

These are the policies of the Town of Ulster Public Library. Specific policies can be changed, added, or deleted by the Board of Trustees at any time. When policies are changed, this document is superseded in those changed parts by the minutes of the Board meeting.

**1. GOALS AND PURPOSES OF THE LIBRARY**

- 1.1 The Town of Ulster Public Library will provide a variety of library services for use by any member of the community.
- 1.2 The Town of Ulster Public Library aims to provide programs that can benefit members of the community.
- 1.3 The Town of Ulster Public Library aims to provide a meeting space for community groups whenever possible.

## 2. LIBRARY MATERIALS SELECTION

Books and library material selection is vested in the Librarian, or such members of the professional staff, under the direction of the Librarian, who are qualified by education or training.

- 2.1 The Board of Trustees will ensure that the Librarian keeps within the yearly budget for books and library materials, and will ensure that the Librarian adheres to these "Library Materials Selection" policies. Within these policies, the Librarian acts for the Board in selecting library materials.
- 2.2 Books and library materials will be selected on the basis of their value of interest, information, and enlightenment of all people of the community. No book will be excluded because of the race, nationality, political views, or social views of the author.

The main areas of emphasis for the Town of Ulster Public Library are these:

- a. The adult fiction and non-fiction collection
  - b. The children's book collection
  - c. Reference materials for school projects and for everyday  
Community interest
  - d. Current magazines and newspapers of community interest
  - e. Large print books
  - f. Biographies
  - g. Computer programs
  - h. Non-print
- 2.3 The Board of Trustees believes that censorship is purely an individual matter. While anyone is free to reject for himself/herself, books that he/she do not approve of, he/she cannot censor or restrict the right of others to read.
  - 2.4 The Town of Ulster Public Library supports the "Library Bill of Rights" adopted by the American Library Association.

### 3. BORROWERS & PRIVACY OF LIBRARY RECORDS

- 3.1 The library materials may be borrowed or used by residents of the Town of Ulster and holders of a Mid-Hudson Library System (MHLS) card.
- a. Any Town resident can be issued a library card. Library cards are issued for individual patrons.
  - b. Non Town of Ulster residents may borrow books or other circulating library materials only if they have been issued a valid Mid-Hudson library System card.
  - c. Temporary library cards may be issued with proper identification for a specific period of time.
- 3.2 The use of the Library is a privilege, and if that privilege is abused, or if the rules of the Library are ignored, that person's Library card will be suspended or revoked subject to review by the Board of Trustees.
- 3.3 No person will be permitted to examine the Library's records of registered patrons, or association members, or the books they borrow, without proper identification and a written court order.
- 3.4 A patron's card will be stopped **automatically** if one or more of the following is true:
- a. Patron owes more than **\$10.00** in late fees or fines
  - b. Patron has failed to return, replace or pay replacement costs for materials after a period of four weeks from item due date.
  - c. Patron has been notified one time of late fees without responding in payment or partial payment.
  - d. Patron has more than 5 claims returned on their account.
  - e. The Town of Ulster Public Library Board of Trustees has revoked patron's privileges.
  - f. Important data is missing or not current in their record.

Rectifying the above situations can reinstate privileges, by the Director, or an action of the Board of Trustees.

- 3.5 A Patron card will be considered delinquent if one or more of the following is true:
- a. Library material was returned late and a fine was not paid. Books returned in the book drop will be billed upon check in. The patron will be notified upon their next library visit. After three weeks, notices will be generated at *System* level.
  - b. Materials are returned in poor condition without restitution.
- 3.6 Patrons wishing to replace library cards will be billed by the following schedule. Cards worn over a reasonable time period and with normal use will be free of charge.
- b. First time lost or stolen card will be replaced for \$1.00. Subsequent lost or stolen cards will be replaced at \$5.00 each.
- 3.7 No patron will be permitted to use another patron's library card unless notated on the patron's account and/or prior authorization form filled out. The card owner needs to let library know the extent of permission. (*Note: or at the discretion of the Director or Designee*)

#### 4. LOAN PERIODS, FINES, DAMAGES

4.1 All circulating Books and Audio Books will circulate for three weeks. Videos, DVDs and Magazines will circulate for one week. Exceptions can be made at the discretion of the Director or person acting in charge.

4.2 Material can be renewed in person (with library card or material) or by phone (with barcode), one time only per loan. Exceptions can be made at the discretion of the Director or person acting in charge.

4.3 Fines are as follows:

- |  |                 |
|--|-----------------|
| a. Books ( <b>print and audio</b> ) & Magazines: | \$ 0.10 per day |
| b. Videos and DVDs                               | \$1.00 per day  |
| c. playaways                                     | \$1.00 per day  |

The overdue fine limit shall not exceed the replacement cost of the material. If the overdue fine is \$10.00 or more per person, then article 3.2 of the Library policy may be invoked in the form of a stopped card.

4.4 Patrons who lose library materials will pay the current replacement cost, and accrued overdue fines.

4.5 Patrons mutilating library materials will be charged the cost of repair, depending on the extent of damage. The decision whether to repair or replace, and the cost of the repair, is the Library Director's or person acting in charge.

Anyone mutilating library materials may have their library privileges revoked for six months, subject to the review by the Board of Trustees.

4.6 Special consideration will be made, at the discretion of the Librarian, for individuals or groups needing materials for longer periods of time, for special study reasons.

4.7 Patrons are allowed to check out Town of Ulster Library DVDs at a limit of ten per day. (This limit does not include holds or ILLs)

The Library Director can decide to give special consideration for material overdue because of travel or illness, if that material is not in great demand.

