



HAMPTON BAYS PUBLIC LIBRARY
TRUSTEE MANUAL WITH BY LAWS
&
PUBLIC POLICIES

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Amended July 2016
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Revised January 2019

HAMPTON BAYS PUBLIC LIBRARY TRUSTEES MANUAL

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BOARD OF TRUSTEE BY-LAWS

The Board of Trustees of the Hampton Bays Public Library, hereafter designated as the Board, a corporation created by a charter granted under Section 255 of the New York State Education Law by the Regents of the University of the State of New York, April 28, 1960, hereby enacts the following bylaws:

BOARD OF TRUSTEES

Number and Term of Office

1. The Board of Trustees constitutes the Hampton Bays Library Association.
2. It shall consist of seven members, appointed for a five-year term to coincide with the calendar year.
3. A Trustee must be a legal resident in the Hampton Bays School District for a period of not less than 1 year, or be a legal resident in the East Quogue School District for a period of not less than one year, and have held a Hampton Bays Public Library card for a period of not less than one year.
4. No Board member may serve more than two terms consecutively.
 - a) Appointment to the Board may occur after an interval of at least one year.

Manner of Selection

1. The President shall appoint a Trustee Nominating Committee consisting of three Board members at the January meeting to serve for the calendar year.
2. The Committee shall review and interview qualified candidates for each vacancy. Their recommendations to be submitted to Board members at the November meeting for review and discussion.
3. Appointment of new trustees shall be held at the December meeting, whenever possible.
4. All new trustees shall receive a complete packet of information, including:
 - a) HBPL Trustee Manual, Bylaws and Policy.
 - b) NYS Trustee Handbook.

Vacancies

1. In accordance with Education Law s226(4), if any trustee shall fail to attend three consecutive meetings without an excuse accepted as satisfactory by the trustees, he/she shall be deemed to have resigned.
2. In the event of a vacancy on the Board, the Nominating Committee shall submit a slate of nominees from which the Board shall appoint a successor at the subsequent meeting for a five-year term. If a vacancy occurs before the end of a term, the Board may appoint a trustee to fill the vacancy for the remainder of the term of the vacated trustee until the next election following the usual nominating procedure.

Meetings

1. The regular meeting of the Board shall be held on the first Tuesday of each calendar month in the library or at such other time and place as the Board may designate.
2. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that notice thereof be given to all Trustees at least twenty-four hours in advance of the special meeting.
3. A quorum at any meeting shall consist of four or more Trustees. An affirmative vote of four is always required for a motion to pass, regardless of the number of trustees in attendance.
4. The Library Director shall attend all meetings of the Board, and shall prepare and distribute the agenda for each meeting one week in advance.
5. Notice of regular Board meetings must be posted in a public place in the library, on the library's website, and in the bi-monthly newsletter.

Officers

1. The officers of the Board shall be a President, Vice-President, Secretary and Chief Financial Officer.
2. The duties of all officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers.
 - a) The **President** shall:
 - i) preside at all meetings of the Board.
 - ii) facilitate the discussion and execution of matters before the Board.
 - iii) be ex-officio of all committees, except the Nominating Committee

iv) perform such other duties as are prescribed in the Bylaws.

b) The **Vice-President** shall:

i) in the absence of the President, preside at the meetings and perform the duties of the President.

ii) in the event that the Presidency becomes vacant, assume the duties of President until the Board elects a new President to complete the term.

c) The **Secretary** shall:

i) have charge of the records of the Board.

ii) prepare the minutes of all Board meetings for distribution to all members of the Board one week in advance of the next meeting.

iii) maintain records of attendance.

d) The **Financial Officer** shall:

i) oversee the Director in his/her financial responsibilities.

ii) oversee all financial aspects of the library's operations.

iii) order that a certified audit be made annually.

iv) ensure that the Director, working with the selected accounting firm, provides all annual reports and assures compliance with good accounting practices.

3) The officers shall be nominated in November by the Nominating Committee.

4) They shall be elected at the December meeting of the Board.

5) Their term of office shall be two years, coinciding with the calendar year. The President and Secretary shall be elected to serve two-year terms beginning in odd numbered years. The Vice-President and Financial Officer shall be elected for two-year terms beginning in even years. The President may not serve more than two consecutive terms. Under extenuating circumstances, a simple majority of the Board can act to determine its leadership structure to preserve institutional integrity.

6) In the event that an office other than the Presidency becomes vacant, the President shall appoint another Trustee to succeed to the office for the remainder of the term.

Library Director

1. The Library Director shall execute the policies adopted by the Board.
2. His/Her responsibilities shall include:
 - a) direction, supervision, and evaluation of all staff members in the performance of their duties.
 - b) keeping accurate books of accounts, showing receipts, disbursements and circulation.
 - c) preparing reports for the Board at its regular meetings.
 - c) recommendation of policies and procedures.
 - d) oversight of all library operations and functions.
 - e) act as the officer responsible for archiving necessary files and records.

Committees

1. Standing Committees
 - a) shall be formed by the President at the January meeting of the Board.
 - b) shall include Personnel, Nominating, Building and Grounds, Bylaws Review.
2. Special Committees
 - a) may be appointed by the President at any time with the approval of the Board.
 - b) May include non-Board members.
3. The Chairman of all committees shall be appointed by the President.

Budget

1. The fiscal year of the Board shall be from January 1 to December 31.
2. A preliminary budget for the following year shall be approved by the Board at the May meeting for submission to the voters in August.

Rules of Order

1. The order of business at all regular meetings of the Board shall be:
 - a) Roll call
 - b) Disposition of minutes of the previous meetings, regular and special.
 - c) Public Comment
 - d) Communications/Correspondence
 - e) Financial reports
 - f) Report of Library Director
 - g) Report of Committees
 - h) Old business
 - i) New and miscellaneous business
2. Robert's Rules of Order (current edition) shall govern parliamentary procedures of the Board.
3. Any of the foregoing Bylaws may be temporarily suspended by unanimous vote of all the Trustees present at any meeting providing at least four members are present.

Amendments to the Bylaws

1. The Bylaws Review Committee shall conduct an annual review of the Bylaws.
2. The committee shall recommend any amendments to the Board in writing at a regular meeting, and they shall be voted upon at the next regular meeting.
3. Amendments must be approved by a vote of four Board members.
4. All Bylaws, including amendments, shall be re-affirmed at the December meeting.

BOARD OF TRUSTEES 2021 (To be updated annually.)

President

Barbara Skelly

First full term ends 2024

4 Cedar Lane

Hampton Bays, NY 11946

(H) 631-594-5120 (C) 917-405-9405

Babs.skelly@gmail.com

Vice President

Grace Daly

Final term ends 2021

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graceandmikedaly@aol.com

Secretary

Hilary Rose

First term ends 2023

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Business Address: It Takes a Village

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Ittakesavillagehb@gmail.com

Treasurer

Mr. David Zimmerman

Second term ends 2023

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Hampton Bays, NY 11946

(h) 631-728-5622 (c) 718 640-6139

zipzim2@gmail.com

Trustee

Anthony Filorimo

Second term ends 2025

17 Wauhope Road

Hampton Bays, NY 11946

(h) 631-728-0732 (c) 631-338-8102

thefilorimos@yahoo.com

Trustee

Frank Baker

First term ends 2024

84 Fanning Avenue

Hampton Bays, NY 11946

516-521-3570

fbaker178@gmail.com

Trustee

Kathy Dunn

First term ends 2025

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Hampton Bays NY 11946

Winter:

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Tuckahoe, NY 1070

Phone: 917-473-0952

Email: Kmdunn58@yahoo.com

PERSONNEL as of January 1, 2021.

To be updated annually

LIBRARY DIRECTOR: Susan LaVista

189 Sunset Avenue, PO BOX 254, Westhampton Beach NY 11978

Cell Phone: 631-335-0975, E-mail: slavista@hamptonbayslibrary.org

Name	Position/Department
Alfano, Rita	Ft Librarian, DH Ref
Bedell, Sara	FT Librarian
Borell, Alinda J.	pt Librarian
Catena, Renee	FT Clerk, Business Office
Cole, Grace	pt Clerk
Conlon, Meredith	pt Children's page
Cuccia, Sandra	pt Page
Cuccia, Vicky	FT Clerk, Spanish Services
Despres, Robert	pt Custodian
Dignus, Michael	pt Page, pt Clerk
Dono, Kimberly	pt Librarian, Children's
Eisemann, Emily	pt Clerk, pt Page
Fitzgerald, Christine	FT Librarian DH Children's
Forman, Maura	pt Librarian
Giammarco, Debora	pt Custodian
Gordy, Eric	FT Librarian, YA
Hornstein, Amanda	pt TS Clerk,
Kaplowitz, Sheila	pt Librarian Trainee
Kenter, Regina	FT Clerk, Business Office
Kiiraja, Kristel	pt Clerk, Children's
Klopfer, Shawn	pt Page, pt Clerk
Laureano, Victoria	pt YA Trainee
LaVista, Susan	FT Director
Lingg, Carole	FT Librarian DH Circ

Maiorana, Joe	pt Librarian
Mazzeo, Marie	FT Clerk
Muralles, Cesar	pt YA page
O'Dwyer, Christopher	pt Page, YA
Olsen, Ellen	Friends, Book Store
Perl, Josephine	pt Page, YA
Pensa, Dominick, Jr	FT Cust/B&G Mgr
Perl, Josephine	pt Page, YA
Ramos, Gilda	pt Librarian, Ref
Raynor, Katie	pt Clerk
San Filippo, Nicole	pt Librarian, Children's
Schult, Jocelyn	pt Clerk, YA
Shapiro, Jaimie	FT Librarian, Children
Snizek, Susan	pt Clerk
Sonnessa, Karen	pt Librarian, Ref YA
Tennaro, Frances	pt Clerk
Theiling, Lonna	pt Librarian, Ref
Urbelis, Victoria	FT Librarian, DH YA
Valle, Donna	FT Programmer/Clerk
Yeager, Debbie	pt Clerk, PPT
Young, Stephen	pt Librarian, Ref

LIBRARY HOURS, HOLIDAYS AND TRUSTEE MEETINGS

Library Hours:

Monday through Thursday	10 A.M. to 9 P.M. [closes at 7pm during COVID]
Friday's	10 A.M. to 7 P.M.
Saturday's	10 A.M. to 5 P.M.
Sunday's (All year round)	1 P.M. to 5 P.M.

