BOARD OF TRUSTEES POLICY MANUAL

TABLE OF CONTENTS & ACTION SHEET

SECTION	POLICY NAME	DATE OF LAST ACTION
100	**LEGAL RESPONSIBILITIES**	
100-10	Mission Statement	5/25/21
100-20	Censorship	-
100-30	Diversity and Inclusion	6/21/22
100-40	Harassment Policy	6/21/22
100-50	Access to Records	9/17/24
100-60	Freedom to Read	-
100-70	Library Bill of Rights	-
100-80	Freedom to View	9/20/22
100-90	Conflict of Interest	9/20/22
200	**OPERATIONS OF THE BOARD OF TRUSTEES**	
200-10	Conduct of Meetings	1/21/25
200-15	Remote Board Meeting Participation Policy	12/23/25
200-20	Responsibilities of Trustees	12/22/20
200-25	Ethics Statement for Public Library Trustees	11/27/07
200-30	Board Officers, Election and Responsibilities	11/17/20
200-40	Board Committees	6/21/22
200-50	Committee Meetings of the Board	12/22/20
200-60	Trustee Continuing Education & Community Meetings	4/22/25
200-70	Email	3/25/14
200-80	Trustee Removal Procedures	2/25/25
300	**RESPONSIBILITIES OF THE LIBRARY DIRECTOR**	
300-10	Responsibilities of the Library Director	6/21/22
300-20	Staff Employment Contracts	-
300-30	Staff Training and Development	12/18/18
300-40	Conduct of Employees	3/22/05
300-45	Employee Grievance Policy	3/18/25
300-50	Workplace Violence Prevention	12/18/12
300-60	Anti-Nepotism Policy	9/20/22
300-70	Sexual Harassment Policy	9/20/22
300-75	Workplace Fraternization Policy	6/17/25

300-80	Continuing Education Support	9/20/22
300-90	Conference & Meeting Attendance & Travel Reimbursement	9/20/22
300-95	Whistleblower	9/20/22
400	**FINANCIAL OPERATIONS**	
400-5	Investment Policy	1/23/01
400-10	Reserve & Restricted Funds – Definitions and Limitations	7/17/25
400-15	Transfer of Unappropriated Fund Surplus	4/14/11
400-20	Bank Accounts – Limitations on Expenditures a. Director's Limitation on Expenditures b. Authorized Signatures on Checking Accounts d. Director's Checking Account e. Online Banking f. Intra-Bank Transfers	5/14/24
400-21	Corporate Credit Card	5/14/24
400-25	Payment of Expenditures	6/24/03
400-30	Records Retention	1/19/21
400-35	Patron Record Retention	9/12/17
400-40	Treasurer's Check-Signing Plate	3/22/05
400-50	Insurance	1/23/01
400-55	Budget Procedure and Budget Transfer Policy	10/18/16
400-58	Capital Asset Policy	6/19/18
400-60	Annual Audit & Reports	5/14/24
400-70	Procurement Policy	7/19/22
400-75	Financial Guidelines for Vendors	3/22/11
400-80	Minority/Women Business Enterprise Policy	10/25/22
500	**GENERAL OPERATIONS**	
500-5	Official Place of Business	11/23/04
500-20	Confidentiality of Library Records	1/23/01
500-30	Rules & Regulations for Use of Library	1/21/25
500-35	Police	6/21/22
500-40	Maintenance of Public Order Policy	5/21/02
500-55	Staff & Trustee Privileges a. Fines b. Former Trustees Library Card c. Phone Calls & Mail d. Non-Resident Staff e. Other Privileges	3/24/26
500-68	Digital Video Surveillance	7/17/25

500-70	Unattended Child Policy	1/27/04
500-75	Procedure for Unattended Child	5/21/02
500-76	Unaccompanied Adults in Children's Area	6/19/18
500-80	Library Recording Policy	7/19/22
500-97	Closing	6/21/22
600	**COLLECTION OF MATERIALS**	
600-10	Selection Policies	10/21/25
	a. General	
	b. Branch Libraries	
	c. Reference	
	d. Electronic Databases	2/21/12
	e. Internet Use Policy	9/24/02
	f. Non-Residents Use of Computers	11/18/14
600-11	Internet Use Policy	5/19/26
600-15	Weeding/Discard of Library Materials	6/20/23
600-20	Donations and Naming Recognition	10/25/22
600-16	Book Sale Policy	9/12/17
700	**CIRCULATION OF MATERIALS**	
700-10	Categories of Borrowers Residents School Authorized Library Card (SALC) Non-residents: Great Neck Employees Direct Access State Mandated Access Card (SMAC) [90.3])	3/24/26
700-15	Expiration	3/24/26
700-20	Borrowing Privileges	3/24/26
700-30	Qualification for Library Card	6/23/26
700-35	Personal Identification Numbers	4/22/25
700-45	Loan Periods, Limitations, Overdue Notices, Fines, Fees	6/18/24
700-50	Interloan	6/23/26
700-60	DVD Circulation Policy and Regulations	6/23/26
700-65	Audio Material	9/18/19
700-70	Reserves	6/23/26
700-80	Materials for the Disabled	6/23/26
700-90	Library of Things	6/25/22
700-95	Streaming	10/25/22
800	**PUBLIC USE OF FACILITIES**	
800-10	Use of Meeting Rooms	6/21/22
800-20	Use of Piano	

800-25	Use of Photocopying Machines & Scanners	11/14/17
800-30	Petitions on Library Grounds	1/23/01
800-40	Displays	9/12/17
800-45	Art/Photography Exhibits	10/21/14
800-50	Bulletin Boards	12/18/19
800-60	Library Equipment	5/15/01
800-65	Computer Workstations	2/27/08
800-70	Parking Lot	7/17/25
800-75	STEM Lab Policy	1/15/19
800-80	3D Print Policy	12/18/18
900	**PROGRAMS**	
900-10	All Programs	2/23/21
900-20	Admission to Programs	7/17/25
900-30	Guidelines for Volunteers	1/21/25
1000	**PUBLICITY & PUBLIC RELATIONS**	
1100	**LEVELS**	
1100-10	Rules & Application for Use of Levels	3/27/01
1400	**LIBRARY EMERGENCIES**	
1500	**GREAT NECK LIBRARY ASSOCIATION**	
1500-10	Membership	5/19/09
1500-20	Nominating Committee Procedures	12/23/25
1500-25	Nominating Committee Member Removal Procedures	4/22/25
1500-30	Election Process	11/19/24
1500-40	Voting	5/14/24

APPENDICES

NYS Sexual Harassment Model Policy & Complaint Form

100-10: Mission Statement

MISSION STATEMENT
OF THE GREAT NECK LIBRARY

To engage our diverse community, inspire ideas, and accelerate lifelong learning through traditional and innovative library services:

- To inspire personal and professional growth.
- To foster a collaborative and welcoming environment within and beyond the Library.
- To contribute to the development of a curious, compassionate, and resilient community.

Revised 5/25/21

100-20: Censorship

The Board opposes censorship of all kinds and reaffirms its commitment to offering library materials representing all points of view.

Rev. 5/15/01
Rev. 9/20/22

100-30: Diversity and Inclusion Statement

Diversity and inclusion go beyond simple tolerance to embrace and celebrate individuality by developing practices that recognize and respect all people and their points of view. At the Great Neck Library, we honor our employees' diversity and the diversity in the community we serve by:

- Welcoming and including all
- Fostering an atmosphere of dignity and respect
- Encouraging the exploration of new ideas and perspectives in a safe and positive environment
- Working with diverse communities to determine appropriate ways to design, deliver, and evaluate services.

The Great Neck Library recognizes and actively affirms the dignity of those it serves, regardless of heritage, ethnicity, national origin, education, beliefs, race, income, religion, language, gender, age, sexual orientation, gender identity and expression, marital and/or familial status, military status, political affiliation, and physical or mental capabilities.

The Great Neck Library understands that an acceptance of differences can place individual and collective values in conflict. Nevertheless, the Library is committed to fostering an environment of understanding and respect. The Great Neck Library acts to ensure that people can enjoy services free from any attempt to impose values, customs or beliefs that are in conflict with our commitment to diversity.

The Great Neck Library makes diversity and inclusion a priority in planning and decision making for staffing, collections, services, and organizational change.

The Library is dedicated to creating an inclusive, welcoming, and respectful organizational culture that appreciates and supports individual differences.

Adapted from Santa Clara City Library (http://santaclaraca.gov/government/departments/library/about-the-library/library-policies/diversity-and-inclusion-statement)

Adopted 9/18/19

100-40: Harassment Policy

The Great Neck Library is committed to providing a safe and secure environment that promotes respect, dignity and equality for all members of the Library community. For the purposes of this policy, the term “harassment” shall refer to any written, verbal, or electronic communication or physical act which intimidates, threatens or harms another.

Harassment is detrimental to the library environment. It interferes with the mission of the Library and disrupts its operations. Such behavior affects not only the patrons or the employees who are the targets but also those individuals who participate in and witness such acts.

To this end, all forms of harassment are strictly prohibited in library facilities, on library grounds and at all library-sponsored activities, programs and events.

In order for this policy to be effectively enforced and for prompt corrective measures to be taken, it is essential that all victims and persons with knowledge of harassment report such behavior immediately to the Director. The Director will promptly investigate all complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. However, limited disclosure may be necessary to complete a thorough investigation and to take suitable action.

If, after appropriate investigation, the Director finds that a patron has violated this policy, prompt corrective action will be taken. If the Director finds that an employee has violated this policy, prompt corrective and/or disciplinary action will be taken.

All complainants and those who participate in the investigation of a complaint shall be free from retaliation of any kind.

Adapted 2/25/09

100-50: Access to Records

The Great Neck Library is not bound by the Freedom of Information Act (5 U.S.C. § 552). However, the Library will accommodate reasonable requests for access to Library records made by the public for final contracts or documents committing Library resources or articulating Library policies ("permitted records").

The following Library records are exempt from disclosure (together, the "excluded records"):

1. Records exempted from disclosure by state or federal statute.
2. Records that, if disclosed, would constitute an unwarranted invasion of personal privacy.
3. Records that, if disclosed would impair present or imminent contract awards or collective bargaining negotiations.
4. Records that are compiled for law enforcement purposes.
5. Records that, if disclosed could endanger the life or safety of any person;
6. Inter-agency or intra-agency materials with the exception of:
    a. statistical or factual tabulations or data, or;
    b. final agency policy or determinations;
7. Records that, if disclosed, would jeopardize the Library's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.
8. Records that will take the Director more than two hours to search, review, or redact before release.
9. Records that constitute internal Library correspondence, including among Library employees and Board members.

In most instances, in response to an appropriate records request, responsive records will be sent by email. Records that cannot be sent by email will be made available for inspection, at the Main Library between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. These records may not be removed from the Library Director's office.

All requests to examine permitted records must be made using the Application for Access to Public Records in the Great Neck Library form and sent to the attention of the Library Director's Assistant, who shall serve as Records Officer. **[rev 9/12/17;12/18/18]**

The fee for photocopying permitted records is$.25 (twenty-five cents) per page, or the actual cost of procuring and reproducing any other record.

In accordance with the Library's Confidentiality of Library Records policy, no records containing names or personally identifying details regarding the Library's users can be disclosed except upon receipt of a subpoena, as authorized by court order, or as otherwise required by law.

Within ten business days of the receipt of a written request for a permitted record , the Library shall make such record available to the person requesting it, deny such request in writing, or furnish a written acknowledgment of the receipt of the request and a statement of the approximate date when the request will be granted or denied.

If the Library grants a record request in whole or in part for access to permitted records, and if circumstances prevent disclosure to the person requesting the record or records within twenty business days from the date of the acknowledgement of the receipt of the request, the Library shall state, in writing, both the reason for the inability to grant the request within twenty business days and a date certain within a reasonable period, depending on the circumstances, when the request will be granted in whole or in part. Upon payment of, or offer to pay, the fee prescribed therefore, the Library shall provide a copy of such record or respond that it does not have possession of such record or that such record cannot be found after diligent search.

Any person denied access to a record may, within thirty days, appeal the denial in writing to the Board of Trustees who shall within ten business days after its next regularly scheduled meeting either provide access to the record sought or fully explain in writing to the person requesting the record the reasons for final denial.

Nothing in this Policy shall be construed to require the Library:

- To prepare any record not possessed or maintained in accordance with the Library policy.
- To disclose the home address of an officer or employee, former officer or employee, or of a retiree of an employees' retirement system.
- To disclose the name or home address of a beneficiary of a public employees' retirement system or of an applicant for appointment to public employment.

Revised 4/24/07; 9/12/17; 12/18/18; 1/19/22; 7/19/22, 9/17/24

100-60: Freedom to Read

The Great Neck Library subscribes to the Freedom to Read Statement adopted June 23,1953, by the American Library Association Council.

100-70: Library Bill of Rights

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

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

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

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

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

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

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

100-80: Freedom to View

The Great Neck Library subscribes to the Freedom to View Statement adopted 1989, by the American Library Association.

Adopted 10/23/01

100-90: Conflict of Interest

The purpose of the Conflict of Interest Policy ("Policy") is to protect the public and the Library's interest when it is contemplating entering into a transaction or arrangement that an officer, trustee, director(s), or employee of the Library might benefit from the transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to municipalities and nonprofit and charitable organizations.

This Policy sets forth standards of conduct for the guidance of its Trustees, director(s), and employees with respect to the disclosure of interests in any matter that comes before the Board of Trustees, holding investments in conflict with official duties, private employment in conflict with official duties, future employment and such other standards may be deemed advisable.

Trustees and employees of the Library have an obligation to conduct business within guidelines that prohibit actual, potential, or perceived conflicts of interest. No Library Trustee(s), director(s), or employee may have an interest, direct or indirect, in any contract with the Library, when such Trustee(s), director(s), or employee, individually or as a member of the Board, has the power or duty to (a) negotiate, prepare, authorize or approve a contract or authorize or approve payment under the contract; (b) audit bills or claims under the contract; or (c) appoint a director(s) or employee who has any of the powers or duties set forth above. Furthermore, no chief fiscal officer, treasurer, or his depute or employee, shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent, or for investment of funds of the municipality of which he is an officer or employee.

Confidential Information

No Trustee, director or employee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her own personal interest. In addition, he or she shall not disclose information regarding matters discussed in an executive session of the Board, whether such information is deemed confidential or not. This provision equally applies to former Trustees, directors, and employees, who even though are no longer current Trustees, directors, or employees, are still prohibited from disclosing confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her own personal interest.

Representation before the Board

A Trustee, director(s), or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board.

Representation before the Board for a Contingent Fee

A Trustee, director(s), or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board, whereby the compensation is to be dependent or contingent upon any action by the Library with respect to such matter, provided that this paragraph

shall not prohibit the fixing at any time of fees based upon the reasonable value of the service rendered.

Participation in Board Discussion and Votes

Every Trustee has the right to participate in the discussion and vote on all issues before the Board or any Board Committee, except that any Trustee shall recuse him or herself from the discussion and/or vote on any matter involving such Trustee relating to: (a) a "self-dealing transaction" (see below) or (b) a potential Conflict of Interest as defined below.

Investments in Conflict with Official Duties

A Trustee, director(s), or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties, except as approved by the Board and in compliance with this Policy.

Private Employment

A Trustee, director(s), or employee shall not engage in, solicit, negotiate for or promise to accept private employment when the employment or services creates a conflict with or impairs the proper discharge of his or her official duties.

Future Employment

A Trustee, director(s), or employee shall not, after the termination of service or employment with the Board or the Library, appear before the Board or any panel or committee of the Board in relation to any case, proceeding, or application in which the Trustee, director(s) or employee personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former Trustee, director(s), or employee of any claim, account, demand, or suit against the Library or district on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Determining Whether a Conflict of Interest Exists

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Compensation

a) A voting member of the governing board who receives compensation, directly or indirectly, from the Library for services is precluded from voting on matters pertaining to that member's compensation.

b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library for services is precluded from voting on matters pertaining to that member's compensation.

c) A voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Duties to Disclose

Any trustee, director(s), or employee who has, will have, or later acquires an interest in any actual or proposed contract with the Board or topic/matter before the Board must publicly disclose the nature and extent of such interest in writing to the Board or embers of a committee with governing board delegated powers.

Procedures for Addressing a Conflict of Interest

a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c) After exercising due diligence, the governing board or committee shall determine whether the Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Library's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Records of Proceedings

The minutes of the governing 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, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing Board's or committee's decision as to whether a conflict of interest in fact existed.

b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternative to the proposed

Violation of the Conflict of Interest Policy

a) If the governing board or committee has reasonable cause to believe a Trustee, director(s) or employee has failed to disclose actual or possible conflicts of interest, it shall inform the Trustee, director(s) or employee of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b) If, after hearing the Trustee, director(s), or employee's response and after making further investigation as warranted by the circumstances, the governing board or

committee determines the Trustee, director(s) or employee has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
c) Any contract entered into with a prohibited interest is null, void, and unenforceable. Further, any Trustee, director(s), or employee who willfully and knowingly violates this policy shall be guilty of a misdemeanor.
d) In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this Policy may be fined, suspended, or removed from office or terminated from employment, as the case may be, in the manner provided by law or the bylaws of the Library.

Duty to Report Violations of this Policy
Any Library Trustee, director, administrator or employee or any member of the public noting or suspecting a violation of this policy is encourages to report the matter, either in confidence or in public, to the Library Board of Trustees.

No Library Trustee, director, administrator, or employee shall attempt to improperly influence the deliberation or voting on the matter giving rise to such conflict. The existence and resolution of the conflict will be documented in the Library's records, including in the minutes of any meeting at which the conflict was discussed or voted upon.

Annual Statement
Prior to the initial election of any Trustee, and annually thereafter, such Trustee shall complete sign and submit to the secretary of the Library a written statement identifying to the bet of the Trustee's knowledge any entity of which such Trustee is an director(s), director, Trustee member, owner (either as a sole proprietor or a partner) or employee and with which the Library has a relationship and any transaction in whih the Library is a participant and in which the director might have a conflicting interest. Each Trustee shall annually resubmit such written statement. The secretary of the Library shall provide a copy of all completed statements to the chair of the audit committee or, if there is no audit committee, to the chair of the Board.

Further, each Library Trustee, director, director(s), and employee shall annually sign a statement which affirms such person:

a) Has received a copy of this Policy
b) Has read and understand the Policy, and
c) Has agreed to comply with the Policy

Periodic Reviews
To ensure the Library operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects;

a) Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Library's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, fuher charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Definitions

Conflict of Interest

An actual or potential conflict of interest occurs when an employee or trustee is in a position to influence a decision that may result in a personal gain for the employee or trustee or for a family member (spouse, children, siblings, parents or in-laws) of the employee or trustee as a result of an actual or intended transaction of the Library that may result in personal gain. A trustee or employee is to be deemed to have an interest in an actual or proposed transaction if he/she has a financial interest in it, or has a financial interest in any organization involved in the proposed transaction, or holds a position as trustee, director, majority shareholder, or principal officer in any such organization or receives any direct or indirect remuneration, gifts r favors in conjunction with the actual or proposed transaction.

Self-dealing Transactions

Neither members of the Board nor the employees of the Library nor family members of the Board or employees of the Library shall engage in any "self-dealing transactions," except as approved by the Board and in compliance with this Policy, "Self-dealing transaction" means a transaction to which the Library is a party and in which one or more of the individual Trustees, director(s), or employees has a financial interest.

Financial Interests

Related Party Transactions: "Related party" means (i) any trustee, director, or employee of the corporation or any affiliate of the corporation or *any other person who exercises the powers of directors, officers, or key employees over the affairs of the corporation or any affiliate; (ii)*any relative of any trustee, officer or key employee of the corporation or any affiliate of the corporation; or (iii) any entity in which any individual described in clauses (i) and (ii) if this subparagraph has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent "Related party transaction" means any transaction, agreement or any other arrangement in which a related party has a financial interest and in which the corporation or any affiliate of the corporation is a participant. The Library shall not enter into any related party transaction unless the transaction is determined by the Board of Trustees to be fair, reasonable and in the Library's best interest at the time of such determination. Any trustee, officer or key employee who has an interest in a related party transaction shall disclose in good faith to the Board of Trustees, or an authorized committee thereof, the material facts concerning such interest. No related party may participate in deliberations or voting relating to matters set forth in this section; provided that nothing in this section shall prohibit the Board of Trustees or authorized committee from requesting that a related party present information concerning a related party transaction at a Board or committee meeting prior to the commencement of deliberations or voting relating

thereto. The term “relative” shall mean such individual’s spouse, child, stepchild, stepparent, a domestic partner (s), brothers, sisters, or any person who is a direct descendant of the grandparents of the reporting individual or of the reporting individual’s spouse. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family.

a) An ownership or investment interest, other than de minimis, in any entity with which the Library has a transaction or arrangement,
b) A compensation arrangement with the Library or with any entity or individual with which the Library has a transaction or arrangement, or
c) A potential ownership or investment interest, other than de minimis, in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement. Compensation includes direct ad indirect remuneration as well as gifts or favors having a value of $75.00 or more whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to or could reasonably be expected to influence the performance of a Trustee, official or employee in his/her official duties, or was intended as a reward for any official action.

Adopted 11/25/08; Rev. 12/23/08; Rev 9/20/22

CONFLICT OF INTEREST
AFFIRMATION OF COMPLIANCE

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

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

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

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

I understand that this policy is meant to be a supplement to good judgment, and will respect its spirit as well as its wording. I understand that failure to comply with the Policy could result in disciplinary action up to and including termination of employment or membership.

Please check one:

( ) I hereby state that I do not have any conflict of interest in business dealings with the library, nor does any relative of mine have such a potential conflict of interest that has not been previously disclosed.

( ) I believe that I may have a potential conflict of interest. Please explain.

_____

_____

_____

_____

_____

_____

The final determination as to whether a conflict of interest exists will be determined by the Library's Board of Trustees.

_____
Name (Please Print)

_____
Signature

_____
Date

Adopted 11/25/08; Revise 9/20/22

SECTION 200: OPERATIONS OF THE BOARD OF TRUSTEES

200-10: Conduct of Meetings

a. The conduct of meetings shall be formal or informal, at the discretion of the board president, except that Roberts' Rules of Procedure shall be followed in the making, seconding, amending, and voting on resolutions or motions.

b. Meeting Procedures – Adopted 3/23/93

   i. Members of the public may comment on the published agenda or on any new topic for three minutes at the beginning of the meeting (after Executive Session, if needed). In addition, members of the public may comment on any new topic for three minutes at the end of the meeting during Open Time. There shall be no public comments during the board discussions or votes.

   ii. All Library board meetings are open to the public, and the board may adjourn to executive session for subjects such as litigation, contract negotiation, and the topics enumerated in the New York State Open Meetings Law.

   iii. Meeting order of regularly scheduled monthly meetings to be as follows:

      a. Call to Order: by the president
      b. Executive Session (if needed)
      c. Public Comment Period: comments on the published agenda.
      d. Acceptance of minutes of previous meeting: by majority vote of the Board
      e. Acceptance of Treasurer's Report: by majority vote of the Board
      f. Library Director's Report
      g. Committee Reports
      h. Action Items
      i. Old Business
      j. New Business
      k. Correspondence to the Board: copies of correspondence to the board and the board's responses are made available at board meetings. (3/22/05)
      l. Open Time: members of the public may comment on new topics

   iv. The meeting order for special meetings is at the discretion of the board president.

c. New or revised policies that involve substantive changes shall be an action item on the public agenda for discussion at two separate board meetings before a formal vote by the board. [12/19/07]

Revised 10/24/95; 1/23/01; 3/27/01; 3/22/05; 12/19/07, 12/22/20, 5/14/24, 1/21/25

200-15: Remote Board Meeting Participation Policy

A member of the Board of Trustees (or any committee associated with the Great Neck Library which is subject to the provisions of the Open Meeting Law (New York Public Officers Law (PBO) §§ 100–111)) may attend and participate in any executive session or open session of a meeting of the Board of Trustees from a remote location via videoconferencing, provided that such attendance and participation is in compliance with this policy and any other applicable laws.