**5. DISPLAYS, EXHIBITS, BULLETIN BOARDS**

- 5.1 No poster, display, exhibit, brochure, leaflet, or booklet will be exhibited, displayed or placed in the library for distribution without permission of the library director.
- 5.2 No political, for profit or religious displays or exhibits are permitted on library property, except for at the discretion of the Board of Trustees.
- 5.3 No box, canister, or receptacle for donations to any outside organization is permitted on library property without Director or Board approval.
- 5.4 As space permits, outside organizations can put up posters on the library bulletin board, with the permission of the Library Director. Only posters for programs sponsored by educational, fraternal, or community service organization is permitted. The Library director will administer the bulletin board on a "first- come first-served" basis.
- 5.5 The library assumes no responsibility for theft or damages to any display or exhibit placed by an outside organization.
- 5.6 Whenever possible displays or exhibits will incorporate books or materials from the library's collection.

**6. GIFTS & DONATIONS**

- 6.1 While grateful for all gifts and donations, the library reserves the right to dispose of them as it wishes.

For gifts of books and other library materials, the librarian will decide whether to add the material to the library collection, to sell it at a book sale, or to dispose of it in another way.

- 6.2 For other gifts and donations, the librarian will recommend a disposition to the Board of Trustees.

**7. LIBRARY HOURS, HOLIDAYS, SNOW DAYS**

- 7.1 The library will be open 6 days a week for a total of 42 hours per week.
- 7.2 The Board of Trustees will decide the specific hours of operation.
- 7.3 The library will be closed for selected holidays during the year. The Library President of the Board with consultation with the Library Director will prepare a holiday calendar for board approval.
- 7.4 In the event of bad weather, lack of electricity and/or lack of running water the library will close at the discretion of the Library President or Vice-President of the Board with consultation with the Library Director.



**8. MEETING ROOMS**

- 8.1 Any organization wishing to meet in the library must make arrangements with the Library Director and be sure the meeting appears in advance on the Library calendar. Outside organizations using the facility for non-Library sponsored activities shall supply the Library with a Certificate of Insurance prior to using the facility.
- 8.2 During library hours, outside organizations can meet in the library at the discretion of the Library Director.
- 8.3 When the library is closed, outside organizations can meet in the library as long as a member of the Board of Trustees or a member of the library staff is present for the entire meeting. The Library Director must be notified when outside groups plan to meet in the library during off-hours.
- 8.4 The organization and the Library Board of Trustees will arrange any reimbursement schedules.

**COMPUTERS**

- 9.1 To the best of its ability, the library will provide free access to computers for the public.
- 9.2 The library will purchase software. The software purchases are the responsibility of the Library Director.
- 9.3 The library will ascertain that prospective users can handle the machine without damaging it. Children under 7 years old must be accompanied by an adult when using the computer.
- 9.4 When demand for computer usage is high, the library reserves the right to schedule a user's computer time.
- 9.5 Anyone wishing to use a computer must sign in using the SAM system.

## 9.6 INTERNET POLICY

The Town of Ulster Public Library establishes this Internet policy to ensure appropriate use of Internet resources.

1. Permitted Access: Library computers offer information through access to the Library's online catalog, subscriptions to full-text information resources, and the Internet. Patrons using the computers must abide by this Computer Use Policy. The staff will manage computer resources in order to provide equitable access to all patrons. Library staff will provide reference and research assistance as needed. Generally, the Library will not provide technical support for e-mail.

Library computers with Internet access are located in public areas shared by patrons of varying ages, background and sensibilities. Individuals are asked to be considerate about accessing potentially controversial information and images.

2. Internet Content: Not all information available via the Internet is accurate, current and complete. Users are encouraged to evaluate carefully the validity of information accessed via the Internet. Users are cautioned that ideas, points of view and images found on the Internet may be graphic and/or controversial, inflammatory or offensive.
3. Children's Use: Responsibility for, and any restriction of, a child's use of the Internet rest solely with the child's parent(s) or legal guardian. It is not possible for Library staff to control specific information people may locate on the Internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies that serve to govern the purchase of written materials may not apply to material accessed electronically.
4. Prohibited Activities: Please be aware that display or transmission of obscenity, child pornography, or materials harmful to minors is illegal and is therefore prohibited. Such displays or transmissions may result in appropriate legal action including suspension of library privileges or police intervention.

The Library's Internet resources may not be used to conduct a business, to advertise, or to perform any illegal activity, including the deliberate propagation of computer viruses. Further, the computers may not be used to seek disallowed access to any other computer system. Any verified complaints as to illegal activity may result in a shutdown of a computer station, the suspension of computer privileges and possible referral to appropriate authorities.

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5. Damage: All users must be responsible for their behavior and for any damages that occur due to misuse. They must agree not to attempt to alter, even temporarily, the computer set-up. Any vandalism, destructive behavior or illegal activities may result in police action as well as suspension of privileges. All users accept responsibility for the good working order of the computers and furniture. Parents will be held responsible for any damage done by their children.
  6. Security/Confidentiality: Users are cautioned that security in an electronic environment such as the Internet cannot be guaranteed. All transactions, files, and communication are vulnerable to unauthorized access and use, and therefore should not be considered confidential. Internet users must respect the privacy of others by not attempting to modify or gain access to files, passwords, or data belonging to others.
  7. Copyright Warning: All rules of copyright and personal property must be honored. Information in the form of text, graphics, music, video, software, and other media retrieved or utilized electronically should be considered constitutionally protected.

### 9.7 Wireless Internet Policy

The Town of Ulster Public Library provides unfiltered wireless Internet connectivity offered as a service for users with wireless enabled notebooks/laptops. This service is not to be used as a permanent connection. By choosing to use this free wireless service you agree to abide by the Library's Use Policy that prohibits abusive or illegal activity while using the Library's Internet service. It is the responsibility of the user to understand his/her obligation to refrain from viewing inappropriate websites, spamming or any illegal activities.