The Library will be closed for the following Holidays:

- New Year's Day
- Martin Luther King's Birthday, National Monday
- Washington's Birthday, National Monday
- Easter Sunday
- Memorial Day, National Monday
- Independence Day

- Labor Day
- Columbus Day, National Monday
- Veteran's Day, National Monday
- Thanksgiving Eve (Close at 3:00pm)
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve Day

Trustee Meetings:

Regular Meetings are generally held at 7:00 P.M. on the first Tuesday of each month in the library or at any other such time and place as the Board may designate. A quorum is required for any regularly scheduled meeting. Special meetings may be called in accordance with the By-Laws, Section III.

Any Board Committee meeting at which a quorum of the Board is expected shall be treated as a regular Board meeting with the requisite notice posted.

MISSION STATEMENT

The Hampton Bays Library serves our community by providing educational, technological, cultural and recreational resources for lifelong learning.

LIBRARY POLICIES:

MATERIALS SELECTION

The Board of Trustees of the Hampton Bays Library, recognizing the diverse nature of the community and the varied backgrounds and needs of all citizens, affirms as a matter of material selection policy that:

1. Library materials should be selected for values of interest, information, recreation and enlightenment of all the people of the community.
2. In no instance should any material be excluded because of the race, nationality, or religious views of the creator. It is the obligation of the Library to provide material representing all points of views concerning the problems and issues of our time – international, national and local.
3. Material of sound factual authority shall not be removed from the Library shelves because of partisan or doctrinal disapproval.

4. All material shall be judged as a whole. No work shall be judged for exclusion by taking single passages out of context and basing condemnation of that material on such lifted passages.

5. The Board of Trustees believes that censorship is a purely individual matter and declares that while anyone is free to reject materials of which one does not approve; one cannot exercise this right of censorship to restrict the freedom of others to read, listen, or view materials.

6. The Board of Trustees supports the principles of the Library Bill of Rights, and the Freedom to Read and Freedom to View Statements, adopted by the American Library Association.

Responsibility for Selection

Ultimate responsibility for material selection rests with the Library Director, who operates within the framework of policies determined by the Library Board. Under his/her direction, the professional staff who are qualified for this activity due to education, training, and experience will make informed decisions in order to build and maintain broad and well-rounded collections. Materials are selected with the aid of standard reviewing periodicals, as well as various best-seller lists. Staff members and library users are encouraged to participate by suggesting titles for possible purchase. Gifts of books and other materials will be subject to the same criteria described above. Staff will decide on a case-by-case basis regarding the replacement of lost or damaged materials.

Reconsideration

Anyone wishing to make a formal complaint may do so by filling out the form “Request for Reconsideration of a Library Material” (available at the Circulation and Reference desks). The Library Director and Professional Staff will consider the request and a response will be made to the complainant. If the complainant wishes to appeal the staff’s decision, an appeal may be made to the Board of Trustees.

Adopted July 10, 2018

The Hampton Bays Public Library adopted, on December 6, 1988, the Library Bill of Rights (below) prepared by the American Library Association (ALA), and adopted by them on June 18, 1948, and amended by the ALA Council on February 2, 1961, June 27, 1967 and January 23, 1980.

Library Bill of Rights

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

1. Books and other library resources should be provided for the interest, information, and

enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

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

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

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

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

*The HBPL policy amends item 5 as follows: age-except where noted in other policies, i.e. library card registration and Internet usage.

CIRCULATION POLICIES:

CONFIDENTIALITY OF LIBRARY RECORDS

The Hampton Bays Public Library respects and observes the requirements of the terms of paragraph 4509 and paragraph 2307 of the Civil Practice Law and Rules pertaining to the confidentiality of “library records which contain names or other personally identifying details” pertaining to the users/patrons of the Hampton Bays Public Library; and the legal process required to be undertaken to obtain the production of any records disclosing “names or other personally identifying details regarding the users of the Library.”

Maintaining the confidentiality of patrons of the Library is to be assured by providing for the non-disclosure of records related to the circulation of Library materials; computer database searches; inter-Library loan transactions; reference queries; requests for photocopies of Library materials; title reserve requests; or the use of audio-visual materials, films and records.

Disclosure of such records shall be limited to Library personnel, and then only when necessary for the proper operation of the Library; further, disclosure is only to be provided upon the request or consent of the patron/user or pursuant to subpoena, court order or where otherwise required by law.

Records shall not be made available to any individual or entity, including any agency of the federal, state or local government except pursuant to a duly authorized Subpoena Duces Tecum upon such terms as are provided within the duly issued Subpoena Duces Tecum. All inquiries relating to the disclosure of Library records are to be directed to the Library Director or his/her designee and are subject to review by the Library’s counsel.

LIBRARY CARD REGISTRATION

TO OBTAIN MEMBERSHIP AT THE LIBRARY:

Residents of the Hampton Bays School District must provide one (1) item listed below and a valid photo ID. The library card will be issued the same day.

ITEMS FROM THE FOLLOWING LIST WILL BE ACCEPTED AS PROOF OF RESIDENCY: (Items must have a name and street address, not a post office box number.)

- Tax Bill
- Deed
- Lease or Letter From Landlord
- Pay Stub or Letter From Employer
- Utility Bill
- Credit Card Bill
- Bank Statement or Check
- License or Vehicle Registration
- Any Other Legal Document With Street Address

FAMILY MEMBERS OF EXISTING PATRONS (in good standing), living in the same household may apply for a card:

- Adults must produce one form of personal identification.
- Teens in grades 7-12 must produce a school ID or Guidance Office transcript.
- Parents must sign and be present to register dependent children in grades 6 and under. Children under school age must have a library card to participate in all children's programs.

EAST QUOGUE RESIDENTS:

- Persons residing in the East Quogue School District may join one of four libraries:
 - Hampton Bays Public Library
 - Quogue Library
 - Riverhead Free Library
 - Westhampton Free Library
- Items from the aforementioned list will be accepted as proof of residency. All family members living in the same household must join the same library for a period of one year (July 1-June 30). At the end of this period, patrons may choose to renew at the same library or join another library from the list above.

TEMPORARY RESIDENTS

- Patrons residing in Hampton Bays or East Quogue for six months or less are eligible for a LOCAL USE ONLY card, limiting usage to the Hampton Bays Library only. Proof of residency and a photo ID are required. There is a fee of \$5.00 plus a deposit of \$30.00. Upon surrender of the card, deposits will be refunded less outstanding fines or charges, if any.

REVOCATION OF BORROWING PRIVILEGES

Hampton Bays card holders and family members living at home who have library charges amounting to \$5 or more owed to the Hampton Bays Library will not be allowed to borrow any materials until these charges are paid. Other Suffolk County libraries set their own allowances for the number of items allowed and fines.

DIRECT ACCESS

The Hampton Bays Public Library has adopted the Suffolk Cooperative Library System Resource Sharing Code. (See addendum A.) Hampton Bays Public Library allows for open access for all Direct Access Patrons in good standing with another Suffolk County Public Library.

The following is a policy on direct access released by the Suffolk Cooperative Library System. It is part of the Hampton Bays Library policy on direct access.

ELIGIBILITY FOR DIRECT ACCESS

Beginning July 1, 1984, all valid cards issued by your library are valid at all other Suffolk public libraries.

"LOCAL USE ONLY" EXCEPTIONS

Whenever possible, libraries are encouraged to extend assistance in the use of their collections to any Direct Access patron who requests it.

Loan periods, fines and charges for Direct Access borrowing are determined by the lending library.

