

# OPERATIONS POLICY MANUAL



# Mattituck-Laurel LIBRARY

Approved by the Mattituck-Laurel Library Board of Trustees November 13, 2023  
Revised December 18, 2023

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Section I: Administration

By-Laws  
**The Mattituck-Laurel Library**

**PREAMBLE**

The Board of Trustees (hereinafter designated as the “Board”) of The Mattituck-Laurel Library, a corporation created through a charter granted under the provisions of Chapter 2008 of the Laws of the State of New York, 1903, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following by-laws.

**BY-LAWS**

**1. NAME OF ORGANIZATION**

- a. The name of the organization shall be the Mattituck-Laurel Library.

**2. PURPOSE**

- a. The purpose of the organization is to provide superior library service to the residents, adults, and children, of the communities of Mattituck and Laurel.

**3. FISCAL**

- a. The fiscal year of the library shall be the calendar year.

**4. BOARD OF TRUSTEES**

- a. The policy making and governing body of the Mattituck-Laurel Library shall be known as the Board of Trustees. The Board shall consist of seven (7) members, elected for terms of three (3) years each. Newly elected members will take office at the regularly scheduled November Board meeting.
- b. Absence from three consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action the President shall inform the absent Board Member in writing the conditions of this deferral.
- c. If a vacancy occurs on the Board of Trustees, such vacancies shall be filled by the vote of the remaining trustees. The nominating committee shall bring forth a candidate or candidates for the remaining trustees to vote on. The person selected shall serve out the balance of the unexpired portion of the term. There shall be three (3) classes of Trustees on the Board as nearly equal in number as possible, one (1) class of which shall expire each year and terms shall always be for three (3) years. There shall be no limitation on the number of consecutive terms a trustee can serve.
- d. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office, shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of or attempt to supervise any library employee.

**5. ELECTION OF TRUSTEES**

### **Section 1**

Vacancies on the Board of Trustees will be filled at the Annual Election/Budget Vote at the Library. Candidates run at large, and are elected by plurality.

- a. The Board of Trustees of the Mattituck-Laurel Library shall at its regular June meeting:
  - i. Set the date and time for the Annual Election/Budget Vote.
  - ii. Establish a date for the call for nominations.

### **Section 2**

- a. The call for nominations shall be a public announcement made in the local newspaper and posted in the Library.
- b. This public announcement shall include:
  - i. The number of positions to be filled.
  - ii. The requirements for candidacy
  - iii. Where to obtain the necessary documents
  - iv. The requirements for completing nomination
  - v. Where to submit completed nominating petitions
  - vi. The date for closing nominations
  - vii. The date of Annual Election/Budget Vote

### **Section 3**

- a. The call for nominations shall be at least sixty (60) days before the Annual Election/Budget Vote
- b. The close of nominations shall be at least twenty-one (21) days after the call for nominations and at least thirty (30) days before the Annual Election/Budget Vote.
- c. No nominations by petition will be accepted after the close of nominations.

### **Section 4**

- a. Nominees for the Board of Trustees of the Mattituck-Laurel Library must be members of the Association (that is, all persons 18 years of age or older who are residents of the Mattituck Fire District or the Hamlet of Laurel and who hold a current Mattituck-Laurel Library card).
- b. Nominees must submit their names on an official Mattituck- Laurel Library Nominating Petition with the valid signatures of at least twenty-five (25) Association members.
- c. In order to be valid, signatures must be of Association Members and must include the address of the signatories.
- d. At the time of submission of their nominating petition, nominees may submit brief biographical sketches and statements about their qualifications. Such information is not a requirement for nomination. Nominees who submit such documents must accept the fact that the information provided may be released to the public.

## **6. OFFICERS**

- a. The officers of the Board shall be the President, Vice-President, Secretary and Treasurer, elected annually by the Board at the regularly scheduled November Board meeting. These officers shall serve for a period of one year.
- b. The duties of such officers shall be as follows:
  - i. The **President** shall preside at all meetings of the
  - ii. Board, authorize calls for any special meetings, appoint all committees, execute documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
  - iii. The **Vice President**, shall execute documents authorized by the Board, and in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
  - iv. The **Secretary** shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, shall execute documents authorized by the Board, and shall perform such other duties as are generally associated with that office.
  - v. The **Treasurer** shall execute documents authorized by the Board, be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

## 7. DIRECTOR

- a. The Board shall appoint a Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the Library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; 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 render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of Library service. The Director shall attend all Board meetings except the portion of the meeting at which the Director's appointment or salary is to be discussed or decided.

## 8. COMMITTEES

- a. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
- b. All committees shall make a progress report to the Board at each of its meetings.
- c. No committee will have other than advisory power unless, by suitable action of the Board, it is granted specific power to act.
- d. The President shall be, ex officio, a member of all committees.

## 9. MEETINGS

- a. Meetings shall be held each month, the date and hour to be set by the Board.
- b. A special meeting of the Board may be called at any time by the President or upon the request of three (3) members for a specific purpose. No business may be transacted at such special meeting except the stated business.
- c. The operating and financial reports for the previous year shall be presented at the regular meeting in January.
- d. The preliminary budget for the subsequent calendar year, required for submission to the Mattituck-Laurel voters, shall be presented at the regular meeting in June, or if available, in May.
- e. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in January.
- f. A simple majority of the existing Board shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
- g. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:
  - i. Approval of the Agenda
  - ii. Approval of Minutes of previous meeting
  - iii. Treasurer's Report
  - iv. Friends of the Library Report
  - v. Period of Public Expression
  - vi. Director's Report
  - vii. President's Remarks
  - viii. Committee Reports
  - ix. Old Business
  - x. New Business
  - xi. Adjournment

## **10. AMENDMENTS**

- a. Amendments to these By-Laws may be proposed at any regular meeting and shall be voted upon at one of the next four (4) regular Board meetings. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten (10) days prior to the voting session. A simple majority of the Board shall be sufficient for adoption of an amendment.

## **11. PROCEDURE**

- a. All procedures not specified herein shall be in accord with "Robert's Rules of Order", Revised.

Adopted 03/2006

Revised 10/21/2019, 06/13/2022



## Conflict of Interest and Code of Ethics Policy

### Trustee, Officer, and Employee:

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

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

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

### **Article I**

#### **Preamble**

The Library Board of Trustees is also committed to avoiding any situations in which the existence of simultaneous, conflicting interests of any Board Member, Board Employee or staff member may call into question the integrity of the management or operation of the Library. The Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest. This policy is intended to supplement but not replace any applicable state and federal laws governing Conflicts of Interest applicable to the Library.

### **Article II**

#### **Definitions**

Section 2.1. Interested Person. An Interested Person is any Trustee, officer, employee or member of a committee with powers delegated by the Board of Trustees, who (1) has a direct or indirect Financial Interest, as defined below, and/or (2) is a Related Party, as defined below.

Section 2.2. Disinterested Trustee. A Disinterested Trustee is any Trustee who is not an Interested Person.

Section 2.3. Relative. A Relative of an individual means his or her spouse or domestic partner, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren and great-grandchildren.

Section 2.4. Financial Interest. A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or a Relative:

An ownership or investment interest in any entity with which the Library has a transaction or arrangement;

A compensation arrangement with the Library or with any entity or individual with which the Library has a transaction or arrangement; or

A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Section 2.5. Substantial Financial Interest. A Financial Interest in a Related Party transaction is a "Substantial Financial Interest" if, in the discretion of the Board after giving due consideration to the material facts and circumstances of the Financial Interest as presented, the Board determines that such Financial Interest is substantial.

Section 2.6. Related Party. A Related Party includes: any Trustee, officer or Key Employee of the Library or any Affiliate of the Library; any Relative of any Trustee, officer or Key Employee of the Library or any Affiliate of the Library; or any entity in which any individual described in clauses (A) and (B) of this section has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

Section 2.7. Key Employee. A Key Employee is any person who is in a position to exercise substantial influence over the affairs of the Library.

Section 2.8. Affiliate of the Library. An Affiliate of the Library means any entity controlled by, in control of, or under common control with the Library.

Section 2.9. Related Party Transaction. A Related Party Transaction means any transaction, agreement or any other arrangement in which a Related Party has a Financial Interest and in which the Library or any Affiliate of the Library is a participant.

Section 2.10. Conflict of Interest. A Conflict of Interest exists if an outside interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impair the individual's ability to perform his or her responsibility in the best interests of the Library.

## **Article III**

### **Disclosure**

Section 3.1. Initial Disclosure. Prior to the initial election of any Trustee, officer, or member of a committee with powers delegated by the Board or hiring of any Key Employee, the prospective Trustee, officer, committee member, or Key Employee shall complete, sign and submit to the President of the Board of Trustees a written Disclosure Statement, attached as Appendix A, identifying, to the best of his or her knowledge, the following information:

- a) any entity of which such prospective Trustee, officer, committee member, or Key Employee is an officer, Trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the Library has a relationship; and
- b) any transaction in which the Library is a participant and in which the prospective Trustee, officer, committee member, or Key Employee might have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction.

Section 3.2 Annual Disclosure. Each Trustee officer, member of a committee with powers delegated by the Board of Trustees, and Key Employee shall annually submit to the President of the Board of Trustees the written Disclosure Statement, attached as Appendix A, in which such person:

- a) identifies, to the best of his or her knowledge, the information specified in Paragraphs (A) and (B) of Section 3.1 of this Article;
- b) affirms that he or she has received a copy of the Conflict-of-Interest Policy, read and understands the policy, agrees to comply with the policy, and understands the Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 3.3 Continuing Duty to Disclose. In connection with any actual or possible Conflict of Interest or Related Party Transaction which may arise in the ordinary course of the year and within Board or committee meetings, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the Board of Trustees. Such disclosure may be made in a written statement or orally at a meeting of the Board, provided that such oral disclosure must be documented in the minutes of the meeting at which such disclosure is made.

## **Article IV**

### **General Procedures**

Section 4.1. General Prohibitions.

- a) An Interested Person is precluded from being present at or participating in any Board or committee deliberation or vote related to the transaction or arrangement giving rise to a Conflict of Interest or Related Party Transaction. Notwithstanding the foregoing, the Board of Trustees may request that an Interested Person present information to the Board prior to the commencement of deliberations or voting

relating thereto.

- b) An Interested Person shall not directly or indirectly attempt to influence improperly the deliberation or voting on the transaction or arrangement giving rise to the conflict.

#### Section 4.2. Determining Whether a Conflict of Interest or Related Party Transaction Exists

- a) After the Interested Person's disclosure of the existence of and all material facts relating to his or her Financial Interest as required under Article III, and after any discussion among the remaining members of the Board of Trustees and the Interested Person regarding the facts and circumstances of the Financial Interest, the Board of Trustees shall make the determinations required by Paragraph (B) and (C) of this Section 4.2, provided the Interested Person leaves the meeting while the remaining members of the Board of Trustees discusses the information disclosed.
- b) Upon discussion, the remaining Board members shall decide and document in the meeting minutes if the transaction or arrangement constitutes a Related Party Transaction as defined in Article II, Section 2.9. If so, then the Board of Trustees must also determine and document in the meeting minutes whether the Related Party has a Substantial Financial Interest, as defined in Article II, Section 2.5, in the proposed Related Party Transaction. Regardless of whether or not the Financial Interest is a Substantial Financial Interest, a Related Party Transaction is subject to the procedures set forth in Article V.
- c) If the transaction or arrangement does not constitute a Related Party Transaction as defined in Article II, Section 2.9, then the remaining Board members in their discretion shall decide if a Conflict of Interest, as defined in Article II, Section 2.10, exists nonetheless, after giving due consideration to the material facts and circumstances presented. If the Board determines that the transaction or arrangement involves a Conflict of Interest, then such transaction or arrangement is subject to the procedures set forth in Article V.
- d) No trustee, officer or employee of the Library shall hire, supervise, evaluate, promote, review or discipline any employee who is a member of his/her family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected in accordance with the applicable provisions of any collective bargaining agreement to correct the situation.
- e) Private Employment: No trustee, officer or employee of the Library shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
- f) Future Employment: No trustee, officer or employee of the Library shall, after the termination of service or employment with the Library Board, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or

her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former Library officer or employee of any claim, account, demand or suit against the Library on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

- g) Use of Library Property: No library trustee, officer or employee shall use or permit the use of property, owned or leased to the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board of Trustees.
- h) Duty to Disqualify: It is incumbent upon any library trustee, officer or employee, whether paid or unpaid, to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.
- i) Duty to Report Conflicts of Interest: In the event that any library trustee, officer or employee knows of or perceives a direct or indirect conflict of interest, he or she shall report it to the Library Board of Trustees.
- j) Duty to Report Violations of this Policy: Any library trustee, officer or employee or any member of the public noting or suspecting a violation of this policy shall report the matter to the Library Board of Trustees.
- k) Prohibition Against Improperly Attempting to Influence: No trustee, officer or employee of the Library with a conflict of interest shall attempt to influence improperly the deliberations and voting by the Board of Trustees on the matter giving rise to the conflict of interest. Any such person shall not be present at or participate in Board or committee deliberations or vote on any matter giving rise to such conflict.

## **ARTICLE V**

### **Procedures for Addressing Conflicts of Interest & Related Party Transactions**

#### **Section 5.1. Consideration of Alternatives**

- a) If the transaction or arrangement is a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then consideration of alternatives in accordance with this section is mandatory. For all other Conflicts of Interest, consideration of alternatives is within the discretion of the Board of Trustees.
- b) After disclosure and discussions with the Interested Person, the Board of Trustees may appoint a Disinterested Trustee or committee of Disinterested Trustees to investigate alternatives to the proposed transaction or arrangement. Alternatives must be presented to the Board of Trustees and must be documented in the minutes of the meeting at which the determination is made.
- c) If alternatives are investigated and presented to the Board, then after exercising due diligence and giving due consideration for any such alternative transactions presented, the Board of Trustees shall determine whether the Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a

person or entity that would not give rise to a Conflict of Interest or Related Party Transaction.

#### Section 5.2. Board Decision

- a. If alternatives are considered, whether mandatory or discretionary, and if the Board of Trustees determines that a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest or Related Party Transaction, the Board of Trustees shall determine by a majority vote of the Board whether the transaction or arrangement is in the Library's best interest, for the Library's own benefit, and whether it is fair and reasonable.
- b. In conformity with the above determination, the Board of Trustees shall make its decision as to whether to enter into the transaction or arrangement.
- c. If the transaction or arrangement involves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then a majority of the Board members present at the meeting is required to approve such transaction.

Section 5.3. Documentation Required. In connection with all actual or possible Conflicts of Interest and Related Party Transactions, the Board of Trustees shall document in the minutes of the meeting at which such determinations are made the following:

- a) The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible Conflict of Interest or Related Party Transaction, the nature of the Financial Interest, any action taken to determine whether a Conflict of Interest or Related Party Transaction was present, and the Board's decision as to whether a Conflict of Interest, Related Party Transaction or Substantial Financial Interest in a Related Party Transaction in fact existed.
- b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussions at the meeting regarding the proposed transaction or arrangement, including the alternatives to the proposed transaction or arrangement considered, if any.
- c) The determination as to whether the transaction or arrangement is fair, reasonable and in the Library's best interest.
- d) The determination as to whether to enter into the transaction or arrangement which gives rise to the Conflict of Interest or Related Party Transaction. If the Board of Trustees approves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then the minutes must also include the basis for such approval.
- e) A record of any votes taken in connection with the proceedings.

**ARTICLE VI**  
**Oversight & Reviews**

**Section 6.1. Violation of the Conflict of Interest Policy**

- a. If the Board of Trustees has reasonable cause to believe a Trustee, officer or Key Employee has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of the Trustee, officer or Key Employee and after making further investigation as warranted by the circumstances, the Board of Trustees determines that the Trustee, officer or Key Employee has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it may take appropriate disciplinary and corrective action, up to and including dismissal or termination.

**Section 6.2. Periodic Reviews**

To ensure the Library operates in a manner consistent with its educational and/or charitable purposes, the Board shall conduct periodic reviews. The periodic reviews shall, at a minimum, include the following subjects:

- a) Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Library's written policies, are properly recorded reflect reasonable investment or payments for goods and services, further educational and/or charitable purposes and do not result in impermissible or excessive benefit.