1. **Prerequisites**. A member of the Board of Trustees shall be provided the opportunity to attend an executive session and/or an open session of a Board Meeting from a remote location if:

    a. The member seeking to participate remotely notifies the President of the Board of Trustees at least 72 hours before the meeting unless advance notice is impractical. If 72 hours' notice is impractical, the Board of Trustees member shall endeavor to inform the President as soon as reasonably practical after they learn that they will be unable to attend the meeting in person.

    b. The location from which the board member is participating remotely must be disclosed in the meeting notice and available for public attendance.

2. **Quorum and Vote Required**. A quorum must be established, including members both physically and virtually present.

3. **Minutes**. Any member participating remotely shall be considered an off-site participant and counted as present by means of videoconference for that meeting. The meeting minutes of the Great Neck Library shall reflect and state specifically whether each member is physically or virtually present.

4. **Rights of Remote Member**. Any member permitted to participate remotely will be able to express their comments and participate during the meeting in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The remote member shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any remote member shall be called during any vote taken, and their vote counted and recorded and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member physically present at the meeting.

5. **Notice**. If videoconferencing is used at a Board meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical locations for the meeting where the public can attend. Public notice regarding video conferencing will be provided as soon as practicable.

6. **Executive Session**. The same quorum and voting requirements apply in executive session.

Adopted: 12.23.25

200-20: Responsibilities of Trustees

In the proper conduct of their office, trustees shall:

- Be active and informed about library matters in general and those affecting Great Neck Library;
- Attend all board meetings and be prepared to participate knowledgeably;
- Be familiar with and adhere to the board policy;
- Not discuss confidential or board matters with members of the staff or community;
- Not act or speak for the board on an individual and/or committee basis unless empowered by the board to do so;
- Not act or react directly with staff members in their trustee's capacity except when staff members file a grievance against the Library director or provide a whistleblower complaint.
- Trustee relations with library personnel should remain cordial and friendly at all times. Trustees should not manage or direct library personnel in their execution of their job responsibilities and duties. The Library director is responsible for their assigned duties.
- The board interacts with the Library director through its president. With the president's permission, a trustee may communicate with the director. Committee chairs are presumed to have the president's permission to discuss committee related topics with the director, unless otherwise arranged.

Rev. 2/27/07; 3/25/14; 6/24/2020, 12/22/20

200-25: Ethics Statement for Public Library Trustees

Trustees in the capacity of trust upon them shall observe ethical standards with absolute truth, integrity and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the situation.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.

A Trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept the library board responsibilities are expected to perform all of the functions of library trustees

(Adapted from the Association for Library Trustees and Advocates (ALTA), a division of the American Library Association)

Adopted 11/27/07

200-30: Board Officers, Election and Responsibilities

Article IX of the Bylaws states specific duties and responsibilities of board officers. In addition, the following shall also be expected of officers:

President
- shall confer with the Library director in preparation of agendas for all Board meetings;
- shall, with the director, inform new trustees of their duties and responsibilities and the operations of the Library;
- shall appoint special board committees, from volunteer trustees as necessary, and establish the scope and purpose in the charge of each committee;

Vice President - shall assist the President in all their duties. (11/17/2020)

Treasurer
- shall provide independent oversight of the Library's financial operations and perform duties pursuant to Section 400 (FINANCIAL OPERATIONS); (11/17/2020)

Assistant Treasurer(s) - shall assist the Treasurer in all their duties. (11/17/2020)

Secretary
- shall assist in arranging board meetings. (11/17/2020)
- shall review monthly minutes of all board meetings and ensure their accuracy prior to submission to the board; (11/17/2020)
- shall review official minutes of the board annually for correct and up-to-date records;
- shall be responsible for maintaining the board's Policy Manual with approved policy established by resolution in the minutes.

Officers must be elected by the board at the annual re-organization meeting of the Library Association:

1. The President, Vice President, Secretary and Treasurer shall be elected for one year terms.

2. No trustee should be elected to the same office for more than two consecutive years, unless the board determines that due to exigent circumstances it is in the best interest of the Library to maintain certain officers in their respective positions. Rev. 9//16/14; 10/27/15; 11/17/2020

200-30: Board Officers, Election and Responsibilities

Procedure to be followed in the event of a tie vote in the election of officers of the board:

1. If there are more than two (2) candidates for any office and after the first ballot, the two (2) candidates with the most votes will proceed to a run-off ballot.

2. If after three (3) ballots with two (2) candidates, no candidate has a majority of the votes cast, then the person elected to office shall be selected by a toss of a coin.

Adopted 9/28/93

200-40: Board Committees

Board committees gather information and make recommendations, preferably in writing, to the Library board as a whole. A committee may only act on behalf of the board pursuant to a board resolution made in public session. The board may form special committees as needed, such as a committee for collective bargaining with the Library unions.
(Rev 6/21/11, 1/19/16)

The board president is a member of all board committees. No more than four trustees may be appointed to a committee. The president shall designate a chair for each committee.

Standing committees are formed following the board's annual re-organization meeting in January, by appointment by the board president from volunteer trustees. The Library director is a member of the standing committees. The president may not be a standing committee chair.

Each of the following standing committees shall be composed of the board president and up to three additional trustees: (5/19/11)

Long Range Planning – This committee is responsible for developing long range plans for the Library according to state regulations. The committee shall gather input from the community, assess and identify current usage trends, establish priorities for allocations of resources, prepare and develop a broad vision for the future of the Library. (6/19/18)

Revised 10/24/95; 10/23/01; 2/26/02; 5/19/11; 6/21/11; 1/19/16; 1/17/17; 6/19/18. 12/22/20, 6/21/22
Footnote: As of 1/19/16; The following statement was voted on and was removed from this section
~~NLS Representative – A representative to NLS should be appointed by the President.~~

200-50: Committee Meetings of the Board

All committee meetings shall be open to public attendance, with the exception of circumstances pursuant to the New York State Open Meetings Law.
(rev 5/31/05)

Notification: committee meeting notice and agenda will be posted on the Library's website as far in advance as possible.

General Guidelines:

- Committees may not hold public hearings. At regular or special board meetings the public has the opportunity to be heard and to address any issue that is being acted on.
- Committees are not permitted to act for the board unless explicitly authorized to do so in specific and narrow circumstances.
- Committee meetings are working sessions, of less than a quorum of the board, for the purpose of gathering information to make recommendations to the board.
- Only the trustees appointed to a committee may officially participate at that committee's meetings. Other trustees may attend and observe the committee meetings as members of the public. (12/18/18)
- The board president may appoint a member or members of the public and or the Library staff to a special committee.
- The committee meeting agenda is developed by the committee chair in consultation with the board president and or the Library director.

Adopted 11/14/95
Revised 1/23/01; 5/31/05; 5/19/11; 12/18/18, 12/22/20

200-60: Trustee Continuing Education and Community Meetings

All members of the Board of Trustees shall be required to complete a minimum of 2 hours of trustee education annually consistent with existing state law.

The Board of Trustees affirms its belief in the value of Trustee education as a method of enhancing an individual trustee's ability to effectively formulate policy and govern Library affairs. Attendance at meetings, conventions, seminars, and workshops provides educational opportunities by enabling trustees to meet with other public library trustees and personnel and be exposed to ideas and to identify trends, thereby increasing an individual Trustee's value as a Board member. In addition, membership in professional library organizations likewise increases a Trustee's value as a board member.

Attendance by a Trustee or Trustees at any specific event shall be subject to formal approval in advance by the Board at a regular or special meeting. In the absence of a budgetary allocation for any event, or a failure to anticipate its occurrence, the Board, by resolution, may rectify such failure. Receipts must be submitted for all travel and expense reimbursements.

The Great Neck Library will provide Board members with membership in local, state and national professional organizations, as appropriate.

In addition, if Trustees seek financial reimbursement from the Library for their attendance at community events, particularly for those organizations with which the Library has established partnerships, they are subject to formal approval by the board in advance. Trustees can be reimbursed for the expenses. (11/17/2020)

Adopted 5/18/04; 11/17/2020; 4/22/25

200-70: Email

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

Notwithstanding the above, emails and texting may be generated and distributed among trustees and administrative staff for informational purposes or as part of collaboratively editing documents for future discussions. [3/25/14]

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

Allowable uses of email include:

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

Email between Trustees to discuss outstanding issues is not appropriate.

Adopted 6/21/05; Rev 3/25/14

200-80: Trustee Removal Procedures

In accordance with Article VII of the Bylaws, a Trustee may only be removed from their position for misconduct, incapacity, or neglect of duty.

To remove a Trustee from the Board:

1. A formal charge and specifications of the charge against the Trustee proposed to be removed must be filed by a Trustee, in writing, with the President of the Board, or if the charges are against the President, with the Secretary of the Board. The President or Secretary of the Board shall circulate a copy of the formal charges and specifications to the Board of Trustees, the Library Director, and the Library's attorney within 24 hours of receipt. Contents of the formal charge or charges and specifications must include:

    a. the charge, which is a brief and plain statement of the misconduct, incapacity, or neglect of duty claimed to have been violated, or if more than one, each of the separate charges asserted against the Trustee; and

    b. the specifications of the charges, which follow each charge and set forth in detail the specific misconduct, incapacity, or neglect of duty claimed to have been violated.

    The Library's attorney shall provide the Board with an opinion as to whether the charges satisfy the requirements of this paragraph.

2. Upon receipt of such charges, the President must call a special meeting to hear the charges and specifications of such charges on at least ten days' notice, which notice will:

    a. indicate the date, time, and location of the special meeting;

    b. include the charges that will be heard; and

    c. advise the Trustee of their right to answer the charges in writing prior to the hearing.

    Such notice shall be served personally or by overnight mail on the Trustee proposed to be removed.

3. At the Special Meeting:

    a. the Board shall enter into executive session to hear and consider the charges and specifications. The motion to enter into executive session must be in the form of a resolution providing sufficient detail to enable the public to know that the executive session is appropriate because the

Board intends to discuss the discipline, suspension, dismissal, or removal of a Board member. The motion to enter into executive session must pass by a majority vote of the total number of Board members.

b. the Board is authorized to choose a Board member or members to act as managers. The managers must present the evidence against the Trustee proposed to be removed from the Board but must not act as a prosecutor. Managers should strive to reveal the truth and seek a just outcome.

c. The President, or Vice President if the President is a manager, will act as judge. The Secretary or their designee if acting as manager or judge, will record the details of the hearing, which record shall be kept confidential.

d. the Special Meeting will proceed as follows:
    i. Opening statement by managers, then by defense.
    ii. Testimony of witnesses produced by managers, then witnesses produced by defense.
    iii. Rebuttal witnesses by managers, then by defense.
    iv. Closing arguments by both sides.
    v. Deliberation and vote.
        1. The Board, including the managers and judge, will then deliberate the charges and vote on the removal of the Trustee. The Trustee proposed to be removed does not take part in the deliberation and vote.

4. If, at the conclusion of the removal hearing, a majority vote of the members of the Board votes in favor of removal, the Trustee proposed to be removed shall be immediately removed from the Board. The Board shall resolve, in public session, to remove the Trustee and their seat will be deemed vacant. If a majority vote of the members of the Board votes against removal, the Board shall resolve, in public session, not to remove the Trustee.

Adopted 2/25/25

SECTION 300: JOB DESCRIPTION FOR THE LIBRARY DIRECTOR,

300-10: Responsibilities of the Library Director

The general responsibilities of the Library Director are outlined in Article VII, Section I of the Bylaws.

Library Director Job Description

The Director of the Great Neck Library (GNL) System is the Chief Administrative Officer. This visionary leader provides the direction for our growing and progressive institution into the ever-changing future. The Director will have wide latitude for decision making and responsibility. The Library will provide the Director ALA, NYLA and NCLA memberships The Library Director will be retained by and responsible to the GNL Board of Trustees.

The Director will demonstrate a commitment to the mission and philosophy of public library service, set the overall tone and moral conduct of the institution, demonstrate excellent communication and interpersonal skills while working effectively in a dynamic environment.
The Director will institute an ongoing process to establish yearly goals and objectives for the purposes of staff evaluation and professional growth. Develop uniform processes and formats for vacancy postings, structured interviewing, hiring, probationary reviews, promotions, commendations, disciplinary actions, firing and exit interviews.
The Director in conjunction with the supervising the Business Manager will develop, implement and maintain a Trustee approved, sound fiscal plan.
The Director will increase, improve and broaden communication with patrons. The Director will maintain an open, cordial and honest relationship with the Board of Trustees.

Minimum Qualifications and Experience: Master of Library Science Degree or Master of Library and Information Science Degree from an Accredited library school; at least eight years' administrative experience, five of them as Library Director, Assistant Director of similar supervisory level, as well as experience in working with a Board of Trustees and diverse interest groups. S/he must be able to attend evening meetings, some in addition to a regular work schedule, using one's own transportation.

300-20: Staff Employment Contracts

The Board is responsible for negotiating a contract for employment with the Staff Association of the Library. A Board Committee on Personnel and Salary Negotiations (see 200-40) is empowered by the Board as a whole to engage in collective bargaining for this purpose.

The Library Director is employed by the Board under separate contract.

The Department Heads and other members of the Administrative Staff are also under separate contracts.

300-30: Staff Training and Development

The Great Neck Library is committed to maintaining a qualified and professional staff to best serve the needs of the community.

In order to meet this objective, employees of the Great Neck Library will be required to participate and complete statutory training and may be required to complete additional training as deemed necessary by the Director.

Training will be included as part of all new employee orientation and updated annually.

Adopted 12/18/18; Updated 7/19/22

300-40: Conduct of Employees

All employees have a right to be treated in a respectful and professional manner by their fellow employees and supervisors.

Adopted 3/22/05; update 7/19/22

300-45: Employee Grievance Policy

A. Each Library employee who feels aggrieved shall have the opportunity to present their grievance in the appropriate forum for prompt consideration and resolution. The filing of a grievance in any forum by an employee will not reflect unfavorably the employee's standing, job performance, or loyalty, and shall be without fear of reprisal (see, Policy Manual, 300-95: Whistleblower). However, these procedures will not protect an employee from warranted disciplinary action.

B. Any grievance related to sexual harassment should be managed in accordance with section 300-70 of the Policy Manual.

C. For purposes of this policy, a grievance is defined as a formal complaint regarding actual or perceived:
   1. Violation or infringement of the Library's By-Laws or Policy Manual.
   2. Unsafe working conditions.
   3. Other workplace concerns not governed by other policies or procedures, including grievances under any applicable collective bargaining agreement.

D. Employees are encouraged to attempt to resolve disputes informally by discussing matters with their immediate supervisor or a Department Head before initiating a formal grievance process.

E. Grievance procedures for all parties covered by collective bargaining agreements (CBAs) following agreements can be found in:
   1. The Collective Bargaining Agreement Between the Great Neck Library and Great Neck Library Department Heads Association.
   2. The Collective Bargaining Agreement Between the Great Neck Library and Great Neck Library Staff Association.

F. All employees who are party to either the Department Heads CBA or the Staff Association CBA, must follow the grievance procedures outlined in their respective agreements. The Library cannot accept grievances relating to the meaning, application, or interpretation of any provision of, or that may otherwise be governed by either the Department Heads CBA or the Staff Association CBA

G. The following procedure shall be followed when presenting a formal grievance outside of the processes outlined in the Department Heads CBA and the Staff Association CBA:
   1. For grievances that do not involve the Library Director:
      a. Within ten working days (Monday-Friday) of any issue arising, the employee shall express their grievance by submitting a complaint via email to the Library Director and Human Resources manager containing all of the following information:
         - the name and position of the grievant;
         - the date of the incident or alleged violation;
         - the issue involved;

- a clear and concise statement of the grievance;
- the relief sought; and
- the signature of the grievant and the date.

b. Within ten working days (Monday-Friday), the Library Director or Human Resources manager or their designee shall make a determination on the grievance and inform the employee of such determination in writing.
c. Such determination can be based on an investigation including an interview with the employee bringing the grievance, a separate interview with the accused individual(s), witnesses, or others as may be deemed appropriate by the investigator, as well as a review of relevant records or other materials.
d. If the Library Director or Human Resources manager deems the complaint to have merit, remedial action will be recommended. The accused individual may face action based upon the severity of the complaint, including disciplinary action, consistent with the applicable collective bargaining agreements.
e. Upon completion of the Library Director's or Human Resource Manager's investigation, the entire file shall be maintained in a secure location by the Library Director, unless the employee seeks to appeal the Library Director’s decision (see below), in which case, the Library Director shall forward the entire file to the Board of Trustees promptly upon being informed of any such appeal.
f. If the employee deems the Library Director’s or Human Resource manager's response unsatisfactory, they may appeal the decision by submitting the original complaint and the Library Director’s or Human Resource manager's determination to the President of the Board of Trustees via email and requesting that their original grievance be referred to the Board of Trustees for review at the next scheduled Board meeting. If the next meeting of the Board of Trustees is fewer than 3 days after the submission of the appeal, the matter may be considered at the next following meeting of the Board of Trustees. The employee must appeal the decision within five working days (Monday-Friday) of the Library Director’s or Human Resource manager's issuance of their decision. Appeals will be based on the record established at the prior stage, and no new material may be submitted or arguments made at the appeal stage. The Board may, in its discretion, seek to have the employee, any witnesses, and the accused individual appear at a Board meeting in Executive Session or other appropriate convening of the Board.
g. A written decision will be issued within 5 days of the meeting at which the Board considers the appeal. The Board of Trustees will follow the

procedures delineated in this Policy in determining the result of any appeal.

2. For grievances involving the Library Director:
    a. Within ten working days (Monday-Friday) of any issue arising, an employee may submit their grievance directly to the President of the Board of Trustees via email. The complaint should contain all of the following information:
        - the name and position of the grievant;
        - the date of the incident or alleged violation;
        - the issue involved;
        - a clear and concise statement of the grievance;
        - the relief sought; and
        - the signature of the grievant and the date.
    b. Upon receiving the grievance, the President of the Board of Trustees shall promptly share the grievance with the Board of Trustees for discussion by the Board in Executive Session or other appropriate convening of the Board.
    c. The Board may, in its discretion, seek to have the employee, any witnesses, and the accused individual appear at a Board meeting in Executive Session or other appropriate convening of the Board. The Board may review or consider relevant records or other materials it deems appropriate.
    d. The Board shall issue a determination as soon as practicable provided that the employee has properly followed the steps noted above. In reaching its determination, the Board may consult with the Library's general counsel, outside counsel, or a human resources consultant. The Board may also conduct an internal investigation through its Human Resources manager, General Counsel or outside counsel.
    e. If the Board deems the complaint to have merit, the Library Director may face action based upon the severity of the complaint, including disciplinary action consistent with their employment contract.
    f. Upon completion of the investigation, the entire file shall be maintained in a secure location by the Library's general counsel and shall remain confidential except as provided by law, subpoena, judicial order, or other binding authority. The Library will be free to use the contents of the file in defense of any claim, action, or proceeding against the Library.
    g. The decision of the Board of Trustees is a final decision.

H. To the extent that either the Department Heads CBA or the Staff Association CBA entitles a complainant, witness, or accused individual to a union representative in any of these proceedings, the individual shall arrange for his or her

representative's presence at the proceedings and shall incur any expense related thereto.

I. The Library Director and the Board of Trustees will strive to maintain confidentiality to the extent possible, but confidentiality is not guaranteed.
J. In order to more effectively and appropriately investigate and resolve grievances, first-person, signed grievances are encouraged. Anonymous grievances or complaints will be considered, but the Library's ability to investigate, make determinations, or take action may be impacted or minimized if the grievant or complainant remains anonymous. The Library will not retaliate against any employees who files a grievance or complaint in good faith or participates in the investigation.
K. A grievance shall be considered settled at the completion of any step in the procedure if the matter is not appealed to the next step within five working days after the grievant is provided with a response.
L. The Board will review this policy from time to time and consider revisions.

Adopted 3/18/25

300-50

Workplace Violence Prevention Policy

A. OBJECTIVE

Great Neck Library ("Library") is committed to promoting a safe work environment for all employees. All employees are expected to maintain a work environment free from violence, threats of harassment, intimidation or coercion. While these behaviors are not prevalent in the Library, no organization is immune. As mandated by the New York State Workplace Violence Prevention Act, Great Neck Library has adopted this policy and has implemented a Workplace Violence Prevention Program.

B. DEFINITIONS

Workplace violence is any physical assault, threatening behavior or verbal abuse that occurs in the work setting. A workplace may be any location away from an employee's home, permanent or temporary, where an employee performs any work-related duty in the course of his or her employment.

C. POLICY

Great Neck Library prohibits workplace violence. Physical assaults, threatening behavior and/or verbal abuse will not be tolerated. It is not possible to list all of the forms of behavior which may constitute workplace violence; however, the following are examples of prohibited conduct which may result in disciplinary action, up to and including termination of employment:

Shoving, pushing, harassing, intimidating or coercing another person;

Causing physical injury to another person;

Making threatening remarks;

Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing another or waving hands and fists);

Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;

Intentionally damaging employer property or property of another employee;

Unauthorized possession of a weapon while on Library property or while on Library business; and Committing acts motivated by, or related to, sexual harassment or domestic violence.

Individuals who violate this policy may be removed from Library property and will be subject to disciplinary action up to and including termination.

D. REPORTING A COMPLAINT AND ENFORCEMENT

Anyone experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911 immediately.

In the absence of actual violence or imminent danger, the Library encourages individuals who believe they have witnessed or have been subjected to workplace violence to report the incident immediately to the employee's supervisor or department head. The Library encourages prompt reporting of complaints so that rapid and appropriate action may be taken. All allegations of workplace violence will be promptly investigated. The Library will endeavor to maintain confidentiality throughout the investigatory process to the extent practical and appropriate under the circumstances. Individuals found to have violated this policy shall be subject to disciplinary action up to and including discharge.

