

Fallsburg Library Trustee Monthly Meeting
October 25, 2018

Attendance:

Laurie Burke-Deutsch, Board Present	Present
Ronnie Cohen, Financial Officer	Present
Jenny Silverman, Trustee	Present
Sonny Smith, Vice President	Present
Sonia Ward, Board Secretary	Present
David Lawrence, Trustee	Present
Judith Merone, Trustee	Present
Kelly Wells, Director	Present
Paige Bakken, Recording Secretary	Excused

Meeting Commenced at 5:15pm.

The Pledge of Allegiance was recited.

Public Comment:

N/A

Approval of Minutes:

Board member Ward moved and Board member Smith seconded a motion to accept the September 27, 2018 Regular Meeting minutes. All in favor.

Financial Report:

Catskill Hudson Bank as of 9/30/2018

Checking	\$ 53,425.45
Money Market	\$239,233.53
ICS	\$121,729.72
CD - 1	\$ 50,501.11
CD - 2	\$ 50,501.11
CD - 3	\$ 50,000.00
CD - 4	\$ 50,000.00
CD - 5	\$ 50,000.00
CD - 6	\$ 50,000.00

Board member Cohen stated that she was looking into possibly investing some of our new tax money in a 6 month CD with a 1.5% interest rate. We have to work with Scott to ensure that we won't leave ourselves short with money before proceeding.

Discussion ensued regarding potential properties for the Library. Board member Lawrence asked if we decided on an amount we wanted to spend in total yet. Board President Burke-Deutsch explained that it would be very dependent on the location and condition of whatever property we find.

Board member Cohen explained that CDs 3-6 will be maturing in early November, maybe she will look to reinvest those for 6 months in case something becomes available that we would need the money for.

Board member Silverman moved and Board member Ward seconded a motion to accept the Financial Report. All in favor.

Board President Burke-Deutsch formally introduced new Board member Merone to the rest of the Board.

Board member Cohen moved and Board member Silverman seconded a motion to approve the warrant dated October 22, 2018 totaling \$16,557.96. All in favor.

Board member Lawrence moved and Board member Silverman seconded a motion to approve the Budget Amendments dated October 25, 2018 totaling \$2,915.20. All in favor.

Board member Silverman moved and Board member Ward seconded a motion to approve the Budget Transfer dated October 25, 2018 totaling \$350.00. All in favor.

Correspondence:

N/A

Director Report:

Director Wells read from her director's report (copy attached).

Director Wells will register those Trustees interested and able to attend the training at RCLS on November 14th at 5:30pm. Reminder that all Trustees must complete the training on an annual basis – training from one's own job does count.

Old Business:

Discussion about new Anti-Discrimination and Anti-Harassment Policy and the various state requirements.

Board member Cohen moved and Board member Ward seconded a motion to approve the new Anti-Discrimination and Anti-Harassment Policy. All in favor.

New Business:

Board member Silverman moved and Board member Smith seconded a motion to approve the 2019 Holiday Closings as presented. All in favor.

Board member Silverman asked for clarification on the length of time payroll summaries needed to be kept. Director Wells explained that the payroll vouchers/time sheets could be destroyed after 6 years, as long as a summary detailing hours worked, taxes paid, etc. was kept – the length of time for keeping payroll summaries is 55 years. Without the summaries, the payroll vouchers/time sheets would have to be kept for 55 years.

Board member Silverman moved and Board member Ward seconded a motion to approve the Records Destruction Authorization form dated October 2, 2017 – October 19, 2018. All in favor.

Committee Reports:

Discussion continued about potential properties for the Library. Multiple properties have been looked at and decided against for one reason or another. Other properties were suggested which will be looked into. Board member Smith said she will call Board President Burke-Deutsch if she finds anything before our next meeting.

Board member Silverman moved and Board member Ward seconded a motion to adjourn at 5:48pm. All in favor.

Fallsburg Library Trustee Monthly Meeting

Agenda

October 25, 2018

- Pledge
- Public Comment
- Approval of Minutes
 - September 27, 2018
- Financial Report
- Approval of Warrant(s)
 - October 22, 2018
- Budget Amendments
 - October 25, 2018
- Budget Transfers
 - October 25, 2018
- Correspondence
- Director Report
- Old Business
 - Discrimination/Harassment Policy – Placed in Google Docs for changes/review
- New Business
 - Approval of 2019 Holiday Closings
 - Records Destruction Authorization
- Committee Reports
- Adjournment

Board of Trustees Meeting
October 25, 2018
Financial Report

As of the September 30, 2018 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 53,425.45
Money Market	239,233.53
ICS	121,729.72
CD - 1	50,501.11
CD - 2	50,501.11
CD - 3	50,000.00
CD - 4	50,000.00
CD - 5	50,000.00
CD - 6	50,000.00
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	\$ 715,390.92

The following deposits were made to the money market account during this statement period:

9/4/2018	\$ 77.00
9/10/2018	66.00
9/17/2018	220.00
9/20/2018	210,592.12
9/24/2018	120.00
9/30/2018	87.27 (Interest)

