

POLICY MANUAL

Shelter Island Public Library Society

INTRODUCTION

Vision

The Shelter Island Library is a cultural and knowledge center providing information, technology, programs, and facilities supporting the diverse needs of all its patrons. The Library plays an important role in the life of the community and fosters lifelong learning.

Mission

The Shelter Island Public Library's purpose is to provide state-of-the-art resources, services, and technologies to meet the current and evolving needs of the community. It is the town's primary year-round information and cultural resource for both residents and visitors. The Library's staff and Board of Trustees focus on providing materials, services, programs, events, activities and staffing that promote education, information, access and usage, entertainment and the arts, for the benefit and enrichment of all segments of the community. Key audiences include adults, children of all ages, students and seniors as well as patrons with special needs. Critical resources include space, excellent staff, facilities, free programs and open access to materials and media.

ADOPTED: June 9, 2014

REVIEWED: February 11, 2019

History

The Shelter Island Public Library Society was incorporated under the laws of the State of New York on March 3, 1886 and was admitted as an institution of the University of the State of New York on December 17, 1896. The Society operates as a free association Library under Section 253 of the New York State Education Law.

The Society is governed by a Board of Trustees in accordance with the laws of New York State, the regulations of the Commissioner of Education and by its own bylaws.

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POLICIES

Policies of the Shelter Island Public Library Society follow in alphabetical order.
Dates of origin and of review are noted.

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ACCESS TO PUBLIC RECORDS POLICY

The following rules govern the access of records generated and maintained by the Shelter Island Public Library Society. The Shelter Island Public Library Society is an association library chartered and governed by the Education Department of the State of New York.

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

The Minutes of the Library’s Board of the Trustees meetings, Library’s Operations Policy Manual and Annual Audit are available for viewing when the Library is open to the public.

Requests to view any other records must be made in writing to the Director. Written requests should include the name and mailing address of the requestor, as well as a reasonable description of the records or information being sought.

The Library will endeavor to provide either the specific record requested or a written summary the requested information. Information of a personal nature, staff records, patron records, patron library visits and use, and records of a “protected (1)” class will not be released except by court order.

The Director will bring other requests to the full Board at the next regularly scheduled Board of Trustees meeting.

If a request is denied, the Director will inform the requestor in writing of the reason for the denial and inform the requestor of his/her right to appeal.

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

ADOPTED: November 2009

REVIEWED/REVISED: February 2019

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ANNUAL AUDIT POLICY

The Shelter Island Public Library will retain the services of a certified public accountant who will provide advice and consultation to the Board of Trustees and the Director.

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

ADOPTED: October 2012

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AT WILL POLICY

I. Affirmation

According to New York State law, staff are employed by the Library on an “at will” basis. The Library or the employee may terminate employment at any time, for any reason, at will.

II. Acknowledgment

This policy shall be included in the Shelter Island Public Library Society’s Personnel Manual. At the time of hire, each employee must sign an acknowledgment of receipt of this policy and the signed document will be kept by the Library Director in the employee’s permanent record.

ADOPTED: 2014

REVISED/REVISED: **January 2015**
 November 2015
 August 2016
 January 2019

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BENEFITS OF EMPLOYMENT POLICY

I. Health Insurance

The Library currently participates in the NYSHIP Empire Plan. Regular full-time employees are eligible for Individual health plan coverage. Such employees will be enrolled in the Library's health insurance plan within 30 days, beginning the first of the month immediately after hire. The Library pays the full cost of coverage for employees hired prior to 2013.

- New hires as of 2013 or part-time employees changing to full-time status contribute 20 percent to the individual premium cost;
- A full-time employee may opt out of coverage if he/she has comparable coverage elsewhere;
- Such employee may enroll in the Library's plan at the first of any month if the alternative coverage is no longer available;
- If a full-time employee chooses not to participate in the Library's health insurance program, no additional compensation will be offered;
- Open enrollment will be offered each year during the month of March;
- Employee may enroll NYSHIP eligible spouses or family members by paying 65 percent of the cost of a spouse or family premium — the Library contributes 35 percent;
- Regular part-time employees, student interns and summer interns are not eligible for the Library's health insurance plan.

II. Retirement Plan

As a benefit of employment, all regular full-time employees and regular part-time employees may participate in the Library's retirement plan, the Vanguard Sep-IRA Plan, on the first of the month following three (3) years of service. Employees who are re-hired after a break in service will be credited with time employed providing the length of the break does not exceed the time of prior service.

The Library currently contributes 10 percent of all employees W-2 monthly earnings; all contributions are fully vested.

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III. Vacation

- Regular full-time employees will earn ten (10) days of paid vacation I their first year and an additional day of vacation each year thereafter up to a total of three weeks (15 days) of paid vacation. Unless otherwise approved by the Library Director, vacation cannot be taken during the first three months of employment.
- Regular part-time staff will earn the average number of hours they work, times two (2), for paid vacation or personal leave;
- Written and dated requests for vacation scheduling must be submitted to the Library Director or Assistant Director at least four weeks in advance;
- The Director or Assistant Director may deny vacation requests at their discretion;
- Requests for vacation during holiday periods will be granted on the basis of fairness to all concerned;
- Requests for vacation during peak summer hours are discouraged;
- Unused vacation may not be carried over to the next year nor will unused vacation be paid upon separation;
- Seasonal or temporary staff do not receive vacation benefits;
- An employee who has 10 years of service shall receive an additional three vacation days annually and one day per year of service thereafter up to a maximum of 20 days total vacation.

IV. Sick Leave

- Regular full-time employees will be allocated up to ten (10) days of paid sick leave annually;
- Seasonal or temporary employees do not receive sick leave benefits;
- Regular part-time staff will be allocated their average hours worked per week as sick leave annually;
- Sick leave can be used in the event of an employee's own disability or for the care of an employee's immediate family member or for an employee's medical or dental visits that cannot be scheduled during non-working hours;

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- A doctor's statement may be required to confirm an employee's or family member's condition when sick leave is taken and/or to certify that the employee is able to return to work;
- A doctor's confirmation may be required in cases where Workers' Compensation Insurance or Paid Family Leave Insurance is involved;
- Unused sick leave may not be carried over to the next year nor will unused benefits be paid upon separation.

V. Personal Leave

Regular full-time employees will receive three personal days per year, which should be scheduled in advance. Part-time staff are entitled to combined personal/vacation leave as set forth above at the discretion of the Library Director.

Unused personal days may not be carried over from year to year nor will unused benefits be awarded upon separation of employment

Seasonal or temporary staff are not eligible for personal days.

VI. Leaves of Absence

For those employees who do not meet the eligibility requirements of any State or Federal Leave Act, the Director may grant leaves of absence, without pay, to full time employees. Leaves of more than three months must also have the approval of the Board of Trustees. Such leaves must be for serious reasons, must be requested in writing and must be for a specific period of time. The Director and the Board of Trustees assume the responsibility of deciding in each case whether the granting of leave is warranted.

Any employee desiring a leave of absence without pay shall submit a written request at least 14 days in advance of the leave. The request must state the reason for the leave, the date when the leave would begin and the approximate duration of the leave.

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

No sick time or vacations time will accrue during the leave.

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

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VII. Bereavement Leave

Regular full-time employees will be granted bereavement leave with pay of up to three days at the employee's regular salary upon the death of an immediate family member (parent, spouse, child or sibling). One day's leave with pay will be granted upon the death of other relatives.

VIII. Holidays

The Library will be closed on the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

Regular full-time employees will receive a day off with pay. If a holiday falls on a regularly scheduled day off, regular full-time employees are entitled to a 'floating-holiday' day to be taken within the same pay period with approval from the Director.

Regular part-time employees scheduled to work on a day on which a recognized holiday falls, will receive the day off with pay.

IX. Jury Duty

All employees required to serve on jury duty will receive their regular compensation based on their regular schedules.

X. Professional Development

The Board of Trustees encourages employees to enhance their work-related skills. Reasonable fees and travel expenses, including housing and meals, will be reimbursed for training approved by the Director for such workshops, programs, conferences and seminars. Meal reimbursement will not exceed \$60 per day. Staff

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members participating in such events must complete an Expense Reimbursement Voucher.

Professional staff members are encouraged to attend professional meetings and conferences. Requests for attendance should be submitted to the Director who will approve the reimbursement to be provided. Staff members who attend Library-related meetings at another location must complete a Meeting Attendance Summary form or extended written report. This form or report must be submitted to the Director within five days of attendance.

A collection of professional materials is maintained in the office area and a wide variety of additional material related to Library operation is available from the Suffolk Cooperative Library System. Staff members are encouraged to use these resources.