The Library will not retaliate against any individual who makes a good faith report regarding a violation of this policy. Retaliation is a serious violation of the Library's workplace violence prevention policy and anyone who feels they have been subjected to any acts of retaliation should immediately report such conduct. Any person who retaliates against another individual for reporting any perceived acts of violence will be subject to disciplinary action up to and including discharge.

E. WORKPLACE VIOLENCE PREVENTION PROGRAM

A copy of the Library's Workplace Violence Prevention Program is available, upon request, from The Library Director.

F. TRAINING PROGRAM

As part of its commitment to preventing workplace violence, the Library has established a training program for all employees. Training will be included as part of new employee orientation. Thereafter, employees will participate in mandatory training on an annual basis.

Adopted 12/18/12; update 7/19/22

300-60: Anti-Nepotism Policy

The purpose of the anti-nepotism policy is to promote fairness, impartiality and equal opportunity for all Great Neck Library employees. The anti-nepotism policy strives to pre-empt favoritism or the perception of favoritism to the extent such is not within the best interests of the Library or its personnel. Further this policy seeks to avoid the potential for (or actual) emotional interference with job performance that might stem from familial relationships that exist at the Library. The anti-nepotism policy applies to all employees.

Nepotism is defined as special treatment or lack of impartiality shown to Library employees by other employees who are family members. Family members include:

- Immediate Family members - wives, husbands, mothers, fathers, daughters, sons, sisters, brothers, stepparents, stepchildren, adoptive parents and adoptive children.
- Extended Family members - grandparents, aunts, uncles, cousins, nieces and nephews.
- Marital Family members - in-law relationships such as mothers-in-law, fathers-in law, sisters-in law, brothers-in-law.
- Domestic partners.

The Library retains the right to refuse to appoint and or promote a person to any position in the Library when his or her relationship to another employee has the potential for creating adverse impacts on supervision, safety, security or morale, or may cause, in the Library's considered determination, an inappropriate or improper work relationship.

Library employees who possess a familial relationship (as defined above) with another employee are prohibited from participating in the decision-making process regarding hiring, promotion, performance review, termination, recommendation or any employment-related decision that will affect the relative's position at the Library.

Adopted 1/20/11

300-70: Sexual Harassment Policy

The Great Neck Library has adopted the NYS Sexual Harassment Model Policy and complaint form.

[adopted 5.13.19]

Sexual Harassment Policy for All Employers in New York State

NEW YORK STATE | Combating Sexual Harassment

Introduction

Great Neck Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of *Great Neck Library* commitment to a discrimination-free work environment. Sexual harassment is against the law[1] and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with *Great Neck Library*. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. *Great Neck Library* 's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with *Great Neck Library*. In the remainder of this document, the term "employees" refers to this collective group.

2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. *Great Neck Library* will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of *Great Neck Library* who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees[2] working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Library Director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

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

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

Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject *Great Neck Library* to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. *Great Neck Library* will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. *Great Neck Library* will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. *Great Neck Library* will provide all employees a complaint form for employees to report harassment and file complaints.

7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Library Director].

8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;

- Such conduct is made either explicitly or implicitly a term or condition of employment; or

- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an

individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
    - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
    - Rape, sexual battery, molestation or attempts to commit these assaults.

- Unwanted sexual advances or propositions, such as:
    - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
    - Subtle or obvious pressure for unwelcome sexual activities.

- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
    - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
    - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
    - Sabotaging an individual's work;
    - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. *Great Neck Library* cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Library Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Library Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Library Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Great Neck Library will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Library Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.

- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.

- Request and review all relevant documents, including all electronic communications.

- Interview all parties involved, including any relevant witnesses;

- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
    - A list of all documents reviewed, along with a detailed summary of relevant documents;
    - A list of names of those interviewed, along with a detailed summary of their statements;
    - A timeline of events;
    - A summary of prior relevant incidents, reported or unreported; and
    - The basis for the decision and final resolution of the complaint, together with any corrective action(s).

- Keep the written documentation and associated documents in a secure and confidential location.

- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.

- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by *Great Neck Library* but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at *Great Neck Library*, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to *Great Neck Library* does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Model Complaint Form for Reporting Sexual Harassment

Great Neck Library

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Library Director*; in person via sealed envelope .* You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address: Work Phone:

Job Title: Email:

Select Preferred Communication Method: ☐Email ☐Phone ☐In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone: Work Address:

Adoption of this form does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

   Name: Title:

   Work Address: Work Phone:

   Relationship to you: ☐Supervisor ☐Subordinate ☐Co-Worker ☐Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

   Is the sexual harassment continuing? ☐Yes ☐No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ *Date:* _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

300-75: Workplace Fraternization Policy

The purpose of this policy is to maintain a professional, respectful, and productive work environment. The Great Neck Library does not prohibit friendships or romantic relationships between employees. However, employees must follow Library guidelines as to how they conduct their relationships in the workplace. This policy applies to all Library volunteers and employees, including senior management, supervisors, full-time and part-time staff, interns, and contractors. It governs interactions within all levels and departments of the Library.

A. The Great Neck Library discourages, but does not forbid, fraternization between managers or supervisors and subordinate employees.

B. Any employee who is involved in a romantic or intimate relationship, not necessarily limited to sexual relationships, with any other employee must disclose the relationship to the Human Resources Manager or the Library Director. Such information will be treated by the Library as confidential, consistent with the Library legitimate business needs. Failure to report such relationships may result in disciplinary action, including, discharge.

C. Employees must maintain professionalism in the workplace at all times. Accordingly:

- personal romantic relationships must not affect an employee's job performance, the performance of others, or the operational dynamics of the Library;
- employees involved in a personal romantic relationship are absolutely prohibited from engaging in physical contact or displays of affection (such as kissing, hand-holding, or other similar personal contact) while in the Library or on Library premises, whether during working hours or not; and
- during non-working time, including lunch, breaks, and before or after work periods, employees engaging in personal romantic relationships should maintain an appropriate workplace manner.

D. Where an intimate relationship exists, the Library reserves the right to make employment decisions to limit the risks of such a relationship to the Library and to ensure the avoidance of favoritism, conflicts of interest, and problems of management, accurate evaluations, and discipline. Such steps include but are not limited to:

- transfer of one or both parties to the relationship;
- adjusting work schedules;
- adjusting lines of reporting or communication; or
- required resignation of one or more of the parties in the relationship.

    - When a resignation is required, the Library will grant the parties a 14-day period during which the parties have the option to submit a joint-

recommendation for the forced resignation which the Library will take into consideration when making that final decision.

E. Where a consensual romantic relationship exists, the parties will be required to sign an agreement acknowledging that the relationship exists and that it is consensual. The agreement will further instruct each party to immediately notify the Human Resources Manager should the relationship terminate.

- This acknowledgement does not abate either party's right to file a report of sexual harassment with the Library.

F. Refusal of reasonable modification to an employee's position after disclosure of a personal romantic relationship to the Human Resources Manager or Library Director will be deemed a voluntary resignation.

G. Employee conduct outside of working hours and outside Library premises is generally regarded as private if such conduct does not create problems within the workplace.

H. Employees should be mindful the organization maintains a strict anti- harassment policy (see 300-70: Sexual Harassment Policy).

I. Any employee who believes they have been adversely affected by this policy, or who believes that this policy is not being adhered to, should speak with the Human Resources Manager or Library Director.

Adopted 6.17.25

300-80: Policy: Continuing Education Support

Great Neck Library is committed to supporting all staff to continue their education and training, because it results in better service to Great Neck community and increases the knowledge base upon which the public can tap.

The Library encourages its staff to seek structured course work, seminars, workshops and other/education and/or training opportunities that will enhance their library related skills and improve their library job performance.

In general, if a staff member is required by the Library to attend mandated courses, workshops, seminars, and training sessions, the program's tuition fees and travel expenses are covered by the Library and the staff member shall be provided with leave time.

Other educational expenses are reimbursed according to the following guideline:

- Pursuant to tax law, any education required to qualify for a position at the Library is not eligible for reimbursement, e.g. classes towards a Master of Library Science are not eligible.

- Eligible Continuing Education programs for reimbursement include and are subject to the Library Director's determination: tuitions and fees for graduate and post graduate college courses, seminars, workshops, and programs, which are related to the Library's mission and designed to improve the staff member's job performance and/or job skills.

- The Library shall reimburse up to $5,000 per individual per year from its annual budget for eligible Continuing Education programs. If the amount of Continuing Education reimbursement requests exceeds the Library's annual budgeted amount, reimbursements shall be distributed on a pro-rata basis.

- The library will provide no leave time for staff members pursuing Continuing Education, but will alter staffing schedule to accommodate their needs, if the schedule permits.

- Library staff members applying for Continuing Education reimbursement must submit their request to the Library Director before the program starts. Applicants are advised to obtain an approval from the Director before the start of their enrolled programs to ensure that their expenses will be covered. For budgeting purposes, staff intending to apply for Continuing Education reimbursement are encouraged to inform the Library's Business Manager of their intention by March 1 of the preceding fiscal year or prior to the finalization of the budget for the following year, whichever is earlier.

- Reimbursements will be distributed to the qualifying staff members within thirty (30) days after they successfully complete the eligible Continuing Education programs and provide a copy of their transcript to the Business Manager.

- Library staff members are required to be employed by the Library for at least one (1) year following the date when they receive any Continuing Education reimbursement. Unless otherwise provided, an early departure will require the staff member to return the reimbursement money to the Library at the time of their separation from the Library.

Revised 9/14/2021

300-90: Conference and Meeting Attendance and Travel Reimbursement

Introduction

The Board of Trustees of the Great Neck Library (GNL) encourages its staff and trustees to take advantage of the educational and professional resources available to them in the form of workshops, conferences and meetings. In order to be reimbursed for actual expenses incurred in any workshop, conference or meeting a staff member or trustee attends, the following guidelines must be followed. All reimbursement rates will be subject to review and adjustment.

Conference and Meeting Authorization

Within existing staffing and budgetary constraints, GNL will pay registration fees and related travel expenses for full-time and regular part-time staff members to attend work-related conferences, workshops and meetings. As required, the Director may set a maximum amount that is allowable for reimbursement, as long as proper documentation is provided as outlined below.

Travel Authorization for GNL Staff

Each employee planning to travel on business outside Nassau County must request authorization in advance from his/her Department Head, using the request form attached. Upon approval by the Department Head, this form must then be approved by the Director.

Travel within Nassau County which is required by the employee's job duties need not be approved in advance by the Director but must be approved by the Department Head. All employees who drive a vehicle on GNL business must have a valid driver's license. All automobile travel on GNL business will be reimbursed at prevailing IRS mileage rates. Mileage for local trips may be reimbursed through petty cash, providing a request slip is completed and submitted to the Director's office. Other than for mileage to NLS, documentation of mileage must accompany the slip.

Travel Authorization for GNL Trustees

Travel by GNL trustees on GNL business must be approved in advance according to procedures established by the Director.

Travel Expense Vouchers

Original receipts for all expenses claimed for travel reimbursement must be attached to a GNL Travel Expense Form as well as documentation that the staff member was registered for the conference or meeting he/she attended.

All GNL staff and trustees shall itemize expenses and certify the validity of their claim with their signature. Travel expense vouchers shall be submitted to the Business Office within thirty days after the activity.

Travel Reimbursement for employees and Trustees

GNL will reimburse its employees and trustees for expenses incurred on library business at the following rates:

- IRS Standard Mile Rate for Business for the current year for use of a private vehicle, only if accompanied by map quest mileage [or similar method] to and from the site of the conference.
- Actual cost of meals and tips, not including alcohol. A limit of $50 for daily meals will be applied.
- Actual cost of lodging, at the rate listed for the conference or meeting the employee is attending.
- Actual tolls, parking fees, necessary taxi fares and
- Actual bus or train fare for commercial transportation.

GNL employees shall be reimbursed for meal expenses only when library business requires them to stay away from home overnight, except if meal registration fees are required for attendance at a meeting or workshop. Whenever possible, car pooling is strongly recommended.

Travel with Family

A GNL employee or trustee may travel with his or her family on official business. No family travel expenses will be reimbursable except for legitimate business-related expenses incurred by the GNL employee or trustee. Lodging will be reimbursed at the single room rate only.

Adopted 10/18/11

300-95: Whistleblower Protection

The Great Neck Library requires trustees and staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Great Neck Library, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. As a part of that commitment to ethical conduct, This policy prohibits the Library from retaliating against a trustee, officer, employee, or volunteer who discloses to the Library information concerning illegal, fraudulent, or wrongful conduct or improper actions, which the person reasonably believes to be true and reasonably believes constitutes an improper action by a trustee, office, employee or volunteer. Any allegation that proves not to be substantiated and which proves to have been maliciously or knowingly to be false will be viewed as a serious disciplinary offense, which may result in the termination of employment.

No individual who in good faith reports a violation or suspected violation shall suffer intimidation, harassment, discrimination, retaliation, or any adverse employment consequence. An individual who retaliates against someone who has reported in good faith is subject to discipline up to and including termination of membership or termination of employment.

For purposes of this policy, the terms “wrongful or illegal conduct” shall be defined to include theft of Library money, property, or resources; misuse of authority for personal gain or other non-Library purposes; violations of applicable federal and state laws and regulations; and/or serious violations of Library policies and/or procedures.

Reporting violations of wrongful or illegal conduct may be submitted on a confidential basis. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Trustees, officers, employees, staff and volunteers who have knowledge of illegal or wrongful conduct or improper actions by an employee or volunteer or have reasonable cause to believe that such conduct or actions have occurred shall report it to the Library Director. If the Library Director is the person suspected of such conduct or actions, it should be reported to the President of the Board of Trustees.

Trustees who have knowledge of illegal or wrongful conduct or improper actions by a trustee or officer or have reasonable cause to believe that such conduct or actions have occurred shall report it to the President of the Board of Trustees. If the President of the Board of Trustees is the person suspected of such conduct or actions, it should be reported to the other trustees who serve on the board.

Upon receiving a complaint, the Board of Trustees or Library Director or their designee shall take immediate steps to conduct an investigation. The Board of Trustees, Library Director or their designee shall conduct an investigation of the alleged illegal or wrongful conduct and maintain a written record of the allegations, and the investigation and provide the Board of Trustees with a confidential report.

Appropriate corrective action will be taken by the Board of Trustees, if warranted by the investigation. After an investigation has been completed, the individual reporting the suspected violation shall be advised of the results of the investigation, except for personnel actions taken as a result of the investigation, which may be kept confidential.

An employee who has been subject to an adverse employment action based on his or her prior disclosure of an alleged or actual wrongful conduct or action may contest the action by filing a written complaint of reprisal with the Library Director. If the allegations involved actions of the Library Director, an employee may contest the action by filing a written complaint of reprisal with the President of the Board of Trustees. The Board of Trustees shall appoint a designee to investigate the claim and make recommendations to the Board. The investigation shall determine, among other things, whether the complainant made a disclosure of alleged wrongful conduct before an adverse employment action was taken. The Board of Trustees shall issue a letter of findings to the Complainant.

The Board of Trustees or their designee may establish the procedures necessary to implement this Policy. Further, the Board of Trustees and the Library will annually review his Policy an any related procedures to determine if modifications are necessary or appropriate.

This protection afforded under this Policy are not applicable under circumstances where the Library had or has independent grounds for disciplinary actions and proceedings against an employee.

This policy applies to any matter related to the Library's business and does not relate to private acts of an individual not connected to the business of the Library. Further, this policy is intended to encourage and enable trustees, officers and employees to raise serious concerns within the Library prior to seeking resolution outside the Library.

A copy of this policy shall be distributed to all director, officers, employees, and to volunteers who provide substantial services to the Library. Each of these individuals shall annually sign a statement which affirms such person.

a) Has received a copy of the Whistleblower Protection Policy
b) Has read and understands the policy, and
c) Has agreed to comply with the policy.

GREAT NECK LIBRARY
PROTECTION POLICY ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge receipt of the Great Neck Protection Policy. I have read and understand the Policy and will abide by its conditions. Furthermore, I understand that any violation of the Whistlebower Protection Policy is grounds for disciplinary action up to and including termination of employment, or termination of membership.

_____
(Printed Name)

_____
(Signature)

_____
(Date)

Adopted 11/23/10; Revised 9/20/22

SECTION 400: FINANCIAL OPERATIONS

400-5: Investment Policy

It shall be the primary consideration of the Board, when investing funds, to assure the safety of these funds, consistent with adequate return.

Therefore, it shall be the policy of the Board that the Treasurer or Assistant Treasurers must:

i. Invest funds in savings or commercial banks which are federally insured; except that no investment of more than two million dollars may remain in any one bank for more than 15 working days. When investments exceed the limit of federal Insurance in savings or commercial banks, segregated collateral of safekeeping accounts shall be required from the issuing bank. The collateral shall consist of obligations of the U.S., New York State, or any municipal corporation, school district or housing authority, and in general of any public authority of N. Y. State, and evidence of the collateral must be furnished to the Library. These funds must be invested in local institutions and those located within New York State.

ii. Funds may also be invested in U.S. Treasury obligations.

All investments shall be stated in the monthly Treasurer's Report and approved by the Board.

There shall be a Finance Committee to periodically review investment policy, warrants, and otherwise advise the Treasurer. The Committee shall consist of the Treasurer, the Assistant Treasurer(s) and the Board President. Meetings may be requested by any member of the Committee.

The following policy was adopted by resolution of the Board of Trustees on March 26, 1996.

INVESTMENT POLICY
GREAT NECK LIBRARY ASSOCIATION
(Herein after referred to as "Great Neck Library" or "Library")

1. SCOPE

This investment policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

2. OBJECTIVES

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

- to conform with all applicable federal, state and other legal requirements;
- to adequately safeguard principal;
- to provide sufficient liquidity to meet all operating requirements and;
- to obtain a reasonable rate of return.

3. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Business Manager and Library Director who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

4. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Great Neck Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

5. DIVERSIFICATION

It is the policy of the Great Neck Library to diversify its deposits and investments by financial institution, by investment instrument and by maturity scheduling.

6. INTERNAL CONTROLS

It is the policy of the Great Neck Library for all monies collected by any officer or employee of the Library to transfer those funds to the Business Office within two (2) days of deposit, or within the time period specified in law, whichever is shorter.

The Board of Trustees of the Library is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly and are managed in compliance with applicable laws and regulations.

7. DESIGNATION OF DEPOSITARIES

The commercial banks and other financial institutions authorized for the deposit of monies and the maximum amounts of said deposits are to be reviewed annually by the Board of Trustees.

8. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law s10 all deposits of the Great Neck Library, including certificates of deposits and special time deposits, in excess of the amount insured under the provision of the Federal Deposit Insurance Act shall be secured:

i. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML s10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.

ii. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the Library for a term not to exceed ninety (90) days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization

or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

iii. By an eligible surety bond payable to the Library for an amount at least equal to100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

9. SAFEKEEPING AND COLLATERIZATION

Eligible securities used for collateralizing deposits shall be held by an authorized third party, subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Library deposits together with agreed upon interest, if any, and any costs or expense arising out of the collection of such deposits upon fault. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Library to exercise its right against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Great Neck Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be co-mingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

10. PERMITTED INVESTMENTS

As authorized by General Municipal Law, s11, the library authorizes the Director of the Library to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of Deposit;

- Obligations of the United States of America;

- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;

- Obligations of the State of New York;

- Obligations issued pursuant to LFL s24.00 or 25.00 (with approval of the State Comptroller) by a municipality, school district or district corporation other than the Great Neck Library.

All investment obligations shall be payable or redeemable at the option of the Great Neck Library, within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the library within two years of the date of purchase.

11. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Great Neck Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Library conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Director of the Library is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

400-10: General, Reserve, and Restricted Funds – Definitions and Limitations

a. General Fund

The General Fund is established to provide funding for the Library's day-to-day operations. This is the primary fund for the library's annual budget.

b. Main Building and Special Services Fund

This fund, established as a restricted fund separate and apart from the General Fund of the Great Neck Library, is established to provide funding for repairs, maintenance and improvements to the Main Building and fixed assets of the Great Neck Library. Expenditures from this fund may include repairs to major building systems, as well as architectural, engineering, legal, and/or other professional fees, actual construction and refurbishment costs, and replacement of furnishings and equipment. This fund may also be used to fund special services as approved by the Board. This is to be an ongoing reserve fund.

c. Branch and Special Services Fund

This fund, established as a restricted fund separate and apart from the General Fund of the Great Neck Library, is established to provide funding for repairs, maintenance, and improvements to the Branches of the Great Neck Library. Expenditures from this fund may include repairs to major building systems, as well as architectural, engineering, legal and/or other professional fees, actual construction and refurbishment costs, and replacement of furnishings and equipment. This fund may also be used to fund special services as approved by the Board. This is to be an ongoing reserve fund.

d. Automated Library Operations Fund

This fund, established as a restricted fund separate and apart from the General Fund of the Great Neck Library, is set aside for the specific purpose of acquiring and integrating into library operations those new technological advances in the library field which will help improve the services offered by the Great Neck Library. Expenditures from this fund may include the costs of hardware, software, peripheral equipment and cabling. This is an ongoing reserve fund.

e. Restricted Gift Fund

This fund, established as a restricted fund separate and apart from the General Fund of the Great Neck Library, is the repository of donor-restricted gifts to the Library. Additions to this fund, comprised of gifts with donor-

imposed restrictions as to the use of such funds, must be accepted or rejected by the Board in accordance with the needs and best interests of the Library. Expenditures shall be made at the discretion of the Director and in compliance with the donors' intent (see also Policy Sec. 1200: Gifts and Donations.)

f. Landscaping Fund

This fund, established as a restricted fund separate and apart from the General Fund of the Great Neck Library, has been created to provide funding for the landscaping project, which includes expenses for architectural, engineering, legal, and/or other professional fees, and actual construction and refurbishment costs. This is a short-term fund to be closed upon completion of the landscaping project.

g. Bond Retirement Fund

This fund, established as a restricted fund separate and apart from the General Fund of the Great Neck Library, has been established to set funds aside to help reduce the tax burden by retiring the bonds at an earlier point in time. The establishment of this new fund will serve as a vehicle to do so. This is an ongoing fund to be closed upon the retirement of the bond.

Adopted 6/30/97; updated 11/14/17; updated 7/17/25

400-15: Transfer of Unappropriated Fund Surplus

The Board will authorize an ongoing general fund reserve for working capital equal to that fraction of the approved annual budget wherein the numerator shall be the number of months in which the Library collects no tax revenues, and the denominator of which shall be equal to twelve (12), currently four-twelfths (4/12).

The Board will authorize an ongoing general fund reserve for unanticipated and emergency needs, equal to those surplus funds which may be retained by the Great Neck School District by law, up to four percent (4%) of the general operating budget. [4/14/11]

The Board will make an annual disposition of any additional excess unappropriated surplus funds following public discussion.

The disposition of all unappropriated and appropriated fund balances shall be fully disclosed to the public.