Fallsburg Library

Transactions by Account

As of October 22, 2018

Accounts Payable		Type	Date	Numb	Name	Memo	Split	Amount	Balance
Bill	10/22/2018				Baker & Taylor Inc			0.00	
Bill	10/22/2018				AC Moore			714.49	714.49
Bill	10/22/2018				Over Drive, Inc			18.71	733.20
Bill	10/22/2018				Fallsburg Gas			271.97	1,005.17
Bill	10/22/2018				Catskill Delaware Publications			11.99	1,017.16
Bill	10/22/2018				The Penworthy Company			41.00	1,058.16
Bill	10/22/2018				Electronic Business Products, Inc			200.12	1,258.28
Bill	10/22/2018				Time Warner Cable			19.13	1,277.41
Bill	10/22/2018				John Conway			99.99	1,377.40
Bill	10/22/2018				NYSEG			150.00	1,527.40
Bill	10/22/2018				Modern Marketing			132.98	1,660.38
Bill	10/22/2018				fox Ledge, Inc			601.28	2,261.66
Bill	10/22/2018				Utica National Ins. Group			19.25	2,280.91
Bill	10/22/2018				Card Member Service			1,877.00	4,157.91
Bill	10/22/2018				AFLAC			155.73	4,313.64
Bill	10/22/2018				AIR Rent Property Group LLC			93.06	4,406.70
Bill	10/22/2018				AIR Rent Property Group LLC			4,533.59	8,940.29
Bill	10/22/2018				Constellation			2,651.90	11,592.19
Bill	10/22/2018				Town of Fallsburg			6.12	11,598.31
Bill	10/22/2018				Ramapo Catskill Library System			72.42	11,670.73
Bill	10/22/2018				Amazon Capital Service			4,740.06	16,410.79
Bill	10/22/2018							147.17	16,557.96
								16,557.96	16,557.96
								<u>16,557.96</u>	<u>16,557.96</u>

Total Accounts Payable
TOTAL

Fallsburg Library
Profit & Loss Budget vs. Actual
July 1 through October 22, 2018

Ordinary Income/Expense	Jul 1 - Oct 22, 18	Budget	\$ Over Budget	% of Budget
Income				
P1001 Property Taxes	210,592.12	421,184.24	-210,592.12	50.0%
P2082 Book Fines	1,544.69	2,000.00	-455.31	77.24%
P2401 Interest and Earnings	1,428.97	500.00	928.97	285.79%
P2705.00 Gifts and Donations	127.85	50.00	77.85	255.7%
P2760.30 LSG Local Lib Serv.Aid	2,815.20	0.00	2,815.20	100.0%
P2770.99 Copy Mach/Fax fees	956.15	1,700.00	-743.85	56.24%
Total Income	217,464.98	425,434.24	-207,969.26	51.12%
Expense				
200 Equipment	294.44	1,383.37	-1,088.93	21.28%
410 Books	4,568.74	8,800.00	-4,231.26	51.92%
411 Films,DVD or VHS	942.88	4,200.00	-3,257.12	22.45%
412 Recordings /Tapes, discs	395.85	3,000.00	-2,604.15	13.2%
413 Periodicals	569.94	1,400.00	-830.06	40.71%
415 e-content	1,801.84	3,000.00	-1,198.16	60.06%
416 Service & Web Fees	0.00	1,514.78	-1,514.78	0.0%
417 Web Host	0.00	100.00	-100.00	0.0%
418 licenses	0.00	175.00	-175.00	0.0%
428 Envisionware	327.31	500.00	-172.69	65.46%
429 Misc.	98.95	200.00	-101.05	49.48%
430 Office/Book/Library supply	362.83	3,000.00	-2,637.17	12.09%
431 Telephone	148.05	1,200.00	-1,051.95	12.34%
432 Telecommunications	714.10	1,600.00	-885.90	44.63%
433 Postage	50.00	275.00	-225.00	18.18%
434 Publicity / Printing	195.94	500.00	-304.06	39.19%
435 Travel / Meal	0.00	1,500.00	-1,500.00	0.0%
436 Anser/Automation	7,825.60	15,126.21	-7,300.61	51.74%
437 Professional Fees	1,050.00	3,400.00	-2,350.00	30.88%
438 Membership dues	115.00	550.00	-435.00	20.91%
439 Office Equip Maint	0.00	259.00	-259.00	0.0%
450 Utilities-Electric, Propane	359.83	5,000.00	-4,640.17	7.2%
451 Custodial Supplies	40.50	700.00	-659.50	5.79%
452 Cleaning Contract	450.00	1,800.00	-1,350.00	25.0%
453 Rent	15,088.70	43,900.00	-28,811.30	34.37%
454 Insurance	5,698.28	5,350.00	348.28	106.51%
456 Internet Service	499.95	1,200.00	-700.05	41.66%
469 Oper. & Mant. Exp-Sec sys	0.00	400.00	-400.00	0.0%
475 Annual Election	0.00	900.00	-900.00	0.0%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	84.55	900.00	-815.45	9.39%
478 Building Fund	0.00	10,000.00	-10,000.00	0.0%
479 Programming	487.51	4,