

# **CHAZY PUBLIC LIBRARY**



**BYLAWS**

**AND**

**POLICIES**

**July 2010**

## I. BYLAWS

Article I – The Chazy Public Library was incorporated as an institution of the University of the State of New York as Charter #1486 on Dec 19, 1901.

### Article II - Board of Trustees

1. The library will be governed by a board of five trustees.
2. The term of office of each trustee shall be five years. Trustees are eligible for re-election.
3. Any vacancy occurring on the Board of Trustees, in the interim of the annual election, may be filled to complete the unexpired term by a majority vote of the remaining Trustees.

### Article III - Officers of the Board of Trustees

1. The Board of Trustees shall elect annually, from their own number, a president, a vice-president, a treasurer, and a secretary. The board may appoint a non-trustee as treasurer.
2. Officers shall be elected by a majority vote of the board at an organizational meeting, which shall be the first regular board meeting after the annual meeting of the Chazy Central Rural School District.
3. The board may, at its discretion, combine the offices of secretary and treasurer.

### Article IV - Duties of Officers of the Board of Trustees

1. The president shall be the chief executive officer of the library, preside at meetings of the Board of Trustees, and vote on all matters when necessary to break a tie vote.
2. The vice-president shall assume the duties of the president in the absence of the president.
3. The secretary shall record all official actions of the board, keep custody of official books, records, and documents of the library, and attend to official correspondence of the board. If the secretary wishes and the board concurs, the president of the board may appoint a clerk to record the minutes of board meetings.
4. The treasurer will receive, have custody of, and disperse all library monies at the discretion of the Board of Trustees, keep an accurate record there of, and report the same to the board. He/she will complete all financial reports and audits requested by other authorized agencies.

### Article V - Library Director

1. The Board of Trustees shall appoint a library director who shall be the administrative officer of the library.
2. The director shall be responsible for the day to day operation of the library.
3. The director shall, as administrator, attend meetings of the Board of Trustees to assist the board in the general operation of the library and implement Board policies.

4. The director shall be heard on all matters brought before the Board of Trustees except when the Board is in executive session.

#### Article VI – Financial

1. Except for normal day to day operating expenses, expenditures shall be approved in advance by a majority of the Board of Trustees.

2. The president of the Board of Trustees, in what he deems an emergency, may unilaterally contract for expenditures necessary to preserve the library building and/or contents and the proper functioning thereof. He may delegate, at his discretion, this responsibility to the library director.

#### Article VII – Meetings

1. The schedule of yearly business will be as follows:

July 1 <sup>st</sup> :	Fiscal year begins
Oct:	Plan Holiday Fund Drive
January:	Preparation of Annual Report
Feb:	Submission of Annual Report by Treasurer and Director
March:	Preparation of Budget; petitions available for trustee positions
April:	Deliver CPL Budget to the CCRSD for inclusion on the Ballot Petitions must be submitted for candidates to be included on the
Ballot	
May:	Annual CCRSD meeting and Budget vote(includes CPL Budget and trustee candidates)
May-June:	Organizational meeting (1st meeting after CCRSD Annual Meeting)

2. Regular meetings of the Board of Trustees shall be held at least four times a year at times established by the board.

3. Other meetings of the Board of Trustees shall be held at the call of the president, or any three trustees; the three trustees having submitted their request for a meeting to the president in writing.

4. Three trustees shall constitute a quorum.

5. “If a trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he/she shall be deemed to have resigned..”. Ed Law 226

6. The order of business at regular board meetings shall be as follows:

- A. Roll call
- B. Review of minutes of the previous meeting
- C. Treasurer's report
- D. Director's report

- E. Committee reports
- F. Correspondence
- G. Unfinished business
- H. New business
- I. Review of minutes of current meeting for correction
- J. Adjournment

7. For all contingencies not provided for in this or any other section, Robert's Rules of Order shall be used as the final authority.

#### Article VIII – Committees

1. The president of the Board of Trustees shall, at such times as he/she or the Board deem appropriate, appoint committees from the board or the community at large.
2. These committees shall report to the president, the board, or the library director as assigned.

#### Article IX - Recording of Bylaws

1. These Bylaws shall be placed in loose leaf folders(bindings) called “Chazy Public Library Bylaws and Policies”. Copies of these folders shall be filed in the Library and available to the public. Copies shall be provided each Trustee and the Director.

#### Article X - Amendments to Bylaws

1. Amendments shall be made in reference to the "Chazy Public Library Bylaws", shall be recorded in the minutes, copies placed in the “Chazy Public Library Bylaws and Policies” folders(bindings). Superseded copies of the Bylaws shall be filed for reference.
2. These bylaws may be amended by a majority vote of the Board of Trustees at a regular meeting with all members present and voting. Such action may be taken only after the proposed amendments have been presented in writing to each trustee at a prior meeting, and notice of the pending adoption of such given to each trustee prior to the meeting at which they will be considered.
3. In case of personal emergency or sickness, deemed legitimate by a majority of the board, a trustee may submit to the president of the Board a written proxy to vote his wishes on the adoption of amendments and his vote shall be recorded as such. No such proxy shall substitute for the presence of a quorum.

Article XI - These amended Bylaws were adopted by the Board of Trustees March 6<sup>th</sup>, 2008.