POLICY ON THE MAINTENANCE OF PUBLIC ORDER

I. Purpose

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

II. Conditional Permission for Use of Library Facilities

As a condition for the use of Library premises, Library patrons, employees, and visitors who enter upon or remain at the Library facilities, agree that they shall be subject to these rules

and regulations. Failure to comply with the same shall constitute grounds for their immediate ejection as a trespasser, suspension of Library borrowing privileges and revocation of rights to enter upon Library premises for up to one year and other action as deemed appropriate by the Library Board of Trustees. The Director or his/her designee is empowered to enforce the rules and regulations promulgated by the Board of Trustees.

III. Purpose of Use of Library Facilities

The use of Library facilities and entry onto Library premises shall be limited to employees of the Library in the performance of their duties, and patrons and visitors to the Library facilities and offices for Library related purposes such as reading, selecting, returning and borrowing of books and materials, conducting business with the Library, and attendance at educational conferences, meetings, various programs and concerts as authorized or conducted by the Board of Trustees or other Library personnel. Any person who, while lawfully at such Library facilities, causes or attempts to cause physical injury to the person or property of another, or willfully causes or attempts to cause physical damage to books and other Library materials, or enters into unauthorized areas, refuses to comply with the directives of the Library Director or other authorized personnel, willfully disrupts Library functions or programs authorized by Library personnel, damages, alters, mars or defaces Library books and related materials, transports illegal drugs, alcoholic beverages, fireworks, firearms, or weapons onto Library premises, shall be deemed to be a trespasser and in violation of these rules and regulations.

IV. Procedures

1. While the Hampton Bays Public Library facilities are open, the Library Director or his/her designee, in the first instance, shall be responsible for the enforcement of these rules and regulations. Any violation thereof shall be immediately reported to the Library Director or his/her designee who shall thereupon immediately make inquiry of the facts and circumstances, surrounding the complaint, and who may thereupon either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the Library Director or his/her designee, such Library Director or designee is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and to sign any information as necessary charging said trespasser with the appropriate violation of the Penal law. The Library Director shall forthwith make a report to the Board of Trustees.

2. When the Library is not open to the public, or when the Library Director or his/her designee is not present, any Library employee in charge, upon observing and being informed of any violation of these rules and regulations, is authorized to make inquiry of the facts and circumstances surrounding the violation and any such employee may either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the employee, such employee is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and sign any information as necessary charging said violator with the appropriate violation of the Penal Law. Subsequently, such Library employee, at the first opportunity, shall make a written

report of the facts and circumstances surrounding the enforcement of these rules and regulations to the Library Director.

3. The Library shall indemnify and hold harmless the Library Director, his/her designee, or any Library personnel, from any action, claim or proceeding instituted against such person arising out of the enforcement of these rules and regulations by such Library personnel, or a trustee.

4. In addition to all of the foregoing summary remedies against the trespasser and/or person in violation of law and these rules and regulations, the Library Director may thereafter, in his/her sole discretion, take the following action with respect to the following categories of persons:

a) Library patrons: Persons qualified for registration as a borrower of library books and materials may have their privileges to use the Library's facilities and/or services suspended for a period not to exceed one year.

b) Library personnel: Employees are subject to the provisions of this policy, applicable portions of the Civil Service Law, New York State "employment law," the Education Law; and pertinent personnel policies adopted by the Library's Board of Trustees and may be disciplined, censured, suspended without pay or discharged accordingly.

c) Visitors: Said persons may be subject to the revocation of their privilege to enter upon library property for a period not to exceed one year. The Library Director may, at his/her discretion, notify other agencies of actions taken.

V. Appeal Procedure

1. Appeals by Library patrons, personnel, and visitors relating to suspension of Library service privileges and/or revocation of their privileges to enter upon Library premises shall be made to the Board of Trustees. Appeals by Library personnel subject to the provisions of the Civil Service Law, Education Law and personnel policies, to the extent relevant, may be made to the Board of Trustees.

2. Each person, not an employee of the Library, shall have the right to submit a written notice of appeal to the Board of Trustees within thirty (30) days of any action of the Library Director suspending borrowing privileges or revoking their license to enter upon library premises. The Board of Trustees, or their designee, shall convene a hearing within thirty (30) days of submission of such notice of appeal, at which time and place the aggrieved shall be afforded the opportunity to present evidence, testify and cross examine witnesses. Within fourteen (14) days of such hearing, the Board of Trustees shall render a decision in writing.

MAINTENANCE OF PUBLIC ORDER AT THE HAMPTON BAYS LIBRARY

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

The following are regulations governing the conduct of patrons, which are designed to provide for the comfort and protection of patrons, staff and visitors coming upon or utilizing the facilities of the Hampton Bays Public Library. Accordingly, the following prohibitions are to be observed and will be enforced by the Director, his/her designee and Library personnel therefore, DO NOT:

- Leave children in sixth grade and below unattended
- Engage in disruptive behavior (interfering with patrons', staff members' and visitors' use of the Library)
- Harass patrons, staff members or visitors on Library property
- Use loud, abusive or threatening language
- Deface, destroy or tamper with Library material, property or equipment
- Loiter or solicit on Library property
- Skateboard or roller blade on library property
- Put feet on furniture or sit on tables
- Rearrange furniture
- Have bare feet, inappropriate dress or a lack of appropriate hygiene such that patrons are prevented from utilizing the Library
- Use library computers to access inappropriate sites
- Use audio equipment without headphones or at a volume level that is audible to others
- Use cell phones outside of designated areas (vestibule or outside)
- Smoke, consume alcohol, partake of controlled substances, or carry weapons on library premises
- Bring open packages of food or beverages to the library or consume same inside the library
- Bring animals into the library unless necessary for assisting the disabled, or if the animal is being trained to assist the disabled, or as part of a Library sponsored program.
- Distribute leaflets or circulate petitions
- Use cameras, cellphone cameras, recording devices, camcorders, etc. on library premises without prior administrative approval.
- Permission is required for adults without children to use the children's or teen's department space.

If a patron exhibits any other condition or action which in the judgment of the Director disrupts the operation of the Library or its use by others or which endangers the health, safety, or welfare of patrons, employees or visitors they will be asked to leave.

Failure to follow these regulations and/or the directions of the Library staff will result in your being asked to leave the Library. Library personnel are authorized to contact the appropriate law enforcement agency to ensure compliance. These guidelines are extracted from the Library's formal "Maintenance of Public Order Policy," a copy of which is available upon request.

Amended May 2019

UNATTENDED CHILDREN AT THE HAMPTON BAYS PUBLIC LIBRARY

For your children's safety and comfort, the Hampton Bays Public Library requires that all children in sixth grade and below be accompanied and supervised by a parent or responsible adult age 18 years or older while using the library. Only children who are enrolled in seventh grade and up may use the library without adult supervision. They are expected to comply with all library policies.

Parents or caregivers, not the library staff, are responsible for the behavior and supervision of their children while using the library.

The Hampton Bays Public Library does not assume responsibility for children's safety or behavior when they are in the library.

Parents or responsible caregivers will be notified if their children are left unattended and require supervision.

If parents are unavailable, proper authorities will be contacted.

Amended July 5, 2016.

SERVICE ANIMALS IN THE LIBRARY

Policy

It is the policy of the Board of Trustees of the Hampton Bays Public Library to permit "service animals" within the Library in accordance with federal and state law and regulations.

Objective

The objective of this policy is to afford those patrons possessing a cognizable disability as defined within Section 292 of the NY Executive Law (subdivision twenty-one) (below) to present themselves within the Library accompanied by a "service animal" which is to be maintained within the immediate vicinity of the disabled person subject to the following conditions/restrictions: (a) Library personnel may require that the animal be removed from the premises if the animal is out of control or otherwise threatens the health, safety and

welfare of staff or patrons and the animal's handler does not take effective immediate measures to control the animal; (b) the animal is not housebroken; (c) the service animal is to be restrained with a harness, leash or tether unless the handler due to his/her disability is unable to effect such restraint or the use of such restraints would interfere with the service animal's safe and effective performance of its work or tasks in which case the service animal must be shown to be otherwise within the control of the handler through such measures as voice control, signals, or other effective means; (d) inquiry may be made of the patron who is accompanied by a service animal as to whether the service animal is required as the result of a recognized disability and what task(s) the animal has been trained to perform (the Library may not require documentation of any nature as to whether the service animal has, in fact, been trained, licensed, etc. to perform as such); and further the Library will not make such inquiries if it is apparent that the service animal is trained to perform the function of assisting an individual who possesses an observable disability (e.g. providing assistance with stability or balance to one who possesses an observable mobility disability; guiding one who is blind or possesses low vision; assisting the movement of a wheelchair).

NY Executive Law, Section 292, Subdivision 21

“21. The term “disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such impairment or (c) a condition regarded by others as such an impairment.”

Adopted 6/5/2018 by the Board of Trustees of the Hampton Bays Public Library

DONATION OF ART OBJECTS, WRITTEN, AUDIO AND VISUAL MATERIALS

Because of limited space, it is not possible to acquire, maintain properly and adequately insure a substantial number of paintings and other gifts such as art objects and valuable books.

Therefore, the Board of Trustees will accept such gifts only if the donor understands that the gifts may not always be displayed in the library at all times. It must also be understood that some informational donations may not be accepted if not in keeping with the Materials Selection policy of the library. In addition, the donor must agree that said gifts become the property of the library, and may be disposed of at some future time.