Adopted 4/29/08; rev. 4/14/11

400-20: Bank Accounts – Limitations on Expenditures

a. Director's Limitations on Expenditures

The Library Director is authorized by the Board of Trustees to commit and approve emergency expenditures up to $2,500. Any expenditures above $2,500 up to $7,500 shall require consultation with the President, or in their absence the Treasurer. Commitments for expenditures in excess of $7,500 shall require the approval of the Board of Trustees.

b. Authorized Signatures on Checking Accounts

The Board of Trustees has designated the President, the Treasurer, and the Assistant Treasurer(s) as authorized signature(s) on its bank accounts. Furthermore, any two of the authorized signatures shall be required on any check of $10,000 or more.

c. Intra-bank Transfers

The Board of Trustees has authorized the Treasurer to instruct the Library's banks to accept intra-bank only transfers from either the Director or the Business Manager.

Revised 1/23/01; 4/23/02; 6/24/03; 2/19/13, 5/14/24

400-21: Corporate Credit Card

The Library shall maintain a credit card account, with cards issued to the Library Director and the Business Manager, for approved, budgeted and emergency expenditures of up to $5,000. Additionally, other staff may be issued a credit card at the Director's discretion, with a maximum credit line of $2,500. Such additional cardholders will be limited in the use of the card to Director-approved travel expenses and the purchase of materials for the Library.

Adopted 4/23/02; Rev. 10/21/03; 10/23/07, 5/14/24

400-25: Payment of Expenditures

a. A monthly warrant, in the form of a check register listing the checks prepared for payment of the invoices received and duly authorized since the prior warrant, shall be prepared and presented to the Board of trustees for its approval, prior to release of payment.

b. Notwithstanding the above, the Treasurer is authorized to release payments for the following expenditures prior to its inclusion in the next warrant:

- Utilities;
- Rent;
- Expenses pre-approved by prior Board resolution;
- Replacement of lost checks for payments previously approved;
- Invoices that would be subject to interest, finance charges, late payment fees or interruption of service if payment is held until after the approval of the warrant;
- Payroll deductions payable;
- Negotiated and statutory employee benefits (i.e., group health and dental, workers' compensation, disability, unemployment, etc.)

c. The Treasurer shall be authorized to release warrant payments in any month in which the Board of Trustees does not convene. Such warrant(s) shall be presented at the next meeting of the Board for approval after the fact. Every effort should be made to hold a Finance Committee meeting during such months for the purpose of reviewing the warrant.

Approved 6/24/03

400-30: Record Retention Policy

At the Board meeting held on Tuesday, January 19, 2021, the Board of Trustees adopted the Retention and Disposition Schedule for New York Local Government Records (LGS-1) with the additional requirement that a subject list of records to be destroyed be presented to the Board at each instance; and further, any records retained in digital format shall adhere to the time limits outlined below, and that a Records Officer be designated by the Director from among the staff:

Adopted 4/27/07; amended. 5/29/07; 1/15/13; 9/12/17; 1/19/21

400-35 Patron Record Retention

Patron records will be purged from the library system 5 years from expiration date of a managers card. Non-resident cards will be purged after 3 years.

Patrons who have delinquent accounts will not be purged.

400-40: Treasurer's Check-Signing Plate

The Treasurer's check-signing plate at the Library's payroll service provider is authorized to be used only under the following conditions for the payment of employee salaries, and payroll deductions there from:

i. To pay salaries and hourly rates as authorized by Board action;

ii. Any increases approved by the Board;

iii. Salaries paid to new staff members;

iv. Payment for vacation time and overtime which have the written authorization of the Library Director or Director's designee. Pay for regularly scheduled Sunday work does not require the written authorization of the Library Director;

v. Payment to NYS Retirement System, Unions, Credit Union, Annuity and Insurance companies, or other provider of benefits to which staff have authorized payroll deduction;

In steps one and two above, the Business Office will make such changes in the payroll only upon written authorization of the Library Director pursuant to Board action.

In step three, new staff members may be added to the payroll only with the written authorization of the Library Director and approved by the Board at the following meeting.

No other changes in the Payroll, such as retroactive salary payments due to late contract negotiations, etc., are authorized without prior Board approval.

Revised 1/23/01; 10/23/01; 1/25/05; 3/22/05

400-50: Insurance

It is Board policy to carry enough insurance to cover reasonably any catastrophic losses or claims which might occur. The primary aim is to ensure that the Library's financial base is not threatened and that the Library shall continue to function on a reasonable basis.

An insurance broker, approved by the Board, is used to provide the necessary expertise in this complex area and to obtain the needed coverage on the best cost effective basis possible. The broker shall at the minimum meet with the Business Manager annually to review our insurance and shall furnish the Board a list of insurance policies and costs.

The valuation of our property and fixed assets is updated annually by an appraisal firm. The Library Director determines the valuation of our materials holdings.

Revised 1/23/01

400-55: Budget Procedure and Budget Transfer Policy

The determination of the Library budget is one of the most important responsibilities of the Board. The proposed Library budget is drawn up in detail by the Business Manager in consultation with the Library Director after preparatory discussions with the Board and Library management to establish guidelines and goals. The Proposed budget is then reviewed with the Board prior to the public budget hearing which is usually held in late March or early April. The Board adopts the proposed budget following the public hearing, and a letter is sent to the School System detailing the total budget and the amount to be raised by taxation. The Great Neck Library is an Association Library and its funds are received through a contract with the School System to provide free library service to the district. This contract is voted upon annually as a proposition at the same time as the school budget elections. The Budget Proposal, including accompanying notes, is posted on the Library's website, and copies are made available at all branches. Our budget is based on a July 1 – June 30 fiscal year.

The Director may authorize transfers between and within appropriations up to $2,500.

All budget transfers above $2,500 require Board approval; transfers of $2,500 or less are reported to the Board for informational purposes.

Adopted 5/23/95, Amended 10/18/16

400-58: CAPITAL ASSET POLICY

The Business Manager shall develop and maintain a system of internal control of capital assets. Capital assets that have a useful life in excess of one year and physical characteristics not appreciably affected by use or consumption shall be inventoried and recorded on a periodic basis based on industry and General Accounting Board Standards.

These records will serve to:

1. Maintain a physical inventory of the Library's capital assets;
2. Establish accountability;
3. Determine replacement costs; and
4. Determine appropriate insurance coverage.

Capital assets acquired with a value equal to or greater than the established threshold are considered depreciable assets and shall be inventoried for purposes of Government Accounting Standards Board (GASB), Statement No. 34, accounting practices. They will be placed on a depreciation schedule according to its asset class and estimated useful life as stipulated by the Office of the New York State Comptroller.

Capital assets are to be recorded at cost. Donated capital assets will be recorded at fair market value at the time received. If determining cost is not practical, estimated cost may be used.

Capitalization thresholds will be applied to individual capital assets as follows:

1. Site improvements: $5,000
2. Building improvements $5,000
3. Furniture and equipment: $1,500

A property record shall be made for each asset which will indicate the following:

1. Description;
2. Date of acquisition;
3. Value;
4. Location;
5. Responsible employee; and
6. Any other information deemed pertinent (make, model, serial #, etc.)

Acquisitions and dispositions shall be recorded as evidenced by transactions in the operating and capital funds.

The Business Manager shall arrange for the inventory and appraisal of Library property, equipment and material <u>every three (3) to five (5) years</u>, unless the Board deems an additional appraisal of inventory is necessary.

400-60: Annual Audit and Reports

An annual audit of the Library's financial position and operations is prepared by our accountants and copies are provided to the Board for review.

The Library Director reviews the annual State Report which covers our holdings, operations, and financial position for submission to the Library Division, State Education Department. Copies are distributed to the Board.

Every 5 years after the engagement of an auditing firm by the Library, or sooner upon the request of the Board of Trustees, the Business Manager will make a report and recommendation to the Board regarding the performance of the Library's current auditing firm and make a recommendation to that the Library either:

- Continue with the engagement of the current auditing firm; or
- Seek to engage a new auditing firm.

Revised 1/23/01; 3/22/05; 2/15/11, 5/14/24

400-70: Procurement Policy

It is the policy of the Great Neck Library to expend monies in a prudent and responsible manner so that goods and services of high quality and reliability might be secured in a manner that ensures the economical use of public funds, that is in the best interests of the taxpayers, that solicits the lowest possible cost under the circumstances, and that guards against favoritism, extravagance and fraud.

In general, major expenditures, i.e. those of $20,000 or more for goods and services, equipment, furnishings and public work contracts, shall require a minimum of three (3) written bids in response to a formal Request for Proposals

In general, substantial expenditures, i.e., those of $7,500 or more but less than $20,000, shall require the solicitation of a minimum of three (3) written quotations unless exempted by a board resolution.

Such written quotations may be found in print and/or online.

Included among those items which are not subject to the above provisions are expenditures relating to emergencies,(as approved by the Board President and Treasurer), professional services, true leases, procurements under governmental/educational contracts, and sole source procurements. The goods and services which comprise the “Library Materials & Programs” section of the Library’s Operating Budget are not procured by the Business Office, and are hereby acknowledged to be sole source procurements not subject to the above provisions.

Should a vendor have provided satisfactory service, the Library may renew an existing contract or reorder goods and services if the cost remains unchanged or if the cost increase is deemed minimal, i.e., if the cost increase approximates the annual inflation rate. Such ongoing contracts should be reviewed and other possible vendors be considered every three years.

In general, a contract will be awarded to the lowest priced acceptable vendor, as determined by the Library. The Library may reject any and all vendor proposals. A vendor proposal may be rejected for reasons which may include, but are not limited to:

- Vendor cannot guarantee delivery of goods and services within the timeframe or under conditions set by the Library;
- Vendor’s terms of payment are disadvantageous to the Library, e.g., full payment before the commencement of work or delivery of goods;
- Vendor cannot comply with the full specifications of goods or services as set forth by the Library, e.g., the goods offered by the vendor are not equivalent to those specified by the Library and are therefore, deemed substandard and unacceptable;
- Vendor’s warranty for goods or services is deemed inadequate by the Library;

- Vendor's after-purchase support services are deemed inadequate by the Library.

No purchase of goods or services shall be made from any vendor in which any member of the Board of Trustees or the Library Administration or a member of the immediate family of a member of the Board of Trustees or Library Administration holds a full or partial interest.

The unintentional failure to fully comply with the above policies regarding procurement will not be grounds to void action taken or give rise to a cause of action against any trustee or employee of the Library.

Adopted 5/23/00; amended 1/15/13; amended 7/19/22

400-75: Financial Guidelines for Vendors Conducting Business with the Great Neck Library

PURPOSE

This document outlines the procedures for payment to Vendors. A Vendor is defined as an individual or company who performs a professional service or provides a product for the Great Neck Library (GNL). This may apply to vendors under contract or who have a letter of agreement who will be conducting business with GNL.

The Vendor will provide services and staff, and do all that is necessary for the performance of work, as set forth in their arrangement [contract, letter of agreement, proposal] with the GNL. Only activities directly related to the objectives and processes defined in the contract, letter of agreement or proposal will be considered for payments. All other activities must be pre-authorized with request and description in writing to the Library and approved by the GNL Board of Trustees.

The Vendor is obligated to produce any written reports and other documents (deliverables) by the dates indicated in its agreement with the Great Neck Library. All invoices must be submitted in the form that is identified in this document and reference the enumerated ongoing services or goals to be achieved under the contract, letter of agreement or proposal.

All required reports must be delivered to the Library Director, the Business Manager and the Chair of the Finance and the Chair of any other appropriate Committees.

The period of performance under these guidelines will be defined by the agreement with Great Neck Library.

The total compensation that is payable to Vendors for satisfactory performance of the work under the agreement with the Great Neck Library shall not exceed the amount approved by the Board of Trustees of the Great Neck Library. Milestones will be defined and agreed upon by both the Great Neck Library and Vendor. This will result in the ability to determine the scope, progress and completion of work.

It is the responsibility of the Vendor to inform the GNL Director and Board of Trustees if there are any conditions that have not been identified in the proposal, RPF or MOA that will affect the overall project. In the event that the vendor finds it necessary to provide service that is beyond the scope of work originally contracted with the Great Neck Library, the vendor must notify the Library Director in writing immediately and obtain for approval by the Board of Trustees prior to any work being performed. If the Vendor is not able to meet the defined milestones, notification to the Library must be made as specified herein. No payment will be made for amounts that are in excess of “Not to exceed amounts” as identified in the contract, etc. without the approval of the Board of Trustees.

BILLING PROCEDURES AND PAYMENT

Great Neck Library will pay Vendor upon acceptance of properly completed invoices, which shall be submitted to the Library Director for the Great Neck Library invoice certification process. Invoiced expenses and personnel costs must provide a detailed, specific description of each expense or service provided. A receipt must accompany all amounts of $25.00 or more.

Payment will be based upon an agreed upon, predetermined schedule in which satisfactory acceptance of each deliverable, is accomplished by the dates specified. If the work needs to be accomplished by more than one person, the persons and number must be approved by the Board of Trustees with the recommendation of the Library Director.

All invoices shall describe and document, to the LIBRARY'S satisfaction, a detailed description of the specific work performed, by vendor's employees. The following information must include: the task, number of hours expended on the task, hourly rates, unit prices, cost per task, cost per deliverable and receipts where necessary. Please note, tasks related to resubmission of invoices shall be considered outside the scope of work and will not be reimbursed.

Payment will be made net sixty (60) days if received by the 10th of the month after receipt of properly completed invoices. Payment shall be sent to the address designated by the Vendor.

The LIBRARY may, in its sole discretion, terminate the contract or withhold payments claimed by the Vendor for services rendered if the Vendor fails to satisfactorily comply with any term or condition of their contract, letter of agreement or proposal. It may also withhold payment if descriptions described in these financial guidelines are not adhered to.

Expenses

Vendors shall receive reimbursement for travel and other expenses only as authorized by the Contract. Travel by car will be reimbursed at the current US Federal IRS rate and only if accompanied by map quest mileage [or similar method] from and to the Vendor's Office to the Library or other designated site during business hours. Travel time will only be reimbursed for the time allotted by map quest [or similar method.] Time or mileage will be reimbursed as specified by the contract, etc.

If expenses are invoiced, provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of $25.00 or more in order to receive reimbursement.

The contract, etc. payment guidelines may be altered, amended or waived only by written amendment by the Board of Trustees of the Great Neck Library.

400-80 MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) POLICY

The Board of Directors formally adopts the NY State M/WBE legislation as follows:

Where applicable and/or required due to the nature of the project funding, Great Neck Library will and will cause its contractors and subcontractors to take good faith actions to achieve the M/WBE contract participation goals set by the State for that area in which the State-funded project is located, by taking the following steps:

(1) Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to M/WBE contractor associations.
(2) Request a list of State-certified M/WBEs from the contracting State agency- and solicit bids from them directly.
(3) Ensure that plans, specifications, requests for proposals, and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs.
(4) Where feasible, divide the work into smaller portions to enhance participation by M/WBEs and encourage the formation of a joint venture and other partnerships among M/WBE contractors to enhance their participation.
(5) Document and maintain records of the bid solicitation, including those to M/WBEs and the results thereof. Great Neck Library will also maintain records of actions that its subcontractors have taken toward meeting M/WBE contract participation goals.
(6) Ensure that progress payments to M/WBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and other credit requirements are waived or appropriate alternatives developed to encourage M/WBE participation.

The Library Director is appointed Compliance Officer, who is responsible for ensuring adherence to all contract participation goals as set forth by the contracting State Agency. Periodically, the Compliance Officer shall report on organizational compliance, as deemed appropriate, to the Board of Directors.

SECTION 500: GENERAL OPERATONS

500-5: Official Place of Business

The Main Library, 159 Bayview Avenue, Great Neck, NY 11023, is the official place of business of the Great Neck Library.

500-20: Confidentiality of Library Records

a. The Board of Trustees has approved the “Policy of Confidentiality of Library Records”, adopted January 20, 1971, by the ALA Council as a basic policy statement in this area for the Great Neck Library.

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS
(Adopted January 20, 1971, by the ALA Council)

The Council of the American Library Association strongly recommends that the responsible officers of each Library in the United States:

i. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of Library users with specific materials to be confidential in nature.

ii. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, state or local law relating to civic, criminal, or administrative discovery procedures or legislative investigatory power.

iii. Resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdictions.*

*Note: - Point 3 above, means that upon receipt of such process, order, or subpoena, the Library’s officers will consult with their legal counsel to determine if such process, order, of subpoena is in proper 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 if good cause has not been shown, they will insist that such defects be cured.

b. In 1982, the Confidentiality of Library Records Law of New York was enacted.

Library Records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of the state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transaction, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operations of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

500-30: Rules & Regulations for Use of the Library

The Rules and Regulations for Use of the Library are set by the Board of Trustees with the advice of the Library Director. The Board of Trustees has adopted the following Rules and Regulations for Use of the Library so that the Library may provide an atmosphere conducive to appropriate use of its services and facilities. In addition, further rules and regulations, which define who may use the Library and its facilities, the terms of usage, hours of operations, etc., are spelled out in a series of policy statements and printed memoranda that are included in the Policy Manual under the appropriate subject headings.

The following actions are prohibited on Library property:

- Selling and/or soliciting for money or items or services, without prior approval.
- Distributing or posting materials/literature that has not been approved by the Library.
- Possessing or consuming alcohol or illegal drugs or being under the influence of alcohol or illegal drugs.
- Smoking, including through vape pens, or other uses of tobacco both inside the library building and anywhere on library grounds. (Rev. 12/15/11)
- Eating or drinking except in designated areas and Levels except for sealed, spill proof, bottles containing water. Eating and drinking of any kind is strictly prohibited in the STEM Lab. (Rev. 12/15/11; 9/12/17)
- Bringing animals or pets into the Library except service animals as defined by the Americans with Disabilities Act
- Any loud, unreasonable, and/or disturbing noises created by persons, computers, cell phones, tablets, or other electronic devices. However, the use of assistive technology devices required because of a disability will be reasonably accommodated.
- Cell phones may only be used in designated areas of each library location, and as determined by library staff. Extended phone conversations are disruptive to library patrons and should be avoided outside of the designated areas. Patrons who are disrespectful to library staff enforcing this prohibition will be subject to removal from the Library. (Rev. 12/15/11)
- Receiving deliveries or orders of any kind at the Library front desk.
- Intentionally damaging, destroying, or stealing any Library property or a patron's or employee's property.
- Removing library materials from the premises without authorization through established lending procedures.
- Carrying weapons of any type, with the exception of current sworn and certified local, state, and federal law enforcement officers with proper identification.
- Engaging in disorderly conduct, fighting, or challenging to fight, or using offensive words likely to provoke violence.
- Possessing bodily hygiene or odor so offensive as to created interference with the use of the Library by other patrons or the performance of duties by Library staff.
- Indecent exposure.
- Using obscene or abusive acts and/or language.
- Willfully disrupting library functions and/or programs.

- Any other illegal acts or conduct in violation of federal, state or local law, ordinance, or regulation.
- Threatening or using abusive language towards staff.
- Using, storing, or charging ebikes, escooters, or similar in the Library.
- Using or storing bikes, scooters, skateboard, or skates in the Library.
- Violations of this policy will subject the violator to the penalties and procedures set forth in Policy 500-40.

(Rev. 12/15/11); 2/18/14; 9/12/17, 7/22/24, 1/21/25

500-35: Police

Should any disturbances or criminal acts occur on the library premises, the person in charge of the Library is authorized to call the police as required. The Library Director, if not present at the Library, should be notified of such action. Charges can only be filed in the name of the Great Neck Library by the Library Director or the President of the Board, usually after consultation with the Attorney for the Library. All Library facilities have fire and burglar alarm systems. Should any problems occur, a staff member (Maintenance or Library Director) and the Police and Fire Departments are immediately called by our alarm company, and the premises inspected.

500-40: Maintenance of Public Order at Library Facilities

1. Purpose

   The following rules, regulations and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the Library facilities and surrounding sites by all library patrons, visitors and employees, as well as other licensees and invitees, in accordance with Section 262 of the Education Law of the State of New York.

2. Conditional Permission for Use of Library Facilities

   As a condition for the use of library premises, library patrons, employees, visitors and other licensees and invitees who enter upon or remain at the library facilities, agree that they shall be subject to these rules and regulations. Failure to comply with the same shall constitute grounds for the immediate ejection as a trespasser, suspension of library borrowing privileges and revocation of rights to enter upon library premises.

3. Purpose of Use of Library Facilities

   The use of library facilities and entry onto library premises shall be limited to employees of the library in the performance of their duties, and patrons and visitors to the library facilities and offices for purposes of reading, and selecting, returning and borrowing of library books and materials, conducting business with the library, and attendance of educational conferences, meetings, programs and concerts authorized or conducted by the Board of Trustees or other library personnel. All persons entering or remaining upon library premises for any other purpose shall be deemed to be trespassers. Any person who, while lawfully at such library facilities, causes or attempts to cause physical injury to the person or property of another, or willfully causes or attempts to cause physical damage to books and other library materials, or enters into unauthorized areas, refuses to comply with the directives of the Library Director or his/her designee or other authorized personnel, willfully disrupts library functions or programs authorized by library personnel, damages, alters, mars or defaces library books and related materials, transports illegal drugs, alcoholic beverages, fireworks, firearms, switchblade or gravity knives or other weapons onto library premises, without permission of the Library Director, his/her designee or other person in charge, shall be deemed to be a trespasser and in violation of these rules and regulations.

4. Procedures

   i. While the Great Neck Library facilities are open, the Library Director or his/her designees, in the first instance, shall be responsible for the enforcement of these rules and regulations. Any violation thereof shall be immediately reported to the Library Director or his/her designee

who shall thereupon immediately make inquiry of the facts and circumstances surrounding the complaint, and who may thereupon either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the Library Director or his/her designee, such Library Director or designee is hereby authorized and directed to make a complaint to the Nassau County Police Department and to sign any information as necessary charging said trespasser with the appropriate violation of the Penal Law. The Library Director shall forthwith make a report to the Board of Trustees.

ii. When the Library is not open to the public, or when the Library Director or his/her designees are not present, any library employee is authorized and directed, upon observing and being informed of any violation of these rules and regulations, to make inquiry of the facts and circumstances surrounding the violation and any such employee may either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the employee, such employee is hereby authorized and directed to make a complaint to the Nassau County Police Department and sign any information as necessary charging said violator with the appropriate violation of the Penal Law. Subsequently, such library employee, at the first opportunity, shall make a written report of the facts and circumstances surrounding the enforcement of these rules and regulations to the Library Director.

iii. The Library shall indemnify and save harmless the Director, his/her designee, or any library personnel, from any action, claim or proceeding instituted against such person arising out of the enforcement of these rules and regulations by such library personnel.

iv. In addition to all of the foregoing summary remedies against the trespasser and/or person in violation of law and these rules and regulations, the Library Director may thereafter, in his/her sole discretion, take the following action with respect to the following categories of persons:

a) Library patrons: Residents of the School District registered or qualified for registration as a borrower of library books and materials may have their borrowing privileges suspended for a period not to exceed four years.

b) Library personnel: Employees may be disciplined, censored, suspended without pay, or discharged accordingly.

c) Visitors, licensees and invitees: Such persons may be subject to the revocation of their licenses to enter upon library property for a period not to exceed four years.