**Section 6.3. Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VI, Section 6.3, the Library may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Trustees of its responsibility for ensuring periodic reviews are conducted.

**Article VII**  
**Miscellaneous**

**Section 7.1 Gifts**

No Board Member, Board Employee or staff member shall directly or indirectly solicit, accept or receive any money or gifts, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, object or promise, or any other form, under circumstances in which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members.

### Section 7.2 Confidential Information

No Board Member, Board Employee or staff member shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session.

### Section 7.3 Communication

The Open Meetings Law is intended to provide the public with the right to observe the performance of public officials in their deliberations. That intent cannot be realized if members of a public body conduct public business by vote, email or phone.

There is nothing in the Open Meetings Law that would preclude members of a public body from conferring individually, by email or telephone. However, a series of communications between individual members of telephone calls among the members which results in a collective decision, a meeting held by means of a telephone conference or a vote taken by email would be inconsistent with the Law. Voting and action by a public body may only occur at a meeting during which a quorum has physically convened.

Allowable uses of email include:

- Communication from the Library Director and/or Business Manager to the President of the Board to Trustees/Committee Members to set up and confirm committee meetings and then to reconfirm the date;
- Periodic updates between Board and/or Committee meetings from the Library Director and/or Business Manager to the President of the Board to Trustees/Committee Members;
- Background information for committee meetings/discussions from the Library Director and/or Business Manager to the President of the Board to Trustees/Committee Members;
- Follow-up emails from the Library Director and/or Business Manager to the Board of Trustees about outstanding issues.

Email between Trustees to discuss outstanding issues is not appropriate.

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

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



### *Penalties*

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

**Conflict of Interest Policy Acknowledgement** The standard of behavior at the Library is that all Trustees, officers and employees, whether paid or unpaid, scrupulously avoid any conflict of interest between the interests of the Library and their personal, professional, business interests. This includes avoiding actual conflicts of interest as well as potential or perceived conflicts of interest. All employees, Trustees, and/or officers will receive a Conflict of Interest Policy Acknowledgment in accordance with hiring and continued employment.

Adopted 08/14/2023

### Conflict of Interest Policy Acknowledgement

The undersigned, being a Trustee, officer, and/or Key Employee of the Library, hereby acknowledges and confirms the following:

The standard of behavior at the Mattituck-Laurel Library is that all trustees and employees, whether paid or unpaid, scrupulously avoid any conflict of interest between the interests of the Mattituck-Laurel Library on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as potential and perceived conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the Mattituck-Laurel Library decision-making process, to enable Library constituents to have confidence in the Library's integrity, and to protect the integrity and reputation of all Library officers and employees both paid and unpaid.

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

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

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

**(1) Personal Interests & Relationships.** I am an officer, director, Trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Library has a relationship: *[If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership).]*

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**(2) Interests & Relationships of Relatives.** A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren and great-grandchildren) of mine is an officer, director, Trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Library has a relationship: *[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership).]*

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**(3) Transactions.** The Library is a participant in the following transactions in which I or my Relative may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. *[If none, please write "None." If such transaction(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.]*

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I certify that the above statements are true and correct to the best of my knowledge.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(Please sign, date and return this page to the Director)**

## Trustee Education Policy

### **Purpose**

The purpose of the Trustee Education Policy is to comply with New York State Education Law Section 260-D which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President annually.

### **Administration**

Each year Trustees are required to complete two hours of continuing education during their term on the System Board.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy).
  - a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

### **Approved Providers**

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

**Pre-approved providers:**

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

**Allowable Formats:**

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

**Costs of Continuing Education**

Actual and necessary costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the Conference and Travel Policy. All continuing education requesting reimbursement must be pre-approved by the Library Board.

Adopted 11/13/2023

## Self-Assurance of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: \_\_\_\_\_

Approved Provider: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Topic/Content: \_\_\_\_\_

Format (e.g. workshop, webinar, online course): \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Time of Activity: \_\_\_\_\_

Contact Hours: \_\_\_\_\_

Reason(s) Certificate of Completion was Unavailable: \_\_\_\_\_

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**Trustee Signature/Date**

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**Director Signature/Date**

## Emergency Plan & Disaster Response Policy

A Disaster Response Handbook is available upon request.

Please email the Director at: [shauna.scholl@mattlibrary.org](mailto:shauna.scholl@mattlibrary.org), or call 631-298-4134 x 105.

## Library Bill of Rights

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

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

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

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

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

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

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

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

*Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.*



## El Deber y Derechos de Las Bibliotecas

La Asociación de Bibliotecas de los Estados Unidos de America (American Library Association), afirma que toda biblioteca son foros abiertos para la información y las ideas que las normas básicas deben proveer con los siguientes servicios:

Con el fin de satisfacer el interés de los usuarios y darles acceso a todo tipo de información, toda biblioteca deberá poner los libros y sus recursos a la disposición de todos los integrantes de la comunidad a la cual sirve.

Toda biblioteca debe proveer información y materiales que representen todos los puntos de vista sobre temas históricos de la actualidad. Ningún material debe ser prohibido ni retirado de circulación por motivos de religión o política.

En su misión de información sin restricciones, toda biblioteca debe enfrentarse a todo acto y tipo de censura.

Toda biblioteca debe cooperar con todos los individuos y grupos interesados en oponerse a cualquier restricción a la expresión de libertad y acceso de ideas.

No se debe negar a ninguna persona el derecho de usar la biblioteca por motivos de origen, edad, antecedentes personales o punto de vista.

Toda biblioteca que cuente con espacio disponible para exhibiciones o reuniones públicas debe ofrecerlo en forma equitativa, sin tener en cuenta la creencia o afiliación de los individuos o grupos que soliciten su uso.

Todas las personas, independientemente de su origen, edad, antecedentes u opiniones, tienen derecho a la privacidad y confidencialidad en el uso de la biblioteca. Las bibliotecas deben defender, educar y proteger la privacidad de las personas, salvaguardando todos los datos de uso de la biblioteca, incluida la información de identificación personal.

*Adoptado el 19 de Junio de 1939. Enmendado el 14 de Octubre de 1944; 18 de Junio de 1948; 2 de Febrero de 1961; 27 de Junio de 1967, 23 de Enero de 1980; 29 de Enero de 2019. Inclusión de "edad" reafirmada el 23 de enero de 1996.*

## Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

*Adopted by the Council of the American Library Association, February 3, 1999.*

## Mission Statement

“To enrich the quality of life in our community...”

The Mattituck-Laurel Library enhances the quality of life for residents in the communities of Mattituck and Laurel. The Library is the center for information, educational enrichment, and recreation for all ages, providing materials, programs and services that reflect the changing needs of the community. The Library also provides community groups and organizations convenient, safe and accessible meeting space.

The Library expands the traditional role of children’s services in public libraries, building on the knowledge that good health, early learning, parental involvement and supportive communities play a critical role in young children’s growth and development. The Library is committed to serving families with young children by providing developmentally appropriate programs, welcoming public spaces, and materials for very young children and their parents or caregivers. The Library is also committed to nurturing children to become lifelong library users.

The Mattituck-Laurel Library is a dynamic information organization, keeping pace with the changing needs of the communities it serves. The Library is committed to pursuing building and grounds procedures and programs that conserve energy and are environmentally friendly.

Adopted 2006

## Open Meetings Policy

The Mattituck-Laurel Library Board of Trustees adheres to New York State's Open Meetings Law.

All regular monthly meetings of the Board of Trustees of the Mattituck-Laurel Library are open to the public. Closed or executive sessions may be called as a portion of the open meeting and appropriate business transacted therein.

All meetings of the Board of Trustees shall be governed by the provisions of Article 7 of the Public Officers Law of New York (Open Meetings Law).

<https://www.dos.ny.gov/coog/openmeetlaw.html>

Minutes will be recorded for each meeting and will summarize all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon.

Adopted 04/07

Revised 05/21, 11/13/2023

## Public Participation at Board Meetings

Under the Open Meetings Law providing for public participation is not required, although the Board sets aside a period of time for public expression on the agenda. Board meetings are for the purpose of conducting library business and are open for observation by the public. The only exception shall be those meetings or portions of meetings that are devoted to Executive Session. Board meetings are not to be considered a public hearing concerning library affairs.

The Board is committed to conducting its meetings in a civil, orderly, efficient and productive manner designed to allow the Board's regular agenda to be completed in a reasonable period of time while allowing a fair and adequate opportunity for public input governed by the following principles:

1. Public participation at Board meetings is limited to the public comment portions of the meeting as indicated in the agenda. At all other times during a Board meeting, the audience will not be recognized by the Board unless specifically requested to do so by the President of the Board (or other presiding officer).
2. Persons wishing to address the Board must be physically present and shall provide their name and address to the Board prior to the start of the meeting.
3. Each person addressing the Board is limited to three (3) minutes. This time limit may be modified at the discretion of the Board in order to ensure an orderly and productive meeting. A maximum of thirty (30) minutes of public participation will be permitted at each meeting. The secretary will keep track of time.
4. Persons are strongly encouraged to discuss their comments and concerns with the appropriate library staff members or administrators before directing such comments to the entire Board during a meeting.
5. Persons addressing the Board are expected to observe a level of civility and decorum appropriate for a public meeting, and refrain from vulgar, profane, or harassing and/or personal attacks. The President of the Board (or other presiding officer) may terminate any presentation deemed not to adhere to these standards.

Board members are not required to respond to questions or statements made during the public expression portion of the meeting.

Charges, complaints, or challenges regarding individual employees or trustees must be presented in writing to the Library Director and signed by the complainant.

Matters upon which Board action is desired 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.

Failure to adhere to these principles may result in removal from a meeting. A copy of these guidelines will be placed next to the draft agenda.

Adopted 11/13/2023

Revised 5/13/2024

## Records Request Policy

### **Purpose**

The Mattituck-Laurel Library has adopted this Freedom of Information Law (FOIL) Policy to ensure transparency of records and administrative documents. This policy provides information about how members of the public can access records of the Mattituck-Laurel Library.

Primary goals of the Mattituck-Laurel Library's FOIL Policy is to establish:

- The administrator of library records or records access officer
- The process for requesting information from the library
- The library's process for responding to information requests

### **Administration**

The Director is the administrator of library records, or records access officer. The Director will receive, process, and respond to all inquiries relating to the availability of library records pursuant to the Freedom of Information Law.

### **Requests**

- Shall be submitted to the Director in writing or via email and shall specify whether the requester wishes to see and read the requested record or to receive a copy.
- Shall include the name, mailing address, and telephone number of the requester and specific details to sufficiently identify the information requested.
- Shall be answered within five business days of the date the request is received. An extension of an additional 15 business days may be necessary to properly respond, and if so, the reason for this extension will be explained.
- Reimburse the library our actual costs for reproducing and certifying (if requested) the records. The fees are \$1.00 per page for certification of records and .10 per page for black and white copies, .25 for color copies.

### **Access**

When access to records is granted, records may be inspected at the library in the presence of the Director during regular hours of operation and arranged in advance with the Director. If the original of a record includes information, details, and/or particulars requiring deletion, the requester shall only be permitted to inspect a copy of the record with deletions. Copying of the record will be performed only by the Director. No original records may be removed from the custody of the library.

If the information is not available or a request for information is denied, the Director shall notify the requester in writing.

## **Appeals**

Should a request be denied, the denial may be appealed in writing to the President of the Board of Trustees by the requester.

## **Compliance**

As an Association Library and not a municipal, school district, or legislative district entity, Mattituck-Laurel Library is not bound to conform to the requirements of the New York Freedom of Information Law (Public Officers Law, Article 6, Section 87, Freedom of Information Law). However, Mattituck-Laurel Library strives to meet expectations of transparency and will consider all information requests under the provisions of the law.

## **Ongoing Use Evaluation**

The Freedom of Information Law Policy / Records Request Policy will be periodically evaluated in relation to the mission of the Mattituck-Laurel Library and in accordance with all local, state, and federal laws and regulations by the Director and Board of Trustees. The Director and Board of Trustees may update or modify the FOIL / Records Request Policy as necessary. Modifications must be reviewed and approved by the Board of Trustees at an open meeting.

Questions or concerns regarding the Mattituck-Laurel Library records or this policy should be directed to the Director.

Adopted 8/8/2022



## Public Relations and Media Inquiries Policy

The Library welcomes inquiries from the media concerning library issues and operations.

The Board President and Library Director, or their designee, shall serve as the Library Spokesperson on all questions concerning Mattituck-Laurel Library.

No one other than the Board President or Library Director, or their designee, is authorized to speak to any media representative on behalf of the Library.

It is the responsibility of individual library Board or staff members who choose to speak to the media, to state that they are speaking as individuals and not on behalf of the Library and to state that their comments are personal and do not in any way represent or reflect the positions or opinions of the Library.

Library Board or staff members who do choose to speak to the media are strongly encouraged to report their contact to the Board President or Library Director as soon as possible and prior to the release of any news story.

Adopted 11/13/2023

## Records Retention and Disposition Policy

In order to dispose of unneeded records, it is the policy of the Mattituck-Laurel Library to follow the New York State Education Department Records Retention and Disposition Schedule MI-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law.

The purpose of the Schedule MI-1 is to:

- ensure that records are retained as long as needed for administrative, legal and fiscal purposes.
- ensure that state and federal record retention requirements are met.
- ensure that record series with enduring historical and other research value are identified and retained permanently.
- encourage and facilitate the systematic disposal of unneeded records.

The library will follow the current schedule and any future revisions and re-issuances thereof. The library director is responsible for the proper retention and disposition of all library records in accordance with the above resolution and New York State Education Department Records Retention and Disposition Schedule MI-1. Schedule MI-1 will be consulted and may be viewed online at: [http://www.archives.nysed.gov/a/records/mr\\_pub\\_mi1\\_part1.shtml](http://www.archives.nysed.gov/a/records/mr_pub_mi1_part1.shtml)

In accordance with this policy, the following procedures will be followed:

- a. Those records that are described in New York State Education Department Records Retention and Disposition Schedule MI-1 may only be disposed of after they have met the minimum retention periods described therein.
- b. Only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.
- c. The records the library maintains which are not described in New York State Education Department Records Retention and Disposition Schedule MI-1 may be disposed of after a period of no less than three months.

Adopted 11/13/2023

## Whistleblower Policy

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

No trustee, officer, employee or volunteer of the library who, based upon a reasonable belief, reports any actions or suspected actions taken by or with the Library Board of Trustees, officers or staff that is illegal, fraudulent or in violation of any substantial policy of the library shall suffer intimidation, harassment discrimination or other retaliation or, in the case of employees, adverse employment consequences.

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

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

- Illegal conduct, including theft of library money, property, or resources;
- Misuse of authority for personal gain or other non-library purpose;
- Fraud;
- Conduct which is of substantial and specific danger to the public health or safety;
- Violations of applicable federal and state laws and regulations; and/or serious violations of library policies, regulations, and/or procedures.

Wrongful conduct does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignment, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, or reprimands, unless such action meets the definition of wrongful conduct as defined above.

The Library shall not take any retaliatory personnel action against an employee because such employee does any of the following:

- Discloses or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the Library that is in violation of law, rule or regulation which violation creates and presents a substantial and specific danger to the public health or safety, or which constitutes health care fraud;
- Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any such violation of a law, rule or regulation by the Library; or

- Objects to, or refuses to participate in any such activity, policy or practice in violation of a law, rule or regulation.

### **Disclosure and Investigation**

Trustees, officers, employees and volunteers who have knowledge of wrongful conduct or have reasonable cause to believe that wrongful conduct has occurred shall report such circumstances to the Library Director. The Library Director, upon receiving a report of alleged wrongful conduct, shall take immediate steps to conduct an investigation with or without designees. If the Library Director is the subject matter of the reported conduct, the President of the Board of Trustees shall immediately conduct an investigation, with or without designees.

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

Except as otherwise provided in either state and/or federal law, the Director or board president conducting the investigation, or their designees, shall reasonably attempt to protect the identity of the person making the disclosure in a confidential manner, and will make reasonable efforts to maintain the confidentiality of the person reporting the conduct, provided that doing so will not interfere with the investigation of the specific allegations and circumstances.

