

Scio Memorial Library

POLICY MANUAL

ROOT

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Plan of Service 2022- 2027

Mission:

To be the place where our community members go to seek information and materials which might enlighten, entertain and develop their creativity in an open and nonjudgmental environment.

The Scio Memorial Library provides: Print and Audiovisual Materials, Electronic Resources, Space for Meetings and Creativity inside the building and in the park.

Goal: Provide resources and programming to support learning, creative pursuits and entertainment for members of our community of every age and interest.

The Scio Memorial Library will actively support literacy in its many forms. We will provide access to resources and programming that will allow our community members to attain their goals as well as pursue their curiosities. To meet these goals, we will develop our collection, our technology offerings, and utilize and showcase our community's expertise.

Objective: To evaluate print collections, technology offerings and digital resources to meet the changing demands of the community.

Objective: To develop relationships with community partners and local experts that will allow us to offer ongoing programming to the community.

Goal: Develop Library as a hub for community gatherings and entertainment.

To provide spaces and resources where people can come together to collaborate, create and innovate. We will work with our community and local organizations to hold local events, historical and cultural programs and special interest meetings.

Goal: Increase public awareness of library offerings and the role Scio Memorial Library plays in our community.

The Scio Memorial Library will inform the public of the programming and materials the library offers. We will work with local organizations to expand the library's network to reach audiences that may be unaware of library resources.

Objective *To work with our community and local organizations to hold local events, historical and cultural programs and special interest meetings*

Objective: To review the current library website to determine its best use as a communication channel to our community members.

Objective: To develop best practices for use of social media that will allow the library to showcase local programming and culture.

Objective: To develop relationships with local media outlets to most effectively use them to tell the story of the library.

Plan of Service

Goal: Ensure library building and grounds meet the needs and expectations of our community members.

The Scio Memorial Library will actively develop the library space in ways that meet and adapt to the changing needs of our community. We will strive to create flexible spaces that can be changed to integrate new uses, technologies and programming.

Objective: To examine all existing spaces in terms of any changed priorities.

Objective: To develop a working inventory of all library technology resources as well as a replacement plan to ensure obsolescence is accounted for in proposed budgets.

Goal: Ensure long term sustainability for the library through continued governance and funding development.

The Library Board will ensure that our efforts are in the interest of our community members. The library will continue to develop our relationships with local and state officials to advocate for the importance of libraries as a vital community resource. We will seek out funding and revenue streams as appropriate for a publicly funded institution.

Objective: To make long-range planning an ongoing process of Library development including an annual review of the Plan of Service.

Approved October 27th, 2018

By-Laws

Mission:

To be the place where our community members go to seek information and materials which might enlighten, entertain and develop their creativity in an open and nonjudgmental environment.

Preamble

The Board of Trustees (hereafter designated as the “Board”) of the Scio Memorial Library, exists by virtue of an Absolute Charter granted by New York State, on December 7th, 1911, and subsequently amended. It is governed by the New York State Education Law, the regulations of the Commissioner of Education and by the following bylaws:

ARTICLE I - The Library Board of Trustees

1. The Board of Trustees is the governing body of the Scio Memorial Library. Pursuant to the terms of the charter, the board shall consist of no fewer than five (5) and no more than fifteen (15) members, and the term of a trustee's service shall be five (5) years. Board members shall be eligible to serve multiple terms. Board members shall be elected and re-elected by a majority of the existing board, and once elected, shall assume their role immediately.
2. Eligibility for office shall be limited to adults residing within the charter area of the library or who are employed by an entity located within this area.
3. Board members shall indicate their willingness to attend regular and special meetings of the board. Board members who are absent for three consecutive board meetings without asking to be excused and receiving the approval of a majority of the board members, may be dismissed from the board by majority vote. In this instance, the dismissed board member will be notified in writing.
4. The officers of the Board shall be a President, a Vice-President, a Secretary and a Treasurer and they shall perform the usual duties of their offices. Officers will be elected annually, by majority vote, at the December meeting and their appointments shall take effect on January 1st of the following year. Vacancies shall be filled as soon as practicable by board action.
5. Upon the request of any board member, any vote of the board will be conducted by secret ballot.

ARTICLE II - Meetings

Regular meetings shall be held each month at a date and time determined by the Board and shall be open to the public. Such information shall be posted at the library.

Special meetings shall be held upon reasonable notice and may be called by any officer or any three trustees.

A simple majority of the board shall constitute a quorum and any official action taken shall require the presence of a quorum.

An agenda will be provided for each meeting. The current edition of Robert's Rules of Order will prevail in the establishment of an order of business or in any issue not covered by these bylaws.

ARTICLE III - Committees

The President of the Board shall designate special committees as needed, and shall appoint such committee members and a committee chairperson. Such committees may include Building, Park & Grounds; Personnel; Finance; Fund-raising and Community Relations.

Non-board members with special interests and capabilities may be appointed by the President with the approval of the Board to increase the committees' effectiveness.

All committee actions are subject to approval by a majority of the Board.

ARTICLE IV - Library Director

It is the responsibility of the board to appoint a Library Director, who shall attend all meetings of the board. The Director is encouraged to speak on all matters under discussion at Board meetings, but shall not have the right to vote.