The library disclaims any financial responsibility and liability for any gifts so given.

SIGNATURES:

DONOR _____

LIBRARY DIRECTOR _____

DATE _____

MEMORIAL DONATIONS OF CIRCULATION MATERIALS

Memorial Donations given for the purchase of circulating materials shall remain in the collection for five years, unless the item becomes obsolete or contains incorrect information in which case it will be removed from the collection. At the end of five years, if the item has not circulated, it is at the discretion of Library staff whether to retain or remove the item.

Amended 6/25/2018

MEETING ROOM USE

The primary purpose of the Library's meeting room is to serve as a venue for Library sponsored services, programs, and activities. Library services, programs, and activities shall have priority over all other activities. The Library reserves the right to revoke a meeting room use permit or to reschedule a meeting should there be a conflict with Library related services, programs, or activities; or in the case of an emergency.

Permission to use the Library's meeting rooms may be granted to community groups, organizations, and individuals whose aims are Library connected; educational; cultural; and/or civic. Use of the Library's meeting room is subject to all applicable federal, state, and local laws and regulations, as well as policies promulgated by the Library Board of Trustees. Scheduling availability is to be determined solely by the Library. Such use shall be non-exclusive and shall be open to the general public. Preference shall be given to Library District based organizations and organizations whose membership is primarily comprised of Library District residents.

The room may not be used for sectarian religious instruction or as a place of religious worship or to proselytize. Further, the room may not be utilized by political parties or representatives of political parties when the purpose of such is to promote a political agenda. In addition, the room is not to be utilized for advancement of commercial or profit-making enterprises, or for fund raising, except for the benefit of the Library.

Application to use the Library's meeting room's must be made in writing by an adult on the form provided for this purpose two weeks prior to the date requested. Forms are available at the Circulation Desk. The meeting room use application form must be signed by a Library District resident. No application shall be considered officially approved until it is approved by the Library Director or authorized staff, or other person designated by the Board of Trustees, and returned to the applicant. By executing the application, the applicant agrees to the release of the applicant's name and telephone number to any person requesting information concerning an organization's activities or program.

Use of Library facilities does not imply endorsement of the beliefs or program of an organization by the Library or anyone connected with the Library. All publicity and/or media coverage for events in the Library, whatever the source, must be approved by the Library Director prior to issuance or coverage. The Library may only be mentioned as a location, neither as the sponsor of an event nor as the headquarters of an organization, in all announcements or publicity relating to a meeting room event. The Library's telephone

number may not be given to obtain further information regarding a non-Library sponsored event. Any literature or other items to be distributed at a meeting must be submitted to the Library Director at least 48 hours prior to intended distribution. If items intended for distribution are in violation of law or regulation, distribution of same is prohibited.

An organization applying to use the meeting room may be required to provide a copy of its by-laws, membership list, official statement of purpose, and affiliation with other organizations. The applicant must certify that the meeting room shall be used only for the specific activity stated on the application and for no other purpose whatsoever. No activity may disrupt Library operations.

The responsibility for the maintenance of public order and safety at a meeting is that of the applicant. Adequate responsible adult supervision shall be provided by the applicant. Groups whose membership includes minors must be supervised by responsible adults in a ratio to be determined by the Library Director.

Library Director, or designee, is authorized to order the termination of any meeting or activity making use of the Library facilities in violation of any law or use regulation. The Library Director, or designated representative, is authorized to call upon appropriate law enforcement agencies to enforce such action if, in the opinion of the Library official, circumstances warrant such an action. Further permission to use the meeting room may be denied to any group which proves to be disorderly or which violates any law or regulation.

The meeting room must be left in a neat and orderly fashion. If not, a written notice will be given to the applicant stating that a second offense will result in denial of further meeting room use.

Whenever the Library is used, there is the possibility that persons may be injured and may bring legal action against the Library Board of Trustees, Library employees, and/or the contracting organization, group, or individual for personal liability. It is possible that organizations, groups, or individuals using the property may be sued for personal injury. Each organization, group, or individual should, therefore, protect itself by having a temporary insurance policy insuring it against such legal action. The signature of the applicant on the meeting room use application is acknowledgment by the organization, group, or individual that it recognizes this responsibility.

Users of the meeting room may be asked to supply written certification of insurance coverage. The applicant is to execute a hold-harmless/indemnification agreement in favor of the Library, its Board of Trustees, and its employees from any liability or claim action or loss arising from the applicant's use of the meeting room to include the cost of legal fees, costs, or expenses incurred by the Library in connection with defending any claim arising from the applicant's use.

The signature of the applicant on the meeting room use application is acceptance by the organization, group, or individual of the indemnification responsibility. No admission fees may be charged; no donations may be solicited or accepted; nor may any items be sold. Use

of the facilities will not be granted for fund raising purposes, except as may be permissible under law and with the explicit consent of the Library Board of Trustees. Such permission shall be deemed extraordinary.

The Library is not responsible for the safeguarding of any supplies, equipment, or other items owned by the applicant or by persons attending the applicant's activity. The Library will not store materials for any applicant. Items left in the Library will be considered abandoned property and will be disposed of in accordance with standard practice.

Meetings must be scheduled so as to conform to Library hours. Permission to extend the use of meeting rooms beyond regular hours may be granted by the Director when the request is made at the time of application. There will be a charge to cover custodial expense after 9 p.m.

Set-up of the room for meeting will be done by Library personnel. Prior notification of set-up desired must be provided to the Library staff in advance of the event.

Library equipment used in connection with a meeting (projectors, microphones, etc.) must be operated by Library personnel or by a trained applicant.

Should demand for the use of Library meeting room facilities increase by community groups, the frequency of use formerly granted may be reduced in order to more equitably apportion Library meeting room use.

A request to bring refreshments must be included at the time of application for use of Library facilities. A fee may apply. Refreshments must be limited to non-alcoholic beverages and simple foods. All garbage is to be placed in designated containers and all foods removed before the regular closing time of 9 p.m. unless other arrangements were made at the time of the original application.

The final and sole interpretation of this policy rests with the Library's Board of Trustees. Implementation and enforcement are delegated to the Library Director and designated staff.

MEETING ROOM USE ADMINISTRATION FEE POLICY

The Hampton Bays Public Library will collect an administration fee of 10% of receipts from any entity that provides direct programming (such as exercise classes) to library patrons that does not have an approved 501c-3 status. The fee will contribute towards the cost for accounting and the issuing of the annual 1099.

EXHIBITOR DONATION POLICY

The Hampton Bays Public Library is pleased to offer exhibit space to local artists. We recognize that occasionally an artist may sell a piece of art as a result of using the Library's exhibit space. We request that artists consider making a 10% donation to the library when such a transaction occurs.

POLICY ON PUBLIC USE OF THE INTERNET

The mission of the Hampton Bays Public Library is to ensure that the people of the District have the right and means to free and open access to ideas and information.

The Internet offers access to many valuable local, national, and international sources of information. As an information resource, it enables the Library to provide information beyond the confines of its own collection. However, not all sources on the Internet provide accurate, complete, or current information.

The Library does not monitor and has no control over the information accessed through the Internet. An Internet user must evaluate the validity of information found.

Library staff may identify specific starting points for searches on the Library's home page, which are appropriate to the Library's mission statement. The Library cannot censor access to materials or protect users from materials they may find offensive. We do not monitor or control information accessible through the Internet and do not accept responsibility for its content.

The Library reserves the right to implement software and hardware control mechanisms to prohibit information inconsistent with its mission.

It is the Library's policy that parents or guardians must assume responsibility for deciding what library resources are appropriate for their children. Parents should supervise their child's Internet sessions to ensure usage in an appropriate and safe manner.

To fulfill its mission of providing public access to information of all types in a wide range of formats, the Hampton Bays Public Library provides access to Internet resources. The Internet offers access to many valuable local, national and international sources of information.

However, some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. A good information consumer must evaluate the validity and appropriateness of information found.

Choosing and Evaluating Sources

The Internet is a series of communication linkages leading to a highly diverse array of information content. Library patrons use it at their own risk. In choosing sources to link to from its home pages, the Library follows its materials selection guidelines. Beyond this, the Library is not responsible for the content of the Internet, changes in content of the sources to which the Library home pages link, or for the content of sources accessed through secondary links. In an effort to assist its users, the Library has created web sites for the general population, for teens and for children to help guide them to sources that are accurate, complete and current and that provide them with a wealth of information on the local, national and global level. In addition, the Library provides training for members of the public to assist them in using the Internet in a safe, effective and efficient manner. Finally, as set forth in greater detail below, in accordance with the Children's Internet Protection Act, the Library has implemented "technology protection measures" (i.e., software filtering) on all of its Internet-accessible computers.