### **Complaints of Reprisal**

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

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

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

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

- The intent to proceed with an investigation;
- The specific allegations to be investigated;
- The appointment of the review officer or panel; and
- The opportunity of each party to support or respond, in writing, to the allegation.

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

Nothing in this policy is intended to interfere with legitimate employment decisions. Moreover, the protections afforded under the "whistleblower law" is not applicable under circumstances where the library had or has independent grounds for disciplinary actions and proceedings against an employee.

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

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

The library Director and others responsible for the implementation of this policy shall meet with the Board annually to evaluate the effectiveness of this policy and to recommend appropriate modifications to this policy and regulations thereunder.

Ref: Labor Law §740; Not-For-Profit Corporation Law §715-B.

Adopted 03/18  
Revised 07/14/2023

## Section II: Service Policies

## 3D Printing Policy

### Purpose

To provide services and materials that enrich people's lives, the Mattituck-Laurel Library offers access to new and emerging technologies, such as 3D printers. It is the Library's hope to inspire a new interest in design as well as to assist the community in bringing their creations to life. This policy establishes the manner and under what circumstances the public may utilize the Library's 3D printers.

### Policy

A 3D printer is available to library patrons to print three dimensional physical objects and to create physical objects based on digital files and using Library-provided filament. The digital files may be designs a patron has created themselves, or designs a patron has obtained with permission to use. The Director or her designee reserves the right to make reasonable accommodations not otherwise stated in the spirit of assisting patrons explore this technology.

- The service is subject to availability. There is no guarantee of continual service.
- Library patrons will be charged for their print, prices are subject to the cost of filament, size and design of the print.
- The Library's Printer may only be used for lawful purposes. No one will be permitted to use the Library's 3D Printer to create materials that are:
  1. Prohibited by local, state or federal law.
  2. Unsafe, harmful, dangerous or pose an immediate threat to the well-being of others.
  3. Obscene or otherwise inappropriate for the Library environment.
  4. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material subject to copyright, patent or trademark protection.
  5. Anything that may violate the terms of use of the manufacturer.
  6. Anything that may be in conflict with any other Library policy or procedure.
- The Library reserves the right to refuse any 3D print request.
- Only trained Library staff will have hands-on access to the 3D Printer.
- Patrons must indicate what color filament they wish to print with. Filament availability may change without notice. In the event a patron's selection becomes unavailable, the Library will make a reasonable effort to notify the patron.
- The Library is not responsible for resizing your 3d model. The Library will print using your sizing of your model as specified in the file.
- The print time for a submitted print job must be 5 hours or less.
- All print jobs must be picked up within 10 days
  1. Any items not picked up will become property of the Library.

2. A valid Suffolk County library card must be displayed in order for items to be picked up.
  3. Payment of the 3D print will be made after the object is printed, if 3D print is not picked up the print cost will be applied to their Library accounts.
- There will be a charge based upon the time it takes to print.
    1. Currently, the Library charges \$1.00 per hour of print time.
    2. This cost may change as the price of filament changes.

## Procedures

The procedure for printing from the Library's 3D printers is as follows:

- Design creation:
  1. Digital designs also are available from various file-sharing databases such as Thingiverse.com, YOUmagine, MyMiniFactory, and ShapeWay
  2. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format. Software such as TINKERCAD, 123DDESIGN, SKETCHUP, and BLENDER
- Submitting a design for printing:
  1. Patrons desiring to use the 3D printer shall bring a USB drive containing their file (in .stl, .obj, or .thing file format) (no larger than 25MB) to the Adult Reference Desk during regular operating hours. Alternatively, print requests may be submitted through the library's [Google form](#). Other accommodations may be made.
  2. The files will be readied for printing. All files will be previewed before printing. Any questions or changes that may need to be made will happen in this phase. It is difficult to estimate exact print times, but Library staff will provide their best estimate of the length of time and cost of a job upon request, and will communicate the estimate to the patron once the file has been accepted.
  3. Once the print job has completed, the patron will be notified by a Library staff member (either by phone or e-mail) and the items may be retrieved at the Circulation Desk.
  4. Please note
    - Procedures governing the use of the Library's 3D printers are subject to change at any time.
    - There is NO guarantee of anonymity. Submitted files will be observed by library staff and, quite possibly, by patrons utilizing the Library when the file is being printed.
- The Library makes no guarantee for the timeliness of printing.
- Sometimes, a file will not yield a successful print. The Library assumes no responsibility for the outcome of a print job. The service is offered with the best of intentions but no guarantees.



### 3D Printer Request Form

Name:

Phone Number:

Email:

Library Card Number:

File to be printed (submitted  
online or in person):

☐ I have read and will adhere to the Mattituck-Laurel Library policy on 3D printing.

Signature

Date

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## Borrowing / Circulation Policies

The Mattituck-Laurel Library (the Library) is principally supported by the taxpayers of the Mattituck Fire District and that area of the hamlet of Laurel that is part of the Mattituck-Cutchogue School District (the District).

### Registration

The following may register with the Library and receive a Library Card:

1. "District" patrons

- a. Year-Round: Individuals who are members of a tax-paying or year-round household. Acceptable proof:
- Picture ID and
  - Tax bill or PSE&G bill or any bill with street address or any other documentation that shows the individual owns a home or property in "the District".
  - Do not accept a Post Office Box number in place of a physical address. A P.O. Box does not prove residency.
  - If the individual owns a second home in "the District" and a year-round home outside of Suffolk County, record both addresses. The year-round address and phone number should be listed as primary residence.
  - If the individual owns a second home in "the District" and a year-round home elsewhere in Suffolk County, they are entitled to have a Mattituck-Laurel Library Card in addition to their home library card. Register them into the PALS database as a new Mattituck-Laurel Library patron with their local address as the primary address. Remember – it is perfectly legitimate for an individual to have more than one library card in the PALS system if they own a home/property in multiple places.

b. Renters who are in the district year-round

Acceptable proof:

- Picture ID and
- Lease or rental agreement (if none, a letter from landlord stating individual rents home at that address).

c. Seasonal Renters

Acceptable proof:

- Seasonal renters should be issued only 1 card per family.
- Expiration date should be 1 week before lease or rental agreement expires.
- Patron must forfeit card at end of stay.

b. Temporary Residents

- Patrons staying in "the District" for two months or less can register for a temporary "Local Use Only" card.

- A \$25 refundable deposit will be required and staff will need to photocopy a photo ID with the individual's permanent address.
  - Expiration date should be at the end of the individuals stay.
  - Temporary residents should be issued only 1 card per family.
  - The deposit will be refunded when the card is forfeit at the end of stay.
- d. Individuals staying with relatives in "the District"
- Request that they use relative's card while visiting explaining that relative would be responsible for all materials borrowed.
  - If relative does not have a card, they must come in and register for one.
- e. "Non-District" patrons
- Individuals who work in "the District" may register for a Library Courtesy Card with full borrowing privileges. Proof of employment is required. The card may only be used at "the Library".

There are no restrictions on the number of items that may be borrowed except for DVDs, Video Games and Library of Things items. A total of 8 DVDs (juvenile & adult) may be borrowed on an adult card. A total of 4 new DVDs may be borrowed on an adult card. A total of 4 Video Games may be borrowed on an adult card. A total of 2 items from the Library of Things may be borrowed on an adult card.

Juvenile cards will be updated to adult cards once the individual has reached the age of 17 year old. At this point the individual may borrow DVD's and Video Games from any of the collections.

The Library's collection, with the exception of items from the Library of Things, is available to individuals who reside outside of "the District". Individuals must be borrowers in good standing at their home library (no excessive fines, etc.) and they must present a valid library card when borrowing materials.

Note: Some individuals may not own a photo ID – often seniors that don't drive. Please make exceptions in those cases.

Individuals who live or rent in surrounding areas such as Southold, Cutchogue, New Suffolk, and Jamesport ARE NOT entitled to a Mattituck-Laurel Library Card. They can use/obtain a library card from their home library.

## Loan Periods & Overdue Fines

**\*Direct Access refers to patrons that have a library card with another Suffolk County Library but are present at the Mattituck-Laurel Library.**

Item Type	Eligible Patrons	Loan Period (Days)	# of Renewals	Fine/Day	Max Fine
<b>Adult Material</b>					
Biography	All Patrons	28	6	0.00	\$0
Books on CD/Playaways	All Patrons	28	6	0.00	\$0
Item Type	Eligible Patrons	Loan Period (Days)	# of Renewals	Fine/Day	Max Fine
DVD's (Entertainment, Foreign & Series	All Patrons	7	6	0.00	\$0
Fiction Books	All Patrons	28	6	0.00	\$0
Large Print	All Patrons	28	6	0.00	\$0
Library of Things Items	MATT ONLY	14	0	\$5.00	\$50
Magazines	All Patrons	28	6	0.00	\$0
Music CD's	All Patrons	28	6	0.00	\$0
Mysteries	All Patrons	28	6	0.00	\$0
New Biography	MATT, Direct Access Patrons	14	6	0.00	\$0
New Books on CD/Playaways	MATT, Direct Access Patrons	28	6	0.00	\$0
New DVD's (Entertainment, Foreign & Non-Fiction)	MATT, Direct Access Patrons	3	6	0.00	\$0
New Fiction	MATT, Direct Access Patrons	14	6	0.00	\$0
New Large Print	MATT, Direct Access Patrons	14	6	0.00	\$0
New Music CD's	MATT, Direct Access Patrons	28	6	0.00	\$0
New Mysteries	MATT, Direct Access Patrons	14	6	0.00	\$0
New Non-Fiction	MATT, Direct Access Patrons	14	6	0.00	\$0
New Paperback	MATT, Direct Access Patrons	14	6	0.00	\$0
New Series DVD's	MATT, Direct Access Patrons	7	6	0.00	\$0
Non-Fiction Books	All Patrons	28	6	0.00	\$0
Non-Fiction DVD	All Patrons	28	6	0.00	\$0
Paperbacks	All Patrons	28	6	0.00	\$0

### Youth & Parenting Department Material

Binge Box	All Patrons	28	6	0.00	\$0
Books on CD	All Patrons	28	6	0.00	\$0
CD's	All Patrons	28	6	0.00	\$0
DVD (Non-Fiction)	All Patrons	28	6	0.00	\$0
DVD's (Entertainment)	All Patrons	7	6	0.00	\$0
Early Reader	All Patrons	28	6	0.00	\$0
Fiction	All Patrons	28	6	0.00	\$0

Item Type	Eligible Patrons	Loan Period (Days)	# of Renewals	Fine/Day	Max Fine
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Games	All Patrons	28	6	0.00	\$0
Holiday	All Patrons	14	6	0.00	\$0
Magazines	All Patrons	28	6	0.00	\$0
New DVD's (Parenting, Youth & Youth Non-Fiction)	MATT, Direct Access Patrons	3	6	0.00	\$0
New Non-Fiction	MATT, Direct Access Patrons	14	6	0.00	\$0
New Parenting (Non-Fiction & Fiction)	MATT, Direct Access Patrons	14	6	0.00	\$0
New Picture Book	MATT, Direct Access Patrons	14	6	0.00	\$0
New Tween Material	MATT, Direct Access Patrons	14	6	0.00	\$0
Non-Fiction	All Patrons	28	6	0.00	\$0
Parenting (DVD's, Fiction, Kit, Non-Fiction)	All Patrons	28	6	0.00	\$0
Picture Books	All Patrons	28	6	0.00	\$0
Toys	All Patrons	28	6	0.00	\$0
Video Games	MATT, Direct Access Patrons	7	6	0.00	\$0
Youth Biography	All Patrons	28	6	0.00	\$0
Youth Board Book	All Patrons	28	6	0.00	\$0

#### Teen Materials

Biography	All Patrons	28	6	0.00	\$0
Books on CD	All Patrons	28	6	0.00	\$0
Fiction	All Patrons	28	6	0.00	\$0
Graphic Novels	All Patrons	28	6	0.00	\$0
Magazines	All Patrons	28	6	0.00	\$0
New Fiction	MATT, Direct Access Patrons	14	6	0.00	\$0
New Non-Fiction	MATT, Direct Access Patrons	14	6	0.00	\$0
Non-Fiction	All Patrons	28	6	0.00	\$0
Reading List	All Patrons	14	6	0.00	\$0

#### Non Circulating Materials

Local History Collection & Reference Collections

As of March 15, 2021 Library items are fine-free except for items in the Library of Things collection. If Library of Things items are not returned on or before the due date, an overdue fine will be accrued for each Library business day. Lost and damaged items will be billed at replacement cost. Library of Things items are eligible for one renewal if the item is not reserved for another patron and items are only renewable by speaking with Library staff.

### **Renewals**

Patrons must present library card in order to renew materials at the circulation desk. Material on reserve for another patron may not be renewed. Patrons may renew an overdue item at the circulation desk, by phone, or online. Patrons may renew and add the overdue fine to their card at the circulation desk.

### **Auto Renewal**

All items (excluding new DVD's) will be renewed automatically as long as there are no holds placed on the item and as long as they have not gone over their allowed maximum renewal amount.

### **Telephone Renewal**

Patrons may call the library or leave their name and phone numbers on voice mailbox and a staff member will call patrons at home.

### **Online Renewal**

Patrons may renew items while away from the library on their online library account. Call staff at the Library for assistance with online library accounts.

### **Inter-library loans**

Loan period for inter-library loan materials is at the discretion of the lending library.

### **Reserves/Inter-Library Loans**

The Mattituck-Laurel Library is a member of the Suffolk Cooperative Library System and as such will borrow materials from other libraries for District patrons. Fines will be charged for overdue inter-loans. Patrons may reserve library materials. In addition to placing a reserve at the public services desks with help of a staff member, patrons may reserve materials using terminals in the library, by phone, or online.

### **Lost and Damaged Materials**

The Library charges current replacement costs for lost or damaged Library materials.

### **Homebound Services**

Homebound Services are available for District patrons who are unable to come to the Library because of a temporary or permanent disability. Homebound individuals may call the Library and request that the Library's homebound representative contact them to set up future service.

## Accessibility Statement

The Mattituck-Laurel Library is committed to making services available to everyone. Persons requiring assistance at any of our locations or events are encouraged to discuss needs with the librarian.

Every effort has been made to make this website accessible to everyone. If you find something has been missed, please notify us immediately.

### **Building Accessibility**

All public areas of the Library building meet the standards of accessibility outlined in ANSI 117.1, 1980 edition. Updates to areas that have specific ADA requirements, like restrooms, are always made according to current law when a building is renovated. New construction is always built to current ADA laws and requirements.

Citizens who have questions about the accessibility of the Library are encouraged to call ahead with their questions before visiting.

### **Materials**

Mattituck-Laurel Library purchases materials to provide information to or about people with disabilities.

Materials available in large print include large-print books and digital eBooks and eMagazines that allow the reader to change the font size and other display settings. Audiobooks are available on CD as well as eAudiobooks.

Although the library does not have a Braille collection or try to duplicate the recorded book collection in the State Library Talking Book and Braille Library, librarians refer library users to the facility. Applications are available at each branch library. They may also be obtained from the New York State Talking Book and Braille Library at 518-474-5935 or (800) 342-3688 between 8:30 AM and 4:30 PM Monday-Friday. Library staff can provide assistance in filling out the forms.

### **Information**

All citizens may access the information services of the Mattituck-Laurel Library by visiting our Library, emailing and/or calling us. Information service is provided by librarians at the Adult and Children's Information Desks. Every citizen is encouraged to approach the Information Desk to ensure that their needs will be fully addressed. Service provision for citizens with disabilities is available in person, virtually, or over the phone.

Information staff will assist patrons in accessing and retrieving materials and information available. They will assist patrons in using available print and electronic resources. If the information and materials needed by the patron are not available in that location or are not in the appropriate format, librarians will identify where the material is located and institute procedures for securing the material within a reasonable time frame or will refer the patron to an agency or organization that can best respond to the request.

**Programs and Events**

Programs are offered by the library in order to promote library use and introduce the public to library resources for information and materials. All events at Mattituck-Laurel Library are handicap accessible.

The Library is committed to making services available to everyone. Persons requiring special assistance are encouraged to discuss needs with the librarian. Sign interpretation can be provided at individual programs upon request and with sufficient notice to engage an interpreter.