Tina Trombly, President  
Patricia Neverett  
Emily Castine  
Deborah Powers  
George Brendler

### **III.A EXTERNAL POLICIES**

### **III.A.1 HOURS OF OPERATION**

Tuesday	1:00 pm to 8:00
Wednesday	10:00 am to 5 pm
Thursday	1:00 pm to 8:00
Saturday	9:00 am to Noon

*Modified 3-25-09*

### **III.A.2 HOLIDAYS OBSERVED**

The Library is closed on the following holidays:

New Year's Day (1 January)

Independence Day (4 July)

Thanksgiving Day

Christmas Eve Day

Christmas Day

*Updated 2-25-09*

### III.A.3 WHO MAY USE THE LIBRARY

The Library will serve all residents of the Chazy School District (includes summer residents), and all teachers and students of the Chazy Central School.

The Library will serve any person with a valid card from any other Clinton-Essex-Franklin Library.

Laptop computers may be used on the Library premises.

The use of the Library or its services may be denied for due cause.

*Updated 1-27-10*



### III.A.4 LENDING RULES

1. Patrons must be in good standing to check out materials from the Chazy Public Library, with no overdue materials in the System.
2. Patrons must have a library card to check out materials.
3. Library materials will circulate for four weeks; and may be renewed for two weeks if there are no reserves on them.
4. Adults may borrow as many items as desired; first time adult borrowers are limited to one item.
5. Students/children may borrow five items unless accompanied by a parent. First time elementary students/children are limited to three early books.
6. Parents are responsible for items borrowed by children and may limit number of items.
7. CEF Interlibrary Loans may be secured by patrons who have a current, valid library card.

#### REGISTRATION OF BORROWERS/ISSUANCE OF LIBRARY CARDS

1. Borrowers are registered in Horizon System by card number with name, address, telephone number and (if a temporary resident) permanent mailing address.
2. Children may receive library cards when they are in first grade.

#### RENEWALS

1. Renewals for items not on reserve can be made at the library or by telephone, by e-mail, or on line.
2. Interlibrary materials may be renewed for two weeks unless loaning library has a specific return date.

#### RESERVATION POLICY

Reserves may be made for any item the Library or CEF owns.

#### OVERDUES AND FINES POLICY

1. Library patrons who have materials which are overdue may not borrow anything further until materials are returned or paid for and the fines paid. Director must enforce this policy.
2. Fines are ten cents per library day for each item.
3. When a patron reports s/he cannot locate item, fines stop as of that date:
  - a. Ask the patron to continue looking.
  - b. The Director documents the name of the item and the delinquent patron in a "Lost Items" ledger.
  - c. After one month, the borrower is contacted if the item is still lost he will be billed for the fair market value of the item.

#### DAMAGED MATERIALS

*If library materials are damaged beyond repair the borrower is required to pay the cost of the item or replace it. Revised and adopted 10-28-09*

### III.A.5 OPEN MEETING LAW

The Chazy Public Library Board of Trustees abides by the New York State Open Meeting Law.  
<http://www.dos.state.ny.us/coog/openmeetlaw.html>

All board meetings shall be posted in the Library and advertised in the North Countryman, Press Republican, WIRY and open to the public. There will be an Open Forum segment at the beginning of Board meetings allowing the public a five minute orderly presentation.

Preferably, questions relating to the Library or its policies should be addressed to the Library director outside of meetings.

Unscheduled or changed meeting dates will be similarly advertised a week in advance.  
(ref. Handbook)

The Board generally meets by-monthly, the third Wednesday of the month at 5 pm in the Library.

The schedule of meetings for the current fiscal year is an Appendix.

Additional meetings may be called as needed by the President.

*Adopted 1-27-10*

### III.A.6 PATRON RULES OF CONDUCT

The following activities are not allowed in the Chazy Public Library:

Playing of audio equipment so that others can hear it.

Smoking.

Carrying a weapon into the Library unless authorized by law. Any patron authorized to carry a weapon must notify library staff that he/she is carrying a weapon in the library.

Bringing animals into the Library is at the discretion of the Director.

Misusing the restrooms (i.e. using as laundry or washing facility).

Leaving a child under the age of twelve unattended in the Library unless accompanied by a responsible adult ages sixteen or older.

Talking loudly, making noise or engaging in other disruptive conduct.

Interfering with another person's use of the Library or with the Library personnel's performance of their duties.

Shirt and shoes must be worn.

Library privileges may be limited for the following reasons:

Damaging Library property

Stealing Library materials

Physically harming staff or patrons

Excessively overdue materials

Physical or Verbal Harassment

Procedures that govern the suspension of Library privileges are as follows:

First violation, patron will receive a verbal warning from the Library Manager. The second violation will result in a written explanation of the library policy.

The third violation, depending on the severity of it, patron may be limited as to their library privileges or suspended from the library for a minimum of three months.

Penalty will be decided by the Library Board of Trustees. Patron may be present at this meeting to present his/her case.

*Adopted 1-27-10*

### III.A.7 PATRON COMPLAINTS

Each patron who expresses a complaint shall be treated with respect and assured by the staff person or volunteer who takes the complaint that the patron's concerns will be given every consideration.

Each complaint shall be referred to the Director of the Chazy Public Library.

Under no circumstances shall a volunteer attempt to resolve a serious complaint on his own. Such issues as confidentiality or any other complaint with legal implications shall be referred to the Director who, shall in turn, notify the President of the Board of Trustees as soon as possible.