5. Appeal Procedure

   i. Appeals by library patrons and registered borrowers of library materials relating to suspension of borrowing privileges and revocation of their privileges to enter upon library premises shall be made to the Board of Trustees. Appeals by library personnel subject to the provisions of the Collective Bargaining Agreement. Appeals by visitors, licensees and invitees may be made to the Board of Trustees.

   ii. Each person, not an employee of the Library, shall have the right to submit a written notice of appeal to the Board of Trustees within thirty (30) days of any action of the Library Director suspending borrowing privileges or revoking their license to enter upon library premises. The Board of Trustees, or their designee, shall convene a hearing within thirty (30) days of submission of such notice of appeal, at which time and place the aggrieved shall be afforded the opportunity to present evidence, testify and cross examine witnesses. Within thirty (30) days of such hearing, the Board of Trustees shall render a decision in writing either restoring the aggrieved person's library privileges or confirming the Library Director's actions explaining the reasons for the continuance of the Director's action.

Adopted 5/21/02

500-55: Staff and Trustee Privileges

All borrowers, including the members of the Board of Trustees, enter into an agreement with the Great Neck Library to return the items on or before the due date indicated on the receipt given at checkout. Borrowers are responsible for returning or renewing the items they check out on or before the due date.

Items from the Library of Things and the Museum Pass collections cannot be renewed, and overdue fines will be owed on any items in these collections that are not timely returned in accordance with policy 700-45: Loan Periods, Overdue Notices, Fines, Fees of the Policy Manual. This includes members of the Board of Trustees

The following privileges have been extended to the Board of Trustees and the staff.

a. Fines

   Staff and Trustees have the privilege of not paying fines for overdue materials other than items from the Library of Things and Museum Pass collections. It is the expectation that all materials will be returned within a reasonable time, preferably when the item is due. Lost or damaged books must be paid for.

b. Former Trustees Library Card

   At the February 10, 1976, meeting of the Board of Trustees of the Great Neck Library, a motion was passed authorizing the granting of a permanent honorary trustees' library card to retired Board members, and also that this be extended to past retired staff members.

c. Phone Calls and Mail

   All Library-related mail addressed to individual Trustees received at the Library will be opened and processed by the administration. Phone calls for Trustees received at the Library will be forwarded to either the Director or the Director’s Administrator.

d. Non-Resident Staff

   Non-resident staff are given Great Neck Library cards both as a courtesy and in order to effectively do their jobs. Non-resident staff are prohibited from participating in programs requiring registration planned for Great Neck Library residents only, borrowing items on the bestseller list, or borrowing items with a waiting list unless directly necessary for their job. Non-resident staff may borrow one museum pass and Library of Things item per quarter.

e. Other Privileges

   Unless specified in this Policy Manual or granted by contract, staff and Trustees have only those privileges in the use of the Library and its facilities which are granted to our general public.

500-68: Digital Video Surveillance

The Great Neck Library strives to maintain a safe and secure environment for its patrons and staff. In pursuit of this important objective, selected areas of the Library premises are under security camera video surveillance and recording. Signs are posted at Library entrances informing the public that security cameras are in use.

This policy establishes guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital video surveillance footage at the Great Neck Library.

A. **Security Camera Locations**: The video security cameras are or will be located in areas specified by the Director and approved by the President of the Board of Trustees or their designee. Camera locations shall not be changed or added without permission of the Director and Board of Trustees**.** Security cameras shall not be installed in areas where there is a reasonable expectation of privacy, such as in restrooms.

B. **Security Camera Footage Storage and Retention**: Images from the Library surveillance system are stored digitally on hardware in the Library and in the cloud, and may be accessed by the Director and authorized Staff, as described below. The Library shall retain all recorded digital video surveillance footage for a minimum of 7 days.

C. **Access to Digital Images***:* Recorded digital video surveillance footage from the security cameras may be routinely monitored in real time by Library staff. Only the Library Director, Assistant Director, or a designee approved by the Director and the Board of Trustees ("Authorized Personnel") shall have access to saved and archived footage. In the event of the occurrence of criminal activity, a violation of the Library Code of Conduct, or other legitimate purposes such as a security concern, Authorized Personnel may be permitted to access the recorded digital video surveillance footage. In the event that Authorized Personnel access the recorded digital video images, they will notify the Board of Trustees through the President of the Board, promptly and provide the reason for accessing the digital video images. Video footage can be accessed on site or remotely by Authorized Personnel only.

D. ***Use and Disclosure of Digital Video Surveillance Footage****: Video records and still photographs may be used by Authorized Personnel to identify those responsible for Library policy violations, criminal activity on Library property, or actions considered disruptive to normal Library operations.* Library staff may not photograph, video, or in any manner disclose the content of the digital surveillance footage, unless permitted to do so by Authorized Personnel.

E. **Unauthorized Access, Use, or Disclosure:** A breach of this Policy by a Library employee may result in disciplinary action up to and including dismissal. Any Library employee who becomes aware of any unauthorized disclosure of digital video surveillance footage or a potential privacy breach has a responsibility to ensure that the Library Director is immediately informed of the breach.

F. **Law Enforcement Requests For Access to Security Camera Footage**: In the event of a subpoena or court order, the Director or Assistant Director shall consult with legal counsel and the President of the Board of Trustees or their designee to determine its obligations and duties, if any, under the applicable laws. In the event of exigent circumstances or imminent danger, Authorized Personnel may choose to provide digital

surveillance footage to law enforcement officials. In the event of a lawful, valid, and applicable warrant, which is executable immediately, the Director or Assistant Director, after advising the President of the Board of Trustees, will comply with the search warrant and consult with legal counsel.

G. **General Public Requesting Access to Security Camera Footage**. The general public is prohibited from viewing digital video surveillance footage.

Adopted 11/15/16; updated 7/22/24; updated 7/17/25

500-70: UNATTENDED CHILD POLICY

For the protection and well being of children who use and enjoy our Library, the following policy has been established:

1. While in the Library, children age nine years or younger shall, at all times, be attended and adequately supervised by a responsible person (parent, guardian, caregiver, or mature adolescent). Preschoolers must be accompanied by that person when in the rest room, the elevator or the stairwell.

2. Children who are ten years or older may be unaccompanied for a reasonable period of time provided they observe library rules.

   Children must have the telephone numbers of their parent, guardian, or other caregiver so that a responsible person may be contacted to come pick up the child in case of a health emergency or other special circumstance such as an unexpected closing or a child unaccompanied at closing time.

   If the responsible person cannot come to the Library or perhaps cannot understand the message due to a language barrier, *Step A.iii* in the *Procedure For Unattended Children* will be followed.

3. Parents, not library staff, are responsible for the behavior of their children. Disruptive behavior will not be tolerated.

4. When the safety of an unattended child is in doubt, the library staff will attempt to contact the parents. If the parents are unavailable, the staff will contact the Nassau County Police.

5. Violations of this policy are grounds for suspension of library privileges.

Definitions:

Unattended Child – Child from preschool through age nine left in the Library unaccompanied by a responsible person (parent, guardian, caregiver, or mature adolescent)

Disruptive Behavior – Behavior that represents physical danger to the child or others, or behavior that interfere with other library users or staff. Disruptive behavior is behavior that is inappropriate in a library setting. Types of inappropriate behavior may be (but are not limited to): running, throwing, eating, loud or abusive talking, excessive socializing, moving furniture, abusing or defacing library materials (including library owned hardware and software).

Adopted October 1997
Revised 1/23/01; 1/27/04

500-75

PROCEDURE FOR UNATTENDED CHILD

In the event a child is unattended and, in the judgment of the staff, the health, or welfare of the child is in jeopardy, the staff shall alert the person in charge who shall proceed as follows:

A.

i. Approach child in a friendly manner, asking if someone responsible is with him/her. Attempt to locate the person. If person is found, the Library's policy regarding unattended children should be explained. A copy of the policy may be given.
ii. If the parent or responsible person cannot be found, ask the child for the telephone number of parent or guardian. Call the parents or guardians apprising them of the library policy and obtain their name. Ask them to either join the child at the library or pick them up.
iii. If the child is not retrieved in thirty minutes, call again explaining that the child shall be turned over to the Nassau County Police.
iv. Call the Nassau County Police Department, 6th Precinct (573-6600), apprising them that the child must be retrieved if the parent or guardian does not respond in thirty minutes.
v. Obtain name and badge number of retrieving officer.
vi. Complete and submit an incident report.

B.

i. If the child cannot supply a phone number, call the Nassau County Police, 6th Precinct (573-6600).
ii. Obtain name and badge number of retrieving officer.
iii. Complete and submit an incident report.

In no case shall the child be left unattended by the staff. If necessary, the person in charge and another staff member shall remain with the child until the parent or police arrives. (Rev. 5/21/02)

All staff shall be compensated appropriately in the event the library closes. In all cases the staff must use their best judgment in determining whether the child is in jeopardy.

Adopted 10/28/97
Revised 5/21/02

500-76 UNACCOMPANIED ADULTS IN CHILDRENS AREA

The Children's Area is intended for use by children and their parents and caregivers. Out of concern for the safety of our young patrons, The Library reserves the right for staff to ask adults not requiring immediate access to children's materials to relocate to another area of the Library.

500-80 Library Recording Policy

The Great Neck Library has a significant interest in maintaining an environment that allows patrons to freely and safely access library information and resources. This significant interest requires the Library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior, when it occurs, the Library has adopted the following policy regarding the photographing, recording, broadcasting, and streaming images of the premises, patrons, and employees while on Library property (for the sake of clarity, all such activity is referred to in this document as "Recording").

I. Permissible Activities

Recording in public areas of the Library building or outside the Library building for personal, noncommercial use is permissible provided that other Library users are not captured in any such Recording without their permission. Any persons Recording on Library premises have sole responsibility for gaining all necessary releases and permissions.

The Library permits the Recording of its publicly-available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

II. Activities Requiring Prior Approval

Recording of Library events and programs may only be done with the permission of the organization or individual holding the event and the Library. The use of additional equipment such as tripods, lights, or other specialized equipment may only be used on Library property with prior approval of a request made at least 24 hours in advance.

Recording for commercial purposes (movies, advertisements, documentaries, modeling sessions, etc.) requires prior permission from the Library. Any such Recording will be confirmed by a contract, based on the project, and may include insurance requirements and indemnification.

III. Prohibited Activities

The Library is a limited public forum whose primary purpose is library service. As such, the Library has the right to set the conditions needed to operate the library, including barring any activity that would impact safety, patron privacy, employee work conditions, and/or routine library operations, or violate library policy. The following activities are prohibited on Library property both inside and outside of the Library building:

- Recording in, or of, areas of the Library where users have a reasonable expectation of privacy (i.e., restrooms, study rooms, staff offices, break rooms, staff use only areas, etc.).
- Harassing, intimidating, or threatening a patron or staff member.
- Blocking library aisles, walkways, stairwells, doors, exits, or any area of ingress or egress of patrons or staff.
- Compromising a patron or staff member’s right to privacy.
- Any other activity that negatively impacts the safety, patron privacy, employee work conditions, and/or routine library operations, or otherwise violates library policy.

IV. Library Photography, Videos, and Recording

The Library may take photos, videos, and audio recordings at the Library and during Library events to use in its publicity materials and on its website and social media sites. The Library reserves the right to document its services and the public's use of the Library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any Library website or social media site). Any individual that does not wish the Library to use a photograph or video of them or their child should inform a Library staff member prior to or while such photographs or videos are being taken.

V. Violations of the Policy

The Library reserves the right to ask any individual or group violating this policy to cease Recording. As with any other ongoing potential violation of Library policy, any individual who, after being asked to stop engaging in Recording, does not cease Recording, will be instructed to leave Library property, pending further action under any applicable Library policy.

500-97: Closing

In the case of inclement weather, the Library will follow the Great Neck School District's decision. On weekends or in the event of other sufficient cause, the decision to close falls on the Director in consultation with the Board President.

Revised 9/12/17

SECTION 600: COLLECTION OFMATERIALS

600-10: Selection Policies

A. General.

1. **Policy Statement.** The Great Neck Library selects, acquires, and provides free and open access to selected materials regardless of format. As technology advances, the Great Neck Library will be both a physical resource and a virtual presence available to every community member. The Library strives to meet the current requirements of the community and to anticipate future needs.

2. **Responsibility for Selection.** The responsibility for selecting and retaining materials is delegated to qualified and knowledgeable professional librarians and staff who employ the criteria outlined in this policy. The final determination regarding materials selection and retention resides with the Library Director.

3. **Objectives of the Great Neck Library Collection.**

   a. To promote literacy and offer support for lifelong learning for community members of all ages.
   b. To help people know more about themselves and their world and to function effectively as members of society.
   c. To provide access to a variety of opinions on matters of current interest and encourage freedom of expression.
   d. To support educational, civic, and cultural activities within the Great Neck community; to provide links to community resources and government agencies.
   e. To encourage continuous learning and to supplement formal study; to support career and job-related skills.
   f. To maintain a virtual collection of resources that is accessible twenty-four hours a day, seven days a week.
   g. To provide materials that entertain and enhance the individual's enjoyment of life.

4. **The Community.**

   The prime community factors that have a direct bearing upon the selection of materials are (a) the people, individually and collectively, and (b) the adequacy and availability of materials through other community institutions.

   a. The People of Great Neck. The Great Neck Library serves dynamic and diverse populations. The variety and scope of materials required for information, relaxation, stimulation, and education are as broad and strong as the community itself. The Library will continually search for new and better methods and materials in multiple formats and languages to meet these needs.
   b. Availability of Other Community Resources. The Library cooperates as fully as possible with other libraries, community agencies, and educational institutions whose purposes and activities are related to library objectives. Expanding techniques of interlibrary loans on a local, county, state, and federal level are utilized to improve service to Great Neck Library patrons. To avoid unnecessary duplication of materials, the Library considers the kinds of materials collected and available through other community institutions.

B. Methods and Criteria for Selection.

Libraries strive to be inclusive, and efforts are made to represent diverse views. Each type of material will be considered in terms of its own kind of excellence and for whom it is intended. There is no single standard that can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or their value as human documents; others are selected to satisfy the recreational, entertainment, educational, and interest needs of the community.

1. **Methods.** The Library uses the criteria below in selecting materials for the Great Neck community based on knowledge of the diverse needs of the entire community and the contents of the Library's entire collection. No materials are excluded or removed from the Library for a discriminatory reason. Gifts offered to the Library are evaluated using the same criteria. Members of the Library community may suggest books or other materials to be added to the Library's collection.

2. **Criteria.** All Library selection and acquisitions choices are made in accordance with the following standards:

    a. Attention of critics, reviewers, media, and the public.
    b. Suitability of format for library use and content.
    c. Suitability of subject and style for the intended audience.
    d. Importance as a document of the times.
    e. Relation to the Library's existing collection and other material available on subject.
    f. Authority, reputation, or qualifications of the author, artist, publisher, or producer.
    g. Organization and ease of use; clarity, accuracy, and logic of presentation.
    h. Cost and availability.
    i. Currency of information.
    j. Inclusion in standard bibliographies, webliographies, or indexes.
    k. Enhancement of existing Library collection to reflect:
        - importance of the title when compared with other works on the subject;
        - importance of the subject matter or point of view to the collection;
        - adequate retrospective and current subject coverage; and
        - adequate coverage when there is a scarcity of material published on the subject.
    l. Community needs and interests and the development of special collections reflecting the community’s needs and interests.

C. Collection Maintenance and Evaluation.

Library materials are continuously assessed for their condition, accuracy, currency, and performance within the context of the total Library collection, as well as for their continuing relevance to library users. The withdrawal of materials is a formal process conducted in accordance with the Library’s Policy on Weeding/Discard of Library Materials (Policy 600-15) by knowledgeable professional librarians and staff as a necessary method to maintain collection vitality, size, and scope.

D. Main Library.

As the "flagship" collection of the system the Main Library provides the greatest possible degree of accessibility, in terms of both hours of operation and services. It is the

community's major public reference and research library and serves as a backup for the entire system. The Main Library offers more in-depth subject expertise through its special collections and resources.

E. Branch Libraries.

Branch Library collections should meet the current general reading and informational needs of the community they serve. There is no attempt to provide specialized scholarly or technical materials above that level which serves the needs of the non-specialist. In-depth research should be done at the Main Library.

F. Reference Collection and Electronic Databases.

The residents of Great Neck have a high level of education and achievement in professions, business, and the arts. The reference collection, together with the electronic databases, should reasonably meet the general informational and research needs of this community. It should also meet the educational needs of the students in the community and serve as the basic information resource center in all areas for our community. The reference collection does not attempt to meet the comprehensive research needs of graduate students, scholars, or specialists. Those requiring such high levels of research materials should utilize research, university, and specialized libraries. The reference department will attempt, where possible, to meet some of these needs by inter-loan.

In addition to the reference collection, it is the Library's policy to provide its patrons with access to subscription based electronic databases, both within the Great Neck Library buildings and remotely when available. Patrons themselves may search the databases directly in all library locations or select databases remotely by entering a Great Neck library card number and pin. Librarians will provide guidance and training in the use of these products, where necessary.

G. Legacy Collection

The Great Neck Legacy Author Collection is a vast and continuously growing collection of books and other media forms that are published by authors who have resided in, or made some significant contribution to, the Great Neck Library district. These works are obtained through direct donation, suggested purchases, and researched acquisitions.

The goal of the Legacy Author Collection is not only to preserve the works of Great Neck-related authors but also to make these texts accessible to readers and researchers, on a case-by-case basis, considering the condition of the collected item. The collection contains known classics as well as lesser-known works, both by famous and lesser-known authors, and it covers a wide array of genres and literary styles, from novels to essays and poetry. The concept of a "legacy" in the title emphasizes the cultural and historical significance of these works, aiming to preserve the literary legacies of these authors for future generations.

Development of the Legacy Author Collection is subject to Great Neck Library's standard for assessing acquisitions, whether the material is professionally published or self-published.

Approved: March 19, 1974
Revised 3/27/01; 10/23/01, 2/21/12; 4/29/14; 10/21/25

GREAT NECK LIBRARY
INTERNET USE POLICY

I. Internet Use Policy

The Great Neck Library, in keeping with its mission of providing the best possible traditional and innovative library services, makes available to the public a variety of electronic resources including the Internet and World Wide Web. The Library endeavors to provide quality links to Internet resources, but has no control over the information accessed, and cannot be held responsible for its contents. Likewise, the Great Neck Library assumes no responsibility for any damages, direct or indirect, arising from use of its connection to Internet resources.

We firmly believe that the valuable information available on this worldwide network far outweighs the possibility that users may procure information that is not consistent with the educational and research goals of the Library. Please be aware that with access to computers all over the world also comes the availability of material that may be considered "inappropriate" for some users.

The Great Neck Library affirms the right and responsibility of parent/guardians, not library staff, to determine and monitor their minor children's use of the Internet. Parents who believe that their children cannot responsibly use the Great Neck Library's Internet access are requested to monitor their children's Internet use.

II Rules Governing Use

1. Users are subject to all State and Federal laws.
2. Persons under the age of 18 need parental permission to use these services.
3. A time limit for use of the computers may be established when necessary to meet demand for use of the equipment.
4. Patrons who enter a fee-based service are responsible for any charges incurred.
5. There is a charge of 10 cents per page for all black and white printouts from the public workstations and a charge of 25 cents per page for all color printouts from public workstations. Charges will be debited to the individual's Print Management account.
6. Preference in the use of the computers is given to residents of the Great Neck Library district.

III Unacceptable Use of the Internet

1. Uses that violate the law or encourage others to violate the law, including, but not limited to, displaying material harmful to minors, and copyright infringement violations.
2. Uses that cause harm to others or damage to their property, including, but not limited to: defamation; uploading a worm or virus; hacking or any form of unauthorized access to other computers, networks or information systems.
3. Uses that jeopardize the security of the computer network or other networks on the Internet, including, but not limited to, altering the Great Neck Library's computer settings; installing, altering or modifying the computer equipment or software.
4. Uses that compromise the safety and security of minors when using e-mail, chat rooms and other forms of direct electronic communications, including, but not limited to, giving others private information about one's self or others.

IV Compliance

The Great Neck Library reserves the right to terminate an Internet session that disrupts library services or that involves user behavior which is not in accordance with the rules governing use as outlined in II above or is an unacceptable use as outlined in III above. Failure to observe the above guidelines will result in termination of Internet access privileges.

Adopted July 16, 1996; Rev. 9/24/96;: 3/27/01; 9/24/02; 2/27/08
Modified to conform to NYS Education Commissioner's Regulation 90.3 (12/99)

Adopted 5/18/04; 5/19/09; rev 2/21/12

V. Non Residents Use of Computers

Preference in the use of computers shall be given to residents of the Great Neck Library District. This may be accomplished by requiring non-residents to use a dedicated Non-Resident computer with a time limit of 60 minutes per session. In order to use a Resident Designated Computer the resident must present a valid Great Neck Library Card or other proof of residency in the Great Neck School District.

If a Resident Designated Computer is available, a non-resident may use the Resident Designated Computer until such time as a resident requests the use of the computer. In order to accommodate the resident's request, the non-resident user will be given a maximum of ten minutes to complete all work on the computer and relinquish the computer to the resident.

[4/29/14]; Rev 11/18/14; Rev 5/19/26

600-15: Weeding/Discard of Library Materials

It is the function of the Librarians to select and discard library materials and to advise on their usage. They are prepared for this task through education, training, and experience. However, they must work within the limitations of space and budget. Librarians are responsible for judging the needs of their collections and their communities and they must make the final choices.

DUPLICATION

Duplication of materials is determined by demand, importance of the material, and by budget and space limitations.

REPLACEMENT

Materials withdrawn by reason of condition, loss, or damage are considered for replacement. The same considerations applied in the original selection apply to replacement. In addition, the following factors are considered:

- The authority and importance of the author.
- The value of the individual title, whether for literacy quality or subject appeal.
- Availability of newer and better material in the field.
- Timeliness of the material.
- Requests for the title or subject.
- Comparison with other holdings in the same subject area.

WEEDING

Effective management of the Library's collection is guided by the continual review of the collection and the discarding of outdated or obsolete titles, duplicate copies, and worn-out or damaged copies. Such discarded materials will be disposed of by the following means:

- Sales to the public and/or to dealers.
- Donation to other libraries and/or to not-for-profit organizations.
- Removal for recycling, if possible, or for destruction.

Adopted 10/18/2016; Amended 12/19/16; Amended 6/20/23

600-16 Book Sale Policy

The Director has the authority to establish prices and procedures to appropriately handle the sale of discarded and donated items. Discards are those items formerly part of the library collection.

Donated books and materials, that is, those items that have never been part of the library system collection, but which have been evaluated under the direction of the Director, may be sold with the proceeds going to the library.

SECTION 600-20: DONATIONS AND NAMING RECOGNITION

Donations and other forms of support will generally be accepted, subject to the limitations set forth herein.