The Director shall be responsible for the care of the building and equipment; for the efficiency of the library's service to the public and for the operation of the library under the financial conditions contained in the annual budget. The Director shall provide written reports of library activities, and recommend policies and procedures which would improve efficiency and the quality of library services.

The Director shall carry out all the policies of the Library as adopted by the board.

The Director shall present annually at the November board meeting a written statement of anticipated needs; in consultation with the treasurer the Director shall submit a proposed budget for the following year, and shall complete the annual report..

The Director shall be responsible for selecting and ordering books and other materials within the policies set down by the board.

The Director shall conduct an orientation program and supervise all staff and volunteers.

The Director shall attend professional meetings and workshops conducted by the Southern Tier Library System and make use of the services and consultants of the system. Regular salary shall be paid for attendance at such meetings.

ARTICLE V - Duties and Responsibilities of the Board

The board will comply with the laws and regulations of the New York State and its Education Department in its employment practices and in carrying out its fiscal and fiduciary responsibilities.

The Board will evaluate the Library Director's performance annually in the month of October..

The Board shall determine the plan of service of the Library and adopt written policies to govern the operation of the library. It shall insure that accurate records are maintained and accessible.

The function of the board is to ensure the library's financial stability, set appropriate policy, establish a long range plan for growth and sustainability, provide qualified personnel, advocate for the library's needs and enhance the library's reputation in the community.

ARTICLE VI - Amendments

These Bylaws may be repealed, amended or expanded by a majority vote of the board at a regular meeting upon one month's notice of such change to all members of the board..

These by-laws were proposed in this format on July 8th, 2015, following discussion during the preceding 8 months, and approved by vote taken on July 8th, 2015

On February 26th, 2018, at a special meeting with all members present, the addition of words "in the month of October" to Article V, paragraph 2 was proposed

Internet Use and Electronic Media Readers and Related Equipment Policy

Introduction

In response to advances in technology and the changing needs of the community, the Scio Memorial Library endeavors to develop collections, resources and services that meet the educational, cultural, informational and recreational needs of our community. This includes free public use of the internet in the library, a service that expands access to information and resources and the availability of electronic media equipment.

The library does not censor or control the content of information accessed through the internet and is not responsible for its content. The library assumes no liability for any direct, indirect nor consequential damages related to information thereby obtained. The library cannot guarantee the safety nor security of any person, including minors, when using electronic mail, chat rooms or any involvement with social media.

Policy

- The Scio Memorial Library has electronic reading equipment available for patron use as follows:
- Electronic readers may be used by any person within the library.
- These readers and related available equipment may be borrowed by any cardholder over 18 years of age, or by youths with the written permission/acceptance of liability form guaranteed by their parent or other responsible adult.
- It is not permissible for charges to be incurred by downloading titles or otherwise, and any costs generated shall be charged to the responsible party.
- The term of the loan will be 2 weeks, which can be extended an additional 2 weeks for as long no other borrower is on the waiting list or until library personnel requests the return of the equipment.
- Any loss or damage of this equipment shall be charged to the responsible party, and all legal remedies for collection of this debt may be imposed.

I hereby assume responsibility for the _____
borrowed from the Scio Memorial Library on the date shown below. I acknowledge that I have read the foregoing policy, and that I will not leave the library with this equipment until I have received a copy of this signed form indicating acceptance of responsibility for compliance with this policy.

Approved:

Payment Procedure

Auto payment for recurring payments (utilities, etc) (Invoices are paid once a month):

1. Invoice comes in
2. Director or Assistant opens invoice initials and date stamps received invoice.
3. Director reviews invoice for any discrepancies and initials it.
4. If no description of item on invoice, Director will make notation on invoice for bookkeeper (currently Glenn at CSA).
5. Board Member reviews invoices and initials for approval for every bill.
6. Director scans and emails invoices to bookkeeper (currently Glenn at CSA) for processing
7. List of invoices/checks are presented to Board for approval at last meeting of the month.

Non-auto payment or recurring invoices:

1. Invoice comes in
2. Director or Assistant opens invoice initials and date stamps received invoice.
3. Director reviews invoice for any discrepancies and initials it. If no description of item on invoice, Director will make notation on invoice for bookkeeper (currently Glenn at CSA).
4. Board Member reviews invoices and initials for approval.
5. Director scans and emails invoices to bookkeeper (currently Glenn at CSA) for processing
6. Treasurer or designated person picks up printed checks from bookkeeper (currently Glenn at CSA)
7. List of invoices/checks are presented to Board for approval at last meeting of the month.
8. Treasurer or designated person signs checks.

Credit Card Purchases:

- Item(s) needed are to be purchased as per the Purchasing Policy.
- Item(s) is/are ordered by Director or other designated person.
- Invoices received are reviewed by the Treasurer and then sent to the bookkeeper (currently Glenn at CSA).
- When the monthly Credit card statement is received the Director or Assistant opens the statement and initials and date stamps received.
- Director reviews all transactions for any discrepancies and initials the statement.
- Board Member reviews Credit Card statement and initials for approval
- Director scans and emails the Credit CardC statement to bookkeeper (currently Glenn at CSA).
- Treasurer or designated person picks up printed check from bookkeeper (currently Glenn at CSA)
- List of invoices/checks are presented to Board for approval at last meeting of the month for final approval.
- Treasurer or designated person signs checks.