The President of the Board of Trustees shall decide if a special meeting is necessary and take steps to ensure that such a meeting is properly called.

For those situations carrying legal implications the Board of Trustees shall seek legal counsel before taking any formal action with regard to such a complaint.

The patron will be notified of the Board's decision regarding their complaint as soon as possible.

*Adopted 1-27-10*

### III.A.8 CHALLENGED MATERIAL

Should any patron of the Chazy Public Library raise a question about any materials provided by the Library being in any way objectionable, the complainant must file a written complaint with the Library Director on a form provided for this purpose.

The complainant must be properly identified before the request is considered.

No action will be taken before the complaint is brought before the Board of Trustees.

The written complaint will be presented to the Board of Trustees. The Board shall read and examine the challenged material, consider the specific objections to the material voiced by the complainant, weigh the values and faults of the material as a whole.

The Board will, where appropriate, solicit advice or opinion from other library Directors, the CEF Library System, the American Library Association Office for Intellectual Freedom and the New York State Intellectual Freedom Committee.

The Board shall issue a written report within ninety days to the Director containing its recommendations concerning any complaint.

The Director shall review the report of the Board and notify the complainant.

(Challenge Form is Section V.C)

*Adopted 10-28-09*

### III.A.9 CENSORSHIP

The Chazy Public Library has adopted the Library Bill of Rights, the Freedom to Read, and the Freedom to View Statements as approved by the American Library Association. The Library recognizes that many materials are controversial and that any given may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the works in relation to the building of the collection and to serving the diverse interest of the users.

The Library recognizes that censorship is a purely individual matter and declares that while anyone is free to reject for him/herself any library material which he does not approve of, he/she cannot exercise this individual right of censorship to restrict from others the freedom to read or view.

The responsibility for the reading or use of library materials by children rests with their parents and legal guardians. Selection of library materials will not be inhibited by the possibility that books may inadvertently come into the possession of children.

*Adopted 10-28-09*

This topic is also addressed in the MATERIALS SELECTION/COLLECTION  
DEVELOPMENT policy *Adopted 5-26-10*

### III.A.10 MATERIALS SELECTION/COLLECTION DEVELOPMENT

1. The responsibility for the collection rests with the Chazy Library Board. The responsibility for selection of materials rests with the Director.
2. The selection of library materials should be based on a comprehensive knowledge of the nature and special characteristics of the local community.
3. The collection should include subjects of permanent value and current general interest on international, national, and local levels.
4. A "complete" collection of library materials should not be the goal, but the best and most useful materials should be selected. Some materials may be acquired primarily on the basis of their artistic merit, scholarship or value to humanity, while others are selected to satisfy the informational, recreational or educational interests of the community.
5. Materials for individuals of varying ages, educational levels, and interest should be acquired.
6. The library acquires a wide range of materials in a variety of formats according to their suitability for public library use and their cost effectiveness. Each type of material is considered in terms of its own merit and its intended audience.
7. Wherever possible, the Library will provide materials to anticipate the needs and interests of potential users.
8. Gift materials will be judged by the same standards that apply to purchased materials. (See "Gift Policy.")
9. The collection is maintained by retaining or replacing essential materials and removing, on a systematic and continuous basis, those works that are worn, outdated, or no longer in demand.
10. No library materials shall be excluded based on expressions of race, religion, nationality, or political or social views.
11. Censorship is a purely individual matter. Responsibility for the reading/viewing/listening material of children and adolescents rests with their parent or legal guardian. The library does not stand in loco parentis. This policy defends the principles of freedom to read, view or hear, and no material shall be removed from the collection save under the procedures for Reconsideration of Library Materials adopted by this Board of Trustees.
12. This Board has adopted and declared that it will adhere to and support:
  - The Library Bill of Rights.
  - The Freedom to Read Statement adopted by the American Library Association.
  - The Free Access to Libraries for Minors Statement.All of these are appendices of the Chazy Public Library Trustees' Handbook.

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

*Adopted 5-26-10*

### III.A.11 INTERNET USE

The Chazy Public Library is committed to providing meaningful access to knowledge and information using current computer technology. The Internet is a gateway to a vast and ever-expanding network of educational, recreational and commercial information.

The Chazy Public Library has no control over information obtained through the Internet and cannot be responsible for its content. Not all sites provide accurate, complete or current information, and some sites may carry information that a user finds controversial or inappropriate.

Library users access the Internet at their own discretion. As with all other library materials, children's access to the Internet is the sole responsibility of the child's parent or guardian. Because the Internet is growing every day, no one, not even the most experienced user, knows everything about it. Library staff can frequently offer suggestions and answer questions. Please remember, however, that we're still learning too.

By using a Chazy Public Library Internet workstation to access the Internet, you agree to the following:

1. Users must have a library card or a CCRS computer ID card.
2. Use of Internet computers is on a first-come, first-served basis. When people are waiting, Internet use will be limited to 20 minutes.
3. The resource is to be used for education, informational, or recreational purposes only, not for unauthorized, illegal or unethical purposes.
4. The Library accepts no liability for loss of data or damage to software because of power failure, equipment failure, human error or any other cause.
5. Users must operate within the boundaries of the approved menu. Modification or erasure of system software or operating systems is prohibited.
6. No user software may be installed on the hard drive.
7. Violation of copyright law is strictly prohibited.
8. The user assumes full responsibility for any civil and/or criminal liability incurred through misuse of library equipment or any telecommunications systems, networks and/or databases accessed through that equipment.
9. Because of the public location of the workstations, displaying text or graphics which may be reasonably construed as inappropriate will not be allowed.
10. If you wish to save files, you must secure a diskette from the Librarian, diskettes are available for \$1.00. In an effort to prevent computer viruses, you may not use your own diskette.
11. Up to five pages may be downloaded at no cost. Beyond five pages, each page costs 10 cents. The cost of printing a full page of color is \$1.00.