XI. Voting

The Library requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast their ballot, the employee may be eligible for time off to vote. Employees shall be allowed up to three hours of time off for voting at the beginning or the end of the working shift, as designated by the Library. Employees must notify the Library not less than two working days before the day of the election if time off is required.

XII. Acknowledgment

This policy shall be included in the Shelter Island Public Library Society's Personnel Manual. At the time of hire, each employee must sign an acknowledgment of receipt of this policy and the signed document will be kept by the Library Director in the employee's permanent record.

ADOPTED: 2014

REVIEWED/REVISED: January 2015

November 2015

August 2016

June 2017

January 2019

June 2019

August 2019

June 2020

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BOARD CONFIDENTIALITY POLICY

All matters discussed in an executive session of the Library Board of Trustees shall remain confidential and may only be discussed outside the executive session with the Library Director, legal counsel, persons present during the executive session, or with absent Board members, unless otherwise determined by vote of the Board of Trustees.

Written notes related to executive session discussions are permissible only after the prior approval of the Board.

In matters of a sensitive nature, as permitted under New York State Open Meetings Law, such as personnel issues, competitive bids by vendors, and pending or threatened litigation shall be considered confidential and discussed only with the Library Director, legal counsel and other staff and advisors whose need for information is required to further the best interests of the Library.

Members of the Board of Trustees shall annually sign an acknowledgment that they have read and understand this policy; the signed copy shall be kept by the Library Director.

REVIEWED/REVISED: February 2019

REVIEWED/ADOPTED: April 2021

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BUDGET POLICY

The Director, Board President, Treasurer and appropriate committee chairpersons shall annually draft a preliminary budget for input, review and approval by the Board of Trustees.

The Board of Trustees will review and vote to amend and/or approve the proposed annual budget presented during a regularly scheduled open public meeting.

ADOPTED: October 15, 2012

REVIEWED/REVISED: March 11, 2019

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BULLETIN BOARD POLICY

The primary use of the Shelter Island Public Library Society's bulletin boards is for Library purposes. The bulletin Boards are not intended to be a forum for public comment, advocacy or the advancement of a particular point of view. Since space is limited, the type of items that will be posted must also be limited. The Library will consider announcements from government, local non-profit, civic, and cultural, recreational and educational organizations by displaying materials if the following criteria are followed:

- Materials must be submitted to the Library Director for review and approval;
- Materials may not promote political preferences or political candidates;
- Library assumes no responsibility for the content of the notices or materials and is not responsible for damage or theft of such items;
- Items posted are for informational purposes only — posting does not imply Library endorsement;
- Petitions may not be posted on Library bulletin boards.

The Library reserves the right to restrict the size, number, location and time span during which materials are posted. Materials requested for posting are subject to the discretion of the Library Director and/or Library Board of Trustees and may be removed without prior notice.

ADOPTED: June 2009

REVIEWED/REVISED: March 2019

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CELL PHONE POLICY

Except in an emergency, the use of cell phones is permitted only in certain areas or outside of the Library. In the Library cell phones may be used in either the upstairs or downstairs vestibules.

Please adhere to the following rules:

- Set your phone on vibrate or silence it
- Limit your calls to brief, quiet conversations

Library patrons with cell phone usage that violates our behavior policy on disturbances, creating a disturbance by making noise, talking loudly or engaging in other disruptive conduct, will be asked to leave the building.

ADOPTED: November 14, 2016

REVIEWED/REVISED: March 11, 2019

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CHARGE TO HUMAN RESOURCES COMMITTEE

The Human Resources Committee is a standing committee of the Board of Trustees appointed by the President. The committee reports directly to the Board and takes no unilateral actions without the Board's approval and/or consent. The committee meets as the occasion warrants.

The committee's charge includes the following:

- Reviews and makes recommendations to the Board regarding staff salaries and benefits annually in preparation for the budget;
- Is notified of terminations and appointments, and reviews policies and procedures for recruiting;
- Reviews the personnel manual and all human resources policies periodically;
- Reviews and participates in established procedures for handling staff complaints and grievances, including sexual harassment and bullying;
- Recommends provisions for the Director's employment contract to the Board for approval/action;
- Ensures that all notices required by law and/or as part of good practice are posted for staff.

DRAFT: April 2014

ADOPTED: April 2019

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CIRCULATION POLICY

Non-District Resident Circulation Policy

The Shelter Island Public Library is a member of the Suffolk Cooperative Library System (SCLS) and follows the SCLS Resource Sharing Code as established by SCLS and its member libraries.

Any borrower possessing a valid full service borrower's card, in good standing, issued by any member library of SCLS may utilize the resources of the Shelter Island Public Library and borrow items through direct access.

The following restrictions apply to direct access loans:

- Materials that do not circulate to local residents
- Materials that are in high demand by local residents
- Materials that have been in the library's collection for less than three months.

The Shelter Island Public Library agrees to make its full collections available through inter-library loan to other member libraries of the SCLS under the rules and procedures defined by the SCLS.

The following restrictions apply to inter-library loans:

- Materials that do not circulate to local residents
- Materials that are in high demand by local residents
- Materials that have been in the library's collection for less than three months.

ADOPTED: June 2010

REVIEWED/REVISED: April 2019

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CODE OF ETHICS - BOARD OF TRUSTEES

This Code of Ethics is based upon the following Articles of New York State Law: Public Officer's Law, General Municipal Law and the Not-for-Profit Corporation Law.

As per Article 18, Section 806 of the New York State General Municipal Law the following Code of Ethics shall be in force for the members of the Board of Trustees of the Shelter Island Public Library Society (the "Library"):

ARTICLE 1

Trustees of the Library shall:

- a) conduct themselves in such a manner so as not to give the impression that any person can influence them or unduly enjoy favor from them with regard to the performance of their official duties;
- b) shall observe ethical standards with absolute truth, integrity and honor;
- c) distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree;
- d) respect the confidential nature of library business, while being aware of, and in compliance with, applicable laws governing freedom of information;
- e) perform all of the functions of library Trustees.

ARTICLE 2

Trustees of the Library shall not receive a monetary or material benefit as a result of a contract with the Library. This does not apply to those instances specifically excluded by law such as:

- * the designation of a bank or trust company
- * the designation of an official newspaper
- * contracts with voluntary non-profit corporations or associations

ARTICLE 3

Trustees of the Library shall further refrain from engaging in the following activities:

- a) soliciting or accepting any gift under any circumstances in which it could be inferred that the gift was intended to influence or reward the trustee for official action;

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- b) disclosing confidential information acquired during the course of their official duties;
- c) using such information to further their personal interests;
- d) entering into arrangements with clients for compensation in matters that are before the Board of Trustees;
- e) using their position to obtain employment with the library for themselves, members of their family or friends;
- f) accepting employment which will impair their independent judgment in the exercise of their official duties;
- g) making personal investments in enterprises which will create a conflict between their duties as a public official and their private interests;
- h) engaging in any transaction as a representative of the Board in which they have a direct or indirect financial interest;
- i) engaging in negotiations with companies doing business with or proposing to do business with the library without the knowledge and authorization of the Board of Trustees;

ARTICLE 4 – VIOLATIONS

In addition to any penalty contained in any other provision of law, any trustee who shall knowingly and intentionally violate any of the provisions of this Code may be, by majority vote of the Board of Trustees, suspended or removed from office pending resolution of the matter in question.

ADOPTED: April 2021

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COLLECTION DEVELOPMENT POLICY

I. Collection Development Statement

The Shelter Island Public Library selects materials in a variety of formats that reflect the interests of the community. This selection process is guided by the American Library Association Library Bill of Rights and by guidelines from the Library Trustees Association of New York State.

II. Selection Criteria

Selection of all library materials is the responsibility of the Director, who operates within the framework of the policies determined by the Shelter Island Public Library Society Board of Trustees. Reviewing media (such as professional journals and popular publications) are consulted as aids in selection.

Materials in the collection include: books, DVDs, CDs, audiobooks, newspapers, magazines, nontraditional materials and developmental materials. Electronic books are purchased from and chosen by the Suffolk Cooperative Library System.

All library materials must meet the follow criteria:

- Are accurate and authoritative;
- Chosen in relation to the existing collection;
- Of relative importance in comparison with other works on a given subject;
- Acceptable standards of quality in content, format and binding;
- Favorable reviews in professional and other publication, if applicable;
- Appropriate to the interests and needs of the community;
- Fits within the Library's budget.

III. Gifts

The Library welcomes gifts of books and other materials but reserves the right to evaluate them according to the Library's Collection Development Policy. We do not accept textbooks. No other considerations may be imposed relating to any gift either before or after its acceptance by the Library. The Library does not appraise books for income tax purposes but will provide the donor with a note that acknowledges the receipt of the materials. Donated materials will be added to the collection, donated for sale, or discarded at the discretion of the Library Director. See [GIFTS & DONATIONS POLICY](#) for more information.