Anyone using the wireless network provided by the Town of Ulster Public Library is forewarned that there can be no expectation of privacy when using the wireless network, whether accessed from an external or internal site and any information being sent or received over the Library's wireless network could potentially be intercepted by another wireless user. An informed wireless user should not transmit their credit card information, passwords and any other sensitive personal information. Users assume all associated risks and agree to hold harmless the Library and its employees for any personal information (e.g. credit card) that is compromised, or for any damage caused to users' hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless devices.

The patron is responsible for knowing how to configure their own equipment. The Library assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at the Library's facilities. Users must keep their equipment with them at all times and may only use electrical outlets in public areas. The Library assumes no responsibility for the safety of equipment.

The Library cannot guarantee that the service will be available at any specific time nor can the Library accept reservations for wireless access. The connection shall not be used for illegal or time-consuming commercial purposes.

Patrons shall defend, indemnify and hold the Town of Ulster Public Library, its officers, employees, and agents harmless against all claims, actions, and judgments based upon or arising out of the patron's use of the Library's wireless connections.

- Patrons will need a notebook/laptop computer or other device equipped with a wireless card that supports the Wi-Fi standard (IEEE 802.11b/802.11g).
- NOTE: Printing access is not available via the wireless connection. If users need to print, they should save their work to a portable storage device (e.g. floppy disk, usb storage device) or wait to print a document on a home printer. An alternative to printing is to email files to one's email account.

Library staff will not provide technical assistance and cannot guarantee that a user's hardware will work with the library's wireless connection. If a user has problems accessing the Internet over these connections, staff will not assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer. Users should refer to their owner's manuals or other support services offered by their device manufacturer.

The Town of Ulster Public library has tried to ensure that wireless access is available throughout its public facility areas. However, signal strength may vary in the building and users may encounter occasional "dead spots" where wireless reception may be limited or too many users are attempting to access from a particular access point. Users who encounter trouble accessing the Internet or staying online should try a different location within the library.

The library's wireless internet service does not support internet cellular telephone access, also called WiMAX (Worldwide Interoperability for Microwave Access).

## 9.8 SAM

The Library currently uses the SAM system for signing in. You may use your library card to sign on to the SAM system. You are allowed four sessions a day, each session is thirty minutes long. If you wish to print you must go to the circulation desk and put money on your account. Unused money will stay on your account.

Library cards that are expired stopped or over the fine limit will not be able to log on to the computer through SAM.

Visitor passes are available for people who do not have a library card.

**10. MISCELLANEOUS**

- 10.1 Travel expenses for the staff or for trustees acting on library business will be reimbursed at the rate of \$.35 per mile upon presentation of voucher.
- 10.2 For fund-raising bus trips, two (2) tickets will be offered to the trip coordinator to take the bus trip.
- 10.3 Children's story hour policy.
1. Limit number of children to the maximum of 20.
  2. In the event of Kingston City School closing or delay, story hour will be cancelled.
- 10.4 Fax machine fees will be \$1.00 per page to send and receive. Faxes sent outside of the continental US will be \$5.00 for first page and \$1.00 for all pages that follow.

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## 11. PERSONNEL

- 11.1 Full-time non-salary library staff will be paid an hourly wage and will work a minimum of 34.5 hour week. When necessary to work additional hours, non-salaried staff members will be paid for the additional hours. Part-time staff will be paid an hourly wage and will work hours as determined at time of hiring. Approved hours in excess of 40 (per week) will be considered overtime, and will be paid 1 ½ (time and ½) for those hours. Salaried staff that works over the 34.5 hours will be awarded comp time that must be used within one year of accrual.
- 11.2 Each staff member is permitted a relief period of 15 minutes of library time for each continuous working schedule of 4 hours or more. Lunch consists of ½ hour of unpaid time for employees working a shift of six hours or more.
- 11.3 The salary of staff members will take into consideration the individual's ability and performance. Staff development time will be applied within a month of the day, which it occurs.
- 11.4 Personal business should not be conducted during library hours, except for emergencies.
- 11.5 Vacation days may be taken individually or consecutively with the approval of the director. Staff members will take their entire vacation each year or forfeit the unused days.
- A. Each full-time staff member, attaining 1 year of service, is allotted 10 days vacation per calendar year, which is increased to 15 days after five years, and 20 after 10 years of service. Employees with less than 1 year of service, and upon completion of a probationary period, will be allotted vacation days based on the starting month of employment as follows:
- |                   |                |
|-------------------|----------------|
| January = 5 days  | April = 2 days |
| February = 4 days | May = 1 day    |
| March = 3 days    | June = 0 days  |
- Employees starting after May will not be eligible for vacation until the following calendar year.
- B. Part time staff member, after **attaining one year of service**, is eligible for 1 week's equivalent hours of vacation time, per calendar year, which will increase to two weeks equivalent time after 5 years of service.
- 11.6 Each full-time staff member is allowed 10 paid sick days per year. Up to 30 days may be carried forward from previous years. Upon termination these unused days will be forfeited.