**MISUSE OF THE COMPUTER OR INTERNET ACCESS MAY RESULT IN THE LOSS OF LIBRARY PRIVILEGES.**

**THIS POLICY MAY BE REVISED FROM TIME TO TIME.**

The computer and Internet policies of the Chazy Public Library are understood and I agree to abide by the policies detailed in the form below. (Form is Section V.B)

*Adopted 6/2001*



### III.A.12 PHOTO RELEASE

The Chazy Public Library staff may take photographs or videos of participants, individually or in groups, attending or taking part in Library programs or activities.

These photographs or videos may appear in future Chazy Public Library publications, on our website or other Library publicity.

Attendees and/or participants consent to having their photograph taken or such videos shown and used for such purposes.

If a Library patron does not wish himself/herself or his/her child photographed or video taped, the patron must notify the Library staff to that effect.

Library patrons and visitors to the Library may not take photographs or videos of the other patrons or staff without the permission of the person(s) being photographed or video-recorded.

*Adopted 7-29-09*

### ***III.B INTERNAL POLICIES***

### III.B.1 EMERGENCIES

#### UNSCHEDULED CLOSINGS

The closing of the Library may be required by natural, mechanical or other emergencies. The responsibility of closing the Chazy Public Library rests with the Library Director.

##### Procedure

- a. Close and lock all windows.
- b. Adjust temperature controls.
- c. Check back door, turn off copier.
- d. Unplug computer (red button on electrical outlet under telephone).
- e. Unplug electric fire & unplug heater.
- f. Turn off lights (check upstairs).
- g. Lock front door and exit, checking lock after you &
- h. See that storm door is shut and latched.

#### ELECTRICAL FAILURE

1. Have flashlight at circulation desk.
2. Determine if failure is widespread or localized in Library. Know where the main electrical fuse box or circuit breakers are located.

#### FIRE

1. Get everyone out of the building.
2. Call Fire Department – 911.
3. For small fires, use fire extinguisher (located by front door).
4. Close doors and windows.
5. Leave building.

NOTE: The the fire extinguishers need to be inspected monthly and the tag initialed.

#### ACCIDENT EMERGENCIES

1. For any assistance that requires more than use of a first aid kit call 911.
2. Do not move an injured person who has had a bad fall or is unconscious.
3. Procedure for injury on premises: Complete an Accident Report Form and notify President or Secretary of Board of Trustees.

#### WEATHER EMERGENCIES

1. When temperature is below freezing TURN ON HEATER IN CELLAR (switch behind cellar door) and keep bathroom door closed (to keep pipes from freezing).
2. Library closes when school closes due to inclement weather or at librarian's discretion.

## SECURITY SITUATIONS

### 1. Thefts

a. If theft involves Library property, notify police and Board President, Secretary or other Trustee.

b. If theft involves patron's property, notify police if patron desires.

c. Try to detain any witnesses until police arrive.

2. Infringements of Library regulations (eating, drinking, smoking prohibited by Public health law), excessive noise, rowdiness, etc.

a. Ask patron to stop inappropriate behavior.

b. If patron does not comply, ask user to leave.

c. If patron refuses, call the police.

*Adopted 1995*

(#2 above expanded on by Patron Rules of Conduct Policy adopted 1-27-10)

### III.B.2 PUBLIC RELATIONS

All trustees, staff members and volunteers of the Chazy Public Library should make every effort to present a friendly, positive, helpful attitude when working in the Library or when making presentations to the public or the media regarding Library activities.

The patron is the most important person in the Library. The Director and volunteers should always have the patrons' needs as the top priority in actions and philosophy. A positive and proactive approach shall be taken by all concerned to promote the Library and its activities to the public.

The primary sources of information to the public regarding Library activities shall be by means of periodic articles in the North Countryman, The Plattsburgh Press Republican and our website: [www.chazypubliclibrary.org](http://www.chazypubliclibrary.org) which also contains a Blog. News articles may also be placed in the CCRS Newsletter. WIRY radio will also be used to publish meeting dates and inclement weather cancellations. Notices will be posted at several public locations concerning Library news.

Regular and special programming will be advertised in the North Countryman, Press-Republican and WIRY by means of a press release. All press releases shall be reviewed by the Board before submission to the media.

Every effort shall be made by the Director, volunteers and trustees to foster a cooperative spirit and attitude with other individuals and agencies in the community.

All persons providing service to the Library shall be treated with respect and consideration. Permission shall be obtained by the owners of any property prior to the posting of fliers advertising Library activities.

Every attempt shall be made to remove all such fliers as soon after the activity as possible.

Thank you letters shall be sent to all donors, program presenters, or other people whose actions positively impact the library as soon as possible. These letters shall be sent by either the Director, Secretary or President of the Board of Trustees (appropriate person to send letter will be determined on a case by case basis).

