

All children and parents or legal guardians of children that have a juvenile library card must read and sign the library's Children Internet Use Rules. All children with a juvenile library card must use the public computers and tablets in the Children's Section of the library. The library makes information about Internet safety and child-appropriate sites readily available to all library users in Web Guides and provides links to children's websites in the Children's Section.

Signing-Up for Computer Use & Time Limits

- All adult library card holders in good standing may use public computers in the Reference Room and Stacks of the library.
- Users must sign in using their library card. Guest passes are provided for visitors when needed.
- Patrons may not install, delete, or modify library hardware or software. Users are asked to leave all settings as they found them, close all windows and return to the desktop after use.
- Library users must pay by the page for all documents that they print. Users are advised to ask for assistance if they are new to printing or if they experience print delays.
- In the Adult Section, no more than 2 adult library card holders may use one computer at one time. Library users are asked to be considerate of others with regards to conversation and software program noise levels.

The Internet is an electronic dynamic source for information. The library cannot guarantee the accuracy or completeness of information on the Internet. Library users should carefully evaluate the information they find when using the resource. All transmissions (including e-mail) are not secure or private. The David A. Howe Public Library has no control over the information accessed through the Internet, and cannot be held responsible for its content.

**Adopted May 10, 1999 by the David A. Howe Public Library Board of Trustees.
Amended June 9, 2008, September 12, 2017**

VI. Policy on Events and Meetings in the Library

Event spaces are available primarily to support Library collections, programs, and functions that further the goals and mission of the Library. When not being used by the Library, many areas are available to not-for-profit community groups, businesses, and, on a limited basis, for Special Events, such as weddings, parties, memorial services, etc.

Use of Library facilities does not imply endorsement, support, or co-sponsorship by the Library of the activities that take place or of the beliefs of the groups using the facilities.

*****Reservations will not be confirmed until a room use agreement is signed and any required deposit is paid.*****

Availability and Priority

1. **Available Areas.** The areas listed below are available for use by groups and individuals not affiliated with the Library. Spaces marked with an asterisk (*) include use of the Main Floor kitchenette and ADA compliant restroom, though, if an event is taking place. Any unique restrictions or requirements for each space are noted below.
 - a. *Front Lawn*
 - i. Alcohol may not be served on the Front Lawn and alcohol served in other parts of the library may not be taken out to the Front Lawn.
 - b. *Howe Gallery (Exhibition Room)**
 - i. Use of this area for display of art or artifacts requires a separate Gallery Addenda.
 - c. *Local History Room**
 - d. *Main Floor* (all areas except those designated Restricted Areas below)*
 - e. *Monday Club Room**
 - f. *Nancy Howe Auditorium*
 - i. Use of this area for performances requires a separate Auditorium Addenda.
 - g. *North (Rear) Terrace**
 - h. *Reading and Reference Rooms* (main room of Main Floor)*
 - i. *South (Front) Terrace**
 - i. Alcohol may not be served on the South (Front) Terrace and alcohol served in other parts of the library may not be taken out to the South (Front) Terrace.
 - j. *West Wing (Howe Gallery, Local History Room, Monday Club Room, and South Terrace)**
2. **Restricted Areas.** The Youth Services Sections, County Room, and Tech Center may only be used for Library programming and fundraising and cannot be reserved by non-Library individuals or groups.
3. **Priority.** All not-for-profit groups have an equal right to use the available areas and requests from not-for-profit groups will take precedence over requests from businesses or for Special Events. No group can claim exclusive rights to a specific day or meeting time on an ongoing basis

4. **Meetings v. Special Events.**

- a. **Meetings.** Meetings take place during the Library's open hours, any setup tends to be limited to chairs and tables, and they may sometimes include refreshments but not alcohol. The majority of gatherings held at the library fall under this category.
- b. **Special Events.** Special Events may include fundraisers, dinners, conferences, weddings, receptions, memorial services, and other events that are not open to the general public. They can occur during or outside of the Library's open hours, can include full meals and alcohol service, and may require more complex setup than a Meeting. Typically, Special Events require more Library resources, including staff time, so the Library will only undertake a limited number of Special Events per year, to be determined on a case-by-case basis.

Making a Reservation

Reservations may be made up to six months in advance of the desired date for one-time, annual, or quarterly meetings or up to one year in advance for special events.

Reservations for events/meetings that recur weekly, bi-weekly, or monthly may be scheduled six months at a time. If an Occupant wishes to renew a recurring reservation, they should submit a request to do so within the final month of their six-month block. For example, if a group has reserved a Library space weekly from January to June, their renewal request would be due in June. The Library will send an email about the renewal process to the Occupant's designated contacts 7-10 days before the final month of the event series.

To initiate a reservation request, please email wellsville@stls.org or request a hard copy of the Room Reservation Agreement at the front desk. Any questions may be directed to wellsville@stls.org.

Policies

1. **Rules of Conduct.** All individuals and groups must comply with the "Rules of Conduct" policy of the Library.
2. **Acceptable Uses.** Spaces are available to not-for-profit community groups and businesses on a first-come, first-served basis for the purpose of group activities and informational meetings. Attendance at business meetings/events should be limited to employees and other representatives of the business. Library spaces are also available for Special Events on strictly limited basis.
 - a. **Sales/Solicitation.** Selling, solicitation, or taking of orders may not occur on Library property without prior permission of the Library Board of Trustees.
 - b. **Admission Fees.** No admission and/or other fees may be charged unless a not-for-profit community group has the Library Board and/or Director's permission to conduct a fundraising event.
3. **Layout.** No changes may be made to the layout of any area of the Library, including lamps, chairs, tables, couches, computers, artwork, etc., without express permission of the Library Board and/or Director. Approved changes should be made only by Library staff.