- 11.7 Full time employees shall be granted up to 1 week's equivalent of scheduled work hours of paid bereavement leave (non-cumulative) for a death in the employee's immediate family. As used herein, "immediate family" refers to brother, sister, spouse, parent, grandparent, mother/father-in-law, child or any member of the employee's household for whom the employee is responsible.
- 11.8 Part-time employees shall be granted up to 1 week's equivalent of scheduled work hours of paid bereavement leave (non-cumulative) for a death in the employee's immediate family. As used herein, "immediate family" refers to brother, sister, spouse, parent, grandparent, mother/father-in-law, child or any member of the employee's household for whom the employee is responsible.
- 11.9 Full-time staff members are paid for library holidays and **for their regularly scheduled hours** when the library closes due to bad weather.
- 11.10 Leaves without pay for educational, travel, parental, or personal reasons will be considered by the Board of Trustees on a case by case basis, judging each case on its merits. Requests for leaves must be submitted to the Board in writing.
- 11.11 Selection of new staff members is based solely on merit. Age, race, creed, color, or national origin is never grounds to fail to employ any applicant. Selection of new staff members shall be made according to the applicable Civil Service protocols.
- 11.12 New staff members are subject to a probationary period up to six months, during which time the employee's performance is subject to close examination. An employee can be dismissed at any time during the probationary period.
- 11.13 After satisfactorily completing the probationary period, a staff member may continue employment with the library while satisfactorily performing the tasks listed in his/her job description and also acting in accordance with library policies.
- 11.14 The Library Director will be responsible to maintain an up to date job description for each employee and keep personnel committee apprised of personnel performance.
- 11.15 The Library Director will evaluate each staff member's work once a year, and review that evaluation with the staff member. The evaluation will be filed and also sent to the Personnel committee.
- 11.16 Staff members will receive 2 weeks notice before termination. In the case of gross misconduct, an employee can be dismissed immediately.
- 11.17 Personnel called for Jury Duty will be paid for library hours missed at their regular rate of pay.



11.18 Changes to the Personnel Policies of the library will take effect immediately after the change is approved by the Board of Trustees. Personnel policy changes may not be made retroactive.

11.19 In the event that the library has to close **early** due to bad weather or other emergency situation both full and part time staff will be paid for the remainder of their scheduled workday.

11.20 Full time staff are eligible for medical benefits provided by the library. For individual coverage, the library will cover 80% of the premium. For Family coverage the library will cover 50% of the family premium, less the individual portion.

The library offers an insurance buy-out option of \$1,000 yearly to be paid in quarterly installments. This amount may be pro-rated to a monthly figure to allow for changes of employee buy-out status.

11.21 New York State is an “employment at will” state and the Town of Ulster Public Library is an at will employer. According to this principle, unless there is a contract provision that restricts reasons for termination (such as a collective bargaining agreement or union contract) an employer can discharge or fire an employee with or without reasonable cause. This rule also protects the employee’s right to resign from a position without having to justify that decision.

**12. STAFF RESPONSIBILITIES**

- 12.1 The first duty of the library staff is service to the public. Every staff member is the immediate representative of the library to the public, and his/her actions greatly affect the public's opinion of the library. The library staff is responsible for creating a receptive and cordial atmosphere, where all members of the public feel welcome, whatever their race, age, appearance, social, or intellectual status.
- 12.2 Staff members are responsible for performing the tasks listed in their job description.
- 12.3 Staff members are responsible for being punctual, and notifying the Library Director if they are to be absent.
- 12.4 Conversation with the public or fellow staff members should be kept within bounds, and should not become mere visiting.
- 12.5 Eating and drinking should be out of sight of the public.
- 12.6 All records of patrons, including what they read, how often, and when, are considered confidential, and will not be disclosed to anyone outside the library organization without a written court order.

**13. RELATIONSHIP OF THE TRUSTEES AND THE LIBRARY STAFF**

13.1 The Board of Trustees is responsible for:

- a. Setting the policies of the library.
- b. Hiring, and dismissing the library staff; also setting the salaries of the staff
- c. Attending trustee meetings regularly and keeping up to date on the status and problems of the library.
- d. Securing adequate funds to run the library
- e. Promoting the library's programs to the public at large
- f. Staff discipline, at the request of the director

13.2 The Library Director is responsible for:

- a. Recommending and carrying out the policies set by the trustees
- b. Running the library on a day-to-day basis
- b Purchasing all library materials
- c Advising the board of trustees on all technical matters
- d Attending all board meetings, and reporting on the status and problems of the library
- e
- f Directing the activities of all the staff
- g Recommending policy to the appropriate committee
- i. Advise the Personnel Committee/Board of Trustees in all staff personnel matters such as hiring, salaries, scheduling and dismissal.

13.3 Communications about library matters among the staff and trustees is considered privileged. Library business should be left within the library.

13.4 Individual trustees shall not issue instructions to the Library Director or staff, except for those instructions that legitimately come under that trustee's jurisdiction by office, by committee assignment, or by specific delegation of the Board.

13.5 Trustees shall not issue instructions to staff members. They should instead work through the Library Director or Acting Director.

13.6 Under the direction of the Director or designee, the library staff is responsible to carry-out the day-to-day operations of the library as assigned and in accordance with library policy.

**14. LIBRARY DOCUMENT MANAGEMENT (FOIL RESOLUTION)**

The Town of Ulster Public Library Board of Trustees has previously accepted the FOIL process as its means of responding to requests for documents of the Library Board and its officers to members of the public and media.

The process requires that a written request be submitted for said documents.

Any employee or board member who disregards the FOIL process, without prior authorization, shall be subject to disciplinary action by the Board of Trustees. Said action may include dismissal from employment or removal from the Board, as determined by the Trustees of the Town of Ulster Public Library.

The Board of Trustees shall modify policy section 14 and place the current library budget, bylaws, annual report, and Board approved minutes of the past twelve (12) monthly meetings on the library's web site.

The Board of Trustees shall further modify policy section 14 and make freely available upon request the current library budget, bylaws, and Board approved minutes of the last meeting of the library Board of Trustees.

**15. PATRON CODE OF CONDUCT**

In order to insure a safe and productive environment in the Library as well as the personal comfort of all patrons, the Board of Trustees has established the following rules for use with the exception for Library events.