*Revised and adopted 1-27-10*

### III.B.3 CONFIDENTIALITY

The The Chazy Public Library's circulation records and any other records which identify and relate the name of library users with specific materials are confidential: such records will not be released or used for non-library purposes except pursuant to a subpoena from a court of law or other valid process which specifically identifies the information required and the purpose for the request.

General public access to such circulation statistics invades the privacy of the individual patron and would tend to discourage the freedom of inquiry into sensitive or unpopular subject material.

*New York State law 5953-C Section 1. #4509*

Procedures for implementing the Confidentiality Policy:

The library staff member receiving the request to examine or obtain information relating to circulation or registration records will immediately refer the person making the request of the responsible officer of the institution, who shall explain the confidentiality policy.

The Manager, upon receipt of such process, order, or subpoena, shall consult with the appropriate legal officer assigned to the institution to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.

If the process, order, or subpoena is not in proper form or in good cause has not been show, insistence shall be made that such defects be cured before any records are releases. (The legal process requiring the production of circulation records shall ordinarily be in the form of subpoena “duces tecum” [bring your records] requiring the responsible officer to attend court or the taking of his/her deposition and may require him/her to bring along certain designated circulation records.)

Any threats or unauthorized demands (i.e., those not supported by a process, order or subpoena) concerning circulation or registration records shall be reported to the appropriate legal officer of the institution.

Any problems relating to the privacy of circulation and registration records which are not provided for above shall be referred to the responsible officer.

*Revised, adopted 10-28-09*

### **III.B.4 A JOB DESCRIPTION FOR LIBRARIAN/LIBRARY DIRECTOR**

The Chazy Public Librarian/Library Director is responsible for planning and carrying out the Board policies and procedures and administering the Library's operations, programs and fiscal affairs within the purview of State Education Law, the Commissioner's Regulations and the Board's rules and regulations.

#### **DUTIES AND RESPONSIBILITIES:**

1. Operates and supervises the library and provides patron services during established hours of operation. These services include reference, readers' advisory and referral services, interlibrary loan, instruction in the use of library resources, and computer assistance.
2. Provides for coverage of the library during hours of operation I in his/her absence.
3. Trains substitutes.
4. Recommends new programs and policies to the Board.
5. Prepares and submits all required reports.
6. Collects and maintains statistical library data.
7. Maintains such other records as required for the operation of the library.
8. Promotes multilevel programming.
9. Demonstrates a working knowledge of electronic information resources and library management.
10. Maintains cooperative relationship with the school and community.
11. Maintains all computer hardware and other library equipment.
12. Works in a pleasant and effective manner with patrons, volunteers, and the Board.

#### **FISCAL RESPONSIBILITIES:**

1. Conducts library operations within the approved budget.
2. Accounts for all monies received.
3. Seeks out and submits grant proposals within deadlines.
4. Plans and carries out annual budget vote.

#### COLLECTION DEVELOPMENT:

1. Purchases and processes appropriate library materials based on reviews of professional selection guides and a solid knowledge of patrons' reading choices, keeping in mind the goal to provide a wide array of topics.
2. Maintains an efficient system of classifying, cataloging, and circulating all library materials.
3. Maintains collection records that include a current shelf list.
4. Inventories, evaluates, weeds, and updates the collection on a timely basis.
5. Prepares and distributes informational materials relative to the activities of the library.

#### BUILDING MAINTENANCE:

1. Recommend building maintenance projects and repairs to the Board.
2. Provides routine janitorial services.

#### PROFESSIONAL DEVELOPMENT:

1. Attends relevant System workshops and professional meetings.
2. Keeps abreast of current trends in librarianship.

*Approved 10/22/03*



### III.B.5 SALARY / BENEFIT TIME POLICY

1. The Chazy Public Library Director will be paid an annual salary currently based on a twenty-five hour work week, The monthly salary will be reduced on a prorated hourly basis if the Director works less than twenty-five hours per week (including available vacation, sick leave or holiday days). Currently, the annual salary is \$10,500. Effective 07/01/2009, the annual salary will be \$11,500.
2. The Library Director will receive the following benefits as of the 1<sup>st</sup> of each calendar year:
  - (a) 87.5 hours of “paid time off” to be used at the discretion of the Director per year. Hours not used at the end of the year are not rolled over to the next year.
  - (b) Holidays with pay, to include New Year's Day, Fourth of July, Thanksgiving, Christmas, and Christmas Eve Day, falling on days that Library would normally be open.
  - (c) Professional development days with pay for days that the Library would normally be open.
  - (d) The director will be reimbursed mileage for attendance at professional meetings that are not reimbursed by the sponsoring organization at the current New York State rate.
3. Prior approval of the Board of Trustees will be required for the use of “paid time off” days and professional development days, or additional requested days.
4. Substitute coverage for the Library Director will be arranged by the Library Director.
5. The Director will submit the “Monthly Payroll Report Form” to the Board Treasurer by no later than the fifth day of every month, showing the name(s) of all substitute(s) who have worked in the previous month and the hours worked, vacation time used, sick time used, professional development time used, library hours closed during “normal Library hours” and mileage incurred.
6. Substitutes will be paid by the Board Treasurer at the New York State minimum hourly rate (currently \$7.15 per hour).
7. The Chazy Public Library Director’s Benefit Time Days:
  - (a). Requested days are to be reported to the Treasurer of the Board of Trustees.
  - (b). Director must arrange for a substitute and substitutes will be paid by the Board Treasurer.
  - (c). If additional “paid time off” days (exceeding the yearly amount) are requested then the request will need to be reported to the Board of Trustees and paid by the Board Treasurer . The monthly salary will be prorated for the hours not worked. Any hours worked outside of the “normal Library hours” cannot be used to make up hours not worked during the “normal library hours”.
8. Hours closed for inclement weather, at the discretion of the Director, will be paid hours.
9. Decisions related to any personnel issues/questions and temporary or extended leave of absence time not covered by these policies are at the discretion of the Board of Trustees.