Approved Dec./31/2021

Purchasing & Procurement Policy

Purpose:

To establish an efficient process for supplying the Scio Memorial Library with all the goods and services necessary to carry out its plan of service in a fiscally responsible and verifiable manner.

A budget approved before each calendar year is intended to be the framework for purchases and expenditures which will carry out the mission of the Scio Memorial Library. Adjustments when feasible will be made by board action.

A credit card will allow items (for which there is a balance in approved budget categories) to be ordered by the library director, treasurer or board president. The board or a designated representative of the board will verify receipt of items, and credit card charges and other bills will be approved by the board prior to payment.

Signed vouchers, invoices or statements will be required for all payments unless prior board approval has been obtained. All expenditures in excess of \$200 must be received prior board approval. Vouchers must be specific enough for the goods or services to be categorized according to the annual report required by New York State.

Bulk purchase will be made whenever possible so that no charges under \$10 will be incurred. Monthly bills for utilities such as electricity, gas, and telecommunications charges may be paid by automatic deduction.

Whenever feasible, three estimates will be obtained for the purchases of goods and service.

Circumstances under which a purchase might not be made from the lowest bidder may include, but not limited to: (1) vendor cannot guarantee delivery of goods and services within the time frame or under the conditions established by the library; (2.) vendor's terms of payment are disadvantageous to the library; (3) vendor cannot comply with the full specifications set forth in the bid; and (4) vendors after purchase support of services are deemed inadequate.

The treasurer and/or bookkeeper will present the board with a detailed monthly summary showing all monies received, payments made and bills that have been presented. The board will review these reports and approve payment as deemed appropriate.

Status reports of the year-to-date budget balances will guide the board in making adjustments to the budget during the year.

Approved: June 2019

Disaster Policy

Fire

Do not panic. Clear the building of patrons and attempt to find out what has happened. Notify the fire department that there is a fire incident. If it appears you can, put the fire out. The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. All fire extinguishers are to be checked annually for safety.

Health emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

Bomb threats

Keep the caller on the line as long as possible and notify another employee. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds, which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

Snowstorms, Flooding or other Weather Concerns

The Library will follow the recommendations and actions of the Town of Scio and County of Allegany and any official emergency personnel as to road closure, evacuation or other alerts. Closing of the library will be at the discretion of the Library Director in consultation with the president of the library board of trustees if he or she is available and if the severity of the emergency permits.

Approved Dec./20/2019

Whistle Blower Policy

Introduction

The Scio Memorial Library (the “Library”) is committed to operating in an environment of honesty and integrity and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing. The library prohibits fraudulent practices by any of its trustees, officers, employees, or volunteers and expects its trustees, officers, employees, and volunteers to conduct themselves in accordance with law, regulation, library and board policy, and procedures. It hereby establishes a policy against unlawful or fraudulent conduct and outlines a procedure for employees to report actions that a trustee or employee reasonably believes violates a law or regulation, or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to the library’s business and does not relate to private acts of an individual not connected to the business of the library.

Policy:

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

If a trustee, officer, employee, or volunteer has a reasonable belief that a trustee, officer, employee, or volunteer, or the library as a whole, has engaged in any action that: (1) violates any applicable law or regulation, including those concerning accounting and auditing, or (2) constitutes a fraudulent practice, that person is required and expected to immediately report such information to the Library Director and the President of the Board of Trustees. The person may, in addition, report the matter to a federal, state, or local agency.

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.

The Library will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports, in good faith, 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 (b) participates, in good faith, in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) 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, officer, 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.

Approved Dec./20/2019

Sexual Harassment

Introduction

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

Policy:

1. This policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Scio Memorial Library. In the remainder of this document, the term “employees” refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Scio Memorial Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Scio Memorial Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the library board president. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Scio Memorial Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment,

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

²A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, “gig” workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. Scio Memorial Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Scio Memorial Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Scio Memorial Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to each member of the library board of trustees.
8. This policy applies to all employees, paid or unpaid interns, and non-employees, such as contractors, subcontractors, vendors, consultants or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

Approved Dec./20/2019

Sound System Policy

Introduction

In May of 2019, the Scio Memorial Library purchased a sound system from Sweetwater Music Instruments & Pro Audio of Fort Wayne, Indiana. It consists of two speakers, two speaker stands, three microphone cables, one Allen & Heath mixer, one microphone, and one microphone stand.

The purchase was made possible by an anonymous donation of one-half the cost in memory of **Virginia Macauley, Kathie Browning** and **Audrey Markle**. The equipment was intended to make such occasions as the Memorial Day parade ceremony customarily held on the library lawn and the summer Midweek Music programs more enjoyable (or in any event more audible) to more people.

Policy

The sound system is to be used on library premises, as well as for library sponsored events elsewhere, but only with the supervision of the library director or a member of the library board of trustees.

Any exception must be approved in advance by the library board of trustees.