**Employment**

The Mattituck-Laurel Library supports and is committed to the principle of equal employment opportunity. It is the library's policy to recruit, hire, train and promote individuals, as well as administer all employment practices without regard race, color, religion, creed, citizenship, national origin, age, sex, gender, pregnancy, gender identity/expression, sexual orientation, marital status, disability (including neurodiversity), genetic information, veteran status, or any other legally protected basis, in accordance with applicable federal, state or local law.

**Complaints/Concern Process**

Patrons wishing to complain or express concern about the library's policies and procedures regarding ADA are welcome to speak with or write to the Library Director via email or phone at 631-298-4134 x 105.

A complaint or concern should contain the name, address and if possible, the phone number of the person filing the complaint. It should describe the alleged violations of the regulations.

Adopted 11/13/2023



## Collection Development Policy

### General Guidelines

The Mattituck-Laurel Library Collection Development Policy exists to provide an outline for the development of collections in conjunction with the Mattituck-Laurel Library's mission "to enrich the quality of life in our community." The Mattituck-Laurel Library upholds the principles of intellectual freedom defined by the American Library Association in the [Library Bill of Rights](#) and the [Freedom to Read](#) and [Freedom to View Statements](#). The Library firmly believes that it is the responsibility of the library user to make choices about what materials they interact with and when it comes to children or adolescents the responsibility falls on the parent and/or guardian. The Library will do its best to select materials that are representative of the community and reflect community interests.

### The Library's Community

The Mattituck-Laurel Library serves the residents in the immediate area of Mattituck and Laurel but also extends service to all Suffolk County card holders. The Library recognizes the need for a diverse collection that is representative of and relatable to different cultures, languages, socioeconomic status and age groups in order to empower, educate and entertain the community it serves.

Mattituck and Laurel are home to the Jr./Sr. High School, a human resource center for senior citizens, a thriving farming and small business community as well as more than 10 churches of different Christian denominations. The Mattituck-Laurel Library recognizes the importance of selecting materials that are representative of its surrounding communities, as these communities change the Library will continue to reassess the collections to best reflect community interests.

### Scope of Collection

The Mattituck-Laurel Library's collections focus on the desires of the community by providing materials in a variety of formats that reflect a range of views, opinions and interests in order to emphasize entertainment, education, discovery and enrichment. The scope of the collection remains broad in order to allow for free expression and access to ideas. The Library contains one specialized collection, of which are materials of local significance or value including genealogical resources, all contained in the Local History Room. If the library is the last institution in the consortia to own a copy of an out of print item, every effort will be made to retain the item.

### Selection Guidelines

Material will be considered for selection pursuant to the criteria listed below. Items do not need to meet all of the criteria in order to be considered acceptable.

- public demand, interest or need, which drives the basic framework of criteria for selection

- all items purchased will be new or current releases unless otherwise requested or deemed necessary by selectors and/or the community
- items that have garnered the attention of critics, reviewers, media and the public
- popular items driven by community demand; multiple copies may be purchased in order to meet this demand
- timeliness of the item
- relevancy and relation to existing collections including works that cover diverse viewpoints to balance or fill gaps in the collection
- cost of the item or resource in relation to its value
- authority and reputation of the author or publisher
- reliability, accuracy and purpose of the item
- quality, durability and general usefulness of the format for library use
- items that inform the local history collection and are historically significant to the North Fork
- availability of the item for purchase
- availability of the item in other libraries through inter-library loan (ILL)

Patron requests are always considered, specific items may be requested for purchase by filling out the [Purchase Request Form](#) online or by speaking to staff at the library.

### **Selection Guidelines for Electronic Resources**

All Mattituck-Laurel Library cardholders will have access to the electronic resources provided through consortia agreements by Suffolk Cooperative Library System (SCLS). SCLS holds the right to selection criteria for these resources. The Mattituck-Laurel Library may decide to purchase electronic resources for Mattituck-Laurel cardholders and will do so under the criteria listed below. Electronic resources do not need to meet all of the criteria in order to be considered acceptable.

- public demand, interest or need
- ability of community to access the format
- electronic resources that have garnered the attention of critics, reviewers, media and the public
- relevancy and relation to existing collections
- authority and reputation of the producer
- cost in relation to the value of the electronic resource
- frequency of updates to the electronic resource
- ease of use and accessibility
- terms of licensing agreements; electronic resources that provide both remote and local access will be considered

### **Format Considerations**

The Mattituck-Laurel Library contains a variety of different material formats to meet the community's interests. Format considerations include but are not limited to:

- print; hardcover (library binding if available), paperbacks (trade and mass market), large print and regular print, magazines and newspapers
- media; DVD, Blu-ray, audiobooks (CD and Playaway), music CD's
- electronic; PDF, ePub, Kindle Book and mp3 (SCLS handles acquisitions of these eBook and E-audiobook formats, requests can be made by following these [steps](#))
- formats driven by popularity within the library's community
- obsolete formats will not be considered *unless* they inform the local history collection

### **Collections Budget Considerations**

The Mattituck-Laurel Library's collections budget is funded through the Mattituck- Cutchogue School District's tax levy and follows the calendar year, January through December. The Library's Board of Trustees and the Library Director have the responsibility for the proper stewardship of public funds, where collection development is concerned this is done by creating a collection that is reflective of the community the library serves.

### **Responsibility for Collection Development**

The Board of Trustees appoints the Library Director as the authority for selection of library materials. The Director also has the authority to appoint and direct qualified, professional staff members to select materials for purchase.

### **Gift/Donation Materials Policy**

The Mattituck-Laurel Library accepts donations of gently used materials, that have a publication or production date within the last three years (where applicable) and have all parts and pieces included. Once material is gifted or donated, ownership is transferred to the library. No conditions shall be imposed upon acceptance and the library reserves the right to dispose of any unwanted donated material. Materials selected for the library's collection are evaluated with the same criteria used for purchased materials (see section IV. Selection Guidelines). Gifts and donated material that are not considered for the collection may be used in the Friends of the Library book sales, where proceeds support library sponsored cultural activities.

### **Deaccession Policy**

The Mattituck-Laurel Library recognizes the need for continued assessment of the collection in order to maintain a collection that provides useful and relevant materials to the library's community. Part of this assessment includes weeding, which is the ongoing, systematic removal of materials that will help to keep the library current and vital. Materials considered for deaccession may be evaluated on the criteria below. Items need not meet all criteria in order to be removed.

- MUSTIE guidelines as outlined in [CREW](#) (misleading or factually inaccurate, ugly or worn beyond repair, superseded by a new edition or by another item on the subject, trivial or of not discernible literary or scientific merit, irrelevant to the

needs and interests of the library's community, elsewhere the material is obtainable through ILL or duplicates are present in the collection)

- formats that are considered obsolete
- items that have not circulated within the last four years

Items that are withdrawn are not automatically replaced, replacement decisions are based upon need, demand and budget and follow section IV. Selection Guidelines.

Patrons registered with a Mattituck-Laurel Library card who wish to request a specific item be withdrawn or reconsidered for inclusion in the collection are asked to complete and sign the Request for Reconsideration of Library Materials Form. Please note that the reconsideration process will only occur if the item was read/viewed/listened to in its entirety by the person objecting to the material. The Request for Reconsideration Form may be accessed online or at the library, once filed it will be reviewed by the library Director.

The Director (or their appointee) will reply to the request for reconsideration within 7 days via a letter to the requester. If the requester disagrees with the decision, they may submit a written appeal to the Library Board of Trustees. The written appeal must be submitted within 10 days of the Director's decision. The Board will make a determination on the appeal within 30 days of receiving it. An item that was retained as the result of a reconsideration process will not be subject to reconsideration again for five years. Items undergoing review for reconsideration will not be removed from the collection awaiting resolution. A challenged item will be considered in its entirety and not judged solely on portions taken out of context.

### **Impact of Collection Sharing Agreement**

The Mattituck-Laurel Library is a PALS library (Partnership of Automated Libraries in Suffolk) within the Suffolk Cooperative Library System. All Mattituck-Laurel Library cardholders with cards in good standing may inter-library loan eligible material from other PALS libraries, LI-LINK libraries (Nassau Library System), and U.S. or international libraries through a different integrated library system (ILS) or agent such as OCLC. The Mattituck-Laurel Library will inter-library loan eligible items to PALS libraries and LI-LINK libraries. The Library recognizes that there may be a high demand on new items, locally and system wide. Due to this, new items will not be eligible for ILL, Mattituck patrons will have priority over new items owned by Mattituck-Laurel Library. If an item is available, with no holds, patrons from out of district libraries that are physically present in the Mattituck-Laurel Library may present their library card to check out the item. Local policies of lending libraries govern any loan rules and fines of borrowed material.

Adopted 11/1993

Revised 1/2003, 05/2021, 12/2022, 11/13/2023

## Linked Items<sup>1</sup>

"Library Bill of Rights", American Library Association, June 30, 2006. [Library Bill of Rights | Advocacy, Legislation & Issues \(ala.org\)](#)

"The Freedom to Read Statement", American Library Association, July 26, 2006. <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

"Freedom to View Statement", American Library Association, September 29, 2006. <http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>

"Make a Purchase Request", Mattituck-Laurel Library, 2019. <https://mattitucklaurellibrary.org/about-mll/purchase-request-form>

"Can I recommend a title for my library to purchase in Libby?", Libby. <https://help.libbyapp.com/en-us/6115.htm>

"CREW: A Weeding Manual for Modern Libraries", Texas State Library and Archives Commission, 2012. <https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf>

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<sup>1</sup> In order of link appearance throughout the policy

## Request for Reconsideration of Library Materials

The Board of Trustees of the Mattituck-Laurel Library appoints the Library Director as the authority for selection of library materials. The Director also has the authority to appoint and direct qualified, professional staff members to select materials for purchase. The Board has established reconsideration procedures to address concerns about those materials. If you wish to request reconsideration of library materials, please return this completed form to:

Library Director, Mattituck-Laurel Library, 13900 Main Road, Mattituck NY 11952

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Phone: \_\_\_\_\_

Requester represents: \_\_\_\_\_ themselves  
\_\_\_\_\_ organization, please name: \_\_\_\_\_  
\_\_\_\_\_ other, please indicate: \_\_\_\_\_  
\_\_\_\_\_

Please complete the items below. You may attach additional sheets as necessary.

1. Author: \_\_\_\_\_ Title: \_\_\_\_\_

The material you are commenting on is: (please check)

☐ Book ☐ Video ☐ DVD ☐ Display

☐ Magazine ☐ Audio Recording ☐ Newspaper

☐ Electronic information/network (please specify): \_\_\_\_\_

☐ Other: \_\_\_\_\_

2. What brought this resource to your attention? \_\_\_\_\_  
\_\_\_\_\_

3. To what in the material do you object? Please be specific. Attach additional sheets if necessary.  
\_\_\_\_\_

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4. Why do you object? Attach additional sheets if necessary. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. For what age group would you recommend this material? \_\_\_\_\_

Why? \_\_\_\_\_

6. Is there anything good about this material? \_\_\_\_\_

\_\_\_\_\_

7. Did you read, watch or listen to the item in its entirety? \_\_\_\_\_

If no, what part or parts did you read, watch or listen to? \_\_\_\_\_

8. What would you suggest the library do about this material? \_\_\_\_\_

\_\_\_\_\_

9. Additional Comments:

Signature of requester: \_\_\_\_\_ Date: \_\_\_\_\_

## Computer & Internet Use Policy

To fulfill its mission of providing public access to current information of all types in a wide range of formats, the Mattituck-Laurel Library provides free access to the Internet. The library expects that this service will be used for legitimate educational, cultural, informational and recreational needs.

New York State Law makes it unlawful to display obscene materials or images. The library reserves the right to monitor all computer and internet activity; however, it will not share any information gathered except as required by law.

Not all internet sources provide accurate, complete or current information. Therefore, the Mattituck-Laurel Library cannot be held responsible for the content accessed on the Internet. Patrons are expected to abide by these generally accepted rules of computer etiquette.

### **User Rules**

1. Patrons and guests may use library computers for legal uses. Unacceptable use of library computers and the internet includes but is not limited to the following:
  - a. Using the Internet for illegal or criminal purposes.
  - b. Sending, receiving and displaying obscene images and material.
  - c. Using the Internet for harassing, stalking, libeling, slandering or spamming other users.
  - d. Attempting to bypass security, software and/or filtering.
  - e. Making any modifications to the operating system, hardware or software installed on any library computer.
  - f. Distributing unsolicited advertising.
  - g. Harassing other library or computer users or staff; accessing files, data or the passwords of others without authorization
  - h. Operating an on-going business.
  - i. Attempting to crash, or degrade the performance of or gain unauthorized access to computer systems and networks.
  - j. Using the internet for malicious purposes such as intentionally propagating a virus.
  - k. Violating copyright laws or software licensing agreements.
2. Public computers are available for use during regular library hours but they will shut down automatically five minutes before closing.



3. Individuals without a library card will be issued a Guest Pass. These passes are not intended for long term use. Patrons should apply for a Library card as soon as possible to avoid having their computer use limited.
4. Two users per computer is the maximum number permitted at one time unless special permission is granted by library staff.
5. Library staff provides basic assistance with use of digital resources and equipment. Please consult a librarian at the reference desk.
6. The library utilizes a pre-paid printing system which charges .10 per side for black and white prints and .25 per side for color prints.
7. Users should have no expectation of privacy for any materials residing on the library's workstations.
8. Computers require a USB drive to save information. All files or downloads are erased at the end of each session.
9. At the discretion of Library Staff, sessions may be terminated or computer privileges revoked for inappropriate use of service.
10. The library reserves the right to terminate an internet session at any time and deny further internet privileges as a result of misuse of internet access in the library.

### **Children's Internet Protection Act**

The United States Supreme Court has upheld the guidelines set forth in the Children's Internet Protection Act (CIPA) (Pub. L. 106-554); these guidelines must be followed by public libraries that wish to receive E-rate funding.

In order to comply with CIPA, the Mattituck-Laurel Library will subscribe to commercially available filtering hardware and software for its public computers. Websites will be filtered if they are in conflict with CIPA guidelines. The Library Director, working with the Board of Trustees and the library staff, is free to further customize the filtering software to reflect the needs of the Mattituck-Laurel Library.

Parents and guardians of minor children must assume responsibility for their children's use of the internet through library computers, laptops or tablets.

Adopted 08/2002

Revised 12/2015, Reviewed 11/13/2023

## Confidentiality of Library Records

Employees are prohibited from accessing and/or disclosing personal information obtained from library records other than to the extent necessary for the proper operation of library business. Personal information includes, but is not limited to, registration records, material borrowing records, interlibrary loan transactions, employment records/information, reference queries, photocopy requests and computer use history.

Only the Director or the Director's designee is authorized to respond to any form of judicial process or to provide any patron-specific or library-business information, in writing or in oral form, to a law enforcement officer or other person. Staff should direct such requests to the Director, or the Director's designee.

Adopted 10/2003

Revised 09/2021

## Customer Service Policy

### Policy Statement

Customer service is a top priority of the library. All library customers will be treated promptly and respectfully without regard to age, gender, sexual orientation, race, ethnicity, disability, language proficiency, social or economic status.

### Regulations

1. Staff members are responsible for providing the best customer service possible and are empowered to make decisions that will ensure the best experience for each customer while balancing the needs of the individual with the overall needs of library customers throughout the library district
2. When answering the phone, a library employee will identify themselves and the department in which they work. All staff will wear name tags so that customers can recognize them as library employees.
3. Staff will assist customers on a first come, first served basis to the extent possible without infringing on the service needs of other customers.
4. Staff members will enable successful library use by assisting customers with the library's resources and equipment
5. In cases where the library's resources are not sufficient to meet customer demand, staff will offer interlibrary loan service or refer customers to other libraries with more appropriate collections. Whenever possible staff will contact the agency to which a customer is being referred to ensure that the information, material or equipment needed is available.
6. A customer with complaints about the service received or about library policy shall be referred to the senior staff on duty at the time or to the library director. The business cards of senior staff and the library director are available at all service desks. See Patron Complaint Policy for further guidance.