*Revised 03/25/09*

### III.B.6 PERFORMANCE REVIEW

The Chazy Library Board of Trustees shall conduct periodic evaluations of the work performance of the Director.

The purpose of such reviews shall be to help the Director make progress in his/her work and learn where he/she stands in the minds of the Board. Two Board members shall conduct the review in executive session referring to the Director's Job Description. The performance review must be followed by a personal conference in which the Director may examine the review and have an opportunity to ask questions or make comments. The process is confidential.

Disagreement with the performance rating, or parts thereof, may be voiced, and objections to, or appeals of an unfavorable rating may be expressed in writing to the President of the Board of Trustees.

Performance evaluations will be considered as one factor in determining salary increases or dismissals. (Evaluation of Director Form is Section V.D).

*Adopted 2-26-10*

### III.B.7 GRIEVANCE PROCEDURES

Any employee complaint may be brought to the attention of the Chazy Library Board of Library Trustees following these procedures:

**Initial Procedure:**

The employee makes a verbal appeal to the Board President presenting the problem and seeks an informal resolution.

**Appeal Procedure:**

After the initial procedure has been followed without satisfactory results, then a formal written statement may be filed with the Board in the following prescribed form:

Statement of problem

Reply by the person(s) involved

Action taken at the conclusion of each prior step of the procedure

Statement of each action signed by the appropriate persons

**Timetable:**

Each problem should be initiated, heard, and resolved within as short a period of time as possible according to the nature or severity of the problem and the availability of essential personnel.

Most complaints or problems should be settled within 30 working days after initiation. In all matters, the decision of the Board of Library Trustees shall be final and non-reviewable.

If the matter involved discipline by either suspension or termination and the employee is reinstated by the Board of Library Trustees' decision, all benefits, pay, and status lost due to suspension or termination will also be reinstated to the employee's credit.

*Adopted 2-26-10*

### III.B.8 GIFT AND DONATIONS

Donations and gifts to the Chazy Public Library, deemed appropriate and/or necessary, are gratefully appreciated. Such donations not only complement the existing collection but also enhance the offerings of the entire library.

All gifts become the sole property of the Library and may be utilized or disposed of in any manner approved by the Board. The library, a non-profit organization, can issue receipts for donations; however, the library cannot set a value on these gifts.

#### Memorial Books /Memorial Funds

Unrestricted monies or memorial contributions will be accepted and appropriate designation and acknowledgment will be made by the library.

The library will keep a record of each donor's name, the date, the individual honored, and nature or dollar amount of the gift.

Selection of memorial books is the responsibility of the Library Director.

Memorial funds for special projects or acquisitions may be established if approved by the Library Board. Decision on the use of large bequests is the Board's responsibility.

#### Donations of Historical Memorabilia

Personal property, art objects, portraits, antiques and other objects will be accepted on condition that their use and disposal is at the discretion of the Board and the Library Director. The donor will sign and date a release form for the item(s) contributed.

(Deed of Gift Form is Section V.C).

*Amended 9/08/06*

### III.B.9 CONFLICT OF INTEREST RESPONSIBILITY

Each Chazy Public Library trustee shall avoid conflict of interest and will not use his or her membership on the Board to profit his or her own interests. A conflict of interest exists when a matter to be acted upon by the Board confers a direct, tangible benefit to any Board member, business or agency from which a Board member derives an income or has authority in governance. If any action of the Board might present a real or perceived conflict of interest, the Board member will explain the reasons and not vote or participate in discussion of the matter. This conflict should ideally be communicated to the president or announced to the full Board if the issue arises unexpectedly.

At the Annual meeting of the Chazy Public Library, each Board member will sign an acknowledgment of the Conflict of Interest Responsibility form.

(Disclosure Form is Section V.E)

*Adopted 3-31-10*

### III.B.10 PERIODIC UPDATING OF POLICIES

The President of the Chazy Library Board of Trustees shall appoint a standing committee to periodically review policies. Preferably, a yearly review is suggested.

At any time that the Board adopts changes to the policies, the committee will expeditiously implement the changes. All booklets of the Bylaws and Policies will have the changes inserted and the replaced pages removed. This is easily done with the loose leaf booklets.

The committee shall be proactive and stay current on policy trends, make recommendations to the Board if changes are needed.

*Adopted 3-31-10*

### III.B.11 EVALUATING THE STATE OF THE LIBRARY

Planning is a process, not a goal, and evaluation is a critical part of it. The Chazy Public Library maintains a policy of ongoing evaluation of services, staff and the Board's performance. Some evaluative efforts can be informal depending on what the Library needs to know. Meaningful long-term change involves a more formal follow-up.