4. **Primary Contact.** Each event reservation must have at least one adult contact person (primary contact) who assumes responsibility for the group and is present during the event. A working email address and telephone number must be provided for the primary contact. The Library strongly encourages groups to provide a secondary contact, as well.
5. **Rental Fees.** There is no fee for the use of rooms on the main floor or lawn for Meetings during regular business hours. Rental fees are collected to offset expenses incurred by the Library, including staff time and energy costs. Rates are set by the Library Board and are subject to change at the beginning of each year. Rate changes will not apply to reservations confirmed prior to their implementation. Time needed to set up and tear down events will be included in the total charged for an event.
 - a. **Fee Exemptions/Reductions.** Not-for-profit groups may request a fee exemption or reduction as part of the reservation process.
 - b. **Deposit.** For reservations that require a fee, the Occupant will be required to pay a 50% deposit of the estimated rental cost at the time of reservation.
 - c. **Occupant Cancellations/Refunds.** Events cancelled by the Occupant at least 30 days prior to the scheduled start of an event will receive a full refund of the deposit. Events cancelled between 30 and 14 days prior will receive a 75% refund of the deposit. Events cancelled fewer than 14 days prior to the event will receive a 50% refund of the deposit.
 - d. **Library Cancellations/Refunds.** The Library reserves the right to cancel or modify event reservations, though every effort will be made to adhere to the reservation as requested. The Library will provide as much notice as possible if any changes are necessary. Cancellations by the Library will result in a full refund of any deposit.
 - e. **Early Departure.** If a fee-bearing event finishes earlier than the scheduled time, the Occupant will still be responsible for the full fee. Changes to the start and end time of a fee-bearing reservation must be made at least two weeks prior to the event date.
 - f. **Trash.** Occupants are responsible for removing trash and recyclables from the Library immediately following their event. A \$100 fee will be added to the final invoice if any trash or recyclables are left behind.
 - g. **Damage.** Occupants are responsible to leave meeting rooms in their original condition on the day of and immediately following an event. The Library will assess any damage to Library facilities caused by event attendees and add the cost to repair or replace damaged items to the final rental invoice.
6. **Alcohol Service.**
 - a. **Permission.** In order to serve alcohol at an event, the Occupant must (1) obtain permission from the Library's Board and Director and (2) provide copies of all necessary permits to dispense and/or sell alcoholic beverages to the Library Director. Failure to obtain and present a permit may result in event cancellation or modification.
 - b. **Food.** Food service, in a quantity and type approved by the Library Board and Director, must accompany any alcohol service and must be provided in close physical proximity to any such alcohol service.

- c. **Service Areas.** Alcohol may only be served in the areas of the Library reserved for an event. Alcohol may never be served or consumed on the North (Front) Terrace, Front Lawn, or other areas outside the Library, except for the South (Rear) Terrace, if it is part of the event reservation.
 - d. **Open Containers.** Open containers are not allowed outside of the event area and must not leave the Library building. Groups serving alcohol must provide security for the duration of the event at the Library's main entrance to ensure that open containers are not taken off the premises.
 - e. **Last Call Provision.** Alcohol service must terminate one hour prior to the conclusion of an event or no later than 10:00 PM, unless otherwise approved by the Library Director. Groups should consider publicly announcing a "last call" for alcohol at that time.
 - f. **Designated Drivers.** Groups must arrange for designated drivers at any event where alcohol is served.
- 7. **Maximum Capacity.** Permission to use any area of the Library grounds and facilities may be revoked at any time, with or without notice, in the event the maximum capacity requirement for the area reserved is exceeded.
 - 8. **Noise.** All noise levels and conduct must comply with Village Ordinances, which prohibit outdoor music after 10 p.m. Groups may apply for a variance of Village Ordinances through the Village of Wellsville. A copy of any variance approvals must be submitted to the Library prior to the event. Failure to obtain and present approval may result in event cancellation or modification.
 - 9. **Adult Supervision.** An appropriate number of supervising adults must be present at events for minor children. The Library Board and Director will work with the Occupant to determine an acceptable number of designated supervising adults, which may vary based on the ages of the children and the planned activities. A list of supervising adults must be provided to the Library no less than ten (10) days prior to any event(s) and any such supervising adult(s) may be subject to a background check by the Library.
 - 10. **Promotional Materials.** Any published promotions must be submitted to the Library Director for Library Board approval at least two (2) weeks prior to any public dissemination.
 - a. **Fundraisers.** Promotional materials for fundraisers at the Library or auditorium must clearly state the beneficiary of the fundraiser and specifically state, "This is not a fundraiser for the David A. Howe Public Library."
 - 11. **Damaged or Stolen Items.** The Library is not responsible for damaged or stolen items left by the Occupant or event attendees. All items are left in the Library at the owner's risk.
 - 12. **Insurance.** The Library holds a general building and liability insurance policy that protects the Library from financial hardship in the event of injury and emergency. This policy does not protect the interest of other organizations, their employees, volunteers or other representatives of the organization. When making an event reservation, the Occupant takes full responsibility for obtaining proper insurance to protect themselves and their organization. The Library reserves the right to request proof of insurance prior to finalizing event reservations or to require payment for a rider to the library's insurance policy that covers the event.

13. **Indemnify Library.** The user(s) of Library facilities identified within this contract hereby agree expressly as consideration for the use of the Library facilities, in addition to any coincident with any other form(s) of condition stated above, to forever hold harmless, defend, and indemnify the Library from any form(s) of liability that may arise that is in any way related to and/or connected with its use of the Library facilities as agreed upon herein.
14. **Signed Agreement.** A signed copy of this policy by the Library and the Occupant will act as a binding contract between the Library and the organization or individual reserving the Library's event spaces.

Howe Gallery Exhibits

The Howe Gallery (Exhibition Room) is a unique area of the community that allows the Library to display works of local artisans. In order to preserve the Exhibition Room's architectural integrity the following guidelines must be followed. Any organization that is responsible for hosting displays in the Exhibition Room is required to sign the Policy on Events and Meetings in the Library to acknowledge and adhere to its guidelines.

Schedule

When reserving the Gallery please include the dates you will

- Load-in and place/hang artwork
- Host a reception (if applicable)
- Take down the artwork.

Apart from load-in, load-out, and days the Library is closed, displays in the Gallery will be open to the public.

Gallery-Specific Policies (These policies are in addition to those stated in the Policy on Events and Meetings in the Library.)

1. Glass display cases are not always available and must be reserved when the Howe Gallery is reserved. At minimum, the Library must have at least one week's notice if free standing display units are needed, though the Library cannot guarantee availability for late requests.
2. If a display case needs to be moved before, during or after an exhibition, it must be done by Library maintenance staff. Exhibition hosts are encouraged to supervise.
3. Sale of art is not permitted on Library premises but presentation of prices is acceptable.
4. The exhibition host must take out all nails, tacks, or staples following a show.
5. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited in the Gallery. Displaying items at the Library is done at the owner's risk.