Unrestricted gifts and gifts for specific programs and purposes may be accepted, provided that they are consistent with the Great Neck Library's mission, purposes, or priorities, at the sole discretion of the Director and Board of Trustees. Gifts for purposes that are not consistent with the Library's mission or align with current or anticipated future programs, or are too restrictive, cannot be accepted. Examples of gifts that are too restrictive are those that violate the Library Charter, gifts that are too difficult to administer, or gifts that are for purposes outside the Mission of the Great Neck Library.

If a gift is accepted, the Library Director will send a letter of thanks to the donor, which includes a description and condition of the Library's acceptance of the gift. For any cash gift of $500 or more, the gift will be formally accepted by the Board at a public meeting unless the donor wishes to remain anonymous. Notwithstanding the value of the gift, all gifts shall be reported to the Public at the next scheduled Board of Trustees meeting.

All gifts offered to the Library and accepted by it shall become the sole property of the Library. Unless indicated otherwise by a written agreement, the Library will have the rights of displaying, using or lending the same, or of selling or disposing of said gifts.

Any appraisal of a gift to the Library is the responsibility of the donor. The acceptance of a gift that has been appraised by a third, disinterested party does not in any way imply an endorsement of the appraisal by the Library

Naming Recognition

The Great Neck Library provides naming opportunities to recognize a significant contribution by a donor. The naming recognition shall be in two formats, e.g. "Jane Jones afterschool reading program" or "Afterschool reading program, provided through the generosity of Jane Jones Foundation."

Rooms, areas, and other interior spaces of libraries may not be named. Naming rights offered by the Great Neck Library are not perpetual.

Naming and sponsorship opportunities may include:

- Collections: a collection may be named after a donor when (1) the donor makes a gift that is sufficient to create and maintained the collection, and that meets the Library's criteria and minimum empowerment amount of $500, 000 or more, or (2) the donor makes an in-kind gift of a collection of books, artwork, ephemera, or other items of cultural or historical significance that will benefit the Library and its patrons. Whenever possible, an in-kind gift of a collection should include a monetary donation to support the upkeep and maintenance of the collection. The naming right will last for the life of the collection.

- Programs and services: If a funder wishes to name and endow a library program or service, the donation should be sufficient to provide income to cover the annual cost of the program, including staff. The donor may choose to endower the program system-wide or at a particular Library location. The size of the principal named endowment will therefore be determined by the yearly interest income necessary to produce an annual payout sufficient to fund annual program operations. In the case of an endowment, recognition will last for the life of the supported program.
- Gardens and exterior spaces may be sponsored, but not named, by an individual, foundation, or corporate donor. The size of such gifts, and the length of sponsorship, shall depend on the size, landscaping, and maintenance costs of individual Library gardens.
- Physical objects placed on the Library premises may be named. The naming right may last for the useful life of the object or for up to twenty (20) years, whichever comes first.
- Buy a Book, Buy a Brick, Buy a Bench, Buy a Shelf, and/or fundraisers may offer naming opportunities as part of a larger campaign. The duration of the naming right will be set forth by each individual campaign.

Gift Agreements for Naming Recognition

All agreements for naming through philanthropic gifts shall be memorialized in writing in a gift agreement between the donor and the Great Neck Library. This gift agreement shall detail the terms of the gift, including the designation of the gift (restricted or non-restricted, operational or capital), the length of a pledge, the time of pledge payments, the naming opportunity, consistent wording and signage, the life of the naming opportunity, the minimum percentage of gifts to be paid prior to recognition, and other mutually agreed upon conditions made in accordance with the Library's bylaws and policies. Naming proposals shall be approved by the Board of Trustees before an agreement may be signed.

Termination of Naming

For all naming agreements, the Library reserves the right to end the naming where the named individual/foundation/corporation is engaged in activities that conflict with the Library's mission or values or is involved in disreputable or criminal activities that would negatively impact the reputation of the Great Neck Library, as determined by the Director and/or the Board of Trustees.

Revised 1/23/01; amended 1/15/13; amended 10/27/15; amended 10/18/16; amended 10/23/18; amended 10/25/22

SECTION 700: CIRCULATION OF MATERIALS

700-10: Categories Of Borrowers –

All Library card applicants must supply proof of name and address and any other required ID to receive a card. All applicants must fill out the appropriate application.

a. Residents. All individuals living in the Great Neck School District or paying local taxes within the district are eligible for all borrowing privileges. Merchant Marine Academy students are considered residents.

b. School Authorized Library Card (SALC). School Authorized Library Cards may be issued either to teachers in the Great Neck Public School system, or teachers at private schools located in Great Neck so that they may borrow material for class projects. An agreement must be signed by the Great Neck Board of Education, Great Neck Public School principal or the individual private school principal agreeing to make payment on all amounts incurred on their behalf.

c. Non-resident library card eligibility. All non-resident borrowers must renew their Library cards annually. When applying for or renewing a Library card, applicants must show proof of name and home address. Non-resident Library card holders include:

    i. Great Neck employees. Any individual employed and working in the Great Neck School District who is not a resident of Nassau County is eligible for limited borrowing privileges upon presentation of current valid proof of employment.

    ii. Direct access. Any individual living or paying taxes in Nassau County may have limited borrowing privileges upon presentation of a valid current library card from a Nassau County Public Library, which has been stamped with DIRECT ACCESS by the home library. The home library assumes responsibility for lost books.

    iii. State Mandated Access Card (SMAC). Nassau County residents without a home library may apply at the East Meadow or Levittown Public Libraries for a county-wide State Mandated Access Card under the Commissioner's Regulations, found in Title 8 of the New York Codes, Rules and Regulations, Regulation 90.3. Upon presentation of a valid SMAC card, the borrower may apply for limited borrowing privileges at the Great Neck Library. The same rules that apply to Direct Access also apply to SMAC cards.

700-15 : Expiration

1. All adult resident borrowers' cards expire every three years from the date of registration. Proper ID must be presented by the borrower to renew their card.

2. All Direct Access/SMAC (State Mandated Access Card) borrowers' cards expire when their privileges expire at their home library. This is determined by the expiration date defined in the ALIS database or in direct consultation with the patron's home library.

3. All juvenile cards expire July 1st of the year the child finishes the fifth grade, after which time the library cards will expire every three years based on the date of registration. Proper ID must be presented by the borrower to renew their library card.

4. Non-resident employee, Merchant Marine Academy, and SALC cards expire on June 30th of each year. Proper ID must be presented by the borrower to renew their library card.

Revised 5/15/01; 9/25/07; 4/29/08; 9/18/19, 3/24/26

700-20: Borrowing Privileges

Privilege		Resident	SALC	Non-Resident Employee	Direct Access/SMAC
Books		Yes	Yes	Yes	Yes
DVD/Software		Yes	Yes	No	Yes
Audio Materials (except Playaway views)		Yes	Yes	Yes	Yes
Playaway Views		Yes	No	No	No
Periodicals/Pamphlets		Yes	Yes	Yes	Yes
Reserves/Interloan		Yes	Yes	No	No
Museum Passes/Library of Things		Yes	No	No	No

- Great Neck residents and non-resident library card holders can check out up to one hundred (100) items.
- Great Neck residents and SALC library card holders can place a combined total of up to fifty (50) holds on items owned by the Great Neck Library and interloan.
- Great Neck Library rules state that holds must be placed at an individual's home library.

* Direct Access and SMAC patrons may borrow Audio-Visual material if:
    - the item is not in high demand;
    - there are no holds on the item; and
    - the item was cataloged more than six (6) months to a year previously.

Direct Access and SMAC patrons may not borrow any item marked with a New Arrival or a New Release sticker.

Non-resident staff may borrow DVD-format and audio material if:
- the item is not in high demand;
- there are no holds on the item; and
- the item is not a new arrival or a new release

Rev. 6/15/10; 6/21/11; 2/21/12; 6/19/12; 9/12/17; 9/18/19. 3/24/26

700-30: Qualification For Library Card

A valid proof of address to qualify for a library card shall usually consist of one of the following: (rev 3/28/06)

i. Current driver's license with Great Neck address
ii. Current picture non-driver's ID card issued by NYS Department of Motor Vehicles
iii. Armed Service Separation papers
iv. Pilot's license
v. Automobile registration
vi. Current bank statement
vii. Current credit card bill/statement
viii. Deed
ix. Lease
x. Medicaid card
xi. Mortgage statement
xii. Official USPS address change
xiii. Official government document (immigration, IRS, Board of Elections, Jury notification)
xiv. Park card – current
xv. Pay stub
xvi. Picture ID from employer
xvii. Tax bill – applicant's name must be on the bill
xviii. Current utility bill (LIPA, cable, water, telephone) – applicant's name must be on the bill

Students

i. Bus pass
ii. Current college transcript
iii. Current report card

All resident library cards will be mailed with "no forwarding." If a patron wants his/her card sent to a Post Office box, a second form of ID will be required.
(approved 3/28/06)

Note: For renewal purposes, one valid proof of address plus the expiring Great Neck Library card must be presented.

Revised 5/15/01; 3/28/06, 6/23/26

700-45: Loan Periods, Limitations, Overdue Notices, Fines, Fees

By checking out library materials, patrons enter into an agreement with the Great Neck Library to return the items on or before the due date indicated on the receipt given at checkout. Borrowers are responsible for returning or renewing the items they check out on or before the due date. If they do not, the item will be labeled as overdue, and the patron will be notified. Materials returned after the due date are subject to the fines outlined in the Great Neck Library Fine and Fee Schedule.

Great Neck Library Loan, Fine, and Fee Schedule

Material Type	Loan Period	Can It Be Renewed?	Overdue Fines	Lost or Damaged Item Fees
Audiobooks	28 days	Yes	No	Yes
CDs	14 days	Yes	No	Yes
Children's Books	28 days	Yes	No	Yes
DVDs	14 days	Yes	No	Yes
Express Books	7 days	No	No	Yes
General Collection	28 days	Yes	No	Yes
Juvenile Totes	28 days	Yes	No	Yes
LI Link Materials	21 days	Yes, once for an additional 21 days	Yes, $.50/day up to $25 maximum	Yes
Library of Things	10 days (except book club kits, which are 28 days)	No	Yes, $5/day up to the cost of the item	Yes
Museum Passes	3 days	No	Yes, $25/day	Yes
New adult nonfiction books (over 400 pages)	28 days	Yes	No	Yes
New adult books	14 days	Yes	No	Yes
New audiobooks	14 days	Yes	No	Yes
New CDs	14 days	Yes	No	Yes
New DVDs, nonfiction or multiple discs	7 days	Yes	No	Yes
New DVDs, single disc	3 days	Yes	No	Yes
OCLC Materials	14 days	Yes, once for an additional 7 days	Yes, $.50/day up to $25 maximum	Yes
Periodicals	14 days	Yes	No	Yes
Reference Material	At the discretion of a librarian	No	No	Yes
Travel and exam books	14 days	Yes	No	Yes

A. **Borrowing and Renewal**. Unless otherwise noted in the Great Neck Library Loan, Fine, and Fee Schedule above, all items may be borrowed and renewed by a patron up to 6 times as long as there are no other existing holds on the item. Items will be marked as billed to the patron if not returned following the last renewal period. Three

months past the final due date, information will be sent to collections (see Section 700-40(E), below).

B. **Overdue Notices**:

i. Overdue notices for audiobooks, CDs, DVDs, Express Books, Library of Things materials (except book club kits), museum passes, reference materials, and juvenile totes are sent when the material is one week late. A second notice will be sent two weeks past the due date. Patrons will receive a third notice and bill for all outstanding materials that are overdue by three weeks.

ii. Overdue notices for all materials not otherwise specified in Section 700-40(B) (above) are sent three weeks after the due date. A second notice will be sent six weeks after the due date. Patrons will receive a third notice and bill for all outstanding materials that are still overdue at nine weeks. Patrons are billed list price on all library materials based on prices indicated in the database. When list prices are not indicated in the database, default prices based upon the attached schedule will apply (see Lost/Damaged Material Pricing, below).

C. **Payment of Fines and Fees**. The Great Neck Library accepts three methods of payment for fines and fees. These methods are cash, check, and credit card/debit card via E-commerce. Ecommerce is an online-only payment service that allows patrons to pay fines and fees via the Library's catalog. Credit card information is not stored on the Library's servers and the information is encrypted before it is transmitted to PayPal via a secure gateway connection. The following credit cards are accepted: Mastercard, Visa, Discover. Debit cards must display the logo of Mastercard or Visa. Charges above $3 may be paid by credit or debit card through E-commerce.

D. **Collections**. Library patron accounts are sent to collections when lost, missing, or damaged items billed to the account are three (3) months past the due date of the item. The minimum charge to be remitted to collection is $15.00. The Library will not send a patron's account to collections if only fines are owed with the exceptions of:

- Interlibrary Loan materials.
- Direct Access charges from other libraries paid for by the Great Neck Library.
- Bounced checks, including bank fees owed by patrons to the Great Neck Library.

The Library does not send accounts belonging to patrons of other Nassau County Libraries to collections, which delinquencies are paid for by the home libraries.

E. **Denial of Borrowing Privileges**. Borrowing privileges will be denied patrons who owe $10.00 or more in fees or fines.

F. **Claimed Returned Materials**. It is Library policy to accept the word of borrowers who assert that they have returned materials for which they received an overdue notice or a bill. Patrons who make such claims too frequently will lose the benefit of the doubt that materials have been returned. Records are kept of patrons who claim to have returned materials that the Library cannot locate and patrons can only make a maximum of two claims of returned items within a three-year period.

G. **Lost/Damaged Material Pricing.** If a patron loses or damages Great Neck Library material, the patron must pay the replacement cost listed in the item record:

- The cost billed to patrons for lost or damaged adult or juvenile catalogued material is the price indicated in the database. Catalogued material includes all materials that have complete entries in the Library database.
- The cost of lost or damaged materials borrowed through OCLC, WorldShare, or LI Link is determined by the lending library.

Great Neck Library Lost or Damaged Material Fee Schedule

If no prices are listed in the database, the following charges will apply for lost or damaged material:

Item	Fee
Adult books	$25
Juvenile books	$20
DVDs	$20
Compact Discs (Music)	$15
Replacements of damaged items in a multi-part set:	
DVD Multi-set CDs Audiobooks	Full replacement cost if parts cannot be replaced
Library of Things materials	Full replacement cost
Juvenile Totes	$25

Adopted 6/18/24

700-50: Interloan

When material requested by users of the Library is not available, either because the Great Neck Library does not own the material or it is out, such material may be borrowed on interloan from other libraries in accordance with the written procedures drawn up by the Nassau Library System and the Long Island Libraries Research Council. Generally, fragile and rare or reference material are not interloaned. The decision to loan material and conditions of the loan are generally set by the lending library. The patron is held responsible for lost material and any fees charged by the lending library. The patron is notified of any charges in advance of the loan. Borrowing material on interloan is limited to Great Neck Library cardholders. Great Neck resident card holders can place a combined total of up to 50 holds on items owned by the Great Neck Library, and inteloan, including LI LINK. All late items reserved through LILINK or WorldShare will incur a cost of $.50 per day.

Rev 5/15/01; Rev. 12/23/08; 9/18/19, 6/23/26

700-60: DVD Circulation Policy and Regulations

BORROWERS – Great Neck Residents, Direct Access and SMAC patrons over the age of 18 are eligible to be registered as DVD patrons. Card holders under 18 years of age, who are in the sixth grade (and up), may be registered to borrow DVDs with parental permission. When card holders under 18 years of age borrow DVDs, it will be the responsibility of the parent/guardian to accept financial responsibility for overdue fines, damage (to) or loss of material; and to provide guidance, if they so wish, in the selection of DVDs to be borrowed. The Great Neck Library will not censor or restrict access to the DVD collection. (rev. 4/29/08, 9/12/17)

REGISTRATION – Borrowers will be registered for DVDs at the time they register for their library cards. The signature (on the registration form) indicates that the borrowers attest to being at least 18 years of age* and that they have read and agreed to the policy and fines related to the circulation of DVDs as follows (9/12/17):

Borrowers agree to be liable for and to assume charges for replacement of any DVDs lost or damaged while charged out to them. (This charge will not be greater than the replacement cost of the material.) (rev, 9/12/17)

* For patrons under the age of 18, a parental signature also is required.

LOANS – Feature film DVDs circulate for fourteen (14) days, except for new acquisitions, which circulate for seven (7) days. New feature, entertainment and other non-instructional DVDs with multi discs (more than one) in a case circulate for seven (7) days. New feature, entertainment and other non-instructional DVDs with one (1) disc in a case circulate for three (3) days. Feature films, entertainment, and other non-instructional DVDs may be renewed a maximum of six (6) times if there are no holds. [5/20/08, 9/12/17)]

Nonfiction DVDs circulate for fourteen (14) days. New nonfiction DVDs circulate for seven (7) days. Instructional DVDs may be renewed a maximum of six (6) times if there are no holds. (rev. 5/20/08, 9/20/17)

A maximum of twelve (12) items – feature film and/or non-fiction DVDs may be borrowed per loan period, per borrower, regardless of format. [9/21/10, 9/12/17]

The charge for lost DVD disks is the list price.
Patrons may replace DVD in lieu of paying for the lost DVD.
The charge for a lost/damaged DVD case is $1.00.
The charge for a lost pamphlet or accompanying booklet is $1.00.

If upon visual examination there is evidence of tampering (removal of seals or opening of case) with the DVD, the patron may be charged replacement (list)

cost for same. Additionally, the patron may have borrowing privileges withdrawn. [9/12/17]

BORROWERS UNDERSTAND:

1. The Great Neck Library assumes no responsibility for any possible damage to the patron's audio or video equipment that might be related to using audio-visual materials borrowed from the Library.

2. The use of borrowed DVD is restricted to HOME USE ONLY. Use of DVDs for public performance is a direct and serious violation of Federal Copyright statutes. (17 U.S.C. Sec. 106 4). U.S.C. section 101 defines use "publicly" as follows: [9/12/17]

   "To perform or display a work 'publicly' means –

   (i) to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.

   - or -

   (ii) to transmit or otherwise communicate a performance or display of the work to a place specified by Clause 1 or to the public, by means of any device or process, whether the members of the public are capable of receiving the performance or in separate places and at the same time or at different times.

   Duplication in whole or part of any copyrighted audio or video work in any format is a direct and serious violation of Federal Copyright statute Section 17, Section 109 and is prohibited by this Library. Failure to adhere to this prohibition could result in the suspension of library privileges. [5/19/09]

   The statute defines 'publicly' as not limited to performances, which are open to the general public. A work may be considered as being performed publicly even though the audience is limited to persons of a particular environment such as students, club members, factory workers, and campers, and the site is not open to the general public."

YOUR SIGNATURE AND THAT OF A PARENT (FOR BORROWERS UNDER 18 YEARS OF AGE) ON THE REGISTRATION FORM INDICATES THAT YOU HAVE READ THE PRECEDING POLICY AND RULES AND AGREE TO COMPLY WITH THEM.

Revised 5/15/01; 10/23/01; 2/26/02; 11/26/02; 9/23/03; 3/28/06; 4/29/08; 5/20/08; 5/19/09; 9/21/10; 9/12/17; 6/23/26

700-65: Audio Materials

A maximum of twelve (12) music audios and twelve (12) spoken word audios, regardless of format, may be checked out at any one time. Music audios circulate for 14 days, audio books circulate for 28 days. Each of the branch libraries has audio collections. Great Neck Library assumes no responsibility for any possible damage to the patron's audio equipment that might be related to using audio-visual material borrowed from the Library.

Adopted 4/23/96
Rev. 6/24/97; 10/23/01; 9/23/03; 9/20/12; 9/18/19

700-70: Reserves

Circulating material may be reserved through use of the reserve form or online. Reserves are generally placed when material owned by the Library is not in, or may be on order or may be considered for purchase. Audio-visual reserves may only be placed when the item appears in the catalog. Suggestions will be accepted but are not considered a reserve. The title must be in our catalog to reserve. The Reserve Department processes the requests and fills the reserves. The Reserve Department fills all reserves, including branch reserves, which are handled centrally at the Main Library, on a first-come, first-serve basis. Patrons are usually advised by email when a reserve is ready for pickup. If no email address is provided, patrons will be advised by telephone when a reserve is ready for pickup. If they are not reached after several phone calls, a post card is mailed. If they are not reached after several phone calls, a post card is mailed. Patrons designate on the reserve form where they wish to pick up the reserve. Material may be reserved by Resident card holders only.

Revised 5/15/01; 4/29/08; 2/21/12; 6/23/26

700-80: Materials for the Disabled

Books in Braille and Talking Books, supplied by the National Library Service for the Blind and Print Disabled, Library of Congress, are available to visually handicapped patrons through the Nassau Library System. The Library also maintains a collection of large print books. A wheelchair for the physically disabled who visit the Library is available through the Maintenance Department.

A Homebound Service is also available for patrons who have documented that they are unable to come to the Library. Books are delivered to them by a staff person and picked up for return. No overdue fines are charged to Homebound patrons. They may borrow video cassettes if they can arrange for their timely return.

Adopted 6/24/97
Revised 5/15/01; 6/23/26

700-90: LIBRARY OF THINGS

Library of Things is a circulating collection of physical items intended for at-home use. Library of Things lending helps to fulfill our mission, supports community sharing of resources, and contributes to the community's sustainability. Items are collected based on public interest or demand, cost and availability, durability, and available storage space. Categories of items collected may include but are not limited to: arts and crafts; games, toys, and sporting equipment; home improvement and tools; musical instruments; science and technology; etc.

Patrons must agree to and adhere to the following guidelines:

1. Items can only be borrowed with a Great Neck Adult Resident or Great Neck Adult Fee-Paying card.
2. Items must be returned to the location where borrowed.
3. A maximum of 2 items can be checked out at a time on a card.
4. Items can be reserved in advance.
5. Items will circulate for 10 days and cannot be renewed.
6. An inconvenience charge of $5.00 per day per item up to the cost of the item will be billed for items not returned on time.
7. Patrons will be billed in whole or in part for the replacement cost for items lost or damaged beyond normal usage wear.
8. The patron agrees that if any item becomes unsafe or in a state of disrepair, he or she will immediately discontinue use of the item and notify the Library of the issue upon return, if not earlier.
9. The patron agrees to use the items in the manner which is intended by the manufacturer.
10. The patron agrees that he/she will carefully examine the items he/she intends to borrow prior to their use and the items are accepted in an "AS IS" condition.
11. To the fullest extent permitted by law, the patron agrees to indemnify and hold harmless the Library from any claims and costs attributable to injury or to damage or destruction of property arising out of the borrowing of a Library of Things item.
12. The patron shall not allow any other individual to use a borrowed item unless such individual has also signed and submitted a Library of Things Agreement.
13. Patrons must sign and submit a Library of Things Agreement provided by the Library prior to borrowing an item.