Approved May 16, 2019

Conflict of Interest and Ethical Conduct Policy

Introduction

Members of the board of trustees of the Scio Memorial Library aspire to the highest level of ethical conduct and intend that all decisions are made free of conflicts or inappropriate influences. The board also values the knowledge gained from individuals' involvement with other organizations. If such affiliations might create or appear to create conflicts with the individual's duty to the Scio Memorial Library, the following policy has been adopted.

In carrying out this policy, the library relies on the good judgment and integrity of its board members and employees and encourages a culture of transparency in which such individuals fully and promptly disclose all affiliations, interests, and gifts of which they are aware that might present a conflict relating to a potential transaction, or might otherwise affect their objectivity. For that reason board members and employees are asked to bring to the attention of their colleagues all personal and professional interests or affiliations that might conflict with their duty to the library.

This policy is intended to cover any grant, investment, purchase, hiring or business transaction. If there is a relationship between any board member or employee and any party benefiting from any grant, investment, purchase, job offer or business transaction, disclosure to the board is expected.

A conflict of interest is present if the individual involved might benefit financially or derive a significant personal benefit.

Policy

An annual disclosure statement will be signed by members of the board of trustees in which they indicate the names of any organization in which they have an affiliation.

In the event there is a conflict or the appearance of conflict, the board member will excuse himself or herself from discussion and voting on any pending issue.

Board members will be expected to decline any gifts which a vendor or any party might offer to induce approval of a business transaction or other decision which the board is making.

Approved : Jan. 2022

Confidentiality of Circulation Records Policy

Introduction

Records related to the requests for and circulation of library materials contain names and other personally identifying details regarding the users of the Scio Memorial Library. These include but are not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests, and the use of audio-visual materials, films or any other technology.

Policy

The confidentiality of these records shall be maintained by all personnel associated with the Scio Memorial Library, and shall not be disclosed **except** that such records may be disclosed upon the request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Meeting Room Policy

Introduction

Meeting room is available for use by community groups. The meeting room principally referred to in this document is the meeting room dedicated to Jason Dunham, but other areas of the library property, inside or outside, may be requested for use subject to approval as specified herein.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the library. The library is not responsible for anything brought to the Library by any group or individual attending a meeting. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs.

Policy

Requests for use of the facility shall be granted on a first-come, first-served basis. Those making the request should allow at least seven days for approval to be granted. Requests are to be made in writing on the form provided.

- Library programs have priority for the use of facilities.
- Functions must end and meeting rooms vacated no later than 15 minutes after the time stated on the reservation request form.
- There is no charge for meeting room use; however, staff time must be reimbursed for use outside of scheduled library hours. No supplies or equipment will be provided unless specified on the request form.
- The reserving group is responsible for leaving the room as they found it, and removing anything brought in, such as project materials or refreshments. If the furniture is rearranged, the room must be returned to the original setup.
- All functions will be conducted in a manner not to disturb other patrons in the library and attendees shall abide by standards of acceptable behavior.
- No more than twenty (20) persons will be permitted in the Jason Dunham meeting room.
- Groups using the facilities will be responsible for any damage to library property should such occur.
- If group is unable to keep the room reservation, it is requested that they give the library at least 24 hours' notice.
- Any group that does not comply with the above regulations will be denied further use of the library's facilities.

Approved : Jan. 2022

Donation Policy

The Scio Memorial Library is grateful for the spirit in which donations are given. Monetary and in-kind donations will be used in ways that benefit the library and further its plan of service to the community.

Receipts will be provided for the donor's use. But the library will not determine the value of non-monetary donations.

Potential donors are asked to contact the library Director to determine if contemplated donations are acceptable.

Books and other materials will be accepted with the understanding that their disposition may be in accordance with the library selection policy criteria.

Any conditions imposed upon gifts of money, real property or stock and any donated items which would require maintenance must be acceptable to the Board of Trustees.

Personal property, art objects, antiques and museum objects will be accepted when considered to be a desirable addition to the library.

Funds will be allowed to accumulate in trust for major purchases authorized by the Board of Trustees.

Approved Oct. 6, 2020

Open Meeting Policy

The Scio Memorial Library Board of Trustees, cognizant of Public Officers Law, Article 7, Sections 100 through 111, states its intentions to comply with said law along with all other laws of the United States of America, State of New York, County of Allegany and Town of Scio.

Specifically, any interested person is welcome to attend any meetings of said board, but will be asked to excuse himself or herself for the duration of an appropriately called executive session. Any board vote will be taken in open session.

Any member of the public wishing to speak at the meeting is asked to notify the board president to be placed on the meeting agenda. Up to 15 minutes will be allowed for this at the beginning of the session.

The date and time of all scheduled board meetings will be posted at the library.

Minutes will be kept of all board meetings, and will be made available to anyone who requests them. Every attempt will be made for the Minutes to be available within two weeks of every meeting. Until Minutes are approved, they shall be marked a "Draft" and thereafter marked as "Approved".

Approved April 18, 2019.

Youth Usage of the Scio Memorial Library

No public place, including the library, can guarantee the safety of children. Parents are responsible for their Child's behavior.