- 15.1 Smoking, and illegal substances are not permitted in the Library. Small snack food and drinks are allowed in the library away from the computer terminals. Pursuant to New York State Public Health Law Section 1399-0, smoking is prohibited in libraries. Further, smoking is prohibited in those areas adjacent to the Library building where tobacco smoke may accumulate or drift back into the building (e.g., doorways, lobbies, near windows, and/or near air conditioning intakes).
- 15.2 Pets, except for service dogs, and for animals that are part of scheduled programs, are not permitted in the Library.
- 15.3 Patrons are required to wear acceptable clothing including shirts and footwear.
- 15.4 Children under the age of 12 must be accompanied by an adult. Parents or caregivers must supervise the behavior of their children. The Library assumes no responsibility for children left unattended on Library premises or after closing. Staff is not permitted to remain after hours with an unattended child, nor may they give an unattended child a ride home. When the safety of an unattended child is in doubt or children are left unattended on Library premises or after closing, the police will be called.
- 15.5 Cellular phones may be used in the library as long as the conversation is kept at a minimal volume.
- 15.6 Unacceptable Library behavior such as: the use of foul or threatening language and/or gestures, sleeping, staring, stalking, soliciting, loitering, littering, damaging property, public drunkenness, drug usage, sale or exchange of alcohol or drugs, fighting, and other offensive behavior will be grounds for removal from the library and possible suspension of library privileges..
- 15.7 A Library patron who vandalizes, steals, or destroys any Library materials; equipment or building components will forfeit all Library privileges and will be subject to financial liability for damages.
- 15.8 The Director or staff may ask any person acting in an unsuitable manner to leave the Library, after that person has been given one warning.
- 15.9 The Library Director may ban a patron from the library when repeated warnings about unacceptable behavior have failed. This ban shall be for 12 months and shall be initiated upon receipt by the patron of a letter sent via certified mail. It may be extended or reinstated as seen fit. The patron may appeal the Library Director's decision to the full Board of Trustees at a regular board meeting.

**16. Policy and Complaint Procedure Regarding Discrimination and Harassment**

1. PURPOSE:

It is the policy of the Town of Ulster Public Library to provide and maintain a work environment which is free from unlawful discrimination based on sex (with or without sexual conduct), race, color, religion, natural origin, age, disability and any other class protected by law (collectively referred to as "discriminatory harassment" or "harassment"). Harassment based on these characteristics is a form of unlawful discrimination and is prohibited in each and every work environment and each and every situation which directly impacts the work environment.

2. POLICY:

The Town of Ulster Public Library considers discriminatory harassment to be a form of employee misconduct and considers this type of misconduct to be a serious offense, which will not be tolerated. Allegations of harassment will be investigated thoroughly and if substantiated, will be met with appropriate corrective and/or disciplinary action commensurate with the seriousness of the offense(s), and in accordance with state law.

3. DEFINITIONS:

A. Sexual Harassment is defined as:

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment (e.g., promotion, training, assignments, etc...);
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of specific behaviors that may be considered sexual harassment include, but are not limited to:

- \* Spoken or written words related to an employee's sex
- \* Any sexual advance that is unwelcome
- \* Sexually oriented comments
- \* Showing or displaying pornographic or sexually explicit objects or pictures in the workplace
- \* Offensive touching, patting or pinching
- \* Requests for sexual acts or favors
- \* Abusing the dignity of an employee through insulting or degrading sexual remarks or conduct
- \* Threats, demands or suggestions that an employee's work status is contingent upon her/his toleration of or acquiescence to sexual advances
- \* Subtle pressure for sexual activities
- \* Leering at a person

Sexual harassment is gender neutral and may involve members of the same or different gender.

B. Other unlawful harassment:

Harassment on the basis of any other protected characteristic is also prohibited. Under this policy, prohibited harassment is verbal or physical conduct that is offensive to or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability or marital status, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace (including through e-mail) of written or graphic material that denigrates or shows hostility or aversion toward an individual or group, based on an individual's protected class.

C. Individuals and conduct covered:

This policy applies to all applicants and employees of the Town of Ulster Public Library and prohibits harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the Library (e.g., an outside vendor, consultant or citizen).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

4. PROCEDURE:

Amended November 2014

A. REPORTING HARASSMENT

1. If an individual is subjected to a situation which he/she believes constitutes discriminatory harassment in violation of this Policy, the Library recommends that the employee confront the harasser directly and advise the harasser that his/her behavior is not welcomed and will not be tolerated; note that neither this policy nor state/federal law requires that an individual tell an alleged harasser to stop his/her actions,
2. If an alleged incident of harassment cannot be resolved directly between the parties involved, a written or verbal complaint should be filed by the affected employee with the employee's immediate supervisor, Department Head or a member of the Library's Personnel Committee.
3. All harassment complaints will be investigated as promptly as possible and resolved within a reasonable time after the receipt of the complaint. The Personnel Committee will coordinate an investigation of the complaint.
4. Thereafter, the results of the investigation will be communicated back to the complainant.
5. Retaliation against any individual making « harassment complaint or assisting in the investigation of such a complaint is strictly forbidden. Retaliation, like discrimination and harassment, is against the law and is a serious violation of this policy. Employees who retaliate against other employees who complain about harassment and/or participate in investigation of harassment will be subject to disciplinary action.

B, MISCELLANEOUS

1. In the event a complaint of discriminatory harassment is determined to be founded, the Library will take disciplinary action in accordance with state law,
2. If disciplinary charges are filed against an employee on the grounds that the Library has determined the employee is guilty of unlawful harassment the accused employee may exercise his/her rights through procedures provided for in his/her in accordance with state law.
3. Reporting of a false complaint is a serious act. In the event it is found that the individual bringing the complaint has made false accusations, the Library will take action in accordance with state law.
4. All information gathered during an investigation of a harassment complaint will be handled in a confidential manner, to the extent possible.