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IV. Maintaining the Collection

In order to maintain the collection in its most useful and attractive condition, materials which no longer serve a need will be removed from the collection. Decisions for removal will be based on available space, circulation, physical conditions, usefulness, age, and accuracy.

V. Reconsideration of Material

Procedures have been developed for reconsideration of materials to assure that requests are handled in an attentive and consistent manner. Anyone wishing to make a formal request may do so by filling out a “Request for Reconsideration of Library Material” available at the Circulation Desk. The Library Director will consider the request and a response will be made to the requestor. If the requestor wishes to appeal the Director’s decision, an appeal may be made to the Board of Trustees.

ADOPTED: September 2016

REVIEWED/REVISED: May 2019

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COLLECTION OF FINES AND FEES POLICY

Library materials at the Shelter Island Public Library are purchased for the use of all Library cardholders. Cardholders are responsible and accountable for the materials they borrow. When materials are returned late, damaged or are lost, they are not available to other borrowers.

The Shelter Island Public Library has established the following policies regarding the collection of fines and fees to ensure that the collection of such fines and fees is fair and consistent:

- As overdue fines are a real barrier to access, the Shelter Island Public Library does not charge fines for items returned past their due date;
- A fee equivalent to the replacement cost is assessed when an item is lost or damaged;
- New items are considered lost when not returned 7 days after the due date;
- Other items are considered lost when not returned 14 days after the due date,
- Accounts will be blocked when checked out items are marked “lost”;
- Upon returns of lost items, account will be unblocked and no fee will be assessed;
- Fees can be waived at the sole discretion of the Director or Assistant Director when extenuating circumstance occur.

ADOPTED: November 14, 2016

REVIEWED/REVISED: May 13, 2019

REVIEWED/REVISED: August 12, 2019

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COMMUNICATIONS COMMITTEE POLICY

I. Charge for the Communications Committee

The Communications Committee is an ad hoc committee made up of 2-3 Board members and, if needed/desired, members of the community. Annual chair and members are appointed by the President. The committee reports directly to the Board and takes no unilateral actions without the Board's approval and/or consent. The committee meets as the occasion warrants.

II. Purpose/Oversight

The committee makes recommendations as relating to the Library's overall communications and marketing strategies and tactics including positioning, awareness building and public relations strategies. In addition, it is responsible for supplementing the Library staff's efforts in developing key communications pieces.

III. Responsibilities

- Champion the Library whenever the opportunity presents itself and affirming awareness of the Library's service to the community
- Help to build recognition of the Library's value as a community resource
- Assist in the acceptance of the equitable balance of public and private support
- Augment the Library's marketing and communications activities by contributing ideas and expertise
- Work with the planning task force to set specific goals and develop and set programming guidelines
- Set graphic standards for all communications in all medias
- Create newsworthy articles for the media including The Shelter Island Reporter
- Develop and produce the "Year in Review"
- Write Board of Trustee biographies for inclusion in the website.

ADOPTED: November 2016

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PUBLIC COMPUTER AND INTERNET USE POLICY

The Library provides Internet access for educational, informational, and recreational use. Access is provided on all public computers and through the Library's wireless network. The Library is guided by the following American Library Association statements on access to information: The Library Bill of Rights, The Freedom to Read, and Access to Electronic Information, Services and Networks: an interpretation of the Library Bill of Rights.

While the Internet is a global electronic network that enhances the materials available at the Library, users should be aware that the Internet is an unregulated source that contains materials which may be inaccurate, dated, incomplete, biased, inappropriate, or offensive. Users should carefully judge the authority and accuracy of these sources of information as they would any other resource.

In accordance with the Children's Internet Protection Act (CIPA), the Library utilizes filtering software to block access to some Internet sites on Library's public computers and through the Library's wireless network. Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. It is not possible for staff to control specific information children may locate on the Internet. Monitoring or restriction of a child's access to the wireless connection is the sole responsibility of the parent/guardian.

While the Library provides wireless connectivity to the Internet, the Library does not guarantee that the use of the wireless connection is in any way secure or private. Library computer users should not have an expectation of privacy, particularly when the computer screen and/or printout can be viewed by others. The Internet is not a secure medium, and users should be aware that third parties might be able to obtain information regarding users' activities. However, the 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.

Library computer users are responsible for using the Internet appropriately. Usage of the Internet in the Library that is inappropriate or inconsistent with this policy may result in termination of the computer session, restriction of access to Library computers, and/or suspension of Library privileges. A patron who wishes to appeal his/her termination of the right to use Library computers shall file a written request to appeal with the Board of Trustees within 30 days of any action taken. The request shall be reviewed by the Board of Trustees at their next regularly

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scheduled meeting. The appealing party shall have the right to appear at such meeting.

Patrons May Not:

- Use the internet inappropriately or for an unlawful purpose including, but not limited to displaying, printing, transmitting or distributing threatening material; expressions of bigotry, racism, hate and cyber-bullying; obscene or sexually explicit material; material protected by trade secret.
- Misrepresent themselves as another user.
- Attempt to modify or gain access to files, passwords or data belonging to others.
- Seek unauthorized access to any computer system
- Damage or alter public computer software and/or hardware components, including changing settings of Library computers.
- Interfere with the use of the Library's Internet access by others.
- Operate a server of any kind for the purpose of uploading data to the Internet or other Internet users' computers.

In no event will the Library have any liability for lost profits; for any direct or indirect special, punitive, or consequential damages; or any liability to a third party. Users assume all associated risks and agree to hold harmless the Library for any personal information that is compromised, or any damage caused to users' hardware or software due to electric surges, security issues, viruses, or hacking.

Adopted: June 2019

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CONDITIONS OF EMPLOYMENT POLICY *

I. Staff Categories

- Regular full-time employees work a schedule of 35 hours per week
- Regular part-time employees are scheduled to work fewer than 30 hours per week and are paid on an hourly basis
- Seasonal or temporary staff work on an hourly basis for a limited period of time
- Work schedules may vary to meet the current needs of the Library

II. Probationary Period

New full-time and part-time employees will be on probation for the first three calendar months of employment, after which the Library Director will perform a three-month review. If the employee's performance is judged "satisfactory" at the end of this three-month period, he/she will be considered "regular" full-time or part-time staff.

III. Pay Period

The pay period for the Shelter Island Public Library is bi-weekly, 26 paydays in a year on every other Friday. Holidays and unforeseen events may change the pay-day.

IV. Wages & Compensation

A budget of total costs for salaries and benefits is determined annually by the Board of Trustees as part of the budget presented for vote by town taxpayers. Subsequent salary increases, if any, for individual staff are determined by economic factors and subject to a review for merit/cost-of-living increase if finances permit.

Salary ceilings for specific staff positions were established in 2013 and are subject to periodic review.

An employee whose salary has reached the salary ceiling may be granted, at the discretion of the Board of Trustees, an additional 21 hours of vacation per year. The grant of this additional vacation time will be reviewed each year prior to January 1.

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V. Library Hours

The Library is open to the public six days a week year round. For safety and security reasons, a minimum of two employees or volunteers should be in the building during all hours when the Library is open to the public. Individual employee work schedules are based on the needs of the Library with employee needs considered whenever possible.

All employees will be paid for their regularly scheduled hours on any day the Library closes early or remains closed for an emergency by order of the Library Director or Assistant Director. If the Library remains open, employees will not be compensated if they do not work due to inclement weather.

VI. Attendance **

It is important that each employee recognizes the need for regular, punctual attendance to enable the Library to fulfill its public service function.

Repeated unexcused absence or lateness, if habitual, may result in termination.

In order to facilitate scheduling and as a courtesy to fellow employees, hourly employees who wish to schedule time off should inform the Library Director or Assistant Director at least one week in advance and two weeks in advance during the peak summer season, Memorial Day to Labor Day. This advance notice does not include emergency absences or absences due to illness.

Salaried employees are requested to provide at least two weeks advance notice when planning time off for vacation or personal leave.

Each employee is required to punch in and out on the Library's time clock on a daily basis in order for his/her paycheck to be issued.

VII. Breaks

All employees working six or more hours in any day may take two 15-minute breaks, one in the first half and one in the second half of the workday. Employees working at least four but fewer than six hours may take one 15-minute break.

All employees working seven or more hours in a day may take a 30-minute paid lunch break.

Any variation of these guidelines must be approved by the Library Director.

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Any meals must be eaten in the back office or the outside patio. There should be no eating behind the circulation desk at any time. Each employee is responsible for proper disposal of food and beverage containers.

VIII. Staff Meetings & Training

Staff meetings will be held periodically at the discretion of the Library administration. Employees will be paid regular hourly wages for time involved in attending these meetings.