Adopted 11/13/2023

## Copyright Notice for Library Photocopiers and other Reproducing Equipment

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of "original works of authorship." Section 108(f)(1) of the copyright act gives libraries protection from copyright infringement when a library user uses unsupervised "reproducing equipment" in the library, as long as the library displays a notice that the making of a copy may be subject to copyright law. (The user of the machine is responsible for any infringement.)

The statute does not define "reproducing equipment." Libraries have traditionally posted the notice on photocopiers; however, it is wise to post the notice on all unsupervised photocopiers, as well as all VCRs, microfilm printers, computers, printers, scanners, and any other equipment that is capable of making copies.

The commonly posted form of the notice is:

Notice : The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is responsible for any infringement.

Adopted 11/13/2023

## Designated Spaces Policy

### **Family Department**

The Family Department is reserved for use by children ages birth to 6<sup>th</sup> grade, their parents or caregivers, and adults who are using the children's collection. A caregiver must be at least 14 years old.

Adults unaccompanied by a child may enter the Family Department to browse or obtain books and/or other materials, but are requested to move to an adult reading/reference area once their selection has been made. Extended browsing by unaccompanied adults or use of the seating is not encouraged and library staff may at their discretion request such adult patrons to leave the Family Department.

### **Young Adult Department**

The Young Adult Department of the Library is reserved for use by teens (grades 6 –12).

Adults unaccompanied by a teen may enter the Young Adult Room to browse and/or obtain books or other materials, but are requested to move to an adult reading/reference area once their selection has been made. Extended browsing by unaccompanied adults or use of the tables is not encouraged and library staff may at their discretion request adult patrons to leave the Young Adult Department.

### **Reference Area / Computer Area**

Patrons may use the computers for personal use. Children and teens are welcomed to use the computers. Caregivers of minor children must assume responsibility for their children's use of the computers.

### **Reading / Study Area**

The reading / study area located in the front of the building towards the Main Road is a designated quiet space for use by patrons. Extended conversations between patrons are not permitted and if this is observed, library staff may at their discretion request patrons to move to another area of the library. Teens and children are encouraged to use the areas designated for their age group but should a teen or child need quiet space to study they will be permitted in the reading / study area provided there is space. Reference staff will provide research and technical assistance to patrons and the resulting interactions are permitted and will be kept to a minimum length and volume.

### **Local History Area**

The Local History Area is available for patrons doing local historical research. The collection contains rare books and documents related to the history of Mattituck / Laurel and surrounding towns. The area is not locked and may be accessed with or without the assistance of a reference librarian. Special collections are locked and will require the assistance of a reference librarian. When accessing special collections a librarian will assist with the patrons' research, and then monitor the ensuing use of the collection. Browsing is permitted but will be monitored. Monitoring is at the discretion of the librarian. Patrons are not permitted to bring bags, pens, beverages or food with them when browsing the Local History Collection.

**Meeting Rooms**

The primary purpose of the Library's meeting rooms are to serve Library sponsored services, programs and activities.

Permission to use Library meeting rooms may be granted to community groups, organizations, or individuals whose aims are Library-connected, educational, cultural and/or civic. These types of room-use are subject to the terms of the Library's Meeting Room Use Policy.

Adopted 11/13/2023

## Disposal of Surplus Library Materials

Library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property) which in the judgment of the library director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the library's collection or gift materials may be sold, given away or discarded. For example: may be sold through a sealed bid process, or upon the approval of the library Board of Trustees, be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.
2. Any other personal property having an individual current value of less than \$100 may, at the discretion of the library director, be sold, traded in [on new equipment] or discarded, or made available for sale to the public through a sealed bid process.
3. In the case of individual surplus items having current value of more than \$100 but less than \$1,000, the Board may authorize a trade-in of such items on new equipment or sale of such items to the public through a sealed bid process.
4. No favoritism shall be shown to members of the library staff, the Board of Trustees or members of their immediate families who make bids on or purchase any library item declared surplus.
5. Any personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the library for a time period not to exceed seven (7) days, and a public notice of its availability, the date, and terms of the proposed sale shall be posted.

Adopted 11/13/2023

## Emergency Closing Policy (Inclement Weather & Other Conditions)

The Mattituck-Laurel Library will make every effort to open to the public as scheduled, consistent with safe access for the public and staff.

### **Inclement Weather**

The Library will close, delay or close ahead of schedule when weather becomes hazardous to the health and/or safety of the public and/or library staff.

If the Mattituck Cutchogue Union Free School District closes for the day, due to weather conditions, the Mattituck-Laurel Library will also be closed.

### **Excessive Heat in the Library Building**

When the temperature reaches 80 degrees in a designated public area of the Library, the Library will close for the remainder of the day. This is done to protect the health and safety of both patrons and staff.

The Library will resume normal business hours the following day.

### **Power Outage**

In the event of a power outage, if power is not restored within sixty minutes or before the normal closing time (whichever comes first), the building should be closed, and staff should depart. If a power outage causes an unsafe condition or occurs when it is dark outside, the building should be cleared and closed, and staff should depart as soon as possible.

### **Other Emergencies**

Other types of emergencies may include fire; mechanical failure or loss of critical utilities (e.g. no heat, no water); gas leak; water damage or flood; hazardous spill; bomb threat; violent individual; active shooter, or lockdown; pests, bugs, or infestation; medical emergency; staff illness that prevents minimum staffing requirements from being maintained; pandemic or public health crisis; or declaration of a State of Emergency.

For other types of emergencies, staff may deem it necessary to evacuate the building and/or contact emergency personnel. The Library Director may also choose to close the Library. In the absence of the Director the President of the Board of Trustees may make the decision to close. If any of these individuals are unavailable and emergency personnel believe that remaining open would risk personal safety, another staff member or Board member may make the decision to close and should notify the Library Director or Board President of the closure as soon as possible.

Any delays in opening will be determined by the Library Director.



Any available means to notify the public of a deviation of operating hours will be utilized (telephone system, website and social media).

In accordance with the Library's personnel policy, staff who are scheduled to work during the time of the closing will be paid for the time. If an employee is not scheduled to work during the closing, they are not paid for the time nor entitled to compensatory time off for the length of the time the Library is closed.

Adopted 7/2025

### Basic Policy Statement

The use, by individuals or organizations, of the Library's facilities and/or exhibits is not a right but a privilege which is subject to review by the Library Director and the Board of Trustees.

The purpose of the Library's display facilities is to increase public awareness of the Library's resources and to support its mission as an intellectual, cultural and informational center for the community. For the purpose of this policy the term "display" includes wall display, enclosed display cases and bulletin board exhibits. Exhibits/displays using the Library facilities shall further one or more of the following purposes:

- A. To promulgate matters pertaining to Library services, collections or programs;
- B. To highlight current issues, events or other subjects of public interest in an informational manner;
- C. To display arts, crafts, photographs and writings, especially those produced by residents of Mattituck and Laurel;
- D. To publicize the activities of local non-profit organizations and agencies or to display interesting collections or hobbies of local residents.

### Procedural Guidelines for Displays

Current areas for display include the designated art display area in the hallway on the lower level of the library and the display cases in front of the conference room. Use of the display facilities must be scheduled in advance with the Library Arts Coordinator. Approval will be granted for only one display per month.

The length of the exhibit is one month

Hours for exhibit shall coincide with hours the Library is open.

**Selection:** Interested individuals/groups can obtain exhibit/display information and application forms from the Arts Coordinator. Decisions regarding which exhibits will be accepted rest with the Library Director who must be shown all items to be included in the display prior to approval. All items exhibited must be appropriate for viewing by all members of the Library community. The Library reserves the right to refuse display space to exhibits which, in its opinion, do not comply with this policy statement.

**Library Security:** Display facilities are designed to be reasonably secure; however the Library is not responsible for the security of displayed items and a general release form must be signed by all exhibitors.

**Insurance:** As stipulated in the exhibit agreement, the Mattituck-Laurel Library is relieved of all liability for mutilation or damage or loss of exhibit or display from any cause whatsoever.

**Hanging and Removing Displays:** No Items shall be displayed until a signed Exhibit Application has been approved by the Director. The group or individual initiating the display must supply any

labor and/or equipment necessary to mount the display and prepare and supply necessary identifying or explanatory signs. All pieces to be displayed should be framed and ready for hanging. Artists agree to leave their work for the period stipulated. The Library cannot arrange for frequent changes and rearrangements. The Library will not provide storage for the property of the exhibitors.

**Group Shows:** In case of exhibits by more than one person, each artist must complete a signed exhibit agreement and list of items at the time of hanging or before.

**Publicity:** The Library will publicize all exhibits (given adequate lead time) in the Library's quarterly newsletter, local newspaper and on the library's website.

Revised 04/2019

Mattituck-Laurel Library

Application for Displays

Contact Information:

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Describe the items to be included in the proposed exhibit (medium, subject, number of items).

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The displays should be of a size appropriate to the space and the art must be framed or mounted on cardstock paper.

- Works must be suitable for open display in a public library.
- The Mattituck-Laurel Library reserves the right not to display works that do not adhere to the guidelines contained in this application.
- All artwork submitted must be the original work of the artist.
- Applications will be considered on a first come, first served basis.

Advise as to which month you would like to display your work. Please select six (6) different months in order of preference over the next 12 month time period that are convenient for you, the Library cannot guarantee that it will be able to exhibit your work during a specific time period but the Library will make every effort to accommodate your request.

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The Library will be featuring your artwork on the Library's website and/or facebook page while it is on display in the Library. All artists must submit a brief biography and/or statement of artistic purpose which the library will edit and photocopy for distribution.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_  
(as applicable)

\*\*\*\*\*

For Library Use:

Approved \_\_\_\_\_ Date: \_\_\_\_\_

General Release of All Claims

Agreement executed this month \_\_\_\_\_, day \_\_\_\_\_, year \_\_\_\_\_ by and between \_\_\_\_\_ residing at \_\_\_\_\_

(hereinafter referred to as "Releasor"), and the Mattituck-Laurel Library (hereinafter referred to as "Library"), is a general release whereby Releasor extinguishes his/her rights and claims against the Library as hereinafter set forth:

WITNESSETH:

WHEREAS. Releasor and the Library agree that Releasor shall hold the Library harmless from any and all damages, theft, or other destruction, which may occur to said artwork and/or other like items as a result of their being displayed within the Library.

NOW, THEREFORE, with the intent to be legally bound and consideration of the Library's agreement to display said artwork and/or other items, the Releasor agrees as follows:

1. The Releasor on behalf of himself/herself, his/her heirs, executors, administrators, successors and assigns, hereby fully releases and discharges the Library from any and all rights, claims, actions and causes of action which the Releasor and his/her above-mentioned successors may have against the Library arising out of any destruction, theft, vandalism, or other like damage which may result to the artwork or other like items by virtue of their public display within the Library.
2. This General Release is freely given and voluntarily executed by Releasor and Releasor does not rely on any inducements, promises or representations made by the Library except those specifically set forth in this Agreement.
3. The Releasor has read this Release and fully understands the terms used herein and the consequences thereof.

This release may not be changed orally.

IN WITNESS WHEREOF, the Releasor and the Library have signed this Release as of the day and year written above.

\_\_\_\_\_  
Signature of Applicant

By: \_\_\_\_\_  
Mattituck-Laurel Library

## General Data Protection Regulation

It is the policy of the Mattituck-Laurel Library to respect the privacy of all our users, in accordance with federal and state laws and professional standards. Specifically, the Mattituck-Laurel Library supports and complies with New York State Law (Laws of 1988, Chap. 112, New York Civil Practice Law & Rules § 4509) and the Code of Ethics of the American Library Association and, when applicable, the European Union's General Data Protection Regulation ("GDPR"). The GDPR protects all European Union ("EU") citizens from privacy and data breaches by allowing citizens to maintain control of the personal data kept and processed by organizations, including the Mattituck-Laurel Library. The GDPR also protects the personal data of individuals, regardless of citizenry, in the EU. Mattituck-Laurel Library adheres to these regulations and standards with respect to the confidentiality of library records, including, but not limited to, the circulation of library materials, interlibrary loan transactions, reference queries, and course reserve requests.

All library records relating to an individual patron's use of the library and its resources are considered confidential. Those records may be consulted and used by authorized library staff in the course of carrying out library operations, but they will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order, or other legal requirements. If Mattituck-Laurel Library receives a law enforcement request for patron records, the Library will forward that request to legal counsel.

Adopted 11/13/2023

### Public Behavior Rules and Regulations

Patrons not complying with these rules and regulations are subject to being directed to leave the Library premises by the Director or his/her designee. The Library Director or his/her designee is authorized to call the Police when deemed warranted.

Any patron who violates the Library's rules and regulations may be denied the privilege of access to the Library by the Director or President of the Board of Trustees for a term to be determined by it. Library Patrons shall not:

- interfere with the right of the public to enjoy those services offered by the Library;
- disrupt/disturb any other's use of the Library; or disrupt Library staff, functions or programs; this includes loud, abusive or threatening language or gestures;
- loiter on Library premises;
- smoke within any portion of the building;
- possess illicit drugs, alcoholic beverages, fireworks, firearms, knives or weapons while on Library premises;
- deface, damage, destroy Library material, equipment or property or any property belonging to a patron or staff member. Any person who causes physical injury to the person or damage to the property of another shall be held responsible for such acts to the extent permitted by law;
- eat or drink on Library premises without prior administrative approval;
- sit on Library tables or put their feet on Library tables or chairs;
- be inappropriately dressed. Patrons are required to wear footwear, as well as upper and lower body covering;
- enter into unauthorized areas;
- bring pets in to the Library building with the exception of "service" animals;
- leave children unattended on Library premises (See unattended Children Policy)
- rearrange Library furniture;
- fail to abide by the directions of staff;
- violate any State, Federal or local law or regulation while on Library property;
- utilize computers for any unlawful purpose including accessing pornographic websites;
- bring skateboards, roller blades, roller skates, bicycles, wheeled sneakers or sports equipment into Library building or utilize Library grounds with such;
- use cell phones, personal communication devices, walkie-talkies, headsets or similar devices in the Library building with the exception of the Library lobby;
- engage in commercial pursuits or solicitation of any kind without prior administrative approval. Material distribution or placement of materials in the Library without prior administrative approval is prohibited;
- engage in behavior that may be considered as harassment of any nature;
- use cameras, cell phone cameras, recording devices, camcorders, etc., on Library premises without prior administrative approval;
- play audio or video equipment such that others can hear such transmissions;
- stare at or stalk another person;



- propagandize, preach, distribute literature or insert items or writings into Library materials;
- possess a lack of hygiene to the extent such causes a nuisance to staff or patrons;

**Individuals who are registered sex offenders are prohibited from entering the Children's Room.**

While visiting the Library, at all times, parents and/or caregivers are required to have control over the children for whom they are responsible. Children's behavior that is disruptive to others' use of the Library or to Library functions or programs is unacceptable and parents and/or caregivers of disruptive children will be held responsible and may be required to leave the Library premises.

Patrons who refuse to comply with the directives of the Library Director, or other authorized personnel shall be required to leave the premises.

**Procedure for Policy Violations**

Library staff are authorized to take any / all of the following steps:

1. Make inquiry of facts surrounding the violation.
2. Direct person to cease the violation.
3. Direct person to vacate the Library premises.
4. Upon refusal, to contact the appropriate law enforcement agency for assistance.

**Consequences of Policy Violations**

Depending on the violation, the Library Director or the Board President is authorized to take any / all of the following steps.

1. Suspension of the person's Library privileges for up to one year.
2. Banning the person from the Library property for up to one year.

**Appeal Procedure**

1. Persons have 30 days to make an appeal in writing to the Board of Trustees.
2. The Board of Trustees must convene a hearing within 30 days of the appeal submission.
3. The Board of Trustees must render a decision within 14 days of the hearing.

While appellant's suspension is under review by the Board of Trustees, appellant is not permitted on Library property.

Adopted 4/2006

Revised 4/2019, 4/2023

## Meeting Space Policy

The primary purpose of the Library's meeting space is to serve as a venue for Library sponsored services, programs and activities. Library services, programs and activities shall have priority over all other activities.