5. Retaliation against any individual making a harassment complaint or assisting in the investigation of such a complaint is forbidden. Retaliation is a serious violation of this policy which may result in disciplinary action.
6. This Policy does not preclude the filing of discriminatory harassment complaints with either the New York State Division of Human Rights or the Federal Equal Employment Opportunity Commission, or the pursuing of any other remedies as permitted by law.

**C RESPONSIBILITIES OF MANAGERS/SUPERVISORS**

1. All managerial and supervisory personnel of the Town of Ulster Public Library shall be responsible for enforcing this Policy and shall have particular responsibility for ensuring that the work environment under their supervision is free from discriminator harassment and its effects. Failure of a manager or supervisor to comply with this responsibility may result in disciplinary action.
2. All managerial and supervisory personnel who receive discriminatory harassment complaints will be responsible for immediately forwarding such complaints to the Library.
3. The Town of Ulster Public Library may conduct periodic training for managerial and supervisory personnel on the issues surrounding discriminatory harassment, its effects and its appearances, and the right and responsibility of managerial/supervisory personnel in preventing incidents of harassment complaints.
4. The Town of Ulster Public Library shall distribute this Policy to all Library employees and all others covered by its parameters. Copies of this Policy will be distributed to new employees as they are hired.
5. Copies of this Policy will be conspicuously posted.

**17. Internal Controls Purchasing Policy**

With the understanding that purchases for library materials are often available through statewide or national discount programs for libraries, the Board of Trustees establishes the following policy:

1. **Library Materials:** Books, magazines, AV, and other such materials intended for patron use are generally purchased from vendors offering volume discounts or vendors offering a state contract. Materials available only from the publisher are generally purchased with little or no discount. These purchases are the sole responsibility of the library director or designee if a director is not present.
2. **Capital and One-Time Purchases:** The following schedule is related to capital or one-time purchases on non-library materials where individual items are at the stated prices and for which there are sufficient budget appropriations.
3. **Purchase Amount Policy**
  - Up to \$3000 - Discretion of the Director
  - \$3000 - \$4,999 - Minimum of three verbal quotes documented by a library representative and approved by both the Treasurer and the President prior to purchase and reported to the Board of Trustees
  - Over \$5,000 - Formal bid process approved by the Board of Trustees
4. The Library District will comply with all New York State requirements for public works projects.
5. **Emergencies:** In the event of an emergency over \$3,000, the Director will obtain three verbal quotes if possible. Either the Treasurer or the President will approve the expense.

**18. Investment Policy**

All investment policies and procedures of the Town of Ulster Public Library will be in accordance with New York State law regarding public libraries. The Library is required to meet the requirements of the General Municipal Law and the applicable Banking Law. Under the current version of these laws the Library can only use commercial banks that are chartered to do business in New York State. Administration and execution of these policies are the responsibility of the Treasurer, President and, by designation, the Library Director acting under the authority of the Library Board of Library Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

**Objectives**

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered:

Safety

Maintenance of sufficient liquidity to meet current obligations

Return on investment

Simplicity of management

**Guidelines**

The following guidelines should be used to meet the general investment objectives:

**Safety**

Municipal Law requires that deposit accounts in banks must either be FDIC insured, \$100,000; or for amounts above the FDIC limit, deposits can be collateralized. Banks will provide municipal accounts to collateralize deposits. In general, municipal accounts will not provide the best rates of return; it is therefore the policy of the Town of Ulster Public Library to disburse funds among more than one bank so that all deposits are fully FDIC insured.

Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, and any other investments allowed under State law that satisfy the investment objectives of the library district.

**Maintenance of sufficient liquidity to meet current obligations, reserve requirements**

In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs). The Library Tax collected by the Town is provided in March/April. Therefore, the reserve required at the end of the Library fiscal year, December 31, is four months of normal expense.

**Return on investment**

Within the constraints of NYS law and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.

**Simplicity of management**

The time required by library administrative staff to manage investments shall be kept to a minimum. Financial Controls financial controls are required as part of the Board's fiduciary responsibility. To disburse funds vouchers must be attached to invoices and approved by the Board. This approval may be satisfied in the form of a warrant list. For recurring bills, such as utility bills, the Board may, on a yearly basis, approve one voucher and with an accompanying resolution, agree to pay the bills for the remainder of the year. In the event that a Board meeting is delayed and a time sensitive bill comes due; the library director will send a note to the Board members asking that they come to the library to approve the warrant list. The warrant list will be approved when five members approve the list. The library director will send an email notifying the remaining board members of the resolution. At year end, a copy of the financial records will be saved on secure media and filed with the annual reports.

Banks used by the Library will be approved by resolution.

**19. Whistleblower Policy**

The Town of Ulster Public library's personnel policy and by-laws requires Directors, Board members and Employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. It is the responsibility of all directors, officers and employees to comply with the policies and by-laws and to report violations or suspected violations in accordance with this Whistleblower Policy.

No director, officer or employee who in good faith reports a violation of the policy/by-laws shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Employees should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Library Director is in the best position to address an area of concern. However, if you are not comfortable speaking with your director or you are not satisfied with the response, you are encouraged to report suspected violations in writing to the President of the Board of Trustees to.

The President of the board of trustees shall address all reported concerns or complaints regarding accounting practices, internal controls or auditing. Anyone filing a complaint concerning a violation or suspected violation of the policy/by-laws must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the policy/by-laws. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The Director or Board President will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**20. Volunteer Policy**

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Town of Ulster Public Library. All volunteers and the tasks they wish to perform for the library is at the discretion of the director.

**21. Public Relations Policy**

- A. Public relations goals of the Town of Ulster Public Library are:
- to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
  - To promote active participation in the varied services offered by the library to people of all ages.
- B. The Board recognizes that public relations involve every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.
- C. The director will be expected to prepare presentations to promote library services as the director sees fit. The board may approve a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

**22. ADA Statement/Services to the disabled**

The Town of Ulster Public Library offers the same services to patrons with disabilities as to all other segments of the population. The Town of Ulster Public Library welcomes service animals in the library.