The Library will train new employees in their duties. The timing, duration and conduct of this training will be at the discretion of the Director. Job descriptions are provided for each position.

IX. Staff Conduct & Responsibilities

The primary objective of the Library staff is to provide courteous treatment and excellent customer service for all patrons. Difficulties with or complaints from patrons should be referred to the Library Director or Assistant Director.

With a small staff, relationships among employees take on added importance. It is vital that all staff members are courteous and cooperative. Employees are expected to act with mutual compassion, dignity, respect, and confidentiality. Staff members should interact with each other in a professional manner.

All members of the staff are expected to dress appropriately for their work. Appearance should be neat and professional. The Library administration will determine appropriate dress if questions arise.

Small appliances are provided for staff use during lunch and break periods. Staff members are requested to help keep them clean and in good order.

Library telephones and computers are for Library business. Personal phone calls should be made or received only when necessary and should not interfere with job performance or Library business. Personal calls should be kept to a minimum and voices should be kept at a low level. Staff members wishing to access their personal email or Facebook accounts must do so at the public computers when on break. No personal Internet access may be done on (official) Library computers. All material on those computers is the property of the Shelter Island Library, including any "personal" emails.

Each employee is given an individual Library email account to be used solely for Library-related business. These email accounts and all Library-owned computer equipment are the property of the Library and can be monitored by administration

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at any time. Upon separation from the Library, staff email accounts will be terminated and accessible only by the administration.

The Library is not responsible for loss, damage or theft of personal belongings. Employees are expected to exercise reasonable caution in safeguarding any personal items brought to the workplace.

X. Performance Review

All employees will receive an annual performance review. The purpose of this review will be to recognize good performance and to identify areas where improvement may be necessary or appropriate.

The Assistant Director and staff librarians will be reviewed by the Director. All other staff will be evaluated by the Assistant Director and reviewed by the Director. The Director will be evaluated by the Board of Trustees President with input from the Board members.

Each review will outline the process in writing and identify areas to be considered. A copy will be given to and acknowledged by the employee.

XI. Complaint Procedure

Employees who believe they have been subjected to violation of the discrimination or harassment policies, or who have become aware of the same, have an obligation to report the matter promptly to either the Director or the Assistant Director or to the chair of the Human Resources Committee or any other member of the Board of Trustees. (A list of Board members and their committee assignments is available to all staff members.)

Individuals should not feel obligated to register their concerns/complaints with their immediate supervisors before bringing the matter to one of the other individuals designated above.

All reports or complaints of discrimination will be investigated in a prompt, thorough and impartial manner.

The Library will protect the confidentiality of such reports to the extent possible.

Any individual making such a report or complaint and any individual cooperating with or otherwise participating in the investigation of such report or complaint can do so without fear of reprisal or retaliation.

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XII. Grievance Procedure

In spite of all efforts, tension between individuals in the workplace is sometimes unavoidable. It is in everyone's best interest to resolve issues promptly in a fair and equitable manner using the following procedures designed to resolve such disputes.

The issue should be discussed with an immediate supervisor. If that is not feasible or possible, it should be brought to the attention of the Library Director.

If a satisfactory solution cannot be found, an employee may communicate a grievance to the Board of Trustees through its President. The communication must be in writing and must specify with whom – the supervisor or Director -- the issue had previously been discussed.

The President shall inform the Director of the grievance letter and, after consultation with the Human Resources Chair and the Board, should respond to the employee within 30 days.

If the employee is not satisfied with the result of this process, she/he may request a hearing with the Board. The decision to hold a hearing will be at the sole discretion of the trustees.

If a hearing is granted, the employee will appear before the Board at its next regularly scheduled meeting, in an open or closed session at the Board's discretion. A grievance hearing will be limited to 30 minutes. A written response will be provided to the employee within 30 days; the Board's response shall be considered final.

ADOPTED: 2014

REVIEWED/REVISED: January 2015

November 2015

August 2016

Shelter Island Public Library Society

CONFLICT OF INTEREST POLICY

1. **Obligations of Trustees and Employees**

Trustees and employees of the Library have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes the framework within which the Library wishes its business to operate. The purpose of these guidelines is to provide general direction so that employees and trustees can seek further clarification on issues related to the subject of acceptable standards of operation.

2. **Duty to Disclose**

If an employee or Trustee has any influence on transactions involving purchases, contracts, or leases from which he/she may gain financially in a material amount, he/she has a duty to disclose to the President or other officer on the Board, the existence of any actual or potential conflict of interest.

3. **What Constitutes Conflict of Interest**

An actual or potential conflict of interest occurs when an employee or Trustee is in a position to influence a decision that may result in a personal gain for the employee or trustee or for a family member as a result of the Library's business dealings. For the purposes of this policy, a Trustee or employee has an interest in a proposed transaction if *he/she* has a financial interest in it in a material amount, or has a financial interest in any organization involved in the proposed transaction, or holds a position as Trustee, director, or principal officer in any such organization or receives any indirect remuneration or gifts or favors.

4. **Determining Whether a Conflict of Interest Exists**

- a. A prospective Trustee or employee shall complete an application which requests information regarding past or present business dealings with the Library. If the applicant responds in the affirmative, the Board shall be notified by the Nominating Committee or Director prior to the election date.
- b. After disclosure by a current Trustee or employee of an interest in a proposed transaction, the interested person shall leave the Board meeting while the nature and amount of the financial interest is discussed. The remaining disinterested Board members shall determine by a majority vote if a conflict of interest exists.

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5. Procedures for Addressing the Conflict of Interest

- a. If it is decided that a conflict of interest exists, the Board shall determine by a majority vote of the disinterested directors whether the transaction is in the Library's best interest and is fair and reasonable to the Library. The Board shall also make its decision as to whether to enter into the transaction or arrangement in any event.
- b. If the Board determines that the transaction is not in the Library's best interest, members of the Board may explore an alternative arrangement which would not give rise to a conflict of interest.

6. Violations of the Conflicts of Interest Policy

If the Board has reasonable cause to believe that a Trustee, officer or employee has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for its belief and allow the person an opportunity to explain the alleged failure to disclose.

7. Annual Statements

- a. Each Trustee and employee shall annually sign a statement which affirms that such person has received a copy of the conflict of interest policy; has read the policy and has agreed to comply with the policy.
- b. Each Trustee shall sign a disclosure statement at year end if required by the Library's certified public accountants.

Adopted: April 2021

DEPOSIT OF FUNDS POLICY

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The Director, or his or her designee, is authorized to deposit Library funds in the short-term account that best meets the Library's current financial needs.

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

The Board of Trustees expects that the Director, or his/her designee, will deposit Library funds into the authorized accounts in a timely manner.

At this time Bank accounts held at Bridgehampton National Bank are Operating Account, Money Market, Capital Account, Leadership Circle Account, and the Director's Account The bank accounts held at Chase Bank are checking and savings account for the Patterson Fund, the Reserve Account CD and the Lamont CD.

The Director is responsible for seeing that tax levy monies are received and deposited in a timely manner.

ADOPTED: October 2012

REVIEWED/REVISED: August 2019

Shelter Island Public Library Society

DISCRIMINATION, HARASSMENT & RETALIATION POLICY

The SHELTER ISLAND PUBLIC LIBRARY is committed to ensuring that any form of sexual harassment is not tolerated. This policy offers guidance for recognizing conduct that violates the SHELTER ISLAND PUBLIC LIBRARY's sexual harassment policy and provides information about informal and formal procedures for investigating and resolving claims.

The SHELTER ISLAND PUBLIC LIBRARY is committed to providing a safe work environment in which all its employees are free from discrimination and harassment including sexual harassment. The SHELTER ISLAND PUBLIC LIBRARY has a zero tolerance policy for any form of sexual harassment and no one will be retaliated against for making a complaint in good faith. This policy covers all staff at the SHELTER ISLAND PUBLIC LIBRARY.

I. WHAT IS SEXUAL HARASSMENT?

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature that tends to create a hostile or offensive work environment.

Sexual harassment can involve one or more incidents. Actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviors which constitute sexual harassment include, but are not limited to:

PHYSICAL CONDUCT

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling or inappropriate touching.
- Physical violence, including sexual assault
- The use of job-related threats or rewards to solicit sexual favors.

VERBAL CONDUCT

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or text or email)

NON-VERBAL CONDUCT

- Display of sexually explicit or suggestive materials
- Sexually-suggestive gestures
- Whistling

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- Leering

What should I do if I think I am being sexually harassed?

If sexual behavior in the workplace occurs and you feel uncomfortable or you think it is inappropriate, the SHELTER ISLAND PUBLIC LIBRARY encourages you to address it.