Children Aged 8 and under

No children under the age of 8 and under are permitted in the library unattended by an adult unless that are participating in a library – sponsored program.

Children and Youth over the age of 9

Children over the age of 9 are welcome to use the library unattended but should not be left alone longer than 2 hours unless approved by the Library Director. A parent or guardian will be contacted if any issues evolve.

Approved Oct. 6, 2020

Collection Development Policy

Weeding/De-selection

Weeding is an essential component of any collection development plan in order to maintain a collection that meets the needs of the patrons. It is the responsibility of the Library Director:

- To maintain a current, useful, dynamic collection
- To adapt to changing needs and interests of patrons
- To make the best use of floor and shelf space
- To improve the physical appearance of the collection
- To assess the collection's strengths and weaknesses
- To increase circulation
- Decisions are to be made in Director's discretion.

Criteria for Weeding

Library materials of all types may be candidates for weeding based on the following criteria:

Currency

The content of library materials including books, media, and reference should be accurate and up to date. Materials that are superseded by newer, revised or updated editions may be weeded.

Usage

Low or no usage based on circulation statistics may be a factor in weeding decisions.

Physical Condition

Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts will be weeded. Consideration for replacement will be made on a case-by-case basis.

Duplicates

Due to space limitations, the library may weed duplicate copies of library materials.

Completeness

If the library does not own a complete multi-volume set, individual volumes may be weeded.

Uniqueness

The library will not weed materials that are considered unique.

Format Obsolescence

Materials in obsolete formats may be weeded if the content is available elsewhere or in an electronic format or if the material is in poor condition.

Approved: Oct. 6, 2020

Investment Policy

Purpose

Protect assets of the Scio Memorial Library to, to ensure compliance with federal, state, and local legal and reporting requirements.

Objective

It is the policy of the Scio Memorial Library to invest public funds in a manner which will provide the highest return with the maximum security while meeting cashflow demands. All investments will conform to all Applicable laws and regulations governing the investment of public funds including those of the New York Comptroller.

Delegation

Responsibility for investments is hereby designate to the Treasure and coordinating with the Library Director in regards to cash flow demands. If the authorized trustee is not b=able to perform his/her duties it shall fall to the President, then the Secretary to perform their duties, until they are or are replaced as acting representative.

Deposit Requirements

The Library Board of Trustees shall delegate its public depositories within NYS>

Authorized Forms of Investments

Demand Deposit Accounts: with established local and NYS licensed and FDIC insured banking institutions. **General Checking account:** main account and **General Savings Account – Money Market**

Certificates of Deposits: with established local and NYS licensed and FDIC Insure Banking institutions.

Collateralizing of Deposits

In accordance with the provisions of General Municipal Law 10, all deposits of the Scio Memorial Library, including certificates of deposits must show proof of Insurance coverage under the provisions of the Federal Deposit Insurance Act shall be secured.

- The library may not invest in any private securities or marginal securities accounts with any library funds.
- The library may not invest in any plan that has Maturity date that exceeds two years maximum.
- The library may not invest in any plan that puts the initial capital at risk. AT the same time the library's investment portfolio will remain sufficiently liquid to enable the library to meet all operating requirements which may be reasonably anticipated.
- A report to the board will be given quarterly indicating the principal and interest, name of institutions and location of institution.

Approved: Nov. 21, 2019

Wireless Internet

Internet Access:

The Internet is a global electronic network, mostly unregulated, on which anyone may place any content or communicate any content. [Member Library Name] does not endorse or assume responsibility for any content found or any communications made on the Internet.

Scio Memorial Library maintains an Internet filtering mechanism for use on all computers. The filtering mechanism will only block access to the three categories of content specified by the Federal Children's Internet Protection Act (CIPA)—visual depictions of material deemed child pornography, obscene, or certain material deemed harmful to minors.³ The filtering mechanism can be disabled on individual computers as needed by library staff. [Member Library Name] has a responsibility to protect the First Amendment rights of its patrons, including its minor patrons, by not inhibiting access to constitutionally protected speech, including images, language, and video that may be controversial or unappealing to community members.

Access by Minors:

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children, guiding their children in the use of the Internet and informing them about materials they should not use. The Library, its employees and volunteers, cannot act in place of parents or guardians in restricting access to resources, including those accessed through the internet.

While [Member Library Name] affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to materials and resources, including those available through the Internet, the Library has taken certain measures designed to assist in the safe and effective use of these resources by all minors.

To address the issue of safety and security of minors when using e-mail and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, [Member Library Name] urges minors and their parents or guardians to keep in mind the following safety guidelines:

- Never give out identifying information such as home address, school name, or telephone number.
- Let parents or guardians decide whether personal family information such as age, marital status, or financial information should be revealed.
- Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
- Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable. Tell a parent, guardian or library staff member if you receive such a message.
- Have parents or guardians report an incident to the National Center for Missing and Exploited Children via www.cybertipline.com. or call 1-800-843-5678 if one becomes aware of the transmission of child pornography.
- Remember that people online may not be who they say they are.

³ www.fcc.gov. Children's Internet Protection Act, 2012

- Remember that everything that one reads online may not be true.
- Don't open e-mail, files or website pages sent to you by people or organizations that you don't know or trust.