### **1. Applicant's Eligibility:**

- a) Permission to use the Library's meeting rooms may be granted to community groups, organizations and individuals whose aims are Library connected; educational; cultural and/or civic.
- b) Preference shall be given to Library District based organizations and organizations whose membership is primarily comprised of Library District residents.
- c) Use of the Library's meeting rooms is subject to all applicable federal, state and local laws and regulations as well as policies set forth by the Library's Board of Trustees.
- d) Meeting rooms are not to be used for sectarian religious instruction or as a place of religious worship or to proselytize, for political agendas, for fundraising or for the advancement of commercial or profit-making enterprises with the exception of enterprises that the Library invites to present programs, classes or services to the public.
- e) Applicants who are reserving meeting room space for tutoring must comply with the Library's Tutoring Policy in addition to this policy.

### **2. Scheduling:**

- a) Availability will be determined solely by the Library.
- b) Applications for meeting room space must be submitted in writing at least one week prior to the event.
- c) No meeting room use request is considered final until the application is signed and returned to the Library and the applicant has been notified of approval.
- d) The Library reserves the right to reschedule a meeting.
- e) A meeting room may only be reserved for up to 3 months from the date of application. It is the responsibility of the applicant to submit a new application as they near their current 3 month period if they want to continue meeting on an ongoing basis. Request for a date(s) beyond 3 months may be granted at the discretion of the Library Director.

- f) Renewal applications to continue using the Library's meeting rooms will be determined based on the Library's need for space to offer its programs and activities as well as a desire to assure that the use of the Library's facilities is equitably apportioned among those requesting space

### **3. Applicant's Responsibilities:**

- a) The meeting rooms shall be used only for the specific activity stated on the attached application. Activities of groups will not interfere with or disrupt Library operations.
- b) By executing this application, the applicant agrees to the release of the applicant's name and telephone number to any person(s) requesting information concerning the organization's activities or programs.
- c) Except to designate the meeting's location, the name and address of the Mattituck-Laurel Library may not be used for any purpose. In publicity or media coverage for the applicant's program, it must be clear that the Library is not the organizer or sponsor of the event or program.
- d) For events that include minors (under age 18), responsible adult supervision in a ratio that will be determined by the Library Director is required. Participants who bring children to meetings must abide by the Library's Unattended Child Policy.
- e) Any organization, community group or individual using the meeting rooms will be financially responsible for any damage which may occur during use of the room.
- f) The Library is not responsible for lost, stolen or damaged articles.
- g) The applicant must agree to limit attendance to the occupancy for which each meeting space is rated.

### **4. Room Requirements:**

- a) The room shall be setup by Library personnel and prior notification of a minimum of 48 hours is required.
- b) Permission to use the Library audio-visual equipment must be granted by the Library and must be operated by an organization representative who is appropriately trained and assumes responsibility for the equipment.
- c) Refreshments may be provided but must be approved by the Library Director prior to the event or program. No alcoholic beverages may be served. If the Library's kitchen facilities are used they must be cleaned by the applicant.
- d) Due to space constraints, storage of the applicant's materials is not available.

- e) Library personnel must have free access to meeting space at all times. The Library reserves the right to monitor all meetings conducted on the premises.

**5. Fees:**

- a) There shall be no charge for the use of the meeting rooms during regular operating hours. Setup and cleanup time are included in an organization's reserved hours.
- b) The applicant may request use outside the Library's normal hours of operation. Should such permission be granted, the applicant will incur a staffing charge of \$25.00 for each hour or fraction thereof, not to exceed one hour beyond closing time. Payment must be made at the time of application.

No admission fee may be charged, nor may a collection be taken.

Revised 10/2017

## Notary Services Policy

Library employees who hold a valid New York State Notary license are available on-site to provide notary services to patrons who visit the library.

Library notary publics are required to follow all New York State laws governing notary services.

The Library will pay the cost of training for library staff to become a notary public and to maintain his or her license.

Notary services are available to patrons who visit the library subject to the parameters set forth herein:

- Notary services are offered during regular library hours. Appointments are required. Walk-ins may be serviced, but only at the discretion and availability of on-site notaries.
- Document(s) presented for notarization must be completely filled out, except for date and signatures(s).
- Document(s) must contain a statement in proper form for the Notary to complete, whether it be to witness and acknowledge signature(s) or to take sworn statement(s).
- The library does not charge for a notarization but will accept a donation if one is made.
- Any patron utilizing the library's notary services must personally appear, present a valid New York State driver's license or other government-issued photo identification and sign before the notary public.
- The library's notary service is not available for deeds, and other real estate documents (i.e. mortgages and satisfactions of mortgages), wills, living wills, trusts, codicils, power of attorney of depositions.
- The library will not provide witnesses and witnesses may not be solicited from other staff members or patrons using the library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid New York State driver's license or other government-issued photo identification.
- Documents in any language other than English will not be notarized at the library.
- Library notary publics are not attorneys licensed to practice law, and he/she may not give legal advice.
- In its discretions, the library reserves its right to decline to provide notary services to a patron.

Adopted 5/2021

## Patron Complaint Policy

The Mattituck-Laurel Library aims to provide the highest levels of satisfaction and service to its patrons while recognizing that occasionally a patron may wish to make a complaint.

A library patron is encouraged to start by making his or her complaint on an informal, verbal basis to a library staff member. If the patron chooses not to make a verbal complaint, or feels that the complaint does not lend itself to informal resolution, the patron should request and complete a Patron Complaint Form.

The Library Director, or his/her designee in the absence of the Director, will review the completed Complaint Form and provide a response and/or attempt to resolve the complaint within ten business days of receiving it. If the patron is not satisfied with the response provided by library staff and/or the Director decides that the situation warrants the input of the Board of Trustees, either or both parties may bring the written complaint to the Board's attention.

A patron may also request to address the Board of Trustees at a regular monthly meeting of the Board. The Board will respond to said complaint within ten business days of receiving written notification of the complaint or within ten business days of a Board meeting at which the complainant appeared. The Board will take any further remedial action warranted by the particular circumstances. The decision of the Board of Trustees with respect to a complaint will be considered final.

Adopted 11/13/2023

## Mattituck-Laurel Library Patron Complaint Form

1. Name

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2. Address

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3. E-mail

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4. Daytime phone number

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5. Please briefly describe your complaint in the space below or on an attached sheet. If relevant, include the full names of any Library staff or patrons involved and how they were involved, any previous efforts made by you and/or Library staff to resolve the complaint, and any other significant information.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Program Registration Policy

The Mattituck-Laurel Library provides a variety of programs to encourage greater participation in culture, art, education and the pursuit of information. The library views programming as a means of highlighting local talent and expertise, as well as providing a forum for presentation of new ideas.

Fees for programming events may be charged to reimburse the program presenters for the cost of materials provided to attendees or to offset the cost of the program presenter's fee. In the absence of a presenter's fee, the library may collect a registration fee to be refunded upon completion of the programming event.

Due to potential space constraints, preference may be given to residents of the library district.

Adopted 11/13/2023



## Programming Policy

### Co-Sponsored Programs

The Library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the Library's mission and vision. The Library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored programs must include involvement by library staff in the planning of program content. Professional performers and presenters who offer specialized or unique expertise may be hired for Library programs.

Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the Mattituck-Laurel Library.

This program policy does not apply to:

- events that are developed only for special purposes such as donor recognition, fund-raising, or media conferences
- programs offered by other organizations on library premises where space is requested under the terms and conditions of the room reservation guidelines.

Exceptions to the policy can be made by a majority vote of the Board of Trustees.

### Programming Policy

This policy addresses programming (1) developed and sponsored by the library and (2) developed by members of the community and cosponsored by the library. (If you are interested in information regarding room requests for programs not sponsored by the library, [visit the page here.](#))

Mattituck-Laurel Library is a core community service. We provide free and open access to services, resources, and programs that foster literacy, cultural appreciation and personal growth and community connections.

Library programs extend and promote the role of the library as a community resource; enhance the information found in library collections; offer a way for people to obtain information; encourage participation in civic life; and help to address the cultural and leisure-related interests of the community.

Library staff may use, but are not limited to, the following criteria in program planning:

- Relation to library mission and service goals
- Community needs and interest
- Presentation quality and treatment of content for intended audience
- Presenter background/qualifications/reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits or events.

Requests from individuals to present library programs are considered using the above criteria.

The purpose of programs may not be purely commercial or for the solicitation of business. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter.

Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Programs will be developed with consideration for the principles of accessibility and equity. These include, but are not limited to, access for people with disabilities, and times and locations that maximize convenience and encourage attendance by the target audience. The library staff has the discretion to cancel programs, to be rescheduled or not.

In some cases, the nature and success of a program may require that attendance is limited based on age, especially programs intended for children and teens that are geared to their interests and developmental needs. In no case will attendance at a program be limited because the content of the program may be controversial.

The library cannot accommodate events that are expected to exceed our room capacity. The maximum capacity of the largest room, the Community Room, is 94. If you anticipate a crowd larger than that, please consider another location.

All library programs must be open to the public and offered free of charge. However, recognizing that program attendees may wish to purchase items like books written by speakers or recordings made by performers, the library may permit the sale of such items in conjunction with a library-sponsored program. All plans to sell such items must be arranged in advance and approved by the library staff responsible for the program. Program presenters are responsible for the handling of all sales. The Library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

Adopted 11/13/2023

## Public Bulletin Board Policy

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

7. Exhibit materials to be displayed must be submitted for approval to the library and are subject to review by the Library Director and Library Board or their designee.
8. Due to limited display space, the library reserves the right to restrict the size, number and location of display materials. The time span during which the materials are exhibited will be determined by the library.
9. The library assumes no responsibility for the content of the notices or materials, nor for the possible damage or theft of materials.
10. Items posted are done so for informational purposes only. Posting does not imply an endorsement by the library.
11. Posters announcing fundraising programs sponsored by any local non-profit organization may be displayed provided there is space available.
12. Soliciting funds, except for library purpose, is not permitted. No organization or individual shall be permitted to place in the library any box, receptacle or canister which solicits donations.
13. No organization or individual shall be permitted to display or exhibit any materials which advocate the election or defeat of any candidate for office, or which advocates any affirmative or negative vote for or against any population.

Adopted 12/1996

Reviewed 11/13/2023

## Social Media Guidelines Policy

### **Purpose**

These guidelines are meant to give staff members the tools they need to manage social media accounts, in keeping with the library's Social Media Policy. The Library Director has the authority to appoint and direct qualified, professional staff members to create and review content.

### **Guidelines**

#### *Social media accounts:*

Departments can establish, with the Director's permission, social media accounts they deem appropriate to maintain a professional standard. Mattituck-Laurel Library has met their social media goals using Facebook, X formerly known as Twitter, Instagram, and Youtube; however, other platforms can be considered if staff believe it would be beneficial to reach the community.

Social media accounts should be updated at least once a day, unless otherwise specified. Department heads are to send weekly content two weeks in advance to staff members appointed by the Library Director. They are to follow the weekly social media content calendar, each account will have its unique content. Staff members in charge of posting should use scheduling options provided by social media platforms.

Content creators should not be posting on the library's social media accounts unless you have received a written confirmation from the Library Director.

#### *Content of posts:*

Language used in social media posts should be conversational and professional. Captions should not be longer than a few sentences.

You may repost content from other sources if it involves Mattituck-Laurel Library or Mattituck-Laurel Library related content. When re-sharing, consider the source; if in doubt ask the Library Director.

Graphics and images should be made using Canva and are not the same as the flyers posted around the library, these are more likely to get the users' attention. Departments should try to incorporate library colors and fonts (can be found under our Canva Brand Hub) wherever possible. If you need help designing and creating social media material, consider asking the Technology Librarian or Library Director for assistance.

Adopted 11/13/2023

## Social Media Policy

The Mattituck-Laurel Library is a dynamic, civic resource. Its mission is to enrich the quality of life for those in the Library's community by providing:

- free and open access to recorded knowledge,
- personal guidance in its use, and
- diverse opportunities for cultural exchange and exploration of ideas. In accordance with its mission, the Mattituck-Laurel Library is committed to using social media to share information about what the library offers and foster community involvement and exchange.

Social media is defined as any website or application that allows people to share information in a virtual environment. Examples include, but are not limited to, Facebook, MySpace, X formerly known as Twitter, Blogger, WordPress, YouTube and Flickr.

This Social Media Policy defines the Mattituck-Laurel Library's purpose in using social media and describes parameters of the service and public use. This policy supplements and does not replace other Mattituck-Laurel Library policies.

Social media participants of all ages should be aware of recommended practices for personal safety in the virtual world. Examples are available at sites such as: <http://www.google.com/familysafety/advice.html> and <http://www.netsmartz.org/safety/safetyp tips>. As with all other resources provided by the Mattituck-Laurel Library, parents or guardians are responsible for use by their children. The library does not act in place of a parent or guardian and is not responsible for enforcing any restrictions upon minors that a parent or guardian has placed.

User comments, posts and messages are welcome on Library social media accounts and services. The Library reserves the right to monitor content posted on its social media web applications, websites and web accounts, and to modify or remove any content that it deems, in its sole discretion, to be abusive, offensive, defamatory, commercial or spam, in violation of copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate for the service. The Library in addition reserves the right to edit or modify postings for space, while retaining the intent of the original post; and, to reproduce comments, posts and messages in other public venues (removing identifying information other than first name unless prior approval has been granted for full attribution).

The Library does not collect, maintain, or otherwise use personal information stored on any third-party social media site. Users may add or remove themselves from the library's "friend" or "fan" lists at their discretion, according to the capabilities offered by such third-party sites. Users should be aware that third party sites have their own privacy policies and proceed accordingly. Social media applications used by the Library include opt out from further contact.

The Library respects the privacy of individual users, and will only make contact with an individual user when granted permission by that user, such as when a user asks for reference assistance, registers for a program, signs up for a notification or responds to an appeal.

By participating in the Mattituck-Laurel Library's social media services, each user agrees to abide by the Library's policies and all applicable federal, state and local laws. By participating in these services, each user agrees to indemnify the Mattituck-Laurel Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) that arise out of or are related to the content posted by said user.

The Mattituck-Laurel Library is not responsible for and does not endorse content other than the "pages" and "posts" created by Mattituck-Laurel Library staff on its social media services. Any views expressed by a user of the Library's social media services are those of the individual author and do not represent the official views of the Mattituck-Laurel Library.

Adopted 12/18/2023

## Surveillance Camera Policy

The Mattituck-Laurel Library utilizes surveillance cameras to complement other measures to promote a safe and secure environment for staff, patrons and other visitors. The equipment assists in protecting the library and its property against theft or vandalism and in identifying persons violating the law and library policies.

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

### **Use/Disclosure of Video recordings:**

Video recordings may be utilized by library staff authorized by the Director to identify those responsible for library policy violations and/or criminal activity on library property. The Library Director is to be informed of all such incidents immediately or as soon thereafter.

All requests for security camera footage by law enforcement will be referred to the Library Director. In his/her discretion, the Library Director may allow law enforcement individuals to view security camera footage upon request in relation to claimed criminal activity or library policy violation on the library grounds.

If presented with a subpoena, search warrant or other Court order, the library will comply with such subpoena, search warrant or Court order, subject to consultation with the Library's legal counsel.

To protect the privacy of our patrons, unauthorized members of the Library staff and members of the general public are prohibited from viewing library security camera footage without proper demand from law enforcement or a subpoena or other Court order.

Adopted 11/13/2023

## Sustainability Policy

The Library's Board of Trustees and staff are committed to minimizing our organization's environmental 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. We will strive to minimize pollution and waste, conserve energy and water, protect habitat, support renewable energy resources, buy environmentally friendly products, and encourage environmentally preferable transportation. These efforts will extend to contractor and supplier relationships.

Employee understanding and involvement are essential to the implementation of this policy. All employees will receive a copy of this policy upon hire, and be educated about the Library's efforts to continue to strive towards the "triple bottom line" definition of sustainability: ***to be truly sustainable, an organization must embody practices that are environmentally sound, and economically feasible, and socially equitable.***

The Board of Trustees pledges its commitment to support sustainable principles that follow the triple-bottom line methodology to ensure a resilient, sustainable community and Library for all residents, through its collection, programs, and community services.

Adopted 11/13/2023



## Test Proctoring Policy

The proctoring of examinations is a service offered by the Mattituck-Laurel Library. The library will offer proctoring services based on the availability of personnel, facilities and technology to do so. You do not have to be a registered library card holder and there is no fee for this service. Those who wish to have the library proctor an exam must contact the library at 631-298-4134 ext. 105.