II. HERE IS A CHECKLIST OF STEPS YOU MAY TAKE:

- Let the harasser know that the behavior is unwelcome and that you want it to stop.
- Report and discuss the behavior with your supervisor and enlist your supervisor's help.
- Discuss the problem with a supervisor who does not oversee your work.
- Make a formal complaint of sexual harassment to the Assistant Director, Director or the appropriate Board of Trustees member.

What kind of records should I keep and how will it help?

Keep a contemporaneous log of what has happened. It may help you clarify what behavior occurred and what steps to take.

If you keep a log, you should record the date of any incident, describe what occurred, record your responses and note any witnesses.

What is the best way to make a formal written complaint asking the SHELTER ISLAND PUBLIC LIBRARY to investigate harassment?

You have two possible routes for making formal, written complaints about sexual harassment.

You may tell any supervisor that you want to make a complaint. That person will provide you with a copy of the complaint form, and you or the supervisor will send it to the office of the Director, the Assistant Director or the appropriate member of the Board of Trustees.

Alternatively, you may go directly to the Director, the Assistant Director, or the appropriate member of the Board of Trustees.

A copy of the complaint form and Instructions can be found at the end of this policy.

What should I put in the complaint?

The complaint should be as specific as possible about what happened and how you responded. Be sure to describe each event and the date it occurred (or as close to the dates as you can remember). Providing names of people who know about the

Shelter Island Public Library Society

harassment, either because you told them or because they witnessed something, is also helpful. If you have kept a log of the harassment, now is the time to use it. Don't feel confined to the space provided in the complaint form. Use additional sheets if you need them to complete your answers.

What will happen once I make the complaint?

Filing a formal complaint will start an investigation conducted by the appropriate administrative staff. During the investigation, you, the person you said harassed you, and others who may have information about the harassment will be interviewed. The investigation will be handled with sensitivity and with the greatest degree of confidentiality practicable. Once your case has been investigated you will receive a report of findings and any sanctions that have been deemed appropriate. The person about whom you complained also will receive a copy of the determination.

Will I have the opportunity to appeal the decision?

You and the person about whom you complained both have the right to appeal the determination. The appeal must be made within 30 days of the date you receive the determination.

If you appeal, your case will be reviewed in its entirety.

Is there any limit on the time for bringing a complaint?

If you are going to file a formal complaint, you should do so within one year of the time when the harassment occurred. If you wait longer, doing a fair and thorough investigation becomes more difficult.

I want to keep this as quiet as possible. Do I have a right to expect that my complaint will be treated confidentially?

All inquiries, complaints and investigations are treated confidentially. Information is revealed strictly on a need-to-know basis. However, the identity of the complainant is usually revealed to the respondent and witnesses. Steps will be taken to ensure that the complainant is protected from retaliation.

Are there outside agencies that can help me with a sexual harassment claim?

A number of governmental agencies have jurisdiction over charges of sexual harassment in the workplace.

Both the New York State Division of Human Rights and the federal Equal Employment Opportunity Commission investigate charges of sexual harassment.

<http://www.dhr.ny.gov/complaint>

<http://www.eeoc.gov/employees/howtofile.cfm>

If I file a complaint, how do I know I will not be treated unfairly?

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The SHELTER ISLAND PUBLIC LIBRARY'S policy is to protect employees against retaliation from making a complaint in good faith.

A retaliation claim could be an independent claim of harassment and will be investigated regardless of what happens with the original complaint.

III. Harassment

Harassment on the basis of any other protected characteristics is also strictly prohibited, including verbal or physical conduct that denigrates or shows aversion toward any individual or group, and which has the purpose or effect of unreasonably interfering with an individual's work or performance.

IV. Retaliation

The Library prohibits retaliation against any individual who makes a complaint of discrimination.

ADOPTED: 2014

REVIEWED/REVISED: January 2015

November 2015

August 2016

November 2018

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Please print or type information.

Please attach any additional information you have about the claim and return to the office of the Director or Assistant Director.

Complete this form to file a claim of discriminatory treatment with the SHELTER ISLAND PUBLIC LIBRARY. THE SHELTER ISLAND PUBLIC LIBRARY is committed to preserving your confidentiality. Any individuals contacted by the investigator(s) will be asked not to disclose the facts or contents of your claim unless disclosure is necessary.

Name:

Title:

Home Address:

Telephone Number:

1. I believe that I have been treated in a discriminatory manner based on my:

| | | |
|-------------------------------------|--------------------------------|---|
| Race ____ | Color ____ | Sex (including Sexual Harassment) _____ |
| Age ____ | Disability ____ | Religion ____ |
| Marital Status ____ | National Origin ____ | Sexual Orientation ____ |
| Gender Identity or Expressions ____ | Domestic Violence status _____ | Genetic Status ____ |
| | Other (please specify): _____ | |

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2. I believe that the act or treatment described below is discriminatory:

3. I believe that the following individual(s) has (have) acted in a discriminatory manner:

4. Date of act or treatment (or indicate if ongoing):

5. Witnesses (include names, work locations and telephone numbers):

I authorize the SHELTER ISLAND PUBLIC LIBRARY to use my name in investigating this claim.

Signature: _____

Date: _____

Please attach any additional information you have about the claim and return this form or a copy of it to the office of the Director or Assistant Director.

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DISPOSAL & SALES OF SURPLUS OR DONATED ITEMS POLICY

The Director may dispose of surplus items in any legal manner. Disposals of items that originally cost more than \$500 should be reported to and pre-approved by the Board of Trustees. The Director is authorized to sell surplus items by using a closed bid system. The receipts of all such sales should be reported to the Board of Trustees at their next regular meeting.

The Director may dispose of donated items in any legal manner. The Director is authorized to sell donated items using either a closed bid system for items valued at more than \$500, a set price system for items valued at less, or transfer donation to The Friends of the Shelter Island Public Library. The sales of items using a closed bid system should be reported to the Board of Trustees at their next meeting. The sales of items using a fixed price system should be reported to the Board of Trustees as part of the monthly financial report.

ADOPTED: October 15, 2012

REVIEWED/REVISED:

Shelter Island Public Library Society

EQUAL EMPLOYMENT OPPORTUNITY POLICY *

I. Affirmation

The Shelter Island Public Library is an Equal Opportunity Employer. The Library will neither discriminate against nor act in favor of any employee or applicant for employment because of sex, age, race, creed, disability, sexual orientation, or national origin. This policy of non-discrimination is and will be equally applicable to transfers, promotions, demotions and separations from employment, including layoff.

ADOPTED: 2014

REVIEWED/REVISED: January 2015

November 2015

August 2016

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FACILITY USE POLICY *

I. Purpose

The primary purpose of the Library's meeting room is to serve Library sponsored services, programs and activities that have priority over all other programs. The Meeting Room space is intended for specific events rather than for regularly scheduled, on-going meetings.

II. Availability

Availability will be determined by the Library Director or Assistant Director. Preference will be given to Shelter Island-based organizations whose membership is primarily comprised of Shelter Island residents.

III. Permission

Permission to use the Library's meeting room may be granted to community groups, organizations, and individuals whose aims are consistent with the Library's mission to provide educational, cultural, informational and/or civic resources to Shelter Island.

Use of the Library's meeting room is subject to all federal, state and local laws and regulations as well as policies approved by the Library Board of Trustees.

As a non-partisan community institution, the room is-not to be used for sectarian religious instruction, proselytizing or worship or by political parties or their representatives when the purpose of such is to promote a singular political agenda.

IV. Agreement

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 programs. Public meeting room use does not constitute Library endorsement of any beliefs or ideas expressed by the organizations or individuals using the space.

ADOPTED: August 2007

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GALLERY USE POLICY

Thank you for applying to exhibit exhibiting your artwork in the Shelter Island Public Library's Community Room. If you have any questions about the policy below, please let us know.

I. Exhibitor

- Exhibitor must submit an application for use of the gallery space;
- Exhibitor must sign and return the Exhibitor's Agreement and Release;
- Exhibitor must provide an inventory list of all items to be displayed (attached);
- Must sign and return an acknowledgment of removal of exhibited items at the close of the exhibition;
- Exhibitor Must supply all labor and materials needed to mount the display;
- All pieces to be displayed in the gallery must be framed and/or mounted and suitable for safe display;
- Absolutely nothing may be attached or adhered to the walls; items must hang from the Library's gallery rail;
- A price list may not be displayed; however, the artist may display a contact name, telephone number and address.

II. Hours for Exhibit

Hours for exhibit shall be within the regular hours of the Shelter Island Public Library.

III. Library Security

The Shelter Island Public Library is not responsible for the security of displayed items. All items are understood and acknowledged to be displayed at the exhibitor's risk.