To best serve the needs of the community, the Board assesses and alters its approach by maintaining a Long Range Plan of Service document.

By setting Goals and Objectives, the Board is better able to maintain the path toward optimum community service.

Three categories of evaluation tools used are:

- 1.) Quantitative measures (statistics)
- 2.) Qualitative measures (observation, interviews, group discussions)
- 3.) User Surveys of current and potential users

The Director's Annual Report to the Board and the Public provides valuable statistics about the year's services. This information reflects the trend in public use of services.

The Goals of using reports that provide basic data are: validating good library service and serving as management tools for efficient library operation. These reports can be a means of achieving quality library service. They also show the Director and the Board the progression of the Library in achieving its goals. They furnish guidance for future adjustments.

The Objectives of The Annual Report and other standard library reports are to aid in informing appropriate agencies and the public about the program and progress of the Library, and in evaluating the existing quality and quantity of library service.

By periodically surveying the public, the Board gathers information to help meet the Goals and Objectives for the given year. The public is encouraged to express their interests informally and in the formal surveys provided. A suggestion box is provided in the Library for this purpose.

By periodic formal evaluation of the staff, the Board can identify strong and weak points of services.

By informal self-evaluation the Board as a whole can better judge the effectiveness of its policy implementation. By working as a team engaged in regular performance assessment, the Board becomes stronger and more effective while fulfilling its duty to deliver library services that benefit the community.

*Adopted 4-28-10*

(SELF-EVALUATION OF BOARD TIPS AND CHECK SHEET is Section V.F).

### III.B.12 UNDERSTANDING BETWEEN FRIENDS AND THE LIBRARY

The following will constitute an operating agreement between the Friends of the Chazy Public Library and the Board of Trustees of the Chazy Public Library. It will stand until and unless it is modified by mutual agreement of the Friends' executive board and the Chazy Public Library administration.

The Friends of the Library was organized on May 27, 1952, by Mrs. B. B. Burton with the approval of the Board of Trustees of the Chazy Library.

The purpose of the organization is to maintain an association of persons interested in libraries; to focus public attention on the library; to stimulate the use of the library's resources and services; to receive and encourage gifts, endowments and bequests to the library; to support and cooperate with the library in developing library services and facilities for the community; to lend legislative support where needed; and, to support the freedom to read as expressed in the American Association Bill of Rights.

It brings together fellow citizens – civic-minded men and women – businessmen and women, educators, housewives, scientists, students, ministers, and mechanics – to work for better libraries. A library developed according to professional standards touches the life of the pre-schooler to senior citizen, a learning-to-read adult to a specialist in technical research – a team.

The Friends of the Library in the 21st Century continues this mission with the added goal of assisting the Library Board in any way toward the realization of our new library facility on Fiske Road. The Friends will hold fundraisers, promote public awareness, and supply volunteers for the various services and events that are held throughout the year, which support 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 "wish list" each year that indicates the anticipated needs for Friends support.

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 the majority of funds raised will be spent 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 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 and any remaining funds will be turned over to the Library Board.

*Adopted by Friends and the Library 7-28-10*



### III.B.13 Records Retention

The records of the Chazy Public Library will be retained and disposed of in accordance with the schedules published in *Records Retention and Disposition Schedule MU-1* by the University of the State of New York and The State Education Department and the *Records Retention Schedule of the National Council of Nonprofit Associations*. These current *Schedules* are attached.

The Library Director shall serve as the Records Management Officer for the Library in order to insure compliance with the *Records Retention and Disposition Schedule MU-1* and the *National Council of Nonprofit Associations Record Retention Schedule*.

The Library Director shall also serve as the Records Access Officer for the Library in order to insure compliance with the *Freedom of Information Law*.

#### ***Records Retention and Disposition Schedule MU-1 Library Records***

Library Records 1. [304]	<b>Incorporation, chartering and registration records:</b> Retention: PERMANENT
2. [305]	<b>Accession records:</b> Retention: 1 year after accessioning procedure becomes obsolete <i>Note:</i> Some libraries accession manuscripts, rare books and special collection, but not their general library holdings. In these cases, the accession records need to be retained only for the kinds of materials still accessioned.
3. [306]	<b>Directory of public library system and member libraries,</b> prepared by public library system (member library's copy): Retention: 0 after superseded or obsolete
4. [307]	<b>Borrowing or loaning records,</b> including interlibrary loan: Retention: 0 after no longer needed
5. [308]	<b>Catalog of holdings:</b> a. Manuscript or published catalog Retention: PERMANENT b. Continuously updated catalog Retention: 0 after superseded or obsolete
6. [309]	<b>Individual title purchase requisition</b> which has been filled or found to be unfillable: Retention: 1 year
7. [310]	<b>Records documenting selection of books</b> and other library materials: Retention: 0 after no longer needed
8. [311]	<b>Library material censorship and complaint records,</b> including evaluations by staff, patrons' complaints and record of final decision: Retention: 6 years after last entry <i>Note:</i> 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
9. [312]	<b>Patron's registration</b> for use of rare, valuable or restricted non-circulating materials: Retention: 6 years

***National Council of Nonprofit Association***  
**Records Retention Schedule**  
***Business Records***

<b>Type of Document</b>	<b>Minimum Requirement</b>
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts, mortgages, notes and leases (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

*Date adopted: 7-28-10*

## ***V. FORMS***

## V.A CHALLENGE FORM

The Board of Trustees of the Chazy Public Library, has delegated the responsibility for selection and evaluation of library resources to the Library Director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to Library Director.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent self? \_\_\_\_\_ Organization? (Name) \_\_\_\_\_

Resource on which you are commenting:

\_\_\_\_\_ Book \_\_\_\_\_ Audio \_\_\_\_\_ Video \_\_\_\_\_ Magazine

\_\_\_\_\_ Library Program \_\_\_\_\_ Newspaper \_\_\_\_\_ Electronic

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher/Producer \_\_\_\_\_

What brought this resource to your attention?