Adopted 10/25/2022

Library of Things Agreement

PLEASE READ THIS FORM CAREFULLY. In consideration of the Great Neck Library (the "Library") allowing me to participate in the Library of Things program (the "Program") and borrow items, the undersigned agrees as follows:

I do now release and forever discharge the Library from all actions for any reason or cause, including but not limited to any and all actions arising out of my participation in the Program or use of items thereof, except that this Agreement is not intended to release the Library from any liability resulting from their intentional conduct. I covenant not to sue or otherwise assert a claim of any nature whatsoever against the Library arising out of or related to my participation in the Program. I agree to indemnify, hold harmless, and defend the Library from and against any and all claims and costs (including attorney's fees) attributable to injury or to damage or destruction of property arising out of my participation in the Program. I have fully informed myself of all the details of the Program and have received satisfactory answers to all questions I have concerning the Program and the risks inherent in the Program. I understand and comprehend the risk associated with the Program and I assume full responsibility for any risk of injury or property damage arising out of my participation in the Program. The undersigned agrees that he/she will carefully examine the items he/she intends to borrow prior to their use, and that his/her participation in the Program or the borrowing of an item will automatically indicate his/her acceptance of the conditions of the item as being reasonable and safe for the purposes for which they are to be used, and the items are accepted in an "AS IS" condition.

I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms. I intend my signature to be a complete and unconditional release of the Library to the greatest extent allowed by law. I hereby affirm that my participation in the Program is voluntary.

Participant's Name (please print) _____

Signature _____ Date _____

For Participants of Minority Age (Under Age 18 at the Time of Registration) — Consent and Release on Behalf of Minor

I am the parent and/or legal guardian of the above-named minor participant. I have read this agreement thoroughly and understand all the terms. I understand that I am surrendering legal rights on behalf of the minor and myself. I, on behalf of the minor and myself, agree to be bound by all the terms of this agreement and give my consent to allow my minor to participate in the Program. I release and agree to indemnify and hold harmless the Library from any and all liabilities incident to my minor child's involvement or participation in the Program as provided above, even if arising from the negligence of the Library, to the fullest extent permitted by law.

Parent/Guardian's Name (please print) _____ Relationship to Minor _____

Parent/Guardian's Signature _____ Date _____

700-95: Streaming

The content being made available is protected by intellectual property rights, of third parties. Patrons cannot make any use of the content that would infringe the copyright therein. The user must be an authorized Library patron to access, use and connect to the streaming video platform to borrow and/or view the available content. The use of streaming video services is limited to the patron's own personal, noncommercial entertainment use and not for redistribution or transfer of any kind. Patrons may not redistribute, broadcast, publically perform or publically display any content or otherwise transfer any content obtained through the streaming service. Streaming service access codes cannot be shared, transferred, or sold.

A violation of this policy may result in a termination of a patron's access to streaming services or the suspension of Library privileges.

Adopted 10/18/2016

SECTION 800: PUBLIC USE OF FACILITIES

800-10: Use of Meeting Rooms

The meeting rooms of the Great Neck Library are an integral part of the Library's resources. The meeting rooms are intended primarily for library-sponsored or co-sponsored programs. Other non-profit community organizations may use the rooms if the organization or the program is designated to further the educational, cultural, or civic needs of the community.

A "community organization" is defined as one that meets at least once a year and at least 51% of whose members are residents of the Great Neck School District. The rooms are not available for meetings of a commercial nature. Non-Profit groups with 51% membership comprised of residents in the Great Neck School District will not be charged a fee. Insurance may be required at the discretion of the Director. (rev 12/18/18)

Permission to meet at the Library does not in any way constitute an endorsement of the organization or program by the Library Board or staff. Rather, it is an affirmation of the Library Bill of Rights, which states:

> "As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussions of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members."

Permission to use the meeting rooms is granted subject to the following restrictions. Failure to comply with any of them may result in immediate cancellation of the permit and jeopardize future permission to use the room.

1. Permits are not transferable.

2. Where meetings are jointly sponsored, all co-sponsors must be named on the application.

3. All meetings must be open to the general public. Any publicity indicating that a meeting is not open to the general public will be cause for immediate cancellation of the meeting permit.

4. While dues may be collected from the membership of the organization sponsoring the meeting, no solicitation or collection of funds from the general public is permitted on library premises.

5. No unwarranted implication that an organization or program is sponsored or approved by the Library is permitted. Neither the name nor the address of the Great Neck Library may be used as the official address or headquarters of any organizations.

6. Copies of any and all publicity to be disseminated to the public must be delivered to the Library at least one weekday in advance of general distribution. This will enable library staff to answer the many questions received about organizational programs held at the Library. In all material publicizing the program, the name of the sponsoring organization must be larger and more prominent than that of the Library. The name and address of the Great Neck Library may be used only for the purpose of identifying the location of the meeting. The publicity should in no way imply that the Great Neck Library sponsors or endorses the event.

7. The applicant requesting use of a meeting room must be a resident of the Great Neck School District.

Hours

Main Library

In general, the meeting rooms may be available when the Library is open or with the permission from the Director. [Amended 12/15/11]

Fees

The Library does not charge fees for the use of meeting rooms.

Application Procedure

All organizations wishing to use the facilities of the Great Neck Library must fill out an application provided for this purpose and obtainable from the Library Director's Office. The Board delegates approval of such applications to the Library Director. If the application is approved, the organization may use the facilities for a period of three years under the terms listed herein. A new application must be submitted at the expiration of the three-year period.

Specific meetings are scheduled through the Library Director's Office for the Main Library and through the Branch Heads for Parkville and Station Branches once the application has been approved. An application for the use of the meeting rooms must be filled out for each meeting scheduled. [5/19/09]

Scheduling

The rooms are available on a first-come, first-serve basis, but may not be scheduled more than six months in advance nor for more than one meeting a month. Requests for use of the rooms should be made at the office of the Library Director at least 10 days prior to the meeting date. In matters of scheduling, the decision of the Director of the Library is final.

Cancellation

If an organization is unable to use the room at the time reserved, one week's notice must be given the Library Director. In the absence of such notice, any library fees are payable. Cancellation on short notice, except for valid reasons, will jeopardize future use of the room.

Conduct

It is expected that the building and its facilities will be used with care. Since the Main Library is located in a residential area, we request that persons attending the meeting be as quiet as possible, both on their arrival and their departure from the building. Conduct of attendees of the meeting is the responsibility of the organization.

Adult Supervision

The Library Director may require a suitable number of adults to be in attendance at any meeting. However, adult supervision is mandatory at any meeting extending beyond regular library hours.

Responsibility for Injury, Damage, or Loss

The organization is responsible for any damage to the Great Neck Library, its equipment, or its furnishings. Any damage to library property resulting from the use of the Community Room or any of the Meeting Rooms will incur a minimum $300 fee. [Amended 10/18/2016]

The Library assumes no responsibility for an organization's equipment, supplies, or materials, which may be used or stored on the premises.

The Library assumes no responsibility for personal injury received or for personal property left on the premises.

When the room is to be used for exhibition purposes, it is the responsibility of the organization to provide attendants when the exhibition is open to the public. The Library is not responsible for any loss or damage to any property owned by exhibitors.

The organization agrees to hold harmless the Library and its Board of Trustees for any loss, damage, or injury by reason of any act or negligence on the part of the organization, its members, officers, agents, or any person using the premises on the invitation or permission of the organization.

Furniture & Equipment

Moving furniture or putting up decorations, scenery, or signs, is prohibited without prior approval by the Library Director.

Except with the special approval of the Library Director, all material brought to the Library must be removed by the organization at the conclusion of the meeting so that the room may be prepared for the next meeting

Smoking

The Great Neck Library is a smokefree facility. [Amended 12/15/11]

Tipping

Tipping of Library employees is prohibited.

Maximum Attendance

The maximum attendance at a library meeting room is limited by the fire laws and safety regulations and will be strictly enforced.

Revocation of Permit

The Board of Trustees reserves the right to revoke authorization to use the meeting rooms whenever, in its opinion, such use is in conflict with the best interests of the Library, or when violations of these regulations occur.

Adopted 6/30/97; rev. 5/15/01; 5/19/09; 12/15/11, 10/18/16, 12/18/18

Revised 12/15/11, 10/18/2016, 12/18/18, 6/21/22

800-20: Use of Piano

The Steinway piano in the Community Room, while used primarily for library sponsored programs, is available for public use. The application for such use is attached.

800-25: Use of Photocopying Machines and Scanners

Public access copiers and scanners are located in all branches and the Main Library and are not available for commercial purposes.

The fee for photocopying shall be $.10 (ten cents) per page for black and white copies and $.25 (twenty-five cents) per page for color copies.

There is no charge for the use of scanners.

Copyright Laws will apply for the use of these machines.

Adopted 11/14/2017

800-30: Petitions on Library Grounds

GREAT NECK LIBRARY POLICY REGARDING PETITIONS ON LIBRARY GROUNDS

The Great Neck Library recognizes the constitutional right to petition. This recognition does not indicate Library approval or disapproval of the view expressed on the petitions. The Library also recognizes that the right to dissent is fundamental to an effective democratic form of government.

The following regulations have therefore been adopted by the Board of Trustees of the Great Neck Library to govern petitions on library grounds:

1. The only petitions permitted within the Library building are those dealing with library matters. These petitions must receive Board approval prior to circulation.

2. For petitions outside the Library, the following rules are in effect:

    a. Petitioners should notify the Library Director or the person in charge of the Library to insure that access to the Library will not be hindered, that safety regulations are enforced, and to resolve any problems or questions which may arise.

    b. The areas to be used for this purpose are located on the platform at the entrance to the Library, adjacent to either the left or right railings at the head of the steps. There must not be interference with traffic to and from the Library.

    c. Loud speakers or other amplifiers are not permitted.

    d. Petitioners will be allowed to use a table the size of a folding bridge table and two chairs.

    e. Signs should be not larger than two feet by three feet.

    f. No soliciting of funds or sale of materials permitted.

    g. The Library may make a copy of the petition for its own records.

    h. The use of photographs is prohibited.

    i. The Library reserves the right of limiting the number of petitioning groups or the duration of their stay if there should be interference with normal library operations.

800-40: Displays

The glass display cases at the Main Library are available for public display of arts and crafts objects, collectibles, historical materials, etc., which would be of interest to the public. The exhibit must be non-commercial. The display case should not be used for promotional purposes by an organization or individual. Such exhibits are booked and scheduled through the Programming & Publicity Office. The displays in the Children's Department are booked and scheduled by the Children's Department.

Exhibits in the Gallery in the Main Library are scheduled by the Program/Outreach Coordinator in charge of Programming and Publicity. The application form is attached.

Revised 5/15/01, 9/12/17

Great Neck Library

GALLERY

The exhibit area is centrally located in the Main Library.

1. Photographers must be residents of the Great Neck School District.

2. Applications will be accepted on a first-come, first-serve basis. You will be contacted by the Library after submitting the application so that specific arrangements can be made.

3. Exhibits are displayed for a period of one month, commencing the first Friday of the month.

4. Photographs may be submitted already framed or matted to fit standard dax-type frames (8”x10” or 11”x14”).

5. Photographers must be prepared to arrange, hang and dismantle their own shows with the assistance of a Library staff member at predetermined times.

6. Photographers must bear in mind that the exhibit space is centrally located in the Library where it will be viewed by children as well as adults.

7. The Library will be pleased to submit press releases about the exhibits to the local newspapers provided that written information about the photographer and his/her work is provided with this application at least one month before the exhibit. If possible, please submit a black /white photograph of your work with the written publicity information. We regret that this photo cannot be returned. No publicity may be undertaken by the photographer without prior approval of the Library.

8. All exhibits are subject to the Library’s approval.

(Please read the above information before filling in application form.)

800-45: Art/Photography Exhibits

It is the policy of the Board that exhibitions displayed in the Library be subject to certain scrutiny not necessarily applicable to those held at an art gallery or museum. Library facilities are used for children's activities as well as for gatherings of various community groups. Exhibitions may also be viewed by conducted school groups who are being introduced to the Library.

While conscious of the artist's right to self-expression, the Board holds that the Library walls are not a suitable arena for testing the limits of public acceptability. Where these criteria are not observed, the items should not be displayed to the public prior to specific approval from the Board of Trustees.

For every exhibit, each artist is required to sign a "hold-harmless" form (see attached), which form is also used by the Library to secure insurance coverage for the period indicated. [5/19/09]

The Great Neck Library reserves the right to discard or dispose of any item left behind by an individual or group exhibiting artwork, collectibles, ephemera, or any other materials left behind by the exhibitor at the library. The Library assumes no responsibility for damage to materials left in the Library after the exhibition is over. Any items not picked up within 30 days will be deemed abandoned. The library will attempt to contact exhibitors to retrieve their property in accordance with the Art/Photography Exhibitor Procedures. If the Library chooses to hold onto an unclaimed exhibition item, it will be clearly marked as "unclaimed", with exhibit delivery dates, and a copy of the exhibitor's contact information attached to it.

This policy will be written into the Art/Photography Exhibitor Procedures that artists sign upon delivery of the artwork.

Adopted 10/21/14

800-50: Bulletin Boards

The Great Neck Library maintains an extensive set of bulletin boards as a means of providing information regarding services, events, etc., which would be of interest to library users. The following categories are in use: Education, Arts, Performing Arts, Health, Social Services, Senior Citizens, Community Organization, and Levels. All materials to be displayed or placed in the racks for public distribution must be submitted to the Department Head in charge of Programming and Publicity for approval by the Director or Director's designee. If approved, the material will be initialed, and dated prior to being placed on the bulletin boards by that office. All material placed on the bulletin boards directly by others without such approval will be removed. Material deemed offensive or blatantly commercial will not be posted. Posting does not indicate sponsorship or endorsement by the Library. Bulletin boards in Branch Libraries are handled by the people in charge of those respective areas under the same guidelines. Questions and problems should be referred to the Department Head in charge of Programming and Publicity.

Revised 1/23/01; 12/18/19

800-60: Library Equipment

Organizations using our meeting rooms have access to our audiovisual equipment under the meeting room policies. Library audiovisual equipment may be loaned to community organizations for emergency purposes. Such loans must be approved by either the Library Director or the Business Manager.

Revised 5/15/01

800-65: Computer Workstations

There is a charge of 10 cents per page for all black and white printouts from the public workstations and a charge of 25 cents per page for all color printouts from public workstations. Charges will be debited to the individual's Print Management account.

Revised 5/23/00; 10/23/07; 2/27/08

800-70: Parking Lot

The parking lot is for the use of library patrons and staff.

Overnight parking or parking in the lot when the Library is closed is not permitted.

The Library has reserved certain parking spaces for people with disabilities, which parking spaces have been clearly marked. In order to park in these parking spaces, cars must have a vehicle plate for reserved parking issued by the DMV or a valid handicapped parking permit that is prominently displayed.

Violation of this policy will result in the violators' vehicle being towed at their own expense and risk.

Rev. 1/23/01; updated 7/17/25

800-75: STEM Lab Policy

The Great Neck Library desires to offer access to new and emerging technologies. This goal is consistent with the Library's mission to offer the best possible traditional and innovative library services.

What is a STEM Lab?

The STEM Lab will provide access to emerging technologies such as 3D printing, laser cutting, digital scanning, virtual reality, and more. The STEM Lab will be utilized as a space for patrons to participate in library programs, complete educational assignments, or develop their own projects.

Who can use the STEM Lab?

Availability of the STEM Lab is on a first come, first served basis, with priority given to Great Neck residents. A time limit for use of the equipment may be established when necessary to meet demand.

Children 9 and under cannot be left alone in the STEM Lab.

All participants, or a caregiver, must sign a liability waiver.

Different types of technology in the STEM Lab will have specific age limits that are either set by the manufacturer of the item or library policy.

When and how can I use the STEM Lab?

Use of the STEM Lab is limited to the library's operating hours. In addition, the STEM Lab can only be utilized when it is staffed by a Great Neck Library employee. The STEM Lab cannot be accessed for individual projects during programs.

The STEM Lab may not be utilized to promote any product, service, business, or interests.

No food, gum, candy, or drinks can be consumed in the STEM Lab.

All items created in the STEM Lab must be:

- Your own creation OR
- Items preselected and tested by a Great Neck Library staff personnel OR
- In the public domain AND
- Items which do not conflict with any Great Neck Library policy

The following types of items may not be created:

- Copyrighted
- Patented
- Trademarked
- Registered designs
- Any other proprietary objects; AND

Any printed or manufactured items must comply with other relevant policies.

No object should be in any way deemed:

- Prohibited by local, state or federal law.
- Obscene, pornographic, or in violation of the Library's Patron Behavior Policy.
- Unsafe, harmful or pose an immediate threat to the well-being of others.
- An object that may function as a weapon or part of a weapon.

Patrons must save all work on their own external hard drive(s).

FAQs

I am a teacher, how can I schedule a class visit to the STEM Lab?
Email the Great Neck Library at STEMLab@greatnecklibrary.org to schedule a visit.

Please note that procedures governing the use of the STEM Lab are subject to change.

Adopted 1/15/19

800-80: 3D Print Policy

The Great Neck Library desires to offer community access to new and emerging technologies such as 3D printing. This goal is consistent with the Library's mission to offer the best possible traditional and innovative library services.

What is 3D printing?

3D printing is the manufacturing of solid objects by the deposition of layers of material (such as plastic) in accordance with specifications that are stored and displayed in

electronic form as a digital model (Merriam-Webster).

Who can submit files to the 3D printer?

Availability of 3D printing is on a first come, first served basis, with priority given to Great Neck residents.

Patrons who are 10 years old and over can submit files to staff to be 3D printed. Children 9 and under need their parent's permission.

When and how can I use the 3D printer?

Print time is limited to the library's operating hours. All print jobs should be submitted to staff 30 minutes before closing time. The 3D printer cannot be operated while the library is closed and unsupervised. The printer cannot be accessed when in use for programs.

What can I print?

Items up to 292 mm width by 192mm depth by 165mm height can be printed.

Only files in .stl format will be accepted.

Prints are limited to 4 hours.

The Library is not responsible for files left for printing, or for loss of data, information or for liability that occurs as a result of the use of its 3D printers.

Users are responsible for any equipment that is damaged due to their negligence and will be subject to charges for the cost to repair or replace it.

Items must be:

- Your own creation OR
- Items preselected and tested by a Great Neck Library librarian OR
- In the public domain AND
- Items which do not conflict with any Great Neck Library policy

The following types of items may not be printed:

- Copyrighted
- Patented
- Trademarked
- Registered designs
- Any other proprietary objects; AND

No object should be in any way deemed:

- Prohibited by local, state or federal law.
- Obscene, pornographic, or in violation of the Library's Patron Behavior Policy.
- Unsafe, harmful or poses an immediate threat to the well-being of others.
- An object that may function as a weapon or part of a weapon.

The library shall assume no responsibility to ensure compliance with any patent, or trademark of copyright restrictions. The person signing this agreement hereby affirms that he or she has the right to use such file.

It is the sole responsibility of the patron to make sure that none of the printed items are in violation of any copyright, trademark or patent restrictions.

The Library reserves the right to decline printing items which are in conflict with the Great Neck Library Internet Access Policy, and other Library policy or this 3D Printing agreement.

Submitting a Design

- Requests will be taken in person only.
- Files with be reviewed by Great Neck Library Staff and patrons will be informed by staff if their piece is not approved for print.
- Prints are limited to 4 hours.
- 3D print requests will be fulfilled on a first come, first serve basis.
- Patrons may choose the color to print based on available colors.

Only designated/trained Library staff will have hands-on access to the 3D printer.

What is the cost for printing?

The cost of 3D printing is $.50 per any fraction of 30 minutes based on estimated print time.

Payment may be made by cash or credit (over $3.00).

Patrons will be notified via email when their object has been printed. Items must be picked up by the individual who submitted the item for printing. Printed items that are not picked up in 21 days, will be deemed abandoned and disposed of at the discretion of the Great Neck Library.

Patrons must pay in advance for completed objects and may not demand a new print in place of the original due to dissatisfaction with color, scale, quality, design, or other options pre-selected by the patron. Refunds will not be given.

Printer Precautions

Parts of the machine can get quite hot. You may not touch the black printing pad or the nozzle of the machine. The Library accepts no responsibility for injury that occurs while the printer is in motion.

FAQs

I am a teacher, how can I schedule a class visit to the 3D printer?
Email the Great Neck Library at STEMLab@greatnecklibrary.org to schedule a visit.

Please note that procedures governing the use of the 3D printers are subject to change.

Adopted 12/18/18

SECTION 900: PROGRAMS

900-10: All Programs

Authors, artists, musicians, or performers who appears at the Library may be allowed to sell their creative works within the guidelines established by the Library Director.

Revised 2/23/21

900-20: Admission to Programs

Admission to programs will be granted in the following preferential order:

1. Great Neck Library Card Holders
2. Great Neck School District Residents
3. Non-residents

Library personnel in charge of supervising the library program will not admit anyone beyond the capacity of the meeting room, pursuant to Policy Manual Section 800-10: Use of Meeting Rooms.

For events with first-come, first served seating, doors will be opened 15-30 minutes prior to the announced starting time. The Library retains the right to reserve seats as the Library deems necessary or appropriate for the event.

The Great Neck Library Director or their designee may determine that registration or tickets to Great Neck Library will be required for programs which may attract overflow crowds. Such registration or tickets will be available at least one week prior to the program. For programs that require registration, a registrant's spot will remain reserved for 10 minutes past the program start time, at which time the Library may give the spot to a person on the waitlist.

The Library reserves the right to limit admission to programs should conditions exist such that the Library Director or their designee may determine that health and safety of attendees could be compromised.

Revised 4/29/14; updated 2/23/21; updated 7/17/25

900-30

Guidelines for Volunteers

Thank you for your interest in volunteering at the Great Neck Library. Your time, energy, talent, and commitment to helping the library continue to provide great service to the community is appreciated.

The Great Neck Library's ability to take on volunteers is dependent on the tasks available for our volunteers to fulfill. Please contact the [System Coordinator of Programming] to discuss potential volunteer programs and opportunities.

The following guidelines apply to all volunteers at the Great Neck Library:

- Minors aged 14 years and older can apply for volunteer positions with Great Neck Library. New York State law mandates that individuals under 14 years old are not permitted to volunteer unless under the direct supervision of a parent or guardian.

- As a volunteer you are expected to act in accordance with library policies. The following is be expected of each volunteer:

  Attendance: The Library is depending on you to be here when you're scheduled. Promptness is expected. If you are unable to work or will be late, notify the program coordinator. Adequate notice must be given for any planned absences.

  Volunteer Badge: All volunteers will receive a badge which must be worn during your volunteer hours in the Library. This identifies you as a volunteer to both patrons and staff.

  Attire: Volunteers must dress appropriately for public service and in accordance with Library guidelines. This includes the following requirements and restrictions:

  - Closed-toed shoes are required. No sandals, slides, crocs or flip-flops. Sneakers are acceptable.
  - Hats or hoods are not acceptable, with the exception of religious dress and appearance requirements.

  Conduct:

  - Friendly, courteous service is expected at all times. A pleasant demeanor should be presented to all patrons as well as library staff members. Do not bring friends or relatives with you to work. Keep visiting to a minimum. It is permissible for you to greet your friends if you see them but remind them you are busy and cannot talk for an extended time.
  - Volunteers must be respectful of library patrons, staff members, and other volunteers at all times. Your behavior while volunteering reflects upon the library.