Gallery Occupant (Artist or Organization Name)

Occupant (or Representative) Signature

Date

Nancy Howe Auditorium

The Nancy Howe Auditorium serves as the center for cultural and educational programming at the Library. In order to preserve the Auditorium facilities and equipment, the following guidelines must be followed. Any organization or individual that is responsible for hosting events in the Auditorium is required to sign the Policy on Events and Meetings in the Library to acknowledge and adhere to its guidelines.

Schedule

When reserving the Auditorium please include the dates you will

- Conduct any rehearsals
- Load in any supplies, props, instruments, etc.
- Host the event
- Load out any supplies, props, instruments, etc.

Auditorium-Specific Policies (These policies are in addition to those stated in the Policy on Events and Meetings in the Library.)

1. All equipment, props, and stage materials used or manufactured by an organization must be assembled within the designated area outlined by the Library.
2. Glue, tape, paint and any other item that can permanently adhere is not allowed on the stage of the auditorium.
3. All equipment owned by the David A. Howe Public Library must stay in the Auditorium. Speakers, microphones, monitors, light fixtures, and accessories may not leave the building.
4. Use of sound and light equipment must be approved by the Library and is the responsibility of a designated group representative. The Occupant should anticipate, within reason, the equipment needed and request that equipment at or near the time of reservation. Fees will be assessed and billed by the Library for any equipment damaged by an organization.
5. Food and drink is prohibited in the viewing area of the auditorium. Food and drink will only be allowed in the auditorium lobby, outside forecourt, or backstage areas with approval from the Library.

Auditorium Occupant (Organization Name)

Occupant (or Representative) Signature

Date

Adopted January 10, 2023 by the David A. Howe Public Library Board of Trustees.

VII. Policy on Access for Individuals with Disabilities

In accordance with the Americans with Disabilities Act, the Library Bill of Rights and any governing Federal and New York State constitutional and statutory laws, the David A. Howe Public Library will provide equal access to library services through any method that makes the resources of the library accessible.

The library will exercise every effort to assist any individual with physical and mental impairment to the best of the library's ability with the resources that it possesses. Policies concerning accessibility are extended to both patrons of the library as well as employees.

Resources of the David A. Howe Public Library are available to individuals with disabilities by:

1. Telephone. Any person can call the library for information or reference assistance.
2. Mail or Email. At the library's expense, when possible, books and materials will be sent to the individual.
3. Physical Assistance. When requested, the library will retrieve materials within the building that are not yet made accessible to individuals with disabilities.
4. Volunteer Delivery Service. As volunteers are available, the library will provide home delivery of books and materials.

Any type of new construction to the existing library building that impacts accessibility will adhere specifically to the guidelines and design standards of the Americans with Disabilities Act.

**Adopted August 14, 1986 by the David A. Howe Public Library Board of Trustees.
Amended March 10, 2008 and January 9, 2024**

VIII. Policy on Library Personnel

Equal Employment Opportunity

The David A. Howe Public Library (hereafter referred to as “Library”) maintains a strong policy of equal employment opportunity. We take affirmative action to ensure equal employment opportunity for all employees and applicants. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status or status as a domestic violence survivor and any other characteristics protected by law.

At Will Employment

The Library is an “at will” employer. It is the Library’s policy not to specify any length of employment and hire all employees “at will.” At will means the employee may terminate their employment at any time for any reason without cause or advance notice and the Library may terminate an employee at any time, with or without cause or advance notice provided the Library does not violate federal or state laws.

Substance Abuse

The Library does not tolerate substance abuse on its premises. Any employee reporting for work under the influence of alcohol or non-prescription drugs will be asked to leave immediately. Under these circumstances, assistance will be provided to ensure that the employee arrives home safely. Any employee who repeatedly reports to work under the influence of alcohol or drugs may have his / her employment terminated immediately.

Harassment Policy

It is Library policy that all employment and training relationships shall be conducted in an environment that is not hostile or offensive. Harassment based on an individual’s age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status or status as a domestic violence survivor and any other characteristics protected by law, as well as retaliation for opposing practices that an individual reasonably believes are in violation of this policy. Any employee who engages in harassment prohibited by this policy will be subject to discipline up to and including termination.

Prohibited harassment includes, but is not limited to the following:

1. **Verbal harassment**, including but not limited to: any joke(s) and/or comment(s) referring to any ethnic group, race, sex, nationality, age, disability, sexual preference, religion or belief, epithets, derogatory comments, vulgar or profane words and expressions, and/or slurs.

2. **Physical harassment**, including but not limited to: unwelcome touching, assault, blocking, impairing, and/or otherwise physically interfering with an individual's normal work or movement.
3. **Visual harassment**, including but not limited to: derogatory gestures, posters, cartoons, or drawings.
4. **Sexual harassment**, including but not limited to: unwelcome sexual advances or requests for sexual favors; verbal, visual or physical conduct of a sexual nature, such as name calling, obscene jokes, sexually suggestive comments and/or insulting sounds; graphic or verbal communications of a sexual nature about a person's anatomy; and/or displaying in the workplace sexually suggestive objects, posters, drawings, and/or pictures.

The David A. Howe Public Library

Introduction:

The David A. Howe Public Library; hereafter referred to as DAHPL, is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. We have a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the DAHPL commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with DAHPL, or with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. This policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with DAHPL.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. **Retaliation Prohibition:** No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. DAHPL has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of DAHPL who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee working in the workplace who believes they have been subject to such retaliation should inform a **supervisor, manager, Nicolas Gunning (Director) or Donald Comstock (Board President)**. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects The DAHPL to liability for harm to victims 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 knowingly allow such behavior to continue, will be penalized for such misconduct.
5. DAHPL will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. DAHPL will provide all employees a complaint form for employees to report harassment and file complaints. **(The complaint form is attached to this policy statement)**
7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe to **Nicolas Gunning, Director**.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

What Is “Sexual Harassment”?