Filtering

As required by the Children's Internet Protection Act ("CIPA"), in order to remain eligible for certain federal funding, the Library has implemented software filtering on all of its Internet-accessible computer terminals. The software installed on Internet-accessible computers at the Library protects against access to visual depictions of obscenity, child pornography, and, in the case of persons under the age of 17 years, materials that are "harmful to minors." Users should be aware, however, that all currently available filtering software results in a degree of both "under blocking" (i.e., permitting access to certain material that falls within the foregoing categories) and "over blocking" (i.e., denying access to certain constitutionally protected material that does not fall within the foregoing categories). The Library has attempted to select filtering software that best complies with CIPA while providing Library users with the broadest possible access to constitutionally protected speech and information. The Library cannot and does not guarantee that the filtering software will block all obscenity, child pornography, or materials that are harmful to minors. Nor can the Library guarantee that the filtering software will not restrict access to sites that may have legitimate research or other value. In order to help address the over blocking problem and to enhance users' access to constitutionally protected speech and information, the Library requests that all users, both adults and minors, contact the Library at Contact@hamptonbayslibrary.org (or at such other contact point as the Library shall designate from time to time) to request unblocking of an incorrectly blocked site. In addition, any user who is 17 years of age or older may request that the filtering software be temporarily disabled to obtain unfiltered Internet access for bona fide research.

Access by Minors

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. While the Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to Library materials and resources, including those available through the Internet, the Library has taken certain measures designed to assist in the safe and effective use of these resources by all minors.

To address the issue of access by minors to inappropriate material on the Internet, including material that is harmful to minors, the Library:

- Requires parents to sign 'Child Internet Permission Form' giving only those children with this form signed access to the Internet;
- Provides parents with a copy of the 'Policy on Public Use of the Internet'
- Develops and maintains special web sites for children and teens;
- Encourages staff to guide minors away from materials that may be inappropriate;
- Has implemented filtering software as more fully described above.

To address the issue of the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the Library urges minors to keep in mind the following safety guidelines:

Never give out identifying information such as home address, school name, or telephone

number.

Parents or guardians should decide whether personal information such as age, marital status, or financial information should be revealed.

Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.

Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.

Have parents or guardians report an incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.

Remember that people online may not be who they say they are.

Remember that not everything one reads may be true.

To address the issue of unauthorized access, including so-called "hacking," and other unlawful activities by minors online, minors and all other Library users are hereby advised that use of the Library's computers for hacking or any other unlawful activity is strictly prohibited.

Rules Governing Use

Due to the limited resources available for provision of public access to the Internet, the Library may set limits, for example, on use of large files of still or moving images or sound, or on downloading files in any medium. The Library also reserves the right to limit the amount of time an individual user can devote to a single session. The public must comply with all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet, and with all Library policies and procedures.

Users may not:

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

Distribute unsolicited advertising.

Invade the privacy of others.

Make any attempt to damage computer equipment or software.

Engage in any activity that is harassing or defamatory.

Engage in any activity that looks at pornography or anything deemed to be offensive in nature to the general public.

Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper operation.

Violations may result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

Public Users' Security

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, the Hampton Bays Public

Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

Disclaimer:

The Library is not responsible for the loss of data due to an interruption of internet connectivity or any other cause while using the library's computers or wireless internet. The Library is not responsible for damage to or loss of any personal storage devices such as discs, USB flash drives etc. while using the library's computers or wireless internet.

Compliance

The Library reserves the right to take appropriate action to insure compliance with this policy.

Guidelines on Access to Information

The Hampton Bays Public Library is guided by the following American Library Association statements on access to information:

The Library Bill of Rights

Freedom to Read Statement

Interpretation of the Library Bill of Rights: Free Access to Libraries for Minors and Access to Electronic Information Services and Resources

In general, the Library is guided by a belief about information policies that provide appropriate protections to its patrons while being consistent with the Library's longstanding commitment to the principles of free expression as set forth in the First Amendment to the United States Constitution.

Policy Subject to Revision:

The Library's "Policy on Public Use of the Internet" may be revised from time to time.

DECORATION

All decorating must be under the direction and/or approval of the Board of Trustees and the Library Director.

In accordance with the U. S. Supreme Court decision of July 3, 1989, seasonal decorations must be secular in nature. The Court ruling does permit the use of Christmas trees and Menorah but no religious symbols.

BULLETIN BOARD

The primary use of the bulletin boards will be for library purposes. As a center for information, the library will cooperate with government and local non-profit civic, cultural, charitable, recreational, and educational organizations by displaying their materials if the following criteria are met:

1. Exhibit materials to be displayed must be submitted for approval to the library and are subject to review by the Library Director and Library Board or their designee.

2. No organization or individual shall be permitted to display or exhibit any materials which advocate the election or defeat of any candidate for office, or which advocate any affirmative or negative vote for or against any proposition.
3. Due to limited display space, the library reserves the right to restrict the size, number and location of display materials. The time span during which the materials are exhibited will not exceed thirty (30) days.
4. The library assumes no responsibility for the content of the notices or materials, nor for the possible damage or theft of materials.
5. Items posted are done so for informational purposes only. Posting does not imply an endorsement by the library.
6. Soliciting funds, except for library purposes, is not permitted.
7. No organization or individual shall be permitted to place in the library any box, receptacle or canister which solicits donations except in conjunction with a library-sponsored program.
8. Posters announcing fund raising programs sponsored by any local non-profit organization may be displayed provided there is space available.
9. Petitions may not be posted in the library.
10. Any posting must have a name and telephone # contact for further information or clarification.

PUBLIC USE OF FAX MACHINE

Fax Charges for Sending:

All pages.....\$1.00 per page. There is no charge for a cover/transmittal sheet.

Only numbers in the Continental US are permitted – No International calls may be made.

Fax Charges for Receiving (24 hour per day service): All pages.....\$1.00 per page

Incoming faxes will be held at the circulation desk. ibrary will NOT notify patrons of arrivals.

RECORDS RETENTION AND DISPOSITION

RESOLVED by the Board of Trustees of the Hampton Bays Public Library that New York State Education Department Records Retention and Disposition Schedule MI-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, including any future revisions and re-issuances thereof, is hereby adopted for use by the Hampton Bays Public Library in legally disposing of valueless records listed therein.

FINANCIAL POLICIES:

CAPITAL ENDOWMENT FUND

The purpose of the Capital Endowment Fund is to accumulate and invest money to be used as needed for capital improvements to the Library. The Fund shall receive designated gifts from individuals, corporations, Friends of the Library, legacies, etc. Undesignated gifts may also be deposited in the Fund, with approval of the Board. All interest and income from investments shall be reinvested.

Expenditures for capital improvements must be approved by a majority vote of the entire Board of Trustees (four members of the seven-member board). Any other use of the funds must be approved by a unanimous vote of the entire Board (seven members). Changes to this resolution must be approved by unanimous vote of the entire Board (seven members).

ANNUAL AUDIT

The Library will retain the services of a certified public accountant who will provide advice and consultation, review the financial records quarterly, and perform an annual audit in accordance with generally accepted accounting principles and in conformity with the requirements of the New York State Department of Audit and Control.

A written report, including an opinion on the financial statements, shall be prepared by the accountant at the close of the fiscal year. This report shall be presented to the trustees at the Board meeting following its receipt.

BUDGET

The Director shall draft a preliminary budget and present it to the Board of Trustees by May 15 of each year.

The Trustees will adopt a Budget Proposal by June 15 of each year for presentation to the voters.

CHECK SIGNING

Checks are to be signed by two authorized signers, the Financial Officer and either another trustee or the Director.

If, and only if, the Financial Officer is unavailable, checks may be signed by any two Trustees or a Trustee and the Director.

DEPOSITS OF FUNDS

All revenues are to be deposited as soon as is practical in the Library's savings account(s). In no case is more than \$5,000.00 in revenues to be kept at the Library more than one business day.

FINANCIAL INTEGRITY & ACCOUNTABILITY

WHEREAS, effective systems of internal accounting and administrative control provide the basic foundation upon which a structure of public accountability must be built; and,

WHEREAS, effective systems of internal accounting and administrative control are necessary to assure that the Hampton Bays Public Library assets and funds are adequately safeguarded, as well as to produce reliable financial records and reports and,

WHEREAS, effective systems of internal accounting and administrative control are necessarily dynamic and must be continuously reviewed and evaluated and where necessary established, changed, or improved; and,

WHEREAS, fraud and errors are more likely to occur from a lack of effective systems of internal accounting and administrative control in the Hampton Bays Public Library; and,

WHEREAS, reports regarding the adequacy of the systems of internal accounting and administrative control of each department and agency are necessary to evaluate the performance of its public responsibilities and accountability now, therefore,

The Trustees of the Hampton Bays Public Library hereby resolve that:

SECTION 1 - OBJECTIVES

The Library shall have adequate internal accounting and administrative controls to provide reasonable assurance that:

- * Obligations and commitments are in compliance with applicable law and policy;
- * Funds, property, and other assets are safeguarded against waste, loss, unauthorized use, or misappropriation;
- * Revenues and expenditures, applicable to the Hampton Bays Public Library operations, are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the assets; and,
- * Hampton Bays Public Library programs operate efficiently and in accordance with management's policies.

The internal controls of the Library shall be established in accordance with the Standards established by the State Comptroller Guidelines for Financial Integrity and Accountability. These Standards shall include the prompt resolution of all audit findings.