\_\_\_\_\_

Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

\_\_\_\_\_

Have you examined (read/heard/seen) the material in its entirety?

\_\_\_\_\_

What concerns you about the resource? Please cite specific passages, pages, etc. (use other side or additional pages if necessary)

***Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?***

**V.B INTERNET USE AGREEMENT FORM**

*I understand and accept the conditions stated in the CPL Internet Policies and agree to hold blameless and release from any liability the Chazy Public Library and its employees. I understand that if policies are not followed, loss of privileges as stated may result.*

\_\_\_\_\_  
*Library User*

\_\_\_\_\_  
*Parent/Guardian\**

*\*Parent/guardian signature necessary if applicant is under 18.*

**V.C DEED OF GIFT**

I (We) hereby give, transfer, and deliver to The Chazy Public Library the property described below, which I (we) own:

The value of this property is \$ \_\_\_\_\_, as determined by \_\_\_ Donor \_\_\_ Qualified Appraiser. (Written appraisals are required to substantiate tax deductions for gifts valued in excess of \$5,000.)

This is an irrevocable gift, and shall be used at the discretion of the Chazy Public Library.

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ACCEPTANCE**

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

President of the Board of Trustees

## V.D EVALUATION OF LIBRARY DIRECTOR

Please evaluate each job responsibility on a scale of 1 to 5.

- (1). Unacceptable
- (2). Needs Improvement
- (3). Good
- (4). Excellent
- (5). No basis for evaluation or don't feel qualified to evaluate.

### DUTIES & RESPONSIBILITIES:

- \_\_\_\_\_ Staffs the Library and provides patron services during established hours of operation.
- \_\_\_\_\_ Provides substitutes for Chazy Public Library coverage.
- \_\_\_\_\_ Recommends new programs/policies to the Board.
- \_\_\_\_\_ Develops and presents a wide range of library programming.
- \_\_\_\_\_ Prepares and submits all required reports.
- \_\_\_\_\_ Collects and maintains statistical library data.
- \_\_\_\_\_ Maintains such other records as required.
- \_\_\_\_\_ Demonstrates a working knowledge of electronic information resources.
- \_\_\_\_\_ Maintains all library equipment.

### MAINTENANCE

- \_\_\_\_\_ Recommends building maintenance and repairs.
- \_\_\_\_\_ Provides routine maintenance and janitorial services.

### FISCAL RESPONSIBILITIES

- \_\_\_\_\_ Conducts library operations within the approved budget.
- \_\_\_\_\_ Seeks out and submits grant proposals.
- \_\_\_\_\_ Plans and carries out annual budget vote.

### COLLECTION DEVELOPMENT

- \_\_\_\_\_ Maintains an efficient system of classifying, cataloging, and circulating all library materials.
- \_\_\_\_\_ Maintains collection records and current shelf list.
- \_\_\_\_\_ Conducts systematic inventory of collection.
- \_\_\_\_\_ Evaluates, weeds, and updates the collection on a timely basis.

### PROFESSIONAL DEVELOPMENT

- \_\_\_\_\_ Attends System workshops and professional meetings.

## COMMENTS

## V.E CONFLICT OF INTEREST DISCLOSURE FORM

This form must be filed annually by all trustees, as identified in the Chazy Public Library District's Conflict of Interest Policy Statement . *Adopted March 31st, 2010.*

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

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

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

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



## V.F SELF-EVALUATION CHECKLIST

### BOARD EFFECTIVENESS

*Refer to Mid-Hudson tips APPENDIX IV.L.*

Seven areas that can help you assess the effectiveness of your board:

1. Are you providing maximum benefit to your community?

Indicate how close you are to providing maximum benefit to your community:

***Maximum benefit 1 2 3 4 5 Minimum benefit***

2. Is the Library well integrated into the community?

Indicate how visible your library is in your community:

***High Visibility 1 2 3 4 5 Not Visible***

3. Does the Board consider the philosophy of public libraries in all policies, plans and decisions?

Indicate how well your board integrates public library **values** into their work:

***Good understanding/integration 1 2 3 4 5 Little understanding/integration***

4. Does the Library have the capacity to carry out the mission and the plan?

Indicate the capacity of your library to meet community needs:

***Adequate Capacity 1 2 3 4 5 Inadequate Capacity***

5. Is the Board governing or managing?

Indicate your board's tendency:

***Governs 1 2 3 4 5 Manages***

6. Are your meetings well run?

Indicate how well run your board meetings are:

***Well Run 1 2 3 4 5 Chaotic***

7. Does the Board annually review the functioning of the organization, including the above six questions?

Indicate the frequency with which the board reviews its progress:

***Reviewed within a year 1 2 3 4 5 Not reviewed in ten years***

*Edited 6-'10 by GAB*