### Guidelines:

- We proctor written and online exams.
- Written exams may be mailed, e-mailed or faxed to the library. The test taker is responsible for providing envelopes and postage to return the completed exam. Any costs for printing, postage and faxing shall be charged at the current rate per page to the test taker or the school.
- Tests must be scheduled with a proctor a minimum of 3 business days in advance and tests must be completed 15 minutes before the library closes.
- Prior contact between the testing institution and the proctor is required so that credibility and testing requirements can be verified.
- Proctors will not monitor a student continuously during an exam, but may check on the student periodically.
- The library does not guarantee a quiet room will be provided.
- The student is required to present a valid picture I.D. and come prepared with necessary supplies at the time of the exam.
- Proctors will enforce any time limit that is placed on the exam as well as other reasonable rules set forth in the examination materials.
- The use of cell phones or visiting with others is prohibited.
- At the conclusion of the exam, the library shall return the completed test to the testing institution via the U.S. Postal Service at the next regularly scheduled postal drop off. The test taker or the institution is responsible for postage costs.
- While the library strives to provide for the proper administration of any exam being administered at the library, the library is not responsible for (1) the test taker's test results; (2) time delays that may occur while the test taker sits for the test, including but not limited to, interruption caused by a power, computer or software failure; (3) the safe-keeping of any completed tests between the time the test has been completed and when it is delivered to the U.S. Postal Service; and/or (4) proper delivery of the test to the testing institution.
- The library reserves the right to substitute a proctor in the event of the original proctor's absence.

### Responsibilities of the test taker:

- Contact the library to schedule an appointment to take your exam.
- Provide necessary postage for mailing exam back to your school.
- Payment for any necessary printouts.

- Arrive promptly at the agreed upon time, prepared with the items required for taking the test.
- These may include picture I.D., money, pens/pencils and calculator.
- Only items listed in the instructions will be allowed in the test area.

Adopted 11/13/2023

## Tutoring Policy

In furtherance of its mission to encourage lifelong learning in a welcoming environment, the Library permits tutoring on the premises in accordance with this policy.

### **Volunteer Tutors and Tutors Hired By Mattituck-Cutchogue School District**

Tutors will use a meeting room for tutoring activities. Space is subject to availability and is granted on a first-come, first-served basis. Tutors should check on the availability of a room at the circulation desk. Use may be limited to one hour when another person is waiting to use the room. It is the responsibility of the tutor to make all meeting arrangements prior to arrival at the library. Students less than 18 years of age are the responsibility of the tutor until released to a parent/guardian. Tutors and students must comply with the library's Patron Behavior Policy. Tutors are responsible for any damage to library property.

### **All Other Tutors**

There is no designated space in the Library, nor may any space be reserved for tutoring. When available, the meeting rooms may be used as a tutoring space. The Reference / Computer Area, Study Area, Local History Area, Teen Room, Children's Room and Tween Room may not be used for tutoring.

Tutoring sessions must be kept as quiet as possible so as not to disturb other Library patrons or Library staff. When applicable, students must use headphones for computer course work. The Library reserves the right to limit tutoring activities if space resources are monopolized or the tutoring activities interfere with Library operations or other patrons.

Library sponsored programs will not be moved or modified to accommodate a tutoring session.

Tutors may not publish or distribute advertising or letters identifying the Library as their place of doing business or imply Library sponsorship or endorsement of their professional activities. Tutors may not solicit Library patrons in the Library.

Any fees that are negotiated for tutoring are between the tutor and the person(s) being tutored and/or their parent or legally responsible adult. The Library is in no way involved in fees charged nor does it endorse the charging of fees for tutoring within the Library. All arrangements, monetary or otherwise, must be made between the tutor and the student, and/or the student's parent or other legally responsible adult away from Library property. No exchange of money may take place in the Library between the tutor and the student and/or student's parent or other legally responsible adult.

The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of the tutor and all arrangements must be made between the tutor and the student and/or student's parent or other legally responsible adult. The tutor is responsible for establishing communication protocols between his/her students and their parents or other legally responsible adult.

The Library staff is not responsible for making or canceling tutoring sessions nor taking or relaying messages between tutors, students or the parents or other legally responsible adult.

Tutors may provide instruction for a maximum of two students per tutor, per session. The Library may not be used as a classroom or office space. It is intended to be a safe, quiet workspace for students.

Tutors and students must bring their own supplies. Library staff is available to assist tutors and their students as they would any patron.

Tutors and students are subject to all other applicable Library policies. The tutor shall be responsible for the students' compliance with Library policies. Patrons that have been suspended from the Library are not permitted on the premises for tutoring.

The Library's Unattended Child Policy requires that all children under the age 11 be accompanied and supervised by a parent or responsible caregiver while using all areas of the library. A responsible caregiver must be 14 years of age or older and can be the tutor with the consent of the parent. The Library assumes no responsibility for children left alone with a tutor.

Adopted 11/13/2023

## Unattended Child Policy

Children under age eleven (11) must be accompanied and supervised by a responsible adult or other responsible person age 14 or older.

Children age eleven and over may visit the library unattended for a reasonable period of time provided they are able to maintain proper library behavior. Children are expected to follow the rules of conduct as outlined in the Maintenance of Public Order Policy.

Staff will not prevent an unattended child from leaving the building/grounds.

Unattended children must have with them the telephone numbers of parent/guardian or caregiver who can be contacted to pick up the child in case of an emergency.

Staff will attempt to contact a responsible adult when an unattended child's:

- health or safety is in doubt;
- behavior disturbs other library users
- interferes with Library Staff's ability to perform their professional duties
- actions violate the Library's Maintenance of Public Order Policy

If an unattended child is not picked up by Library Closing time, the following guidelines will be followed:

- Two staff members will remain with the unattended child until the child is picked up.
- If a responsible adult cannot be reached, or the child is not picked up within 15 minutes of the library closing, staff will notify the police.
- Staff are not permitted to provide transportation for any child.
- Staff remaining with an unattended child after the Library is closed will receive compensation for the time.

Revised 09/2021

## Unattended Vulnerable Adult Policy

Mattituck-Laurel Library strives to provide a warm, welcoming and safe environment for all community members. The library is particularly concerned for the safety of vulnerable adults in and around the library. A vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that significantly impairs the individual's ability to provide adequately for his/her own care or manage his/her own behavior without assistance.

A parent/guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their library visits. Staff cannot be expected to monitor or prevent vulnerable adults from leaving the building/grounds or to assume responsibility for monitoring their behavior. The library will adhere to the following guidelines concerning the care and behavior of vulnerable adults:

Vulnerable adults, who can understand and follow the rules of conduct and who can care for themselves, are welcome to be in the library unattended. Vulnerable adults will be expected to follow the rules of conduct as outlined in the library's Maintenance of Public Order Policy. In addition, they should have contact information for a parent/guardian or caregiver who can assist them in an emergency.

Vulnerable adults who are unable or unwilling to care for themselves must be attended and have adequate supervision at all times.

Staff will attempt to contact a parent/guardian or caregiver when a vulnerable adult's health or safety is in doubt or behavior disturbs other library users or actions violate any of the library's Maintenance of Public Order Policy or if the parent/guardian or caregiver is not present at closing time.

Every reasonable effort will be made by the staff to assist the vulnerable adult in contacting the appropriate responsible adult. If no responsible adult is reached, or the vulnerable adult is not picked up within 15 minutes of library closing, staff may notify the police and/or an appropriate County agency.

Adopted 11/13/2023

## Volunteer Policy

The Mattituck-Laurel Library believes volunteers are a vital part of any successful public library. Volunteers aid the Library in making the best use of its fiscal resources and contribute to excellent working relationships with community groups and organizations. Volunteer opportunities offer citizens a way to contribute to the community and learn more about the Library, while helping the library expand and enrich its services. The Library and its volunteers work together to achieve the goals and mission of the Library.

### **Purpose**

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in activities in the Library. These policies are for internal management guidance only, and do not constitute, either implicitly or explicitly, a contractual or personnel agreement. The Library reserves the right to change any part of this policy and all other Library policies at any time and to expect after notification, adherence to the changed policy. Changes or exceptions from this policy may be granted by the Library Director. Changes must be obtained in advance, in writing, and approved by the Library Director. Issues not covered by this policy shall be resolved by the Library Director and, if needed the Board of Trustees.

### **Definition of “Volunteer”**

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of a Library supervisor or on behalf of the Library. A volunteer must apply and be interviewed.

The Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the Library. Volunteers understand that the Library may at any time, for any reason terminate the volunteer’s relationship with the Library.

### **Who Can Volunteer**

Volunteers shall be recruited without regard to any individual’s age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers under the age of 18 must have parental consent, and may not work without direct supervision by a staff member or an adult volunteer. The Library will only accept volunteers 13 and older.

Any person interested in volunteering at the Library must fill out an application form. Each application will be reviewed by the department head. Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the Library’s discretion.

No volunteer will be eligible for medical, health, accident, or worker’s compensation benefits.

## **Supervision**

Each volunteer will be assigned to an on-site supervisor, and is required to follow work procedures established by the staff member. The supervisor is responsible for the day-to-day management and guidance of a volunteer's work, and will be available for assistance. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. Volunteers are expected to perform their duties to the best of their ability, and be loyal to the mission, values, goals, and policies of the library. All volunteers should keep their supervisor informed of their projects and work status, and of any change to their schedule.

While volunteers serve the needs of every Library department, they will not be used to replace the work done by paid Library staff. They are also not allowed to perform activities that could reveal confidential patron information.

## **Behavior**

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the Library.

## **Volunteer Training**

All volunteers will receive a general orientation on the purpose of the Library, the program they will be working with and a tour of the Library.

Volunteers will receive -on-the-job training to provide them with the information and skills reasonably necessary to perform their assignment. Staff members with responsibility for delivery of services should have an active role in the training of the volunteers.

Each volunteer accepted to a position with the Library will have a clearly identified supervisor. This supervisor shall be responsible for the day-to-day guidance of the work of the volunteer and shall be reasonably available to the volunteer for consultation and assistance.

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If volunteers expect to be absent they should notify their immediate supervisor in advance so the alternative arrangements may be made.

## **Volunteer Recognition**

The Volunteer Supervisor and staff directly involved with the volunteers may design a program of recognition for the volunteers.

Adopted 8/8/2022



## Wireless Access Policy

Wireless Access Internet (Wi-Fi) is provided free of charge by the Mattituck-Laurel Library at the Library for patrons who have the required hardware and software needed for this service. All wireless users should have up to date anti- virus protection on their laptop computers.

Use of Mattituck-Laurel Library's wireless service is in agreement with the terms and conditions of this policy and the Computer Use Policy. The library assumes no responsibility for the safety of equipment, data files, device configurations, or security resulting from the network connection.

Wireless service is provided as a free service and on an "as is" basis with no guarantee of service. The library supports the following wireless standards: 802.11b, 802.11g, 802.11n. To access please accept the terms and conditions on the splash page when connecting from your device.

- Users are responsible for setting their equipment to access the wireless network. The wireless network is open and not password protected.
- Library staff will not provide technical assistance and will not assume responsibility for hardware configurations and security changes resulting from connections to the network. If you are unsure if your laptop has a wireless function, please check with the manufacturer or your laptop supplier.
- There is WiFi throughout the building on both the main floor, lower level and outside. There may be some dead spots where wireless reception is limited. Moving to another location in the facility may result in a stronger connection. The library does not guarantee that a wireless connection will be made.
- Printing access is available via the wireless connection. Prints are .10 cents per page for black and white and .25 cents per page for color. Adult Services staff will assist with payment and pick up of prints.
- The use of sound is not permitted in the library. To access audio files, headphones are required and need to be provided by the user.

As with most public wireless networks, Mattituck-Laurel Library's wireless network is not secure. Any information transmitted (including credit card numbers, passwords, and other sensitive information) could potentially be intercepted by another computer user.

Adopted 11/13/2023

## Wireless Hotspot Policy

The Mattituck-Laurel Library offers portable Wi-Fi hotspots available for patrons to check out on their library card. Portable Wi-Fi hotspots allow you to take the Internet with you “on the go”, enabling patrons to connect a mobile device (smart phone, tablet, laptop) to the internet wherever there is a signal-at home, around town, at the park-anywhere!

Hotspot Internet service is provided by Verizon with unlimited data at 4G LTE speeds. Up to 10 devices may be connected to the Hotspot at once. Internet service relies on cell tower technology and coverage. Service outside the continental United States is prohibited. Please keep the hotspot in a temperature-controlled environment (not left in vehicles or in extreme temperatures). Parents/guardians are responsible for the use of the Hotspot by minors.

**Eligibility:** Person reserving a Hotspot must be a Mattituck or Laurel resident, 18 years or older, with a valid Mattituck-Laurel Library card in good standing.

**Availability:** Reservations for Hotspots will be made on a first-come, first-served basis. Reservations may be made either online, by phone, or in person at the Library. Please be respectful of other patrons when using data, streaming movies/music can result in lower data speed for the balance of the month.

**Loan Period:** Hotspots are checked out for a two-week period (renewable once, if no one is waiting, please call for renewals, hotspots will not renew automatically). Only 1 hotspot at a time per family permitted. After a 24-hour period has passed, patrons may check out another hotspot.

**Returns:** Hotspots must be returned to Mattituck-Laurel Library only. Hotspots may NOT be returned in the Book Drop. Please return hotspots to Circulation or Reference desk staff.

**Cancellation:** Reservations may be canceled or rescheduled online, by telephone or in person. Please call the Library if cancelling within 24 hours of reservation date.

**Late Fines:** There will be a \$5.00 per day charge if the hotspot is returned late. If, after 10 days, the hotspot is not returned, the borrower will be charged a \$30 replacement fee. Overdue hotspots will be deactivated at closing on the day the hotspot is due. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.

**Lost or damaged hotspot:** The charge for a lost hotspot is \$30. The cost for an unreturned power cord AND/OR the outlet adapter is \$10.00. The cost for an unreturned case is \$10.00. The charge for a damaged hotspot will be determined by the Library Director.

**Internet Use**

The Mattituck-Laurel Library is not responsible for information accessed using this device or for personal information shared over the Internet. Hotspot users are encouraged to use safe Internet practices. Using the hotspot to access any online content determined to be illegal or obscene according to federal, state, or municipal law will result in revocation of hotspot borrowing privileges and potentially criminal prosecution.

In consideration of the use of portable hotspots, patrons agree to hold the library harmless from any claims or actions brought against the library by any party relating to the use or abuse of the Wi-Fi hotspot. The library expressly does not warrant that the Wi-Fi hotspot device will provide for any particular result sought by a patron by way of its use.

Adopted 5/2021

## Section III: Financial Policies

## Gift Policy

The Mattituck-Laurel Library welcomes all kinds of gifts, including library materials, money, real property and art objects.

Acceptance of gifts will be determined by the library board based on their suitability to the purposes and needs of the library. The library applies the same criteria for evaluating gifts as it applies to purchased materials, which is covered in the Materials Selection Policy. The Board has the right to decline any gift to the Library and/or reject naming proposals. No agreement will be made to waive this control.

Designated gifts will be accepted at the discretion of the trustees, who may take the donor's wishes, if known, into consideration.

Once donated, all items become the property of the library. The board has the full authority to control the disposition of such gifts, including but not limited to: discarding any gift, giving any gift to another non-profit organization, or converting any gift to cash.

Monetary contributions intended for programs, services, special equipment, collections, technology, improvement to facilities and grounds of the library, or debt reduction will not supplant the normal operating budget funds.

The library, when requested, will furnish to the donor a statement for tax purposes for all gifts of cash, but will not specify or estimate the financial value of any non-cash gift. No monetary value will be assigned as it is the responsibility of the donor to have materials appraised before donating them to the Library.

The Board may request from the donor that artwork be accompanied by a current appraisal of value and may request evidence of bona fide artistic importance and merit of the work and reputation of the artist. An appropriate deed of gift or similar document transferring sole and exclusive ownership of the artwork to the library will be required. The Board may also request evidence of provenance and present title of the artwork from the donor.