To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online, minors and all other users of [Member Library Name] are hereby advised that any unlawful activity is strictly prohibited.

Create an introductory web page (splash) for wireless Internet access which requires a patron to verify that he or she will accept the library's terms for using that access. Unless the patron agrees to this verification, he or she will be blocked from using the library's wireless Internet connection.

Prohibited Library Activity:

Any user of electronic services in any location is strictly prohibited from any illegal activity or unlawful purpose, including but not limited to:

- hacking;
- harassing or invading the privacy of other users;
- attempting to degrade the network or disrupt its performance;
- using the network for commercial purposes;
- sending "spam" or unsolicited advertising of any kind;
- violation of copyright law, including downloading copyrighted works without authorization by the copyright owner.

Adopted: Jan. 2022

Law Enforcement Inquiry Procedure

References: Scio Memorial Library Policy on the Confidentiality of Library Records; Civil Practice Laws and Rules Section 4509 Library Records

Procedures for library staff and volunteers: If a law enforcement officer requests library records or information about a library user or staff member:

- Ask for the officer's identification.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Refer the officer to the Library Director.

If a law enforcement officer requests library records or information about a library user or staff member and neither the Library Director nor designee is available:

- Ask for the officer's identification. Record the information on the identity card.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Attempt to reach the Library Director, or the president of the Board of Trustees. If you cannot reach the Library Director or Board President, utilize the procedures outlined below for use by the Library Director. A written report describing the officer's inquiry should be provided to the Library Director at the earliest opportunity.

Procedures for the Library Director or President of the Board of Trustees:

In all cases:

- Ask for the officer's identification. Record the information on the identity card.
- If possible, ask a colleague to be present during the interview with the officer.

Requests for voluntary assistance or warrantless searches (the officer does not present a subpoena or court order):

- Explain the library's privacy policy, informing the officer that library records and information about library users and library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.
- If the officer persists, [if the library has an attorney] provide the officer with the contact information for the library's legal counsel and ask the officer to speak to the library's attorney. [If the library has no attorney, provide the officer with Southern Tier Library System Executive Director Brian M. Hildreth's information: 607-962-3141 x212.]
- If the officer claims that an emergency or other circumstance requires the library to turn over records or provide information without a court order, call the library's legal counsel [if available] or [if no legal counsel is available] Southern Tier Library System Executive Director Brian M. Hildreth and ask for assistance.

- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident.
- If a library worker is required to respond to a voluntary request or a warrantless search in the absence of the Library Director or a designated alternate, all materials should be turned over to the Library Director.

If the law enforcement officer presents a subpoena or similar request for records:

- Accept the subpoena. Inform the officer that the library's legal counsel responds to subpoenas on behalf of the library.
- Turn the subpoena over to the library's legal counsel. If a library worker accepts service of the subpoena in the absence of the Library Director or a designated alternate, the subpoena should be turned over to the Library Director.
- The Library Director will work with the library's legal counsel to respond appropriately to the subpoena.

If the law enforcement officer presents a search warrant:

- Read the warrant and any attached documentation. Verify that it is signed by a judge and is issued by a local state or federal court. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for legal counsel, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of records or items not named in the warrant.
- Do not agree to any additional searches, or volunteer information about the items or records in the warrant. Do not sign any documents on behalf of the library without the advice of the library's legal counsel.
- Ask the officers to provide an inventory of the items or records seized. Ask if it is possible to provide copies to the officers or to make copies for the library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officials are unwilling to cooperate with you, simply step aside and let them do their job. Request that the officer sign an inventory receipt for the materials. Keep a written record describing the incident.
- If a library worker is required to respond to a search warrant in the absence of the Library Director, all materials related to the inquiry should be turned over to the Library Director.

Approved: Jan. 2022

Confidentiality of Library Records

Introduction:

Confidentiality of library records is necessary to protect our First Amendment rights, a core value of libraries of all types. Without confidentiality about our viewing and reading, our freedom to view and read constitutionally protected speech is curbed and strength as a democratic institution is diminished. The language in this template is from the Central Square Library Policy Statement and the STLS Information Security Policy and is made available to you with permission.

In keeping with the Consolidated Laws of New York State (Civil Practice Laws and Rules, Sec. 4509) and the core values of librarianship, [Member Library Name] will hold all library records and inquiries confidential.

For people to make full and effective use of library resources, they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use or the questions they ask. Therefore, the Trustees of the [Member Library Name] have adopted the following guidelines concerning disclosure.

No information regarding or including:

1. A patron's name (or whether an individual is a registered borrower or has been),
2. A patron's address,
3. A patron's phone number,
4. A patron's borrowing records,
5. The number or character of questions asked by a patron,
6. The frequency or content of a patron's lawful visits to the library,

Or any other information supplied to the library or gathered by it shall not be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid process order or subpoena. Upon presentation of such, the library shall resist its enforcement until such a time as proper showing of good cause had been made in a court of competent jurisdiction. If the process or subpoena is not in proper form or good cause has not been shown, insistence shall be made that such defects be cured before any records are released.