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IV. Liability

The Shelter Island Public Library is relieved of all liability for mutilation or damage or loss of exhibit from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.

V. Receptions

Exhibitor must request a date for reception and await approval of such date. All arrangements for exhibit openings or receptions are solely the responsibility of the exhibitor. Alcoholic beverages are not permitted at receptions.

VI. Content/Cancellation

The decision regarding the display content and arrangement of an exhibit is reserved to the Shelter Island Public Library. The Shelter Island Public Library reserves the right to cancel displays.

VII. Publicity

Exhibitors must submit press release information to the Shelter Island Public Library for approval prior to distribution.

ADOPTED: October 2009
REVISED - 2012

Shelter Island Public Library Society

Display Case Policy

The Shelter Island Public Library Society welcomes exhibits of arts, crafts, collections, and other items of general interest to the community.

The Library will provide space in the Library display case for Library district residents and local organizations for such exhibits for a length of time determined by the Library. Such displays are to be arranged through the Director or the Director's designee.

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

- Sufficient artistic and/or general interest
- Politically non-partisan
- Non proselytizing
- Is in an appropriate format for display
- The exhibitor will release the Library from any liability for items on display which are lost, stolen or damaged in any way, even through negligence or gross negligence.

ADOPTED: October 2009

REVIEWED/REVISED:

Shelter Island Public Library Society

MEETING ROOM RULES AND REGULATIONS

The Board of Trustees of the Shelter Island Public Library adopts the following rules and regulations regarding use by the community of the Library Meeting Room:

1. All meetings shall be non-exclusive and shall be open to the general public
2. The meeting room is available during regular Library hours, subject to its availability. Use of the meeting room outside of regular Library hours is possible by special request but such use requires a staffing/security charge of \$100 and shall not exceed three hours.
3. Setup, cleanup and any refreshments provided are the sole responsibility of the applicant.
4. Application for room use should be made in writing at least 21 days before the scheduled meeting. Bookings are not considered final until application has been signed by the Director or Assistant Director and returned to the applicant.
5. Attendance shall be limited to the legal capacity of the room.
6. All state and local regulations affecting the use of public buildings must be observed at all times.
7. Permission to use the meeting room is not transferable.
8. Applicants receiving permission to use the meeting room must be responsible for the conduct of participants and spectators attending functions under their sponsorship.
9. The applicant and group will be financially accountable for any damage or loss that may occur from the use of the meeting room.
10. The Library is not responsible for the property of individuals or organizations that is used or left on the premises.
11. Nothing may be stapled, tacked or taped to the walls of the community room. The meeting room must be left in a neat and orderly condition. All trash should be taken away by the group. Town bags cannot be supplied by the Library.
12. All publicity for the event must be approved by the Library.
13. The applicant agrees to hold SIPL, its representatives, agents and employees harmless and indemnify the Library for any and all claims, lawsuits, fees or costs that may arise from the applicant's use of the Library facilities.
14. Applicants must notify the Library Director immediately in the event of a cancellation or postponement of a scheduled date.
15. Due to space constraints, storage of the organization's materials is not available.
16. Failure to follow the approved rules and regulations may result in denial of future use of the facility.

ADOPTED: August 2007

REVIEWED/REVISED:

Shelter Island Public Library Society

FINANCIAL INTEGRITY & ACCOUNTABILITY POLICY

The Shelter Island Public Library Board of Trustees recognizes its responsibility to the residents and taxpayers of Shelter Island to ensure that the Library maintains internal accounting and administrative practices that protects its financial resources.

ADOPTED: October 15, 2012

REVIEWED/REVISED:

Shelter Island Public Library Society

FINANCIAL REPORT POLICY

The Director and the Board Treasurer will present to the Board of Trustees a monthly financial report that will include:

- Warrants;
- A summary of bank account balances; and
- A listing of receipts and disbursements by category including year-to-date totals compared against an annually approved budget.

ADOPTED: October 15, 2012

REVIEWED/REVISED: August 12, 2019

Shelter Island Public Library Society

GIFTS & DONATIONS POLICY

The Shelter Island Public Library welcomes financial and material donations.

I. Financial Donations

All gifts will be used at the Library's discretion unless the donor requests a special usage agreement.

II. Material Donations

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

III. Full Control

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

IV. Pickup/delivery

The Library does not provide pick-up service for donated materials and all deliveries of donations must be arranged in advance with the Director and his/her designee.

V. Acknowledgment

The Library will acknowledge all donations in writing with the appropriate tax deduction, if applicable.

ADOPTED: October 15, 2012

REVIEWED/REVISED:

Shelter Island Public Library Society

INVESTMENT POLICY

I. Scope

This Investment Policy (“Policy”) applies to all monies and other financial resources that the Library’s Board of Trustees (“Board”) has determined are available for investment. Currently this includes the four legacy funds from the Gill Patterson Trust (the “Trust”), the Operating/Capital Fund (currently invested in CDs), the Lamont Fund (currently invested in CDs), and the Chase checking and savings accounts.

This Policy formally documents the goals, objectives and guidelines for the Library’s investment funds (“Funds”) and responsibilities of the fiduciaries: The Board, the Finance Committee, the Investment Committee (a sub-set of the Finance Committee), the Investment Advisor and the Custodian (“Custodian”). This Policy provides the framework and process for achieving the Fund’s objectives in a prudent manner. Moreover, this Policy will be used as the basis for the evaluation of the investment performance of the portfolio and the Investment Advisor.

II. Policy Review

This Policy shall be reviewed by the Investment Committee on an annual basis at minimum. Additional reviews may be scheduled by the Investment Committee at any time. Any material changes should be reported to the Board.

III. Objectives

The primary objectives of the Library’s investment activities are:

1. To adequately safeguard and grow principal over the long term. This is accomplished by reinvesting all capital gains, as required by the Trust, and using a mix of investments;
2. To generate sufficient cash flow to materially support the annual costs of managing the children and youth activities of the library, and to grow this amount over time.
3. To conform with all applicable federal, state and other legal requirements;
4. To obtain a reasonable overall rate of return, that will match or exceed the rate of inflation.

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The Board encourages various investment strategies and diversified holdings to minimize short-term volatility while maximizing long term asset growth. The goal is to obtain a reasonable overall risk-adjusted rate of return that will meet or exceed the market index, or blended market index that closely corresponds to the asset allocations and diversification in the various accounts. Funds covered by this policy include:

Operating/Capital Fund. Funds held for long term capital needs including facilities upgrade and/or expansion. Funds may be invested in bank money market accounts and CDs or potentially higher return instruments.

Lamont Memorial Fund. Established per letter from Helen Lamont 11/29/1971 on occasion of husband's death to "Perhaps...eventually yield an annual interest sufficient to contribute substantially to the maintenance of building and grounds". Funds may be invested in bank money market accounts and CDs or potentially higher return instruments.

Gill Patterson Youth Library Fund. This fund was established in August 2015 by a bequest from Gill Patterson. Only income from the fund may be used, and this only for the benefit of children and youth (teenagers), for the purchase of materials and equipment, and to cover the cost of programming and staffing. The principal in this fund must remain intact and all capital gains reinvested. Due to the size of the fund, and the need to generate annual income and preserve principal, the Investment Committee will retain an investment advisor. The Investment Committee has appointed Jill Bobigan, a Financial Advisor at UBS Financial Services, to serve in this capacity. The custodian will be UBS Financial Services.

IV. Board Responsibility

Final responsibility for the investment program resides with the Board. The Board will establish an Investment Committee with at least three and up to five members, two of whom must be the Chairman and the Treasurer. The Board delegates to the Investment Committee the task of making recommendations regarding the administration of the program including but not limited to asset allocation, selection of depository institutions, choice of investment management firms, and oversight of performance reviews. The Board is aware that past performance is not a guarantee of future performance and that investment objectives and benchmarks are targets and not assurances or guarantees of the performance of any specific investment or of the investment fund in total.