### 23. Friends Group

The Board of Trustees of the Town of Ulster Public Library looks upon Friends of the Town of Ulster Public Library as a valuable member of the library team and an extremely worthwhile community organization which greatly benefits the Library. The Friends mission is to raise money and create public awareness in the community to support the services and programs of the Library.

The following will constitute an operating agreement between the Friends and the Board. It will stand until and unless it is modified by mutual agreement between the Friends Executive Board and the Town of Ulster Public Library Board of Trustees.

**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 supply the Friends with a “wish list” each year that indicates the anticipated needs for Friends support. In that regard, the Library agrees that the Friend’s funds are to supplement the library’s operating budget providing materials and programs that enhance the library’s service. Friends’ funds should not replace money that is normally provided by the municipality for library operations. The Friends will decide how to spend their money after conferring with the Library Director and the Library Board

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

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

**The Friends** agree to invite the Board Liaison to their meetings and/or provide the Board with status reports on activities and projects currently in both the planning and implementation stages.

**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.

**The Friends** agree that the Library Director and the Board of Trustees have 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.

**The Library** and **the Friends** agree that one member of the Board of Trustees shall be appointed as a Friends liaison to report Friends activities and requests to the Board.

## **24. Records Retention**

The Town of Ulster Public Library follows the guidelines created by the New York State Archives.

**Incorporation, chartering and registration records: RETENTION: PERMANENT** **Accession records: RETENTION:** 1 year after accessioning procedure becomes obsolete **NOTE:** Some libraries accession manuscripts, rare books and special collections, but not their general library holdings. In these cases, the accession records need to be retained only for the kinds of materials still accessioned.

**Directory of public library system** and member libraries, prepared by public library system (Member library's copy): **RETENTION:** 0 after superseded or obsolete

**Borrowing or loaning records**, including interlibrary loan: **RETENTION:** 0 after no longer needed

### **Catalog of holdings**

- a. Manuscript or published catalog: **RETENTION: PERMANENT**
- b. Continuously updated catalog: **RETENTION:** 0 after superseded or obsolete

**Individual title purchase requisition** which has been filled or found to be unfillable:  
**RETENTION:** 1 year

**Records documenting selection of books** and other library materials: **RETENTION:** 0 after no longer needed

**Library material censorship and complaint records**, including evaluations by staff, patrons' complaints and record of final decision: **RETENTION:** 6 years after last entry **NOTE:** Appraise these records for historical significance prior to disposition. Some library censorship records deal with serious constitutional issues and may have value for future research.

### **Schedule MU-1 Library**

**Patron's registration** for use of rare, valuable or restricted non-circulating materials:  
**RETENTION:** 6 years



**25 Law Enforcement**

The Library Director has been designated as the person responsible for handling law enforcement requests. All library staff should understand that it is lawful to refer the agent or officer to an administrator in charge of the library, and that they do not need to respond immediately to any request. A staff member should first contact the Director.

The Director will contact the Library's Legal Counsel. If the Director is not available, the staff should contact the Board President, who will call Legal Counsel.

**During a visit:**

1. If anyone approaches a staff member alleging to be law enforcement official requesting information, **DO NOT DISCLOSE ANY INFORMATION.**
2. Ask for identification and then immediately refer the agent or officer to the Library Director. Photocopy the identification or take business card.
3. The Director will meet with the agent with the Library Counsel. If Counsel is not available, the Library Board President, or a Trustee should be in attendance during this meeting.
4. Ask to see the court order(s) (for example, search warrant, subpoena, National Security Letter) authorizing law enforcement.
5. If the agent or officer does not have a court order compelling the production of records, the Library Director or Counsel should explain the library's confidentiality policy and/or the state's confidentiality law (NYS 4509) and inform the agent or officer that users' records are not available except when a proper court order in good form has been presented to the library.
6. If there is no court order presented the FBI and /or local law enforcement has no authority to compel cooperation with an investigation or require answers to questions (other than the name and address of the person speaking to him/her). If the agent or officer makes an appeal to patriotism, the Director will explain that, as good citizens, the library staff will not respond to informal requests for confidential information, in conformity with professional ethics, First Amendment freedoms and state law.
7. If the agent or officer does present a court order the Director should immediately refer the court order to the Library's Legal Counsel for review.

**If the court order is in the form of a subpoena:**

Library Counsel will examine the subpoena for any legal defect including the manner in which it was served on the library, the breadth of its request, its form, or an insufficient showing of good cause made to a court. If a defect exists, counsel will advise on the best method to resist the subpoena.

Through Legal Counsel, the Director will insist that any defect be cured before records are released and that the subpoena is strictly limited to require release of specifically identified records or documents.

The Library's Counsel or Director will require that the agent, officer, or party requesting the information submit a new subpoena in good form and without defects.

The Library's Counsel and Director will review the information that may be produced in response to the subpoena before releasing the information. They will follow the subpoena strictly and will not provide any information that is not specifically requested in it.

If disclosure is required the Library's Legal Counsel will draft a request to the court to enter a protective order keeping the information confidential and limiting its use to the particular case. The document will ask that access be restricted to those persons working directly on the case.

**If the court order is in the form of a search warrant:**

Search warrants are executable immediately. However, ask to have Library Counsel present before the search begins to allow Counsel to examine the warrant and assure that the search conforms to the terms of the warrant. This request may not be granted. Gather records identified in the warrant and present them rather than allowing non-library personnel to go through the Library's databases or records. If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA PATRIOT ACT amendment):

The recommendations for a regular search warrant still apply. However, a search warrant issued by a FISA court also contains a "gag order." That means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant

The library and its staff must comply with this order. No information can be disclosed to any other party; including the Director if not present at the time warrant is served and the patron whose records are the subject of the search warrant.