Approved: Jan. 2022

Disclosure of Interests Policy

Introduction:

Most Conflict-of-Interest policies describe a process by which employees and trustees disclose any potential conflicts of interest. Here is a template based on the STLS Disclosure of Interest Form, filled out at the start of employment/appointment and annually thereafter.

The conflict-of-interest policy, which sets forth standards of expected conduct, includes a provision which requires trustees and non-union employees to disclose all interests which could result in a conflict.

Please complete and return the enclosed Disclosure of Interests Form. Please be assured that the disclosure requirements are intended to provide the Board with a systematic and ongoing method of disclosing and ethically resolving potential conflicts of interest. Although it is impossible to list every circumstance giving rise to a possible conflict of interest, the following will serve as a guide to the types of activities that might cause conflicts and that should be fully reported:

1. Outside Interests

To hold, directly or indirectly, a position or a material financial interest in any other entity from which the individual has reason to believe the [Member Library Name] secures goods or services (including the services of buying or selling stocks, bonds, or other securities), or that provides services competitive with the system.

To compete, directly or indirectly with the [Member Library Name] in the purchase or sale of property or property rights, interests or services.

2. Outside Activities

To render directive, managerial, or consultative services to any outside concern that does business with, or competes with the services of the [Member Library Name], or to render other services in competition with the [Member Library Name].

3. Inside Information

To disclose or use information relating to the [Member Library Name]'s business for the personal profit or advantage of the individual or his/her respective families or households.

4. Gifts, Gratuities, and Entertainment

To accept gifts, excessive entertainment, or other favors from any outside concern that does, or is seeking to do, business with, or is a competitor of, the [Member Library Name] - under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of his/her duties.

This prohibition is not intended to preclude business meals or other nominal benefits in the reasonable and ordinary course of business.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. It should be particularly noted that disclosure relates not only to yourself, but also to your respective families or households.

Approved: Jan. 2022

Disclosure of Interests Form

RE: Conflict of Interest Disclosure

A copy of the Scio Memorial Library’s Conflict of Interest Policy has been furnished to me. I hereby state that I, or members of my respective families or households, have the following affiliations or interest and have taken part in the following transactions that, when considered in conjunction with the position with or relation to the [Member Library Name], might possibly constitute a conflict of interest. (Check “None” where applicable)

1. Outside Interests

Identify any interests, other than investments, of yourself or your respective families or households, as described in the first numbered paragraph of the accompanying disclosure form.

None

2. Investments

List and describe, with respect to yourself or your respective families or households, all investments that might be within the category of “financial interest”, as described in the first numbered paragraph of the accompanying disclosure form.

None

3. Outside Activities

Identify any outside activities, of yourself or your respective families or households, as described in paragraph number 2 of the accompanying disclosure form.

None

4. Other

List any other activities in which you or your respective families or households are engaged that may be regarded as constituting a conflict of interest, giving particular attention to the paragraphs numbered 2 and 3 of the accompanying disclosure form.

None

5. I hereby certify that neither I nor any member of my respective families or households has accepted gifts, gratuities, or entertainment that might influence my judgment or actions concerning the business of the Library System, except as listed below:

I hereby agree to report to the Board Chairperson any further situation that may develop before completion of my next questionnaire.

Name (Printed or typed)	Signature	Date

Approved: Jan. 2022

Challenge to Library Materials

Introduction:

It is an essential role of the public library to make all, including possible controversial materials, freely available to all patrons. This can mean that the views expressed in a material conflict with a community member's beliefs or tastes. Having a policy to guide library employees and volunteers in dealing with community challenges to a material ensures each complaint is dealt with fairly and every person in the library knows how to proceed.

Scio Memorial Library supports all members of its community by collecting materials representing all viewpoints. However, it is not the role of the Scio Memorial Library to advocate for or endorse any particular idea, opinion, or point of view; nor will the Scio Memorial Library or any of its employees, volunteers, or trustees act in loco parentis (as a parent to library patron – either adult or minor).

The Board of Trustees recognizes the importance of providing a procedure whereby opinions from the public regarding materials selected can be voiced. A request for reconsideration must be made in writing on forms provided by the Scio Memorial Library]. These forms are available upon request from the circulation desk and upon completion, should be delivered to the circulation desk, or mailed to [Member Library Name] in care of the Library Director. Upon receipt of the signed form, the Library Director will convene a committee with the President of the Board of Trustees and two professional librarians not involved in the selection of the material.

Within two weeks the committee shall:

1. Examine the material in question, the issues raised and the circumstances involved.
2. Make a decision to remove or retain the material in question.
3. Notify the American Library Association (<http://www.ala.org/bbooks/online-challenge-reporting-form>) and the New York Library Association (contact the director, Jeremy Johannesen, director@nyla.org) of any challenges.

The Scio Memorial Library Director will respond in writing by certified mail to the patron within 10 days of the committee's decision.

Should the patron wish to appeal the decision, he/she may write to the President of the Board of Trustees to request a hearing by the Board. The Board will complete a review of the issue within 90 days and respond to the patron as soon as may be possible after such review. Any further appeal must be made to the Commissioner of Education in Albany, N. Y.