Donors may also offer gifts and donations directly to The Friends of the Mattituck-Laurel Library.

Adopted 11/13/2023

## Integrity and Accountability

The Mattituck-Laurel Library Board of Trustees recognizes its responsibility to ensure that the Library maintains internal accounting and administrative practices to protect its financial resources.

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

The Director is responsible for developing and maintaining practices and internal financial controls that will adequately protect the Library's assets and funds. The Director will oversee proper training and supervision of the staff to ensure fiscal accountability at the departmental level as well as the administrative level.

The internal control system should be established in accordance with the standards established by the New York State Comptroller's Office. The internal controls should be periodically reviewed, evaluated and adjusted. The Director will report evaluations and changes in the internal control system to the Board of Trustees. When policy and practices need to be changed, the Director will make those recommendations to the Board of Trustees at the next regularly scheduled meeting.

## Budget

The Director shall annually draft a preliminary budget for discussion and development by the Board of Trustees at the April open public meeting.

The Board of Trustees will review and approve the proposed annual budget proposal during the May open public meeting.

## Purchasing

The Director is responsible for the signing and maintaining of purchase orders. The Director may delegate portions of that duty to appropriate staff and grant authority for them to make purchases of specific budgeted expenses. Purchasing agents are authorized to spend up to \$500 for supplies, materials and programming contracts without prior authorization of the Library Director. All items costing more than \$500.00 per item require a signed purchase order for purchasing.

All Library purchases will be made in a lawful manner. Competitive Bidding is not required for an Association Library. Items or services costing at least \$10,000 will be brought to the attention of the Board of Trustees for discussion and approval.

The Director may authorize the purchase of items or services costing less than \$10,000; however, for purchases that exceed \$7,500 the Director should get at least three estimates. For any purchase that exceeds \$5,000 the Director should get at least two estimates, unless the service or repair is performed by a vendor with whom the library has a pre-existing service or maintenance contract.

The Director will choose the lowest, responsible estimate and report the purchase at the next meeting of the Board of Trustees. Details of the estimates (name of vendor, price, and description) will be recorded in the minutes.

When it is in the Library's benefit to add to, repair, or upgrade existing systems, equipment, or parts of the building by using the same vendor who supplied or previously repaired the original system, equipment or part of the building, the Director may get Board approval for such a purchase instead of getting estimates if the purchase will exceed \$5,000.

Annual maintenance contracts pertaining to the routine maintenance of the facility and grounds as part of its annual budget, including but not limited to lawn care, snow removal, HVAC, generator, fire panel, sprinklers, etc., will be reviewed and approved annually by the Director. Should an increase in cost of more than 10% occur in the service contract as compared to the previous year, the Director will review with the Board of Trustees and seek additional quotes if deemed necessary.

In the event of a serious emergency that threatens the 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 exceed \$25,000, if calling an emergency meeting of the Board of Trustees beforehand is not practical.

Any goods purchased or services rendered should be received prior to payment being issued. If the Library utilizes purchasing forms, the purchasing form should be designed to include specific details about the items or services to be purchased including quantity, costs, model numbers, terms of sale, availability of appropriations, and approvals to purchase.

### Payment of Bills

Bills incurred by the Library shall be presented to the Board of Trustees at each regular Board meeting in a manner prescribed by the Board of Trustees and reviewed and approved by Board motion as is appropriate.

The Director is authorized to sign checks up to \$2,000.00, when necessary in the absence of, but with the approval, of the Board President or Treasurer. Checks shall only be payable to a specific payee or custodian, checks shall not be payable to "cash."

## Year-End Financial Statement

The Library is audited by a certified public accounting firm as of the close of business on December 31 of each year. The account firm also prepares all necessary tax reporting documents.

The accountant 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.

Adopted 11/13/2023



## Petty Cash

The Petty Cash fund is to be used for small purchases or for purchases to solve an immediate need when a Library-issued credit card is not available or is not practical to use.

The Library will maintain a Petty Cash fund of \$100.00. Only the Library Director and Staff in charge should access these funds. Transactions should be reimbursed only with a receipt. At any time total cash and receipts will equal \$100.00.

The Library Director, Board Treasurer or Bookkeeper may conduct an unscheduled check of all Petty Cash funds to insure proper handling. Any necessary replenishment of the Petty Cash Fund will be reflected in the monthly warrant for approval by the Board.

Adopted 11/13/2023

## Credit Cards & Amazon Business Account

The Library's credit cards are held by the Director and all purchases are authorized by the Director. Library Credit cards are to be used solely for the purchase of library property such as office supplies, housekeeping or maintenance supplies, computer supplies, computer software or hardware, conference/seminar registrations, program supplies, programming supplies, and ordering circulating and reference materials. They may not be used for personal purchases, cash withdrawals, cash advances, fines or private expenses.

The Bookkeeper reconciles the monthly credit card statement and charges purchases to the correct budget line. The Library maintains an Amazon Prime Business Account. All purchases are approved by the Director. The Bookkeeper reconciles the Amazon account and charges purchases to the correct budget line.

The Library's credit cards are not for personal use. Improper use of a library credit card can lead to disciplinary action up to and including termination and the recovery of any money not covered by the credit card agreement.

Adopted 11/13/2023

## Disposition of Surplus Property

Mattituck-Laurel Library recognizes the need to occasionally dispose of surplus and/or obsolete property. In compliance with state and local laws, prior to the discarding of unused or surplus books or other such reading materials, such trustees shall offer to donate such books or materials to a not-for-profit corporation or political subdivision located within the area of the library system or offer to sell such books or materials to the general public. The trustees shall retain any proceeds received from the sale of such books and materials for the purpose of

maintaining and improving library service within the system. The trustees shall retain any proceeds received from the sale of such books and materials for the purpose of maintaining and improving library service within the system.

Adopted 11/13/2023

## Fund Balance & Reserve Funds

The Mattituck Laurel Library (Library) Board of Trustees (Library Board) is committed to the responsible accounting for all public funds. Within a given fiscal year, the Library Board and staff make every effort to use funds as budgeted.

### **Purpose**

A fund balance policy establishes a process for the use of funds and a minimum level for the projected balance of funds at the end of each year. This policy is established to provide financial stability, sufficient cash flow for operations, and the assurance that the Library will be able to respond to emergencies with fiscal strength.

It is the Library's philosophy to support long-term financial strategies, where fiscal sustainability is our first priority, while also providing funds for future needs. It is essential to maintain an adequate fund balance to mitigate current and future risks. Fund balance levels are also a crucial consideration in long-term financial planning.

### **Capital Reserve**

Any funds that are unexpended at the end of the fiscal year are classified into the Capital Reserve.

The Capital Reserve balance may be used for any capital, emergency, or unusual and non-recurring expenditures that may be incurred throughout the fiscal year. Unrestricted fund balance targets should represent no less than 25%, or three months, of expected annual operating expenditures for the coming year. Balances above the 25% threshold may be used for expenditures mentioned above through a resolution of the board.

Should the fund balance fall below the 25% floor due to emergencies or service delivery requirements, the Library Board will develop a plan to re-establish at least a 25% floor within a period of no more than five years.

Capital Reserve monies can only be committed and assigned by resolution of the Library Board.

In establishing the above policies for the Capital Reserve, the board considered the following factors:

- The predictability of the Library's revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile)
- The Library's perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts)
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained)

- Commitments and assignments (i.e., The Board of Trustees may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of the unrestricted fund balance already committed or assigned by the Library for a specific purpose)

If any of the above factors change, the Library Board will readdress the current unrestricted fund balance policy to ensure amounts are appropriate to maintain fiscal sustainability.

Adopted 11/13/2023

## Investments

### Scope

This investment policy applies to all monies and other financial resources available for investment.

### Objectives

The primary objectives of the Mattituck-Laurel Library's investment activities are, in priority order:

- To conform with all applicable Federal, State and other legal requirements (legal).
- To adequately safeguard principal (safety).
- To provide sufficient liquidity to meet all operating requirements (liquidity).
- To obtain a reasonable rate of return (yield).

### Delegation of Authority

The Library's Board of Trustees' responsibility for administration of this investment program is delegated to the Director or her designee. Established procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, transaction dates, and other relevant information including other dispositions and amounts realized and regulate the activities of subordinate employees.

### Diversification

It is the policy of the Mattituck-Laurel Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

### Internal Controls

It is the policy of the Mattituck-Laurel Library for all monies collected by any officer or employee of the Library to transfer those funds to the financial office for deposit in a timely manner. The Director or her designee is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

### Deposit of Funds

The Director, or a designee, is authorized to deposit all available funds in the short-term account that they feel best meets the Library's current financial needs. Funds may only be deposited into accounts that are FDIC insured with pledged collateral.

The Director, or a designee, 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 designee, will deposit all available Library funds into authorized accounts in a timely manner.

### **Collateralizing of Deposits**

In accordance with the provisions of General Municipal Law §10, all deposits of the Library, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by one of the following:

- By a pledge of “eligible securities” with an aggregate “market value” as provided in General Municipal Law §10, that is at least equal to the aggregate amount of deposits from the categories designated in the Appendix to this policy.
- By an eligible “letter of credit” payable to the Library as security for the payment of 140 percent of the aggregate amount of deposits and the agreed-upon interest. An “eligible letter of credit” shall be an irrevocable letter of credit issued in favor of the Library, for a term not to exceed ninety (90) days, issued by a qualified bank, other than the bank with deposits in favor of the Mattituck-Laurel Library, for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of the deposits and the agreed upon interest, if any. A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

### **Safekeeping and Collateralization**

Eligible securities used for collateralizing deposits shall be held by (the depository and/or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities held may be sold, presented for payment, substituted or released and the events of default which will enable the Mattituck-Laurel Library to exercise its rights against the pledged securities.

The custodial agreement shall provide that pledged securities will be held by the bank or trust company, as agent of and custodian for the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liability. The agreement shall also describe how the custodial shall confirm the receipt, substitution or release of the collateral.

The agreement shall provide for the frequency of reevaluation of collateral by the custodial bank or trust company for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement(s) shall include all provisions necessary to provide the Library with a perfected interest in the eligible securities and to otherwise secure the Library's interest in the collateral.

### **Permitted Investments**

The Library authorizes the Library Director to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- a. Money market accounts
- b. Certificates of deposit
- c. T-bills
- d. Savings accounts
- e. Checking accounts

All investment obligations shall be payable or redeemable at the option of the Library within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bond or notes, shall be payable or redeemable in any event at the option of the Library within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in this policy.

### **Schedule of Eligible Securities**

- Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance guaranty.
- Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public monies.
- Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

- Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating.

Adopted 11/13/2023



## Capital Asset Management

It is the policy of the Mattituck-Laurel Library to care for the community's investment in its library, i.e., its property, equipment, furnishings, and collection. Capital assets may be acquired through taxes, gifts, or grants consistent with the community's needs as approved by the library's operating budget.

Capital assets, which include land, buildings, furniture, and library materials are defined by the library as assets with an initial individual cost of more than \$1,000 and an estimated useful life in excess of three years. Such assets are recorded at historical cost or estimated historical cost, if purchased or constructed. In the case of donations the government values these capital assets at the estimated fair value of the item at the date of its donation.

Capital assets are depreciated using the straight-line method over the following useful lives:

- Building and improvements 3 to 60 years
- Furniture and equipment 3 to 20 years
- Library books and materials 7 to 10 years

These capital assets shall be protected and their value maintained until they are no longer useful for library service. The monies received upon disposal of capital assets shall be returned to the library.

Separate procedures established by the Library Director shall govern the acquisition and disposal of the collection.

Adopted 11/13/2023

## Meeting & Conference Attendance

In order to promote job-related development, the Library strongly encourages all Trustees and employees to participate in professional conferences, workshops and seminars, time and funds permitting. Requests for attendance will be submitted to the Director in a timely manner prior to the conference/workshop. The Director will consider the following in determining library support for conference attendance.

- Availability of staff to support ongoing library services to the public
- Membership in the sponsoring organization
- Relevancy of the conference program to the duties of the employee
- Role of the employee at the conference
- Cost to the library
- Attendance of the employee at other recent conferences
- Availability of funding

Management reserves the right to limit the number of staff attending a single conference if conference attendance negatively impacts the workflow of the organization. Where there is a large amount of interest, staff attendance at conferences will be on a rotating basis. Staff members who are involved in the program or the preparations for the meeting may be allowed to attend on Library time with reimbursement for both meals and transportation. All traveling staff will be credited for a 7-hour work day for each day spent at conference and for travel days to and from the conference if applicable. Overtime will not be granted for extended conference and travel days. A written report is expected within two weeks upon return from the conference.

### **Allowable Expenses**

Reimbursement will be made for all or part of pre-approved actual and reasonable expenses incurred for registration (early registration discounted amount), transportation (including taxis, airport shuttles and public transportation), meals, lodging, and other necessary business expenses. All eligible expenses up to the prior approved amount for the conference are reimbursable. Expenses must be reported on an actual cost basis (substantiated with original receipts or facsimile approved by the Library Director). Whenever possible, conference registration and travel reservations may be made on the library's credit card. Staff are encouraged to coordinate expenses whenever possible, such as through carpools or shared taxis used at the conferences.

### **Lodging**

Lodging reservations are the initial responsibility of the employee. Travelers should use recommended conference hotels, when appropriate. Since hotel reservations are typically guaranteed to assure lodging for late arrivals, travelers are required to cancel these reservations in a timely manner to prevent no-show charges or the individual will be held responsible for these charges. The library is a sales tax exempt organization. Prior to traveling,

the employee should contact the Director to obtain a Tax Exemption certificate if planning to stay at a hotel in New York State only. Tax Exemption Certificates are not valid outside of New York State.

### **Meals**

The Library will reimburse travelers for the reasonable cost of their own meals and tips while on business, pursuant to the New York State meal allowance. There will be no reimbursement for alcoholic beverages.

### **Travel & Related Expenses**

Travel within the New York metropolitan area for under \$750.00 in expenses must be preapproved by the Director. Overnight travel beyond the New York metropolitan area costing over \$750.00 must be pre-approved by the Director and the Board of Trustees. Air and rail travel will be reimbursed for coach fare only. Air travel is restricted to regularly-scheduled commercial airlines. All travel arrangements should be made in advance, as airfare booked early can often be obtained at a much lower rate. Before committing to a deeply discounted ticket carrying a substantial penalty for cancellation, individuals should make certain that they can adhere to the planned itinerary. Lost baggage, clothing, or other personal items are the responsibility of the traveler. The Library will not assume responsibility if damage to personal equipment occurs during conference travel.

### **Personal Automobile Use and Mileage Reimbursement**

Reimbursement for use of personal vehicles for library business will be at the IRS mileage rate, effective July 1 of each year. Examples of travel expenditures include but are not limited to travel to purchase supplies; travel to provide outreach services, travel to approved conferences and workshops. Please note that no reimbursement will be made for the cost of repairs to personal vehicles, regardless of whether the costs result from business travel or whether they result from acts of the traveler or another individual. It is the obligation of the owner of a personal vehicle being used for Library business to carry adequate insurance for his or her protection and for the protection of any passengers. In the event of an accident, the employee is responsible for his/her own auto insurance deductible.

### **Non-Reimbursable Expenses**

The library will not reimburse travelers for expenses that are inherently personal in nature, nor provide reimbursement for the travel expenses of spouses or others who accompany employees on library business.

Adopted 11/13/2023

## Friends Group Memo of Understanding

The following will constitute an operating agreement between the Friends of the Mattituck-Laurel Library (Friends) and the Mattituck-Laurel Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Mattituck-Laurel Library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501c3 organization, however, it is a legally distinct entity and is not a part of the Library.

**The Library** agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the library.

**The Library** agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

**The Library** agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends support.

**The Library** agrees to provide the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.

**The Library** agrees to provide public space for Friends membership brochures and promotional materials.

**The Library** agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

**The Friends** agree to publicly support the Library and its policies.

**The Friends** agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

**The Friends** agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs, unless otherwise agreed to by both the Friends and the Library. Parties agree that money received by the Friends should be used to support the Library, and that those funds should supplement and not supplant public funding.

**The Friends** agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

**The Friends** agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

**The Friends** agree that if they cease to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future.

Adopted 11/13/2023