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

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

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment consists of 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 complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

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

- Physical assaults of a sexual nature, such as:
- Touching, pinching, patting, grabbing, brushing against another employee’s body or poking another employees’ body;

- Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
- Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
- Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as: Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment 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 or not during work hours.

What is "Retaliation"?

Unlawful retaliation can be any action that would keep 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.

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:

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

- encouraged a fellow employee to report harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. DAHPL cannot prevent or remedy sexual harassment unless we know 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, Nicolas Gunning (Director) or Donald Comstock (Board President)**. Anyone who witnesses or becomes aware of potential instances of sexual harassment should also report such behavior.

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 victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the HR Director or EEO office.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

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

Complaint and Investigation of Sexual Harassment

All complaints or information about suspected 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, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process 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. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the Director or Board President will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
- A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in the employer’s records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Legal Protections and External Remedies

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

Aside from the internal process at DAHPL employees may also choose to pursue legal remedies with the following governmental entities at any time.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to 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 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 discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

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

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

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination 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 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, (718) 741-8400, or www.dhr.ny.gov
Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The 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.

If an employee believes that he/she has been discriminated against at work, he/she 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 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

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

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml

Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

DAHPL Sexual Harassment Complaint Form

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 **Nicolas Gunning, Director**, gunningn@stls.org, or **585-593-3410** OR **Donald Comstock, Board President**, dfcomstock@gmail.com or **585-610-2602**. Once you submit this form, your employer must follow its sexual harassment policy.

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 in the Company Sexual Harassment Prevention Program.

For additional resources, visit: ny.gov/combating-sexual-harassment

COMPLAINANT INFORMATION

Name: _____
Home Address: _____
Work Address: _____
Home Phone: _____
Work Phone: _____
Job Title: _____
Email: _____
Select Preferred Communication Method: _____

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 to you: Supervisor _____ Subordinate _____ Co-Worker _____ Other _____

2. Date(s) sexual harassment occurred: _____

3. Is the sexual harassment ongoing? Yes No

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

Complaint Specific Details

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.

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 The DAHPL ? YES___ NO___

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 The DAHPL Company investigate this complaint of sexual harassment in a timely and confidential manner as pursuant to Company Policy, 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.

DAHPL SEXUAL HARASSMENT PREVENTION PROGRAM ACKNOWLEDGEMENT

I have received a copy of the DAHPL Sexual Harassment Prevention Policy. I understand that my failure to abide by the conditions of this policy could lead to disciplinary action up to and including dismissal. Therefore, I agree to abide by the conditions of the DAHPL Sexual Harassment Prevention Policy as a condition of employment.

Name: _____

Signature: _____

Date: _____

(This form must be signed by all new employees and returned to the Acquisition & Finance Specialist).

Job Descriptions

Library employees (both full-time and part-time) are assigned a job title when hired. Library job titles have a job description that details the type of work required and expected by Library administration. A job description will be presented to all Library employees as part of the hiring process. Library employees are expected to know and perform the duties assigned to them as outlined in their job description.

Wages

Hourly library employees will record all hours worked on the time sheet. Full-time employment is 70 hours per pay period.

Paychecks are issued every other Friday. State and federal withholding and Social Security (employer and employee each pay half) as well as any other necessary withholdings are deducted automatically.

Standard Work Day

The Standard Work Day is seven (7) hours for the following job titles employed by the Library: Director, Finance & Acquisitions Specialist, Circulation Operations Manager, Auditorium/Exhibits Curator, Youth Librarian and Children's Librarian. The Standard Work Day of seven (7) hours is also used to determine part-time status and hours worked for the following part-time positions: Special Collections Curator, Information Technology (IT) Technician, Auditorium Technician, Clerk, Student Library Clerk, Social Media Community Manager and Page.

The Standard Work Day is eight (8) hours for the following job title: Full-Time Custodian. The Standard Work Day of eight (8) hours is also used to determine part-time status and hours worked for the following part-time positions: Part-Time Custodian, Head Custodian and Head of Maintenance.

Standard pay periods are biweekly, running from Thursday to the second Wednesday. Paychecks are issued the Friday following the Wednesday that ends the pay period.

Introductory Term

New employees have an introductory term during which competency, performance and conduct are carefully appraised.

1. The introductory term is normally eight weeks (60 days). During this time period, employees may use PTO for qualifying reasons in accordance with the New York State paid sick time regulations and DAHPL sick time policy.
2. Directors, or designated supervisors, will appraise and assess new employee's performance after completion of 60 days. Director or supervisor will complete an introductory term evaluation.

3. The new employee becomes a permanent employee after satisfactory completion of the introductory period. If the performance is not satisfactory, an additional introductory period not to exceed 90 days may be granted, at the discretion of the supervisor.
4. An employee may be terminated at anytime during their introductory period.
5. Following the introductory term, employees may use scheduled PTO.

PAID TIME-OFF (PTO)

All full-time Library employees are eligible to participate in a Paid Time-Off (PTO) program. Under this PTO program, any eligible employee(s) may draw upon his/her PTO hours for vacation, sick leave, medical appointments, family illness or any leave of absence.

All time away from work should be deducted from the employee's PTO bank in half hour increments with the exceptions of fixed company holidays and time off in accordance with company policy for jury duty, military duty or bereavement. Non-scheduled

Full-time employees receive 105 hours of PTO upon start of employment or the pro-rated amount based on pay periods after start date. After 2 years, full-time employees receive 140 hours of PTO. After 5 years, full-time employees receive 175 hours of PTO, and after 15 years, 210 hours of PTO. All time will be prorated if the employee leaves before the end of the year and adjustments will be made accordingly to the final paycheck.

The Director receives 140 hours of PTO upon start of employment. After 5 years, the Director receive 175 hours of PTO. After 10 years, the Director receives 210 hours of PTO and after 15 years, 245 hours of PTO.

PTO increases are applied following the employee's anniversary date and are prorated accordingly.

The Director approves all PTO time for eligible employees. (The Board President will review PTO forms submitted by the Director.) Requests must be submitted using the PTO Request Form, preferably one month in advance of the date(s) requested. Choice of date(s) priority shall be determined by employee seniority. There is no guarantee that any PTO request(s) will be granted. Furthermore, any PTO requested/used after the last pay period ends but before the end of the calendar year will affect the current year's PTO and not affect the coming year's PTO.