The gag order does not change a library's right to legal representation during the search. The Library can still seek legal advice concerning the warrant and request that the Library's Legal Counsel be present during the actual search and execution of the warrant.

**If the court order is a National Security Letter:**

The procedure is the same as for a search warrant. However, a gag order applies. The Director will contact Library Counsel. If the Director is not available, contact the Board President, and Legal Counsel. He/she may request that the Library's Legal Counsel be present during the search and that the search be delayed until Counsel examines the court document. If law enforcement chooses to proceed, the Library must comply.

## **25. Workplace Safety**

The Library cannot by itself create a safe and healthy environment. It needs the efforts of all of its employees. The Library's goal is to avoid accidents altogether, but to achieve this goal employees must make a conscious effort to be aware of safety and health hazards at all times.

The following are a limited number of basic precautions.

1. Make sure that the aisles in work areas are free of debris.
2. Close cabinet doors and drawers when not in use.
3. Observe good lifting practices.
4. Employees should report all injuries, no matter how slight, immediately to their supervisor.
5. Employees should report all unsafe conditions or practices immediately to their supervisor.

All federal and state OSHA safety requirements must be complied with. In the event that any employee is unsure of the rules or has taken on a new responsibility, he/she should contact the supervisor for additional training.

*\*see patron code of conduct for rules regarding patrons.*

**26. Library Disaster Plan**

The Town of Ulster Public Library is equipped with three exits. All employees should familiarize themselves with each exit location. If evacuation is necessary staff should use the safest exit out of the building.

**Fire**

Do not panic, but do not underestimate the potential danger of a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building. The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

**Health emergencies**

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

**Bomb threats**

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

**27. Challenges and reconsideration form**

The Town of Ulster Public Library supports the Library Bill of Rights and the Freedom to Read act. Should a patron of the Town of Ulster Public Library raise a question about any materials provided by the library as being objectionable, the person must file a written complaint to the library director on a form called The "Request for Reconsideration" that is on file in the library.

The written complaint will be brought to the attention of the Board of Trustees. The Board will form a subcommittee to review the challenge.

The review will focus on:

1. The specific reasons for the objections voiced by the person
2. Weigh the value and faults of the material as a whole.
3. Solicit opinions and or advice from the library director, staff, and Mid-Hudson Library System or other organization if appropriate.
4. Look at our library collection and development policy.

A written report will be issued within ninety days to the director with the recommendations from the committee.

The Director will review the report and notify the person who issued the complaint.

**28. Conflict of Interest Policy**

**Article I -- Purpose**

The purpose of this conflict of interest policy is to protect the Town of Ulster Library's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of a covered person or might result in a possible excess benefit transaction.

2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

**Article II -- Definitions**

1. **Covered Person:** any TOWN OF ULSTER LIBRARY employee or Board Trustee.

2. **Interested person:** any TOWN OF ULSTER LIBRARY employee or Board Trustee that has a financial interest, directly or indirectly.

3. **Financial interest:** a covered person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

a. An ownership or investment interest in any entity with which TOWN OF ULSTER LIBRARY has a transaction or arrangement;

b. A compensation arrangement with TOWN OF ULSTER LIBRARY or with any entity or individual with which TOWN OF ULSTER LIBRARY has a transaction or arrangement; compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which TOWN OF ULSTER LIBRARY is negotiating a transaction or arrangement.

**Article III -- Procedures**

1. **Duty to Disclose:** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the TOWN OF ULSTER LIBRARY Board President and Trustees.

2. **Recusal of Self:** Any covered person may recuse at any time from involvement in any decision or discussion in which the covered person believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

3. **Determining Whether a Conflict of Interest Exists:** After disclosure of the financial interest and all material facts, and after any discussion with the TOWN OF ULSTER LIBRARY Board President and Trustees, the covered person shall leave the Library Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

**4. Procedures for Addressing the Conflict of Interest**

a. An interested person may make a presentation at a TOWN OF ULSTER LIBRARY Board President and Trustees, but after the presentation, the interested person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The TOWN OF ULSTER LIBRARY President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the TOWN OF ULSTER LIBRARY Board President and Trustees shall determine whether TOWN OF ULSTER LIBRARY (or the person or party seeking to enter into a potentially conflicted arrangement or transaction) 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.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the TOWN OF ULSTER LIBRARY Board President and Trustees, shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in TOWN OF ULSTER LIBRARY's best interest, for its own benefit, and whether it is fair and reasonable. Pursuant to that determination, the party seeking the determination shall be free to enter into the proposed arrangement or transaction.

**5. Violations of the Conflicts of Interest Policy**

a. If the TOWN OF ULSTER LIBRARY Board President and Trustees has reasonable cause to believe a covered person has failed to disclose actual or possible conflicts of interest, it shall inform the covered person of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the TOWN OF ULSTER LIBRARY Board President and Trustees, to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Article IV – Records of Proceedings**

The minutes of the Board and all committees with board delegated powers shall contain (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; (b) the nature of the financial interest; (c) any action taken to determine whether a conflict of interest was present; (d) the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed; (e) the names of the persons who were present for discussions and votes relating to the transaction or arrangement; (f) the content of the discussion, including any alternatives to the proposed transaction or arrangement; and (g) a record of any votes taken in connection with the proceedings.

**Article V – Compensation**

A covered or interested person who receives compensation, directly or indirectly, from Town of Ulster Library is precluded from voting on matters pertaining to the compensation.

**Article VI – Annual Statements**

Each covered person shall annually sign a statement which affirms they have received a copy of this policy, has read and understands this policy, and if at any time during the year the information in the annual statement changes materially, the covered person shall disclose such changes and revise the Annual disclosure form.