Approved: Jan. 2022

Request form for Reconsideration of Library Materials

Introduction:

This form is in reference to the Challenge to Library Materials Policy and should be made available to any patron who would like the library to remove an item from the collection.

Please fill out following form completely and mail to Library Director, [Member Library Name], [Member Library Mailing Address].

Name: _____ Date _____

Address: _____ City: _____ State _____ ZIP _____

Phone: _____ E-Mail _____

Do you represent yourself? _____ An organization? _____

Resource on which you are commenting:

Book _____ Video/DVD _____ Audiobook _____ Multi-media Kit _____ e-Book _____

Electronic information/network (please specify) _____ Other (please specify) _____

Title: _____

Author/Producer: _____ Library owning this title: _____

What brought this title to your attention?

Did you read, view, or listen to the entire work? If no, what parts?

What do you believe is the theme of this title?

What specifically concerns you about this title? Please cite pages, scenes, items, etc.

Are there, in your judgment, any positive elements in this title? Please describe:

Will you share any reviews of this title that support your point of view _____

Signature: _____

Reconsideration action:

Date request received: _____

Findings of Reconsideration Committee:

Date response sent to patron: _____

Scio Memorial Library Key Holder Policy

Purpose

Scio Memorial Library has created this key holder policy in order to maintain the security of the Scio Memorial Library premises, contents and grounds. It is also intended to help protect staff members and users of the service and safeguard confidential information held about them, both manually on the premises, or electronically.

Policy

It is the policy of Scio Memorial Library to issue keys to the General Board members on a “required-for-role” basis. This ensures that the absolute minimum number of persons have the means to access the Scio Memorial Library premises at any time of day or night, ensuring that security levels remain consistently stringent, thus minimizing the risk of unauthorized access.

All keys to the Scio Memorial Library, are the type that can only be duplicated by approved locksmiths.

The Scio Memorial Library Board will identify staff members and the Board President as eligible to be permanent key holders. Each identified person must each complete a Permanent Key Holder Agreement Form, which registers them as a key holder and also highlights their responsibilities within this function.

The Scio Memorial Library Board also recognizes that provision must be made for staff leave, illness and operational reasons so that access is always possible 24 hours a day, 365 days a year.

With this in mind, the Scio Memorial Library board will identify, in advance, certain Board members who will be allowed to hold necessary keys on a temporary basis. Each person identified for this function must complete a Temporary Key Holder Agreement Form at the time they are given the keys. The keys will be signed back to the Library Director at the end of the temporary period. The Library Director is responsible for keeping a master record Key Holder Register of all keys held and by whom. Both permanent and temporary key holders are noted on this register.

The purpose of this register is to enable excellent operational administration and to provide a clear audit trail in the event of any security issues that may arise.

Approved: July 2021

SML Permanent Key Holder Agreement Form

This record certifies that I, _____ have been selected by The Scio Memorial Library Board of Directors Permanent Key Holder

I understand the responsibilities of my role as a permanent key holder and hereby agree to the following statements:

- Keys that have been issued to me will be kept in my possession at all times and not shared with any other staff members of the Scio Memorial library.
- I will restrict the use of the building to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are strictly forbidden
- I will ensure that when I take keys away from the premises that they are kept safe and that no other person (e.g. family member, friend, acquaintance) has access to them
- I understand that it is my responsibility to inform the the Director and Board of the Scio Memorial Library immediately should any theft, loss, damage or misuse occur with regard to the keys
- I will not transfer keys to any member of another healthcare team
- I understand that I must return ALL keys in my possession immediately at the request of the Scio Memorial Library Board.
- Should any serious security-related incident occur as a result of misuse of keys that have been given to me this will be escalated to the board members for appropriate investigation

Signed: _____ Date: _____

SML Temporary Key Holder Agreement Form

This record certifies that I, _____ have been nominated by The Scio Memorial Library Board to be a temporary key holder.

I understand that the keys issued to me are intended to be held by me on a temporary basis from
Received: Date _____ **Returned Date** _____

I understand the responsibilities of my role as a temporary key holder and hereby agree to the following statements:

- Keys that have been issued to me will be kept in my possession at all times and not shared with any other staff members of the Scio Memorial Library .
- I will restrict the use of the building for the reasons approved.
- I will ensure that when I take keys away from the premises that they are kept safe and that no other person (e.g. family member, friend, acquaintance) has access to them
- I understand that it is my responsibility to inform the Scio Library Board & Director immediately should any theft, loss, damage or misuse occur with regard to the keys
- I will not transfer keys to any other member.
- I understand that I must return ALL keys in my possession at the end of the temporary period.

Signed: _____ Date: _____

Meeting Room Request Form

I have read the Scio Memorial Library Meeting Room use policy and will comply with its specifications. I am authorized by my organization to sign this agreement.

Signature : _____

Name: _____

Title/Position: _____

Ph: _____ Cell: _____ FAX: _____

Address: _____

Reason for use:

Date/s and time requested: _____

Permission is hereby granted to use the library's meeting room for the above stated time and purpose in accordance with the Scio Memorial Library Meeting room use Policy.

Permission to use the meeting is denied because of the following reason:

Library Director: _____ Date: _____