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V. Investment Committee Responsibilities

a. Recommend to the Board an investment advisor and a custodian for all accounts excepting bank money market and CDs. It is anticipated that this advisor will have investment discretion over the Patterson (UBS) accounts with the exception of the “Gill Patterson Youth Library Fund”. Advisor criteria should include among other things, cost, experience, firm resources, investment philosophy, and historical results.

b. Develop a specific Investment Policy Statement (“IPS”) with the Investment Advisor which shall contain criteria on risk, returns, asset classes utilized and time frame for investment and withdrawal. Agree with the Investment Advisor on benchmark(s) to use in evaluation of investment performance.

c. Review the performance of the accounts and the Investment Advisor on at least a quarterly basis. This review can be accomplished either in person or by phone. The Investment Committee will ensure that the management of the accounts is consistent with the goals and guidelines specified in this policy, and assess the need to adjust guidelines or allocations as economic conditions and security markets change.

d. An annual review with the investment advisor will be conducted with the Board at a regularly scheduled monthly meeting.

e. Recommend to the Board on a semi-annual basis how much of the Gill Patterson Youth Library Fund income should be allocated to current year children and youth related expenses and transferred to the Operating Account. Note that at the end of each calendar quarter, UBS will transfer the earnings accrued that quarter from all the accounts directly to a dedicated checking account at Chase Bank. Excess funds can be transferred to a savings account at Chase Bank.

f. Review and approve the investment policy and guidelines for all accounts, including goals, asset allocation and investment quality.

g. At least two Investment Committee members are necessary for any required approvals with respect to allocations, investments, and the Investment Advisor. Any actions taken will be reported at the next following Board meeting. It should be noted that the portfolio is structured and designed with a “long term” view in mind. Frequent investment approvals are not envisioned.

Shelter Island Public Library Society

VI. Investment Advisor Responsibilities

a. Work with the Investment Committee to develop and implement an Investment Policy.

b. Provide investment recommendations per the Investment Policy and implement.

Note that Investment Committee approval is required for any non-discretionary funds.

c. Provide written documentation of portfolio activity, portfolio valuations, performance data

and other information as requested by the Investment Committee within 30 days of the

end of each calendar quarter or more frequently if requested.

d. Use best efforts to advise the Investment Committee of any significant events which

might have a material effect on the portfolio.

e. Send an ADV (“Advisor Disclosure Vett”, SEC registration statement) on an annual basis, to the Investment Committee. If any changes are made to key personnel, ownership or any other critical areas of the Investment Manager’s firm, a copy of the amended ADV should be sent to the Investment Committee. E-mail delivery is acceptable.

f. Provide to the Investment Committee the guidelines on proxy voting. Vote all proxy(s) and provide a general summary report to the Investment Committee of proxy voting activities on an annual basis.

g. Acknowledge receipt of the Library’s Investment Policy and the IPS, which will be developed with them, and the acceptance of their terms. If the Investment Advisor believes at any time that any changes, additions or deletions to the IPS are advisable, it will be the responsibility of the Advisor to recommend, in writing, such changes to the Investment Committee.

h. Meet with the Investment Committee, in person or by telephone, at least quarterly.

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VII. Custodian Responsibility

The Custodian will physically maintain possession of securities owned by the Library, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The Custodian shall also perform daily accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Library's accounts.

VIII. Prudence

Participants in the investment process recognize that all investments entail some degree of risk but that they shall act responsibly as custodians of the Library's funds and avoid transactions that a prudent person might consider excessively risky. Investments shall be made with judgment and care, under circumstances then prevailing, and taking into account safety of principal as well as the probable income to be derived.

IX. Conflict of Interest

All Board and Investment Committee members involved in the investment process shall refrain from personal business activities that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. No investment shall be made in any fund in which the Library's portfolio manager or broker is a principal or manager.

X. Investments

The Investment Committee recommends and the full Board must approve all parties involved in investing the Library's funds. Such parties shall be bound by the Library's Investment Policy.

XI. Investment Allocations

The Investment Managers will be permitted to invest the Funds in any of the following asset categories as long as, on a consolidated basis, (a) no one asset category exceeds 70%; and (b) no one position (i.e., a stock or bond) exceeds 8%.

Stocks (Securities)

Investment Grade Corporate and Government Bonds

Certificates of Deposit

Treasury Bills

Mutual Funds and ETFs

REITs

Shelter Island Public Library Society

Cash and cash instruments (i.e., money market funds)

Other types of investments including but not limited to, holding or accepting physical delivery of individual commodities, short sales, margin sales, derivatives, auction rate securities, options and other forms of securitized instruments shall not be deemed acceptable investments, but minor positions may be held by Mutual Funds.

Investment in any one industry shall be limited at purchase to 20% except for Technology which may total 25% of the total equity portfolio. Investments in international equities should be limited to 15% of the total equity portfolio. Taxpayer monies shall not be invested in anything other than cash or cash equivalents.

XI. Access

All Investment Committee members, on request, shall be provided with User IDs and passwords to give them on-line access to the Custodian's web site, to view balances, statements and activity.

XII. Gifts and Donations

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

XIII. Cash Security. Any cash funds at UBS Financial Services aggregating over the FDIC \$250,000 limit must be invested in a U.S. Treasury money market fund.

ADOPTED: December 2015

REVIEWED/REVISED: March 2020

Shelter Island Public Library Society

OPEN MEETINGS AND PUBLIC PARTICIPATION AT LIBRARY BOARD MEETINGS

All meetings of the Board of Trustees of the Shelter Island Public Library Society will be held in accordance with New York State Open Meetings Law (Education Law, Section 260-a).

There will be a period of public expression during the meeting wherein the public is invited to bring to the Board's attention matters for its information.

Matters upon which Board action is desired or which a Shelter Island Public Library Society patron wishes to be placed on the Board's agenda should be submitted in writing to the Board of Trustees, care of the Library Director at least one week in advance of the Board meeting

Adopted: April 2021

Shelter Island Public Library Society

OUTREACH SERVICES POLICY

I. Mission and Purpose

The missions of Outreach Services of the Shelter Island Public Library Society is to provide recreational and educational library materials to people of any age who are not able to come to the library due to physical or institutional limitations.

II. Programs and Services

Materials available through Outreach include regular print and large print books, audio books, films on VHS and DVD, and music on compact discs. Applications and supplies for the Local Talking Book Library are provided upon request. Loan period extensions may be granted upon request.

No-charge Outreach services available include:

- Telephone reserves
- Telephone renewals
- Telephone Inter-Library loan services
- Materials delivered by mail (post office)
- Materials delivered to homebound
- Telephone reference assistance
- Database search printouts delivered by email, mail, fax and hand-delivered
- Large print editions of Library newsletter prepared upon request

ADOPTED: August 2008

REVIEWED/REVISED:

Shelter Island Public Library Society

PATRON BEHAVIOR POLICY

The following are guidelines which are designed for the comfort and protection of all people who use the facilities of the Shelter Island Public Library.

Because the following activities interfere with the appropriate use of the Library, please do not:

- Engage in disruptive behavior or disorderly conduct
- Harass people on Library property
- Use profanity or abusive, threatening language
- Deface, destroy or tamper with Library material, property or equipment
- Loiter or solicit on Library property
- Put feet on furniture or sit on tables
- Rearrange furniture
- Leave children unattended
- Go barefoot, dress inappropriately, or offend by poor hygiene
- Steal, damage, or alter Library property including computer hardware, software, printers, copiers, phones or other equipment
- Use audio equipment without headphones or at a volume level that is audible to others
- Smoke, consume alcohol, partake of controlled substances, or carry firearms or weapons
- Bring open packages of food or beverages to the Library or consume the same on Library premises
- Bring animals into the Library unless necessary for assisting the disabled, or if the Animal is being trained to assist the disabled
- Distribute leaflets or circulate petitions
- Fail to adhere to library rules promoting the health and safety of the staff and other patrons
- Engage in conduct which is disruptive to the operation of the library or threatening to patrons, staff, or library property

Failure to follow these guidelines and the directions of Library staff will result in being asked to leave the Library. Library personnel are authorized to contact the appropriate law enforcement agency (Shelter Island Police Department 631-749-0600) to ensure compliance.

Shelter Island Public Library Society

Any patron who violates the Library rules and regulations may be denied the privilege of access to the Library and/or library services by the Library Board of Trustees, on the recommendation of the Library Director. Any patron whose privileges have been denied may have that decision reviewed by the Board of Trustees.

ADOPTED: October 2008

REVIEWED/REVISED: June 2020

Shelter Island Public Library Society

PAYMENT OF BILLS POLICY

The fiscal year of the Library shall run from January 1 through and including December 31.

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 appropriate.

Checks require signatures from two authorized signers. Authorized signers include the Board President, Vice President, Treasurer and other Board Members authorized by the Board

A Director's Account with a balance of not more than \$2,000 may be accessed by the Director or Assistant Director in case of emergency.

The Director may authorize pre-payment of direct deposited payroll and employment tax bills using online service pending Board approval.

ADOPTED: October 2012

REVIEWED/REVISED: November 2019

Shelter Island Public Library Society

PET POLICY

Pets, other than service animals, are prohibited on the library premises.

ADOPTED: June 2009

REVIEWED/REVISED:

Shelter Island Public Library Society

PETTY CASH POLICY

The Library will establish an account of \$100 to be used for small purchases made at the discretion of the Director. Receipts will be retained for all purchases made from the petty cash account and reimbursement of the account shall be presented to the Board of Trustees as part of the monthly warrant.

ADOPTED: October 15, 2012

REVIEWED/REVISED: November 18, 2019

Shelter Island Public Library Society

PHOTOGRAPHY AND FILMING POLICY

Photographing and filming in the Shelter Island Public Library is allowed only to the extent that it does not interfere with the provision of library services, ordinary operation of the Library, or patrons' rights to privacy. The privilege to photograph or film is at the reasonable discretion of the Library Director or appropriate designee.

For the purposes of this policy, photography or filming refers to all current and future static, still, or video imaging.

General guidelines:

1. Individuals who photograph or film inside the Library must honor requests from patrons and staff who do not want to be included in photos or film.
2. Individuals who photograph or film inside the Library are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed.
3. In all instances, the Library reserves the right to cease photography or filming if it results in disruption of the ordinary Library environment or operations.
4. The Library accepts no liability for the use of photos or film resulting from this activity.
5. Photography or filming of all Library-owned copyrighted art works may be allowed if appropriate credit is given to the pieces(s) and prior permission is granted by the Library Director.

Library-sponsored Photography and Filming

The Library reserves the right to use photographs or film taken at programs and events sponsored by the Library for publicity purposes in a variety of formats. Attendance at such programs constitutes patrons agreement to the Library's use of these graphics or film unless they specifically inform staff of an objection when the photos or videos are being taken.

ADOPTED: April 2019

Shelter Island Public Library Society

PLEDGE POLICY

A donor pledging a contribution must sign a Pledge Form which should include donor's name and address, pledged amount, date(s) pledge will be paid, if the pledge will be matched, and acknowledgment information (names or anonymous).

A pledge should be set up as a receivable for the amount pending payment. An offset for the same amount should be set up as deferred revenue. These amounts will be reduced as the pledged amount is paid and should be followed on a year-by-year basis. In the event the funds are not realized, the unfilled amount of the pledge will be dropped for accounting purposes.

The full amount of the pledge will be recognized at the time the pledge is made. At the discretion of the Board, a naming opportunity may or may not be given.

ADOPTED: October 15, 2012

REVIEWED/REVISED:

Shelter Island Public Library Society

PROGRAM SCHEDULE POLICY

Approved Library programs are scheduled during regular operating hours when staff is available or during closed hours when a trustee or staff volunteer is available. If a trustee or staff volunteer is not available, programmer will be required to cover the expense of the paid staff member's time.

ADOPTED: February 2010

REVIEWED/REVISED:

Shelter Island Public Library Society

PURCHASING POLICY

All products and/or services purchased by the Library require an approved order form or purchase order. The Director is responsible for the signing and maintaining these forms. The Director may delegate portions of that duty to appropriate staff.

Contract services proceed by the Library require a written contract. The Director is responsible for drafting, signing and maintaining of contracts. The Director may delegate portions of that duty to appropriate staff.

All Library purchases will be made in a lawful manner. As an Association Library, competitive bidding is not required by law but is recommended for services procured over \$5,000.

Items or services costing at least \$5,000 will be brought to the attention of the full Board of Trustees for discussion and approval.

The Director may authorize the purchase of items or services costing less than \$1,000.

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, the cost of which shall not to exceed \$1,000, if calling an emergency meeting of the Board of Trustees beforehand is not practical.

ADOPTED: October 2012

REVIEWED/REVISED:

Shelter Island Public Library Society

SUSTAINABILITY POLICY

The Library is committed to reducing the Library's carbon footprint and promoting environmental stewardship. The Library's goal is to minimize the organization's adverse impact and maximize future generations' ability to live, work, and play in our shared natural environment, with equal access to clean air, clean water, and natural resources.

The Library will strive to minimize pollution and waste, conserve energy and water, protect habitats, support renewable energy resources, buy environmentally friendly products, and encourage environmentally preferable transportation.

These efforts will extend to contractor and supplier relationships. The Library will encourage contractors and suppliers serving or otherwise acting on behalf of the organization to demonstrate that they adopt to sustainable practices.

Employee understanding and involvement are essential to the implementation of this sustainability policy. Employees at all levels will be involved in supporting these goals. This policy shall be included in the Library's Personnel Manual. At the time of hire, each employee must sign an acknowledgment of receipt of this policy and the signed document will be kept by the Library Director in the employee's permanent record.

ADOPTED: March 2019

Shelter Island Public Library Society

TERMINATION POLICY

I. Voluntary Resignation

- Regular full-time employees must provide three weeks' advance written notice of voluntary departure
- Regular part-time employees must submit two weeks' written notice of voluntary departure

II. Involuntary Termination

Regular full-time employees who are laid off will be provided with two weeks' notice or two weeks' pay in lieu of notice, plus the following severance pay based on completed years of full-time service:

| <u>Service</u> | <u>Pay</u> |
|-------------------------------|------------|
| 91 days but less than 1 year | 1 week |
| 1 year but less than 3 years | 2 weeks |
| 3 years but less than 5 years | 3 weeks |
| 5 years but less than 7 years | 4 weeks |
| 7 or more years | 5 weeks |

III. Termination for Cause

The following are some examples of grounds for immediate termination with no prior notice or severance pay:

- Falsification of application for employment
- Illegal use or possession of alcohol or drugs on the Library premises
- Insubordination
- Theft of Library or individual property

ADOPTED: 2014

REVIEWED/REVISED: January 2015

November 2015

August 2016

Shelter Island Public Library Society

UNATTENDED CHILDREN & YOUTH POLICY

The Shelter Island Public Library welcomes children and youth of all ages to use its facilities and services. The safety and well-being of patrons of all ages and the maintenance of an atmosphere conducive to Library use are major concerns. Though staff will always be responsive, they cannot assume responsibility for the care and comfort of children and youth when they are unattended. The Library does not assume responsibility for the safety or behavior of children and youth when they are in the Library.

All children who have not reached their 9th birthday must be accompanied and supervised by a parent or responsible caregiver at all times. Older youth may use the Library unattended provided they are able to maintain proper Library behavior. Responsibility for the welfare, supervision and the behavior of all minors using the Library rests with the parent/guardian/caregiver.

If in the judgment of the Library staff an unsupervised child's conduct or age or the conduct or age of those responsible for the child exposes the child or others to risk, disrupts the operation of the Library or requires continual staff intervention then the staff will require that such child and those with such child leave the Library unless in the judgment of the Library staff the child cannot safely leave the premises without adult supervision due to age, weather, time of day, or other circumstances. In such event the Library staff will attempt to contact the parent or legal guardian and request the child's removal from the Library. If a parent or legal guardian is unavailable then proper authorities will be notified.

Parents or responsible caregivers will be notified if their children are left unattended and require supervision. If parents or responsible caregivers are unavailable, proper authorities will be contacted.

ADOPTED: April 2016
REVIEWED/REVISED:

Shelter Island Public Library Society

WHISTLEBLOWER POLICY

I. Commitment to Openness

The Shelter Island Public Library (the “Library”) is committed to operating in an environment of the highest possible standards of openness, honesty and accountability and in compliance with all applicable laws, rule and regulations, including those concerning accounting and auditing.

The Library prohibits fraudulent practices by any of its trustees, employees or volunteers and expects its trustees, employees and volunteers to conduct themselves in accordance with the law, Library policy and procedures.

II. Duty to Report

If a trustee, employee, or volunteer has a reasonable belief that a trustee, employee, or volunteer, or the Library as a whole, has engaged in any action that:

- violates any applicable law or regulation, including those concerning accounting and auditing; or
- constitutes a fraudulent practice; or
- violates Library policies or procedures,

then that person is required and expected to immediately report such information to the Library Director.

If the person does not feel comfortable reporting the information to the Library Director, he or she is expected to report the information to the President of the Board of Trustees. The person may, in addition, and when applicable, report the matter to a federal, state, or local agency.

III. Duty to Investigate

All reports will be reported to the Board of Trustees, acted upon promptly, and an investigation conducted. The person assigned to conduct the investigation will deliver his/her findings to the Board of Trustees. In conducting such investigations, the Library will strive to keep the identity of the reporting individual as confidential as possible, while conducting an adequate review and investigation.

Shelter Island Public Library Society

IV. Non-retaliation

The Library will not retaliate against an employee in the terms and conditions of employment because that employee:

- reports to the Library Director, the Board of Trustees, or to a federal, state or local agency what the employee believes, in good faith, to be a violation of the law; or
- participates, in good faith, in any resulting investigation or proceeding, or
- exercises his or her rights under any state or federal law to pursue a claim or take legal action to protect the employee's rights.

The Library may take disciplinary action (up to and including termination) against an employee, trustee, or volunteer who, in the Board of Trustee's assessment, has engaged in retaliatory conduct in violation of this policy or has violated the provisions of this policy.

ADOPTED: April 2016