SECTION II - RESPONSIBILITY AND PROCEDURE

The Director shall establish Guidelines for the evaluation of the Library's systems of internal accounting and administrative control to determine such system's compliance with the Standards. The Director may modify such Guidelines from time to time as deemed necessary. The Guidelines shall be subject to review by the Auditor who shall also be available for consultation in establishing and modifying the Guidelines.

By May 15, of each succeeding year, the Auditor shall, on the basis of an evaluation conducted in accordance with the prescribed Guidelines, prepare a statement:
That the Library's systems of internal accounting and administrative control fully comply in all material and significant aspects with the Standards; or,
That such systems do not fully comply with the Standards.

In the event that the Auditor prepares a statement stating that such systems do not fully comply with the standards, then the Auditor shall include with such statement a report in which any material or significant weaknesses in the systems of internal accounting and administrative control are identified, and plans and a schedule for correcting any such weaknesses should be supplied.

The statements and reports required by this act shall be signed and transmitted to the Trustees of the Hampton Bays Public Library by May 15. Such statements and reports shall also be made available to the public except where prohibited from disclosure by law.

FINANCIAL REPORTS

The Director is to present to the extent possible monthly reports to the Trustees on the following:

- income by codes for the month;
- income by codes for the fiscal year-to-date;
- cash balances;
- expenditures by code for the month; and,
- expenditures by code for the fiscal year-to-date.

HAMPTON BAYS PUBLIC LIBRARY INVESTMENT POLICY

Scope

This investment policy applies to all monies and other financial resources available for investment by the HAMPTON BAYS PUBLIC LIBRARY on its own behalf or on behalf of any other entity or individual.

Objectives

The primary objectives of the HAMPTON BAYS PUBLIC LIBRARY's investment activities are, in priority order:

- 1) to conform to all applicable federal, state and other legal requirements,

- 2) to adequately safeguard principal,
- 3) to provide sufficient liquidity to meet all operating requirements and
- 4) to obtain a reasonable rate of return.

Delegation of Authority

The Board's responsibility for administration of the investment program is delegated to the Library Director and/or his/her designees and the Financial Officer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates, and other relevant information and to regulate the activities of subordinate employees.

Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the HAMPTON BAYS PUBLIC LIBRARY to govern effectively.

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

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

Internal Controls

It is the policy of the HAMPTON BAYS PUBLIC LIBRARY that all moneys collected by any officer or employee be transferred to the Director within three days of deposit, or within the time period specified in law, whichever is shorter.

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

Designation of Depositaries

The banks and trust companies authorized for the deposit of monies are determined at the Annual Organization meeting held each January.

Permitted Investments

As authorized by General Municipal Law, § 11, the Hampton Bays Public Library authorizes the Director to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- 1) Special time deposit accounts,
- 2) Certificates of deposits,
- 3) Obligations of the United States of America,
- 4) Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America,
- 5) Obligations of the State of New York,

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

Authorized Financial Institutions and Dealers

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

Gifts & Donations

Financial Instruments that are gifted or donated to the Library that do not conform to this Investment Policy must be sold within one year and the cash proceeds used or invested according to this Investment Policy. Exceptions to the one-year sale period may be made by vote of the full Board in unusual circumstances.

PETTY CASH FUNDS

Petty cash funds may be established at the recommendation of the Director with the approval of the Board of Trustees. These funds will be placed under the custodianship of the Director amounts to be set by the recommendation of the Director and with the approval of the Board of Trustees. No individual petty cash fund may exceed \$300.00

Withdrawals from the petty cash fund shall not exceed \$25 and must be accompanied by a valid receipt. Expenditure from such funds may be made in advance of audit by the Trustees, but only after submission of properly itemized and authenticated vouchers.

At each regular meeting of the Trustees, a list of expenditures made from the petty cash funds since the last meeting, together with the vouchers supporting such expenditures, shall be presented to the Trustees.

The Trustees, by approving the requests to reimburse the petty cash funds, are directing the Financial Officer to reimburse these petty cash funds in an amount equal to the total of such bills that the Trustees shall allow.

PREPAYMENT OF UNAPPROVED BILLS

Approval is given to the Director and Board Financial Officer or any other Trustee to pay, when necessary, certain bills prior to their approval on the schedule of claims. Invoices that may be paid by check prior to Board approval include bills that without timely payment would incur interest or penalties, or otherwise disrupt the smooth operation of the Library:

Payroll and employment tax bills

Personnel benefits

Utility bills

U.S. Post Office fees and charges

The Business credit card and/or other commercial credit accounts

Contract services

Other invoices as necessary that would incur interest charges or penalties, or otherwise disrupt the smooth operation of the Library. Such payments shall not exceed \$5,000 per vendor.

In an emergency, the Director may poll the trustees by phone or by email to inquire whether they will authorize a prepayment in excess of the amount stated above. If four (4) trustees approve, the Director may make the payment prior to a Board meeting, at which time the payment will be reviewed by the trustees. The Director should make every reasonable attempt to poll all the Trustees.

A report of any such payments shall be presented to the Board of Trustees for approval at the next regularly scheduled Board meeting.

PAYMENT OF BILLS

Bills incurred by the Library shall be presented to the Board of Trustees at each regular Board meeting in a manner prescribed by the Board of Trustees and reviewed and approved by Board motion as is appropriate. The Board Financial Officer and Director will co-sign each check used for payment. If the Financial Officer is unable to sign a check another authorized Board of Trustees member may do so.

PROCUREMENT GUIDELINES

The competitive bidding threshold under General Municipal Law for contracts for public works is \$20,000 and the threshold for purchase contracts is \$10,000.

All Library purchases will be made in a lawful manner. Purchases that must by law be made through the competitive bidding process are to be made using the competitive bidding process.

If, in the opinion of the Director, a purchase that exceeds the thresholds needs not be subject

to competitive bidding, the Director will make a recommendation for purchase to the Board of Trustees and present the reasons why bidding is not required. This will be done at a meeting of the Board of Trustees. If and only if, the Board agrees by legal vote with the recommendation of the Director may such a purchase be made.

Reasons to dispense with competitive bidding may include serious emergencies, true leases, professional services, and sole source procurements. When it is imperative to add to or to upgrade an existing system or equipment by using the vendor who supplied the original existing system or equipment, the Director must get Board approval before making such a purchase, if such purchase will exceed the competitive bidding threshold. Board approval is necessary whether or not the original purchase was made following a competitive bid.

In the event of a serious emergency, that threatens safety or the ability of the Library to stay open to the public, the Director is authorized to take necessary action, not to exceed \$50,000, if calling an emergency meeting of the Board of Trustees is not practical. However, before such action is taken, the Director must receive approval (by phone or in person) from a majority of Trustees.

For public works and purchase contracts procurements below the monetary thresholds, but which exceed \$5,000, the Director should solicit at least two competitive quotations. For procurements that exceed \$7,500, the Director should solicit at least three competitive quotations. This process of soliciting competitive quotations, as long as the procurements are below the monetary thresholds, is not necessary if the procurement adds to an existing system, and in the opinion of the Director it is in the Library's benefit to deal with just one vendor for a particular system. This process of soliciting competitive quotations, as long as the procurements are below the monetary thresholds, is also not necessary if the procurement is from a "sole source" vendor.

SURPLUS ITEMS

The Director may dispose of surplus items in any legal manner. All disposals of individual items that cost more than \$1,000 to purchase should be reported to the Board. Any disposal of individual items that cost more than \$5,000 should be approved by the Board prior to disposition.

VACATION & SICK PAY ACCOUNT

In order to insure that there are adequate funds to pay accumulated vacation pay and sick pay upon resignation or retirement, the Director should establish a special account for this purpose. The amount of this account will be reviewed and reestablished by the Trustees at the Annual Organizational Meeting each January.

OPEN MEETINGS POLICY

It is the intention of the Hampton Bays Public Library Board of Trustees to assure that all facets of the New York Open Meetings Law (Public Officers Law §100 et seq.) are implemented and observed with regard to all meetings governed by the statute which are conducted by the Library Board.

It is recognized that the Open Meetings Law requires that the public be provided access to all documents being considered by the Board during the course of their meeting deliberations in order to assure that there can be transparency and public accountability/ accessibility on the matter of public sessions held by the Board of Trustees of the Library.

It is further recognized that Executive Sessions held by the Library Board may only be convened following a specifically worded motion seeking an adjournment into Executive Session which identifies one or more of the statutory bases prescribed for convening to Executive Session; i.e., matters which will imperil the public safety if disclosed; any matter which may disclose the identity of a law enforcement agent or informer; information relating to the current or future investigation or prosecution of a criminal offense which would imperil or adversely affect law enforcement if disclosed; discussions regarding proposed, pending or current litigation; collective negotiations; the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; the proposed acquisition, sale or lease, of real property or the proposed acquisition of securities or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

The notice requirements assuring the public's knowledge of up-coming Board meetings are to be strictly adhered to as set forth within §104 of the Public Officer's Law, to wit:

Public notice of the time and place of a meeting that is scheduled at least one week prior to the meeting shall be given to the news media and shall be conspicuously posted in one or more public locations at least 72 hours before such meeting; public notice of the time and place of special meetings shall be given, to the extent practicable, to the news media and shall be conspicuously posted at one or more public locations at a reasonable time prior thereto; notice of a time and place of a meeting or special meeting is also to be conspicuously posted on the Library's website. As per the dictates of the pertinent statute, minutes are to be taken at open meetings of the Library Board which is to consist of a record of a summary of all motions, proposals, resolutions and any other matter formerly voted upon and the vote thereon; minutes shall be taken at Executive Session of any action taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote only to the extent that under the terms of Freedom of Information Law exclusion of such summaries may be permitted; minutes of the Library Board are to be available, under the terms of the Freedom of Information Law, within two weeks to the date of the meeting; however, minutes taken at Executive Session are to be available within one week from the date of Executive Session; the timing of the availabilities of public minutes are to be adhered to whether or not minutes have been formally approved by the Board of Trustees.

The Hampton Bays Public Library Board of Trustees is fully cognizant of the intent of the Open Meeting Law to assure that public business be performed in an open and public manner in order that those interested citizens can attend and listen to the deliberations of the Board of Trustees that lead to decisions that lead to public policy. It is on this basis that the Board of Trustees of the Hampton Bays Public Library will make every effort to assure that this "public policy" of the State of New York is adhered to in good faith and to the extent practicable.

HAMPTON BAYS PUBLIC LIBRARY TRUSTEE, OFFICER AND EMPLOYEE CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

The Hampton Bays Public Library Board of Trustees recognizes that sound, ethical standards of conduct serve to increase the effectiveness and accountability of the Library Board of Trustees, Library staff and volunteers. Actions based on an ethical code of conduct promote public confidence and the attainment of Library goals. The Board of Trustees also recognizes its discretion under the provisions of the New York General Municipal Law and the Non-profit Revitalization Act (Not-for-Profit Corporation Law Section 715-A), to adopt a code of ethics setting forth the standards of conduct required of all Library Trustees, officers, employees and volunteers.

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

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

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

(I) A relative (related party) except as to a contract of employment with the Library District

(II) A firm, partnership or association of which such officer or employee is a member or employee;

(III) A corporation of which such Trustee, officer or employee is an officer, Director or employee;

(IV) A corporation of which more than five percent of the outstanding stock is owned by any such Trustee, officer, employee, or his or her relative (related party).

(b) "Trustee", "Officer" or "Employee" means an elected or appointed officer or employee of the Library District, whether paid or unpaid.

(d) "Relative" means spouse, a child, stepchild, parent, stepparent, brother, sister, stepbrother, stepsister, or other person defined under law as a "related party".

Gifts: No officer or employee of the Hampton Bays Public Library shall directly or indirectly solicit, accept, or receive any money or gift having a value of \$75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, thing or promise, or any other form. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude to or the appreciation of staff members.

Confidential Information: No Trustee, officer or employee of the Hampton Bays Public Library shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition,

he or she shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees.

Representation Before the Board: A Trustee, officer or employee of the Hampton Bays Public Library shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter involving Library Board of Trustees' action.

Representation Before the Board for a Contingent Fee: A Trustee, officer or employee of the Hampton Bays Public Library shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library Board, whereby the compensation is to be dependent or contingent upon any action by the Board with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered if otherwise authorized under law.

Disclosure of Interest in Matters before the Board: A member of the Board of Trustees and any officer or employee of the Hampton Bays Public Library, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matter. The term "interest" means a pecuniary or material benefit accruing to an officer or employee or a "related party".

Disclosure of Interests in Contracts and Procedures Addressing a Conflict of Interest: To the extent known, any Trustee, officer or employee of the Hampton Bays Public Library who has, or will have, or subsequently acquires any interest in any contract with the Hampton Bays Public Library shall publicly disclose the nature and extent of such interest in writing to the Library Board of Trustees as well as to the Library Director as soon as he or she has knowledge of such actual or prospective interest. The Board President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement, and the Board of Trustees shall determine if it can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances of not producing a conflict of interest, a majority of Trustees disinterested in the transaction or arrangement must determine that the transaction or arrangement is in the Library's best interest, for its own benefit, and is fair and reasonable. Minutes of the majority vote are to be recorded.

Investments in Conflict with Official Duties: No Trustee, officer or employee of the Hampton Bays Public Library shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.

Certain Real Property Interests Prohibited: No Trustee, officer or employee of the Hampton Bays Public Library who has an interest in any real property, either individually or as an officer or employee of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. Any such person shall not be present at or participate in Board or committee deliberations or vote on any matter giving rise to such conflict. The term "participate" shall include the promotion of the site as well as the negotiation of the terms of the acquisition.

Conflicts of Interest: Defined: A Conflict of Interest shall arise under circumstances where a Library Trustee, officer or employee of the Hampton Bays Public Library shall have an

interest in any contract between the Library and any entity with which the Library has a relationship in which he or she is an officer, employee, director, trustee, member or owner when such Library Trustee, officer or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there under, audit bills or claims under the contract, or appoint an officer or employee who has any of the powers or duties set forth above, or the chief fiscal officer, Financial Officer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration agent or for investment of Library funds of which he or she is an officer, employee, director, trustee, member or owner.

Prohibited Conflicts of Interest: No Library Trustee, officer or employee of the Hampton Bays Public Library shall have an interest in any contract between the Library and a corporation or partnership of which he or she is an officer or employee when such Library Trustee, officer or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there under, audit bills or claims under the contract, or appoint an officer or employee who has any of the powers or duties set forth above, and no chief fiscal officer, Financial Officer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration agent or for investment of Library funds of which he or she is an officer or employee. Any such person shall not be present at or participate in Board or committee deliberations or vote on any matter giving rise to such conflict. The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

Certain Prohibited Actions: No Trustee, officer or employee of the Hampton Bays Public Library shall hire, supervise, evaluate, promote, review or discipline any employee who is a member of his/her family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected in accordance with the applicable provisions of any collective bargaining agreement to correct the circumstance.

Private Employment: No Trustee, officer or employee of the Hampton Bays Public Library shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

Future Employment: No Trustee, officer or employee of the Hampton Bays Public Library shall, after the termination of service or employment with the Library Board, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former Library officer or employee of any claim, account, demand or suit against the Library on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Use of Library Property: No Library Trustee, officer or employee of the Hampton Bays Public Library shall use or permit the use of property, owned or leased to the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board of Trustees.

Disclosure of “Related Party” Transactions: A Trustee, officer or employee of the Hampton Bays Public Library shall disclose to the Board of Trustees the existence of a “related party transaction” as defined under Section 715 of the Non-profit Revitalization Act upon becoming aware of such circumstances.

Duty to Disqualify: It is incumbent upon any Library Trustee, officer or employee of the Hampton Bays Public Library, whether paid or unpaid, to disqualify himself or herself immediately whenever the “appearance” of a conflict of interest exists.

Duty to Report Conflicts of Interest: In the event that any Library Trustee, officer or employee of the Hampton Bays Public Library knows of or perceives a direct or indirect conflict of interest, he or she shall report it to the Library Board of Trustees.

Duty to Report Violations of this Policy: Any Library Trustee, officer or employee of the Hampton Bays Public Library or any member of the public noting or suspecting a violation of this policy shall report the matter to the Library Board of Trustees.

Prohibition Against Improperly Attempting to Influence: No Trustee, officer or employee of the Hampton Bays Public Library with a conflict of interest shall attempt to influence improperly the deliberations and voting by the Board of Trustees on the matter giving rise to the conflict of interest. Any such person shall not be present at or participate in Board or committee deliberations or vote on any matter giving rise to such conflict

Documenting Conflict of Interest and Resolution: In the event that a Trustee, officer or employee of the Hampton Bays Public Library discloses the existence of a Conflict of Interest, the Library Board of Trustees shall document and set forth in the official Minutes of the Board meeting the resolution of the conflict of interest, including the vote of the Trustees. Any resolution of such conflict by the Board shall hold the Library’s interest paramount, as well as maintain the Board’s integrity in its governing role.

Written Statement Prior to Initial Election and Annually Thereafter: Prior to the initial election of a Trustee or officer, and annually thereafter, Trustees and officers of the Hampton Bays Public Library shall complete, sign and submit to the Secretary or President of the Board of Trustees a written statement identifying, to the best of the Trustee’s or officer’s knowledge, any entity of which such Trustee, officer or employee has a relationship, and any transaction in which the Library is a participant and in which the Trustee or officer might have a conflicting interest. The Secretary to the Board of Trustees shall provide a copy of all completed Statements to the Board President.

Distribution of the Library Officer and Employee Code of Ethics and Conflict of Interest Policy

The Library Board of Trustees shall cause a copy of this Code of Ethics and Conflict of Interest Policy to be distributed to every Trustee, officer and employee of the Hampton Bays Public Library. Each Trustee, officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Board shall ensure that a copy of Article 18 of the General Municipal Law and this Policy shall be kept posted in the Library in a place conspicuous to the Library’s Trustees, officers and employees.

Penalties

In addition to any penalty contained in any other provision of law, a Library Trustee, officer or employee of the Hampton Bays Public Library who shall knowingly and intentionally violate any of the provisions of this Code of Ethics and Conflict of Interest Policy may be subject to disciplinary action up to and including dismissal, in the manner provided by law.

Acknowledgement

The standard of behavior at the Hampton Bays Public Library is that all Trustees, officers and employees, whether paid or unpaid, scrupulously avoid any conflict of interest between the interests of the Hampton Bays Public Library and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as potential or perceived conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the Hampton Bays Public Library decision-making process, to enable Library constituents to possess confidence in the Library’s institutional integrity, and to protect the integrity and reputation of all Library officers and employees both paid and unpaid.

Upon or before election, hiring or appointment, and annually thereafter, I will make a full, written disclosure of any and all interests, relationships, related party transactions, and holdings that do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

During the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business and any other nonprofit affiliation), my family and/or my significant other, related parties, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to be supplemental to sound judgment, and I will respect its spirit as well as its wording.

Signature _____

Print Name _____

Date _____

**THE HAMPTON BAYS PUBLIC LIBRARY
CONFLICT OF INTEREST ANNUAL CERTIFICATION**

Upon or before election, hiring or appointment, and annually thereafter, I will make a full, written disclosure of any and all interests, relationships, related party transactions, and holdings that do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

During the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business and any other nonprofit affiliation), my family and/or my significant other, related parties, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

As a Trustee (or Trustee- appointee) or Employee of the Hampton Bays Public Library I hereby state, to the best of my knowledge, that there are no entities with which I have a relationship, nor any transaction in which the Library is a participant, in which I have, or could be perceived as having, a conflicting interest.

Signature _____

Print Name _____

Date _____

**THE HAMPTON BAYS PUBLIC LIBRARY
DISCLOSURE OF WRONGFUL CONDUCT
("Whistleblower" Policy)**

The purpose of this policy is to encourage Library Trustees, officers, employees and volunteers of the Hampton Bays Public Library to report instances of suspected illegal or improper conduct such as theft, fraud, and mismanagement of Library resources, violations of Library policies and regulations, as well as to inform Library Trustees, officers, employees and volunteers of the protections afforded them under the "Whistle-Blower Law" which prohibits a public employer from retaliating against a Trustee, officer, employee or volunteer who discloses to the Library information concerning a violation of law, rule, regulation or policy, which creates a substantial and specific danger to the public health or safety, or which the employee reasonably believes to be true and reasonably believes constitutes an improper action by a Library officer or employee.

No Trustee, officer, employee or volunteer of the Hampton Bays Public Library who in good faith reports any action taken by the Library Board of Trustees, Officers or staff that is (or is suspected to be) illegal, fraudulent or in violation of any substantial policy of the Library shall suffer intimidation, harassment discrimination or other retaliation or, in the case of employees, adverse employment consequences.

The Board of Trustees of the Hampton Bays Public Library expects the Library's Trustees, officers, employees and volunteers to fulfill the public's trust and to conduct themselves responsibly in accordance with Library policies and regulations, as well as applicable state and federal laws and regulations.

For purposes of this policy, the term "wrongful conduct" shall be defined to include:

Illegal conduct, including theft of Library money, property, or resources;
Misuse of authority for personal gain or other non-Library purpose;
Fraud;
Violations of applicable federal and state laws and regulations; and/or violations of Library policies, regulations, and/or procedures.
Any other act which may be construed to be illicit or violative of expected conduct.

Disclosure and Investigation

Trustees, officers, employees and volunteers of the Hampton Bays Public Library who have knowledge of wrongful conduct or have reasonable cause to believe that wrongful conduct has occurred shall report such circumstances to the Library Director or to the President of the Board of Trustees if the alleged wrongful conduct was committed by the Director. The Library Director, upon receiving a report of alleged wrongful conduct, shall take immediate steps to conduct an investigation independently or by a designee. If the Library Director is the subject matter of the reported conduct, the President of the Board of Trustees shall immediately conduct an investigation independently or by a designee.

The Library Director (or Board President) shall maintain a written record of the allegations, conduct an investigation to ensure that the appropriate authorities investigate the disclosure, and provide the Board of Trustees with a report.

Except as otherwise provided in either state and/or federal law, the Director or Board President conducting the investigation, or his/her designee, shall reasonably attempt to protect the identity of the person making the disclosure and will make reasonable efforts to maintain the confidentiality of the person reporting the conduct, provided that doing so will not interfere with the investigation of the specific allegations and circumstances.

Complaints of Reprisal

The provisions of Section 75-b of the Civil Service Law (“Whistleblower Law”) and Section 715-B Not-for-Profit Corporation Law prohibit public employers from engaging in retaliatory personnel action against an employee, officer or volunteer who discloses to a governmental body information concerning either a violation of law, rule or regulation, which creates a substantial and specific danger to the public health or safety, or which the employee reasonably believes to be true and reasonably believes constitutes an improper governmental action. However, if an employee discloses information which he or she knows to be false or which is prohibited or protected from disclosure by law, the employee is not protected by these provisions of law.

An employee who has been subject to an adverse employment action based on his or her disclosure of alleged or actual wrongful conduct may contest the action by filing a written complaint of reprisal with the Library Director (or Board President). The Library Director (or Board President, if the allegations involve actions of the Library Director), or his /her designee, will review the complaint expeditiously to determine:

- whether the complainant made a claim of alleged wrongful conduct before an adverse employment action was taken;
- whether the Library personnel initiating the adverse employment action could reasonably have been construed to have had knowledge of the disclosure and the identity of the disclosing employee;
- whether the complainant has in fact suffered an adverse employment action after having made the disclosure; and
- whether the complainant alleges that adverse employment action occurred as a result of the disclosure.

If the Library Director (or Board President) or designee determines that all of the above elements are present, he or she shall appoint a review officer or panel to investigate the claim and make recommendations to the Board. At the time of appointment, the designee shall inform the complainant and the respondent, in writing, of:

- the intent to proceed with an investigation;
- the specific allegations to be investigated;
- the appointment of the review officer or panel; and

the opportunity of each party to support or respond, in writing, to the allegation.

Once the review officer or panel has conducted a review and considers the investigation to be complete, the officer or panel will notify the Library Director (or Board President) of its completion. From the date of that notice, the review officer or panel has thirty (30) days to report his /her (their) findings and make any recommendations he/she (they) deems appropriate to the designee. The reviewing authority, in consultation with the Library Director and/or Library Board President shall issue a letter of findings to both the complainant and the respondent.

Nothing in this policy is intended to interfere with legitimate employment decisions. Moreover, the protections afforded under the “Whistleblower Law” are not applicable under circumstances where the Library had or has independent grounds for disciplinary actions and proceedings against an employee.

The Library Director shall establish regulations necessary to implement this policy.

This policy and accompanying regulations shall be published and posted in employee lounges and distributed to all Trustees, officers and employees.

The Library Director and others responsible for the implementation of this policy shall meet with the Board annually to evaluate the effectiveness of this policy and to recommend (if necessary) appropriate modifications to this policy and regulations there under.

Ref: Civil Service Law §75-b
Labor Law §740

INFORMATION/DATA SECURITY BREACH NOTIFICATION POLICY

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

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

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

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

future.

Internal Notification

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

External Notification

The Network Administrator, in consultation with the Library Director, will determine if external notification will be required. External notification is required if any of the following conditions are met:

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

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

Adopted 3/6/2018

ANTI SEXUAL HARASSMENT AWARENESS POLICY

The Hampton Bays Public Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Hampton Bays Public Library's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the Hampton Bays Public Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

POLICY:

1. The Hampton Bays Public Library's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the Hampton Bays Public Library. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Hampton Bays Public Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the Hampton Bays Public Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees¹ working in the workplace who believe they have been subject to such retaliation should inform a supervisor or the Library Director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Hampton Bays Public Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. The Hampton Bays Public Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Hampton Bays Public Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Hampton Bays Public Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Library Director.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

¹ A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

What Is “Sexual Harassment”?

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

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

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

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

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

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

Examples of sexual harassment

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

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s body or poking another employee’s body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:

- Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
- Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

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

Where can sexual harassment occur?

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

Retaliation

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

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

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

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

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. The Hampton Bays Public Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor or the Library Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor or the Library Director.

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

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

Supervisory Responsibilities

All supervisors 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 Library Director.

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

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

Complaint and Investigation of Sexual Harassment

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

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

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

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

- Upon receipt of complaint, the Library Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:

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

Legal Protections And External Remedies

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

Aside from the internal process at the Hampton Bays Public Library, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

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

State Human Rights Law (HRL)

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

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

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

incident of harassment.

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

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

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

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

Civil Rights Act of 1964

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

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

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

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

Local Protections

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

Contact the Local Police Department

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

Acknowledgment of Anti Sexual Harassment Policy

I _____, acknowledge receipt of the Hampton Bays Public Library’s policy prohibiting sexual harassment and guidelines relative to preventing sexual harassment. I have read and understand this policy and the guidelines.

Signature: _____

Date: _____

*A copy of this signed acknowledgement form will be maintained in the Business Office as required by law.