- Communication is crucial. We expect you to tell us if you don't understand instructions for a task you are given, or if you don't feel comfortable doing a certain task. Give us the chance to clarify the task, or the opportunity to give you a different task you are better suited for.
- NO headphones are allowed at any time.
- NO phone use is permitted during volunteer work, except for emergencies.

Volunteers may end their service with the Great Neck Library by giving at least one day's notice. The Great Neck Library may end the volunteer relationship without notice. No reason need be given by either party to terminate the volunteer relationship.

Volunteer positions at the Great Neck Library do not constitute employment or a contract of hire. The positions come with no compensation or benefits other than reimbursement for expenses actually incurred as part of your volunteer services.

The Great Neck Library is committed to providing reasonable accommodations to qualified volunteers with disabilities, ensuring equal access to volunteer opportunities, and will work with individuals to identify and implement necessary accommodations unless doing so would create an undue hardship. Volunteers will be selected in the Library's discretion, generally based on the anticipated tasks and the candidates' skills, knowledge, experience and abilities related to such tasks. Volunteers will not be engaged to perform work traditionally performed in the Library by union employees.

Adopted: 1/21/25

900-40: Local History

It is the general policy of the Great Neck Library to acquire for reference use, materials contributing to the knowledge of the history of the geographic area of the Great Neck Library District and of immediately adjoining areas as they related to Great Neck. Materials are acquired through purchases from publishers, document and ephemera vendors, and also by donations.

Acquisitions are not strictly based on their relevance to our area's history. Emphasis is also given to the acquisition of those materials which will contribute to the knowledge of the social, civic, religious, economic, and cultural life of the area, past and present.

Materials (either originals or reproductions) generally considered for collection are: books, diaries, pamphlets, newsletters, bulletins, periodicals, reports, letters, speeches, newspapers, manuscripts, documents, maps, atlases, clippings, music, microforms, postcards, photographs, photographic negatives, slides, films, videotapes, sound recordings, oral history interviews, electronic materials, paintings, art reproductions and prints, posters, stereo views, genealogical records, minutes, memorabilia and ephemera, such as commemorative programs and advertisements. The library also maintains a collection of selected works by local authors, both past and present.

The library reserves the right to decide whether a proposed gift is to be added to its collection. Decisions on what will or will not be collected will be left to the discretion of the local history librarian(s) and their immediate supervisor(s). The library also reserves the right to dispose of materials inappropriate to the collection. Whenever possible, this will be accomplished by returning material to donors, selling items, or offering collections to other institutions, when feasible.

Historic objects are generally not collected, except in limited number for display or interpretative purposes. Inexpensive display objects to promote and interpret the collection may be acquired.

Requests for images are filled at the library's discretion, subject to the rules of Title 17 of the U.S. Code. Use of items duplicated from the library collection for publication should credit the Local History Collection of the Great Neck Library. In order to protect the original image materials, they are not loaned. Instead, library staff will supply digital copies of them in the formats and file types that are desired by the patrons, and available to staff. A fee of $10 will be charged for up to three images, to cover the cost of materials and staff time. These fees will be collected in advance.

Gifts of money are accepted and will be designated for the local history collection. If the donor has a special area of interest, it will be taken into consideration when making the purchase; however, it may be difficult to find items in certain subject areas. In those instances, the library reserves the right to purchase what it deems appropriate. All gift materials are acknowledged.

Use of the Local History Room takes place under the guidance of a reference librarian.

SECTION 1000: PUBLICITY AND PUBLIC RELATIONS

All publicity regarding Great Neck Library programs will be coordinated by the Department Head in charge of Programming and Publicity. No performer, exhibitor, co-sponsoring group, staff or Board Member may bypass this procedure by giving notices of any type regarding library programs, activities, etc., directly to newspapers or the publicity media.

All publicity regarding Board actions and policies must be approved by the Library Director. Publicity regarding Board meetings, Annual Meetings of the Association, budget hearings, nominations, and elections must be in accord with the Bylaws of the Association and any applicable laws.

All requests from the news media for information regarding the Library and its activities should be referred to the Library Director. All questions regarding library policies or problems must be referred to the Library Director.

SECTION 1100: LEVELS

Levels is the Great Neck Library's Youth Facility which is located on the lower level of the Library. Opened in 1973, it is used by young people from the 7th grade level up. Run as a library department, it is financed almost completely through the library budget. Levels is supervised by the Levels' Director, under the general supervision of the Library Director. It is staffed by personnel trained in the fields, such as, youth work, music, theater, art and dance. During the time periods when the facility is not scheduled for Levels activities, the space is used extensively for children's and adult programming. The working philosophy of Levels embodies implicit trust and respect for young people and a belief that given this trust and respect and opportunity, that they will respond by being responsible, creative, productive and working together for their common good. At least two staff members are always on duty when the facility is open.

1100-10: Rules and Application form

RULES FOR NON-SPONSORED PROGRAMS IN LEVELS

A major function of the Great Neck Library is to present programs which meet and further the educational, cultural and civic needs of the community. Levels has the responsibility in the Library for presenting such programs for the young people of our community.

All programs sponsored by the Library and Levels, which deal with areas of diverse opinions, are presented in an unbiased manner which calls for fair presentation of all sides of an issue. Neither the Library nor Levels takes the role of an advocate in any area which does not directly affect them.

Adult organizations are offered the opportunity by the Library to utilize its meeting rooms to present diverse points of view under guidelines set by the Board of Trustees of the Library. The Board believes that the same opportunity should be offered in Levels to the young people in our community.

Permission to meet at Levels does not in any way constitute an endorsement of the organization or program by the Library Board or staff. Rather, it is an affirmation of the Library Bill of Rights, which states:

> "As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussions of current public questions. Such meeting place should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members."

Since young people are typically not represented by the type of formal organizations that exist for adults, any group of eight or more young people (7th grade through college) who reside in the Great Neck School District may apply for permission to sponsor a program or meeting in Levels for the purpose of furthering the educational, cultural, or civic needs of the community. Levels is not available for meetings of a commercial nature.

Permission to use Levels is granted subject to the following restrictions. Failure to comply with any of them may result in immediate cancellation of the permit and jeopardize future permission to use the room.

1. Permits are not transferable.

2. Where meetings are jointly sponsored, all co-sponsors must be named on the application.

3. All programs or meetings must be open to all young people of the community and they may be open to the entire general public if desired.

4. No solicitation or collection of funds is permitted on Library premises. However, the Levels Planning Board is allowed to consider fund-raising applications and applications from outside groups for the use of Levels at a time when Levels is open, subject to the approval of the Library Director.

5. No unwarranted implications that an organization or program is sponsored or approved by the Library is permitted. Neither the name nor the address of the Great Neck Library or Levels may be used as the official address or headquarters of any organization.

ADMISSION FEES

The Great Neck Library encourages free admissions. However, where a program could not otherwise be held, an organization may apply for permission to charge a fee. This fee should approximately cover the cost of the program and may not be used for the general purposes of the organization. Organizations granted permission to charge a fee must file a financial statement with the Library within one month after the program, stating the amount collected and the purpose for which it was spent, and signed by applicant representative.

PUBLICITY

All advance publicity and literature must be approved, in advance, by the Library Director. In all material publicizing the program, the name of the sponsoring group must be larger and more prominent than that of the Library or Levels. The name and address of the Great Neck Library or Levels may be used only for the purpose of identifying the location of the meeting.

SCHEDULING

Levels will be available only during those hours in which it is scheduled to be open and at a time when there is no conflict with Levels activities or programs. No group may hold more than two meetings or programs during a calendar year. Levels is available on a first-come, first serve basis, but may not be scheduled more than a year in advance.

APPLICATION PROCEDURES

The group must submit its request in writing to the Library Director on the form provided for this purpose. All applications must be submitted no later than three weeks prior to the requested date, and must be submitted before 5:00 p.m. of the fourth Tuesday of the month, which is the regularly scheduled date of the Board of Trustees meetings. All applications must be approved by the Board.

CANCELLATION

If an organization is unable to use the rooms at the time reserved, one week’s notice must be given the Library Director.

CONDUCT

It is expected that the building and its facilities will be used with care. Since the Library is located in a residential area, we request that persons attending the meeting be as quiet as possible, both on their arrival and their departure from the building.

Conduct of attendance of meeting is the responsibility of the organization.

ADULT SUPERVISION

Supervision by Levels staff is mandatory. Should any problems of conduct or possible damages to the library premises or equipment arise, Levels staff has the authority and responsibility to take the necessary steps, including cancellation of the meeting or program to remedy the situation. The rules of conduct which have been established for Levels, including noise during library hours, will be strictly enforced.

FURNITURE & EQUIPMENT

Levels audiovisual equipment may be used provided an operator is furnished and compensated by the organization. The operator must be approved by the Director of Levels.

Moving furniture or putting up decorations, scenery, or signs is prohibited without prior approval of the Director of Levels.

The use of furniture or equipment not provided by Levels must have prior approval of the Director of Levels.

Except with the special approval of the Director of Levels, all material brought to the Library must be removed by the organization within 24 hours of the conclusion of the meeting.

FOOD

Refreshments may be served in Levels with the prior approval of the Director of Levels.

TIPPING

Tipping of library employees is prohibited.

MAXIMUM ATTENDANCE

The fire laws limit attendance at a meeting to 140 persons. This regulation will be strictly enforced.

REVOCATION OF PERMIT

The Board of Trustees reserves the right to revoke authorization to use Levels whenever, in its opinion, such use is in conflict with the best interest of the Library, or when violations of these regulations occur.

AMENDMENT OF RULES

The Board of Trustees may amend the rules pertaining to Levels as it deems proper.

Revised 1/23/01

SECTION 1200: GIFTS AND DONATIONS

Donations and other forms of support will generally be accepted, subject to the limitations set forth herein. Unrestricted gifts and gifts for specific programs and purposes may be accepted, provided they are consistent with the Great Neck Library's mission, purposes or priorities, at the sole discretion of the Director and Board of Trustees. Gifts for purposes that are not consistent with the Library's mission or to align with current or anticipated future programs, or are too restrictive, cannot be accepted. Examples of gifts that are too restrictive are those that violate the Library Charter, gifts that are too difficult to administer, or gifts that are for purposes outside the Mission of the Great Neck Library.

For any cash gift of $250 or more, the gift will be formally accepted by the Board at a public meeting. For any cash gift to the Library, the Director's office will send a letter of thanks to the donor. For any other gift determined to be valued at $250 or more, the gift will be formally accepted by the Board at a public meeting and a letter should be forwarded to the donor indicating a description and the conditions of the Library's acceptance of the gift stated above. The Library Director and the Board of Trustees shall determine if any such non-cash gift is appropriate.

All gifts offered to the Library and accepted by it shall become the sole property of the Library. Unless indicated otherwise by written agreement, the Library will have the rights of displaying, using, or lending the same, or of selling or disposing of said gifts.

Any appraisal of a gift to the Library is the responsibility of the donor. The acceptance of a gift which has been appraised by a third, disinterested party does not in any way imply an endorsement of the appraisal by the Library

Notwithstanding the value of the gift, all gifts shall be reported to the Public at the next scheduled Board of Trustees meeting.

Revised 1/23/01; amended 1/15/13; amended 10/27/15; amended 10/18/16; amended 10/23/18

SECTION 1500: GREAT NECK LIBRARY ASSOCIATION

1500-10: Membership in the Association

In addition to procedures expressly stated in the Bylaws, the following shall be adhered to:

A - The Secretary of the Board of Trustees shall have titular responsibility for maintaining the records of membership.

B - The membership list will be maintained at the Main Library. Current membership records will be compiled prior to the 1st Monday of October. [5/19/09]

C - Membership is defined in the Bylaws.

D - All members of the Association on the record date shall be eligible to vote at the Annual Meeting and at any special meeting. The record date for the Annual Meeting shall be 5:00 p.m. of the 1st Monday of October immediately preceding the Annual Meeting. The record date for any special meeting shall be 5:00 p.m. on the 30th day immediately preceding the special meeting. A membership list of eligible voters will be compiled on the day following the record dates to vote at the Annual or any special meeting.

E - Expiration of membership will occur when:
1. a member moves out of the School District
2. a member's library card privileges are suspended
3. a member's library card has expired

F - Any time during a given year when the Library confirms information that a member is no longer a resident, that name will be deleted from the Membership roll.

G - Any person whose membership has expired may re-register on the form provided by the Library.

H - Annual notices will be sent out in the Newsletter and local papers advising patrons who have become 18 years of age since they registered for a library card, to register for membership prior to the 1st Monday of October.

Revised 2/22/94; 1/23/01; 2/26/02; 11/23/04; 11/22/05; 5/19/09

1500-20: Nominating Committee Procedures

In addition to procedures expressly stated in the Bylaws, the Nomination Committee shall:

A. By February 1st prior to the Annual Meeting, or as soon as a Board seat becomes vacant before the expiration of its term, give notice to the Association of vacancies for the Board of Trustees and Nominating Committee to appear in the Library's newsletter, on the Library Website, and in a local newspaper.

B. If a Board seat becomes vacant due to the resignation, removal, or disqualification of a Trustee, the date of the vacancy is the date the Board of Trustees has accepted the Board member's resignation. If a seat on the Nominating Committee becomes vacant due to the resignation, removal, or disqualification of a Nominating Committee member, the date of the vacancy is the date the member notifies the Board of Trustees in writing.

C. On or before July 1st prior to the Annual Meeting, the Nominating Committee shall submit in writing to the Secretary the name of the nominee for every available seat for the Board of Trustees and the Nominating Committee to be elected at the Annual Meeting.

D. Within sixty (60) days after any vacancy occurs due to the resignation, removal, or disqualification of a Trustee, the Nominating Committee shall submit in writing to the Secretary the names of four nominees for every available seat for the board of Trustees to be selected by the Board of Trustees.

E. The Nominating Committee shall simultaneously provide the Board of Trustees with the reason for the selections and disqualifications, either in writing or in person at a meeting to be recorded. The Board of Trustees shall keep confidential all information provided to it by the Nominating Committee.

F. The Nominating Committee shall seek out and encourage qualified candidates who can complement board strengths or fill a gap in the current board's expertise and should take into consideration that board composition reflects the ethnic, racial, and cultural diversity of the community.

G. In making its selections, the Nominating Committee shall select people with a strong and genuine belief in public libraries and their mission in the community as centers for information, recreation, culture, and lifelong education.

H. If the Nominating Committee is unable to garner four nominees, the Nominating Committee shall provide the Board of Trustees with a description of the efforts it made to seek out nominees. The Board of Trustees shall keep confidential all information provided to it by the Nominating Committee.

I. On or before September 15th, the Secretary shall notify members of the Association in writing of all the nominations selected by the Board and of all independent nominations received, if any, pursuant to subdivision I of the Great Neck Library Bylaws. In the case of filling a board vacancy due to the resignation, removal, or disqualification of a Trustee, a nominee shall become a Trustee effective immediately after the Board's formal resolution to appoint the nominee at a board meeting.

J. Nominating Committee members shall be required to complete a minimum of two (2) hours of training annually that is appropriate for nominating committees.

Rev: 1/23/01; 2/26/02; 10/25/22; 5/14/24; 12/23/25

1500-25: Nominating Committee Member Removal Procedures

A Nominating Committee member may only be removed from their position for misconduct, incapacity, or neglect of duty.

To remove a member from the Nominating Committee:

1. A formal charge and specifications of the charge against the Nominating Committee member proposed to be removed must be filed by a Nominating Committee member, in writing, with the Chair of the Committee. The Chair of the Committee shall circulate a copy of the formal charges to the Committee members, the Library Director, the Board of Trustees, and the Library's attorney within 24 hours of receipt. Contents of the formal charge or charges must include:

    a. the charge, which is a brief and plain statement of the misconduct, incapacity, or neglect of duty claimed to have been violated, or if more than one, each of the separate charges asserted against the Nominating Committee member; and

    b. the specifications of the charges, which follows each charge and sets forth in detail the specific misconduct, incapacity, or neglect of duty claimed to have been violated.

    The Library's attorney shall provide the Nominating Committee with an opinion as to whether the charges satisfy the requirements of this paragraph.

2. Upon receipt of such charges, the Chairperson of the Nominating Committee must call a Special Meeting to hear the charges and specifications of such charges on at least ten days' notice, which notice will:

    a. indicate the date, time, and location of the Special Meeting;

    b. include the charges that will be heard; and

    c. advise the Nominating Committee member of their right to answer the charges in writing prior to the hearing.

    Such notice shall be served personally or by overnight mail on the Nominating Committee member proposed to be removed.

3. At the Special Meeting:

    a. the Nominating Committee shall enter into executive session to hear

and consider the charges and specifications. The motion to enter into executive session must be in the form of a resolution providing sufficient detail to enable the public to know that the executive session is appropriate because the Nominating Committee intends to discuss the discipline, suspension, dismissal, or removal of a committee member. The motion to enter into executive session must pass by a majority vote of the total number of Nominating Committee members.

b. the Nominating Committee is authorized to choose a member or members of the Nominating Committee to act as managers. The manager must present the evidence against the member proposed to be removed from the Nominating Committee but must not act as a prosecutor. Managers should strive to reveal the truth and seek a just outcome.

c. the Chairperson, or Secretary if the Chairperson is a manager, will act as judge. The Secretary, or their designee if acting as manager or judge, will record the details of the hearing, which record shall be shared with the Board of Trustees but otherwise be kept confidential.

d. the Special Meeting will proceed as follows:
    i. Opening statement by managers, then by defense.
    ii. Testimony of witnesses produced by the manager, then witnesses produced by defense.
    iii. Rebuttal witnesses by managers, then by defense.
    iv. Closing arguments by both sides.
        1. Deliberation and vote. The Nominating Committee, including the managers and judge, will then deliberate the charges and vote on the removal of the Nominating Committee member. The member proposed to be removed does not take part in the deliberation and vote.

4. If, at the conclusion of the Special Meeting, a majority vote of the Nominating Committee members vote in favor of removal, the Nominating Committee member proposed to be removed shall be immediately removed from the Nominating Committee. The Nominating Committee shall resolve, in public session, to remove the Nominating Committee member and their seat will be deemed vacant. If a majority vote of the members of the Nominating Committee votes against removal, the Nominating Committee shall resolve, in public session, not to remove the Nominating Committee member.

Adopted: 4/22/25

1500-30: Election Process

A - The Secretary will notify Association members by September 15th of nominees to the Board of Trustees and the Nominating Committee, as well as any nominees by Independent Petition. (Rev. 2/26/02)

B - A "Meet the Candidates Night" will be scheduled for October preceding the Annual Meeting. All candidates in an election will be given the opportunity to participate in person in a formal debate or forum with an independent moderator. In a non-contested election, the meeting may be informal. (Rev. 11/19/24)

C - No electioneering will be permitted in the Library. On election day, no electioneering will be permitted within 100 feet of the entrance to the polling place or on library grounds. This includes distribution of food, drink, or other items with a value of greater than $1 to library staff, library patrons, voters, and poll workers.

D - A voters' service table will be permitted at each Library with public information submitted by candidates and prepared by the Library. No active candidate, or partisan representative of an active candidate, may participate at the voters' service table. The table is limited to election material prepared by the Library.

Adopted 12/22/92
Rev. 9/28/93; 2/26/02; 5/14/24; 11/19/24

1500-40: Voting

A - Voting will take place at the Main Library, the Parkville Branch, and at any additional or alternate voting location or locations deemed necessary by the Director and the Board of Trustees, , on the day of the Annual Meeting from 9:00 a.m. to 9:00 p.m. A minimum of two voting locations is required for each election. (Rev. 9/16/14)

B - In order to vote at the Annual Meeting, residents must be a member of the Association as of the record date. (Rev. 12/18/18)

C - Members must vote at their designated polling site.

D - Voting will be by voting machine, proxy or by paper ballot on a form provided by the Library, as decided by the Board of Trustees.

E - Proxies will be available on a form provided by the Library, for those who choose not to vote in person at the Annual Meeting. The proxy form will be available no sooner than the 2nd Monday of September immediately preceding the Annual Meeting. (Rev. 2/26/02)

F - Only an individual member of the Great Neck Library Association may request a proxy on the form provided by the Library for this purpose. A proxy request form must be signed by the individual requesting the proxy. [An accommodation will be made for those unable to sign due to disability.] Proxy request forms must be received by the Library the Friday ten days before the Monday Election date so as to allow sufficient time to mail the proxy to the member and have it returned to the Library. Proxies will not be mailed subsequent to the Tuesday prior to the election.

G - Members will receive proxies by mail or in person. A triple envelope system will be used. The outer envelope is addressed to the Great Neck Library Association member. The inner envelope requires member to fill in name, address and library card number, and sign. Completed voting proxy is placed inside this envelope and sealed. The sealed envelope is then enclosed inside the envelope addressed to the Library's Post Office Box. Rev. 11/23/04

H - All proxies shall be irrevocable. A member can vote by proxy only once and is not eligible to vote at the Annual Meeting if a proxy has been submitted.

I - Completed proxy forms must be received no later that 5:00 p.m. on the Friday prior to the election. Completed proxies must be mailed to a Post Office Box at the Main Post Office. Locked boxes will be available at all Branches on the final day eligible for the return of the proxies. Election workers, appointed by the Director, will be present at each Branch to insure that no ballots are submitted after 5:00 p.m.

Completed proxies returned to the Library rather than the Post Office prior to the last day will be mailed by the Library to the Post Office.

J. Except for election workers, speaking on the phone, taking photographs, or recording video is strictly prohibited while on the voting floor. No pictures or videos of the ballot are permitted to be taken or circulated.

K. Each candidate may have one poll watcher at a time at each voting site. Candidates must send the names of their designated poll watchers to the Director prior to election day. Poll watchers must adhere to the following rules of conduct:

1. Poll watchers must sign and bring their signed Poll Watcher's Certificates with them on election day and notify election poll workers of their presence.
2. Poll watchers are observers of the election process and not direct participants.
3. A proper atmosphere must be maintained at all times.
4. Silent observation is preferred. Conversations, comments, or other activities that distract election workers from the proper execution of their duties are prohibited. Persons who, in the opinion of the election supervisor, are creating a disturbance will be asked to leave.
5. Poll watchers may not interfere with the election process. If the poll watcher observes something about which they have a question, the concern should be referred to the election supervisor. No direct action may be taken by the poll watcher themselves.
6. On the day of the election during the in-person voting hours, poll watchers may not discuss the candidates, advocate or campaign for a specific candidate, slate of candidates, or proposition.
7. The poll watcher may not engage in campaigning on the day of the election during the in-person voting hours within 100 feet of the entrance to any of the polling sites or on library grounds. Markers will be in place to indicate the “campaign-free” zone.

Adopted 6/23/92
Rev. 9/28/93
Rev. 10/25/94
Rev. 11/22/94
Rev. 12/13/95
Rev. 6/23/98 Adopted
Rev. 10/26/99
Rev. 2/26/02
Rev. 12/18/18
Rev. 5/14/24