Full-time Library employees may carry over no more than 40 hours of PTO from one calendar year to the next. Should an employee need to carry over more than 40 hours of PTO time, that request will be considered on a case-by-case basis. The employee must put the special request and an explanation of the extenuating circumstances in writing, and submit it to the Director, preferably one month in advance. The Director will communicate the decision in writing to the employee.

Payment of PTO will be made as described more fully below:

Termination: Employees who have been employed by the Library for at least one year will be paid upon resignation, separation for non-performance issues, or retirement PTO hours, prorated accordingly.

- i. No payment for unused PTO will be made if an employee fails to give and work at least two weeks after submission of their notice of their resignation or if the employee is terminated for cause.

- ii. PTO may not be used in lieu of proper notice, except at the Library's option. If the above provisions are not met, all unused PTO is forfeited upon termination. No other payment will be provided for unused PTO.

NEW YORK SICK LEAVE LAW

Effective September 30, 2020 all New York State employees will receive either 40 hours of unpaid sick leave, 40 hours of paid sick leave, or 56 hours of paid sick leave which will be determined by the number of employees and profitability at each business.

What it can be used for:

- the employee's, or a family member's, mental or physical illness, injury, or health condition, *regardless of whether the illness, injury, or health condition has been diagnosed or requires medical care at the time of the leave request.*
- the diagnosis, care, or treatment of an employee's, or a family member's, mental or physical illness, injury, or health condition; and
- an absence from work when an employee, or an employee's family member, who has experienced domestic violence, a sexual offense, stalking, or human trafficking receives assistance or attends to related matters after such an event, such as counseling, legal proceedings, or relocation, or "take[s] any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee."

"Family member" is defined as an employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent, and the child or parent of an employee's spouse or domestic partner. A "parent" includes a biological, foster, step- or adoptive parent, or a legal guardian of an employee, or a person who stood *in loco parentis* when the employee was a minor child. A "child" means a biological, adopted, or foster child, a legal ward, or a child of an employee standing *in loco parentis*.

Employees will received 40 hours of sick leave at the start of each calendar year. Hours will be prorated for employees hired later in the calendar year.

Employees must use their paid sick leave in half-hour increments. Active employees may request sick leave with seven (7) days' notice for planned appointments and prior to beginning of shift if sick leave is unforeseeable.

Employees may request sick leave either orally or in writing but must be used a minimum of half-hour increments. Upon either oral or written request a summary of used and accrued sick leave will be provided within three (3) business days of said request.

There is no waiting period for new employees after January 1, 2021 to use sick leave.

David A. Howe Public Library will not retaliate against an employee for asserting any right granted under the Paid Sick Leave Law, including taking or requesting leave. Upon return from paid sick leave, employees will be restored to their former position with the same pay and other terms and conditions of employment.

NEW YORK STATE SICK/SAFE LEAVE POLICY

David A. Howe Public Library, will provide sick time for every active employee (not covered by the full-time PTO policy) of 40 hours in each calendar year which is January to December. This time can only be used if on an active assignment. Should an employee be terminated or leave an assignment no unused sick time can be used or paid to the employee.

Employee/Employer Notice and Recordkeeping

Active employees should request sick leave with seven (7) days' notice for planned appointments or prior to start of shift if sick leave is unforeseeable. This request can be done either orally or in writing, but the requested hours must be used in half-hour increments. Only employees on an active assignment can take their sick time. Upon either oral or written request a summary of used sick leave will be provided within three (3) business days of said request.

Carryover – Any unused sick time can be carried over to the next calendar year, however, an employee can use **NO MORE** than 40 hours of sick leave in one year (January – December). An employee will not be paid for unused sick time either at the end of the calendar year or upon the involuntary or voluntary separation from employment.

Records showing the amount of sick leave provided to each employee for each week worked must and will be maintained for six years.

David A. Howe Public Library will not retaliate against an employee for asserting any right granted under the Paid Sick/Safe Leave Law, including taking or requesting accrued unused leave. Upon return from paid sick/safe leave, employees will be restored to their former position with the same pay and other terms and conditions of employment. If an employee has used all accrued time and continues to be absent without pay and/or notice they may be terminated.

ACKNOWLEDGEMENT

David A. Howe Public Library
NEW YORK STATE SICK LEAVE LAW POLICY

I acknowledge I have read and understand David A. Howe Public Library New York State Sick Leave Policy as stated herein. I also understand this policy may change as guidelines are updated and provided by New York State.

Name (Print)

Signature

Date

Overtime

The Library does not routinely approve employees to work overtime. In the event overtime is needed or requested, the library director must approve prior to any hours being worked.

Overtime is defined as hours worked beyond 40 hours within a seven-day period. Employees who work overtime will receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rates of pay. The DAHPL defines the standard work week as Thursday through Wednesday.

Extended Leave and Sabbatical Policy

An employee requesting to take an extended leave (three months or longer) for personal reasons will be considered on a case-by-case basis. Should such leave be granted, the employee must first use all unused applicable PTO and/or sick time. The remainder of the leave will be unpaid and time away will not be counted towards seniority or accrual of benefits.

Breaks

Employees who work a shift of more than six hours, which extends over the noonday meal period, are entitled to at least thirty minutes off (unpaid) within that period for the meal period. The noonday meal period is recognized as extending from eleven o'clock in the morning to two o'clock in the afternoon. Employees who work a shift starting before eleven o'clock in the morning and continuing later than seven o'clock in the evening shall be allowed an additional unpaid meal period of at least twenty minutes between five and seven o'clock in the evening.

Employees are permitted to take one paid 15-minute break during their shift of at least 3 hours.

Holidays

New Year's Eve Day
New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Juneteenth

Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Eve Day
Christmas Day

The Library will close on the above holidays. Any holiday(s) that fall(s) on Sunday will be observed on the next standard business day. Full-time Library employees will be paid for any holiday on which they are scheduled to work which will not result in additional wages to the full-time employee's pay rate.

Computer Usage and Email

Employees may use Library computers for personal business only during breaks. All computer activity must be ethical and lawful. Computer and email usage are not confidential and Library employees shall have no expectation of privacy with respect to any computer and/or email usage performed on any Library computer(s) and/or Information Technology, including but not limited to wired and/or wireless network access. The Library Director has the right to monitor, review and disclose all information sent over and/or stored in its computers, with or without prior notice to any Library employee(s).

Due to the importance of work-related communications sent over email, Library employees must check work email at least once during every scheduled shift. Failure to do so may result in disciplinary action up to and including termination.

Dress Code

All Library employees are expected to dress professionally. Clothing must be in good condition and good taste. Clothing that is inappropriately casual, revealing, or torn, stained, or containing imagery or wording that could be offensive to patrons or coworkers is not permitted. Custodians and any maintenance employee(s) may wear t-shirts, jeans, and sneakers; hats may be worn if working outside. The Director makes all final decisions and if an employee is sent home to change inappropriate dress, that time is unpaid. Exceptions will be considered in accordance with religious accommodation requests.

Disciplinary Action Procedure

1. The supervisor and/or Director will give one verbal warning due to actions of inappropriateness and/or failure to meet job requirements under job description.
2. The Director will give a written warning upon an employee's second offense.
3. The third offense may result in further disciplinary action up to and including termination. In the event of gross misconduct, insubordination or illegal behavior, immediate dismissal may result.
4. The Library reserves the right to revise the steps based on the seriousness of the conduct and nature of the offense.

Bereavement Leave

Paid funeral leave for immediate family is 21 paid hours per occurrence on scheduled work days. This leave is for immediate family and includes: grandparent(s), parent(s), partner(s), child(ren), sibling(s) and in-law(s). It is to be used within one month of the event.

Military Leave

The Library will abide by the Uniform Services Employment and Reemployment Rights Act (USERRA) by granting a military leave of absence to employees who are absent from work because of service in the U.S. uniformed services. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impracticable. Military leaves of absence are unpaid; however, employees may use any earned but unused PTO for military leave. Medical benefits can be continued through COBRA as that law applies.

Family and Medical Leave

Employees may take up to 12 weeks of unpaid, job-protected leave during the calendar year for specific family and medical reasons. To be eligible, an employee must have worked at the library at least 1,250 hours over 12 months.

Leave is granted for birth and care of a newborn, care of a newly adopted or fostered child, care for a seriously ill immediate family member (partner, child, and parent), and a personal serious health condition.

The employee is guaranteed the same or equivalent job if returning within the 12 week period. If receiving health benefits, the same benefits continue throughout the leave.

Employees must use all accumulated PTO as part of the leave.

New York State Paid Family Leave

Effective January 1, 2018, all employees will be covered by the Paid Family Leave Act of New York State. (NY.GOV/PAIDFAMILYLEAVE).

The Paid Family Leave coverage is funded by employee payroll contributions to provide wage replacement and job protection when you are needed time away from your job to:

- Bond with a newly born, adopted, or fostered child.
- Care for a family member with a serious health condition or
- Assist loved ones when a family member is deployed abroad on active military duty.

Employees with a regular work schedule of 20 or more hours per week are eligible after 26 weeks of employment.

Employees with regular work schedule of less than 20 hours per week are eligible after 175 days worked.

Employees whose regular work schedules are temporary or seasonal may opt out of Paid Family Leave.

When practical, employees will provide 30 days advance notice of their intention to use Paid Family Leave.

An employee will see a contribution on their pay stub of no more than 0.153% of your biweekly wage up to the annualized New York State Average Weekly Wage (AWW) up to 50% of the New York State Average Weekly Wage (SAWW).

If employee is eligible for both FMLA and New York State Paid Family Leave, they must be used concurrently.

RESPONSIBILITIES

Employees will be entitled to be reinstated to the same or comparable job upon return from Paid Family Leave.

Health insurance will continue while on Paid Family Leave. Employees will continue to pay their health insurance premium contributions.

If you are eligible for Family Medical Leave Act (FMLA), it will run concurrently with NYPFL. If an employee declines NYPFL payments while using FMLA, the leave will still be counted against the employee's NYPFL benefit time.

Health Insurance

Full-time employees are eligible for single coverage health insurance. The Library will pay 80 percent of annual premiums and the employee will pay 20 percent. The Library Board of Trustees reserves the right to select appropriate Library employee health insurance coverage each year, to the extent permitted by law. The employee and employer contributions to coverage in the selected policy will be determined annually based on the plan selection, and employees will be notified of coverage changes in a timely manner by the Director.

Part-time employees are eligible to receive single or family health insurance coverage at 100 percent of the cost to the employee.

Other Insurance

All employees are covered by Unemployment, Workers' Compensation and Disability Insurance, which is paid in full by the Library.

Retirement and Pension Plans

1. The Board voted to join the NYS Employee Retirement System in October 2001. All full-time employees are mandatory members. Part-time employees may join or sign a waiver. The employee contributes a percentage that is determined by his/her annual wage for all the years of public service. (Changes in annual wage may affect the employee's contribution rate.) The Library contributes an amount determined every year by the Retirement System. (Refer to

handbook online at www.osc.state.ny.us/retire/members for details about the plan and its benefits).

2. Employees may contribute to the library's Vanguard 403(b) plan within the guidelines established by the IRS. Ask the Director for updated information. This plan does not receive any matching funds from the Library.
3. Retirement is defined by your appropriate tier in the NYS Employee Retirement System.

**Adopted November 1998 by the David A. Howe Public Library Board of Trustees
Amended June 2000; Oct. 2002; Mar. 2006; May 2006; Nov. 2006; Nov. 2008;
Dec. 14, 2009; Oct. 21, 2013; Dec. 9, 2013; Apr. 21, 2014; Dec. 9, 2014; March 10, 2015; November 10, 2015;
January 12, 2016; September 12, 2017; January 12, 2021**

IX. Policy on Facilities Management and Construction

To maintain the architectural integrity and preserve the historic value of the library's building, the Library Board has established the following guidelines when making any improvements to the facilities of the David A. Howe Public Library. All work contracted for building restoration or improvement must be approved by the Library Board.

1. All construction work that is done on the building or the property of the David A. Howe Public Library will adhere to New York State bidding laws for municipal public libraries.
2. All construction work that falls under New York State bidding laws will require a Standard Form of Agreement Between Owner and Contractor using AIA Document A101 or any other contract forms that should be used as a legal binding agreement.
3. Any work that has significant impact on the appearance of the building either interior or exterior must be reviewed and receive comment from the New York State Office of Historic Preservation, as applicable.
4. All building projects that are deemed substantial restoration by the library board or fall under New York State bidding laws should be managed by a Certified General Contractor that is paid and works on behalf of the library.
5. All building projects that are deemed substantial restoration by the library board or fall under New York State bidding laws should obtain conceptual designs as well as construction documents and specifications from a Certified Architect. The library will obtain at least three bids from Certified Architects prior to making a contract decision.
6. All contractors that perform work on or at the David A. Howe Public Library must be certified and present appropriate certificates of insurance. Bid, performance and payment bonds may be required depending upon the Agreement Between Owner and Contractor.
7. Furniture, shelving, fixtures or any other material restored or placed within the library must meet the exact specifications of the Library Board in regards to size, color, texture, material type and style.
8. All work done on the building by volunteers must receive prior approval from the board.
9. Removal of any furniture, shelving, fixtures or any other material of value within the library must be reviewed and approved by the Library Board.
10. Minor repairs such as plumbing, electrical, HVAC and general construction that interfere with daily operations of the library and do not fall under New York State bidding laws or exceed a cost of \$2,500 may be authorized by the library director to prevent the disruption of general operations.

**Adopted April 11, 1985 by the David A. Howe Public Library Board of Trustees.
Amended February 9, 2009**

X. Policy on Endowment Investment

The objective of the Board of Trustees is to preserve the endowment principal, and at the same time maximize the resulting total return. Total return consists of interest, dividends, and realized and unrealized capital gains by the investments.

- The Finance Committee will be responsible for the following:
 - Providing the library's advisor with all relevant information about finances
 - Defining financial objectives and goals
 - Determining the library's risk comfort level
 - Communication any investment constraints
 - Notifying financial advisor of any changes to goals and/or circumstances
- The Financial Advisor will be responsible for the following:
 - Analyzing and evaluating financial status
 - Recommending and implementing a personalized asset management strategy
 - Meeting with the finance committee to review investment sustainability
 - Educating and guiding trustees if changes need to be made to investment strategy
 - Notifying Custodian of Assets of any changes to investment strategies or other relevant information
- The Custodian of Assets will be responsible for the following:
 - Investing library assets in a strategy reflective of the library's financial objectives
 - Managing, evaluating and monitoring investment strategies
 - Proactively reallocating library portfolio as market conditions warrant
 - Providing daily account access and quarterly performance reports
 - Suggesting changes to investment strategy when necessary

Two signatures are required on all checks drawn on mutual fund accounts. This includes Operating Fund mutual funds as well as Endowment Fund mutual funds. Those authorized to sign these checks are all members of the Finance Committee.

The library operates under a process whereby invoices are approved by the Director (or, in their absence, a designated member of the senior staff), checks are prepared by the book-keeper, signed by a board member, and then remitted back to the book-keeper for mailing.

**Adopted March 13, 2000 by the David A. Howe Public Library Board of Trustees.
Amended June 9, 2008; December 10, 2012, January 12, 2021**

XI. Emergency Preparedness Policy

1. Criteria for closing the library

The Library will close only under extreme threatening conditions, as determined by the Library Director and Library Trustees in conjunction with other local authorities such as the school system and local and state government officials.

For Weather: The Library will close for weather-related emergencies, following suit with Wellsville Central School.

Health Emergencies: The Library will close for health related emergencies should county or state health officials deem it necessary. This includes closings for preventative and reactive measures.

Other Emergencies: Should any other emergencies occur, the Director in conjunction with the Trustees reserve the right to close the library for the safety of employees while the situation is assessed.

2. Employee policies for sick leave, payroll and financial issues, working from home

During any emergency situation as outlined in this document, employees will be paid in full for the hours they would have worked during the closure period.

For closures lasting more than 1 (one) day, employees will work with the Director to assess what work can be done from home. While it will not be expected employees can complete all of their “normal” duties, it should be expected that they will do as much as possible.

It will be the responsibility of the Director to work with the employees to ensure payroll is still able to be completed during this period.

If an employee cannot fulfill from-home duties due to illness, they will be expected to take sick leave while they recover.

3. Quarantine policy

Should a mandated quarantine or work-from-home policy be instated by governing officials the library should stay within complete compliance. This means suspending all library operations from the building. All employees will be compensated as they would for normal working hours. The Director will work with employees to do as much work as possible from home.

4. Mandated documentation of procedures or cross training so others can take over for sick employees.

Employees will be cross-trained on at least one additional function of the library so that in the event of extreme illness other employees might cover their workload.

5. Policies for social distancing

The Director will follow all policies suggested by the CDC and local health officials as needed for social distancing.

6. Criteria for suspending story times and other library programs.

For weather and other emergencies:

The Director will suspend programs and story time on any given day the library is closed for weather emergencies. This will follow the school and activity closures.

For Health emergencies:

The Director will follow all policies suggested by the CDC and local health officials. Especially when it comes to closures for certain size groups, the Director will adhere to program cancellations or postponements accordingly.

7. Provision of masks and gloves along with the training of staff in their removal and disposal.

The Director will procure gloves and disinfectants to be kept on hand at all times. Staff will be directed to use them when handling materials or interacting with the public so long as is deemed necessary by health officials. Staff should be instructed to dispose of materials using CDC guidelines.

8. Standards for the cleaning of bathrooms, railings and door knobs, telephones, keyboards, counters, and cleaning of workstations/offices of employees who go home sick, emptying of wastebaskets, etc.

Should an Employee be found ill, properly trained cleaning professionals will handle the deep cleaning of the employee's workspace as well as all public surfaces.

9. Setting a schedule for seeing to the critical needs of the facility if the library is closed for an extended time (boiler and building checks by custodians, book drop, payroll and banking considerations).

Tending to the needs of the facility will be decided by the Trustees and Director. This will be largely determined by the guidance of the CDC and local officials. For closings lasting more than 2 (two) days the Director should set up a schedule for regular check-ins by staff. This can be done by any trained office staff.

Should quarantine procedure supersede this (i.e.- all employees are mandated to stay at home by any governing body that trumps those outlined) then employees will be absolved from checking the building. The Director will ensure that regular check-ins on the building will occur.

10. Communications plan for reaching staff and for communicating with the public

During any emergency the Director will be in charge of disseminating information to the public. This will mean public postings to all social media and the Website, as well as notices on the doors, and in the newspaper. Should the library remained closed the Director will be in charge of continually posting updates and keeping the public abreast of the situation via social media and the website.

11. Means for continuing to provide information services for the public, such as digital reference, online materials access and expansion of other online resources

The Director should work with the staff to see what can be provided through online and distance platforms. Creative ideas for expansion of online resources should be explored and education on using digital platforms encouraged.

12. Accommodation of the needs of people in the community who rely on library resources

The accommodation of the needs of the community will be dependent on the type and severity of the emergency. If able, staff can report to the library to open resources and assist the public. However, should coming in put staff at risk in any way, staff should stay home.

Should the given emergency last more than 1 (one) day, the library will do what it can to accommodate patrons who rely on the library as a public resource. The type and severity of the emergency will dictate the accommodation that library staff can provide. Remote technical help, offering online resources, and checking in on patrons who are isolated can all be part of at-home work. Access to the collection may or may not be possible.

Adopted March 24, 2020

XII. By-Laws of the David A. Howe Public Library Board of Trustees

Article I – Tenure of Office of Trustees

1. As stated in the library charter June 5, 1894 and amended December 10, 1908, “the trusteeship now held by Louise A. Brown shall have life tenure, and after her death be thus held in perpetual, recurring succession by her son, Edwin C. Brown, or his oldest, nearest living male heir.”
2. The term of office is five years. There shall be a maximum of two consecutive five year terms. A former trustee with ten consecutive years of past service may be eligible to serve after an interval of one year.
3. Trustees that have served a partial term to fulfill a prior trustee’s term commitment may be eligible to serve two consecutive five year terms following the completion of the trustee’s partial term.
4. The trustees are selected by the Library Board and then appointed by the Village Board.
5. There shall be nine trustees as stated in the amendment to charter of the David A. Howe Public Library December 15, 1978.
6. In accordance with Public Officer’s Law, Trustees must take an Oath of Office and have such oath filed with the Allegany County Clerk’s Office upon term appointment. The Oath of Office must be retaken and submitted at the beginning of any trustee’s second term.

Article II – Officers

1. The officers of the Board shall be president, vice-president, secretary, treasurer, who shall be selected by the Board from their number, and shall perform the usual duties of their offices.

Article III – Meetings

1. The regular meeting shall be held the second Tuesday of each month at 7:30 am at the library.
2. The annual meeting shall be held at the conclusion of the regular meeting in January, at which the officers shall be elected and the standing committees chosen by the Board. The term of service for all appointees being one year.
3. Special meetings may be called by the president or upon request of any two trustees.

4. The minutes, agenda and Director's report, shall be emailed to the usual address of every trustee not less than forty-eight hours before the meeting. A meeting at which all members are present shall constitute a legal meeting without notice.
5. A majority of the trustees shall constitute a quorum.
6. If any trustee shall fail to attend fewer than 50% of the scheduled meetings in a year, he shall be deemed to have resigned, subject to review by the Board and the vacancy shall be filled.
7. A vacancy in the office of any trustee caused otherwise than by expiration of term, shall be filled by the Board by electing another for the unexpired term.
8. The order of business at all regular meetings:
 - a. Call to order
 - b. Discussion and approval of minutes
 - c. Director's report
 - d. Committee reports
 - e. Friends' report
 - f. Old business
 - g. New business
 - h. Adjournment

Article IV – Committees

1. The Board shall choose at the annual meeting three standing committees on finance, administration, and building and grounds, each consisting of at least three persons who shall serve for one year and until their successors are appointed. The Board shall elect the chairman of the finance committee. They shall act under the direction of the Board and report to them from time to time.
2. The finance committee with the final approval of the Board shall have general supervision of all library funds, income and expenditure, and all real and personal property. An audit shall be made annually by a certified public accountant chosen by the Board
3. The administrative committee shall supervise the furnishings of the building, organization of work in the library, and other details of the management of the library.
4. The building and grounds committee shall have a general supervision of all matters relating to the repair, heating, lighting, and sanitation of the building and care of the grounds.

Article V – Duties and Responsibilities

Of the Board:

1. To comply with NYS Board of Regents minimum standards for public libraries.
2. To determine the plan of service of the library and adopt written policies to govern the operation and program of the library.
3. To determine the program and needs of the library in relation to the community and to keep abreast of standards and library trends.
4. To annually secure adequate increasing funds to carry on the library programs.
5. To establish, support, and participate in a planned public relations program.
6. To assist in the preparation of the annual budget and approve the final document.
7. To know local and state laws and actively support library legislation in the state and nation.
8. To establish among the library policies those dealing with book and materials selection.
9. To attend all Board meetings and see that accurate records are kept on file at the library.
10. To attend regional, state, and national trustee meetings and workshops, and to affiliate with appropriate professional organizations.
11. To be aware of the services of the David A. Howe Public Library, the Southern Tier Library System and the New York State Library.

Of the Director:

1. To act as a technical advisor to the Board and to hire all personnel and supervise their work.
2. To carry out the policies of the library as adopted by the Board and to recommend needed policies for Board action.
3. To suggest and carry out plans for extending services of the library.
4. To prepare reports detailing current progress and future needs of the library.
5. To maintain a continuous program of public relations.
6. To prepare an annual budget for the library in consultation with the Board and to give a current report of actual expenditures against the budget at each meeting.
7. To know local and state laws and to actively support library legislation in the state and nation.

8. To select and order all books and other library materials according to Board policy.
9. To attend all Board meetings.
10. To hold membership within the New York State Library Association (Public Library Section and Library Administration & Management Section) and the American Library Association and to attend professional meetings and workshops.
11. To make use of the services and consultants of the Southern Tier Library System and the New York State Library.
12. To conduct an orientation program for new trustees.

Article VI – Amendments

1. These by-laws may be amended at any meeting of the Board, if written notice of the proposed amendments was contained in the call for the meeting.

Adopted February 7, 1928 (Amended 1/12/1989, 12/12/1991, 10/16/1995, 1/12/1998, 1/14/2008, 1/14/2011, 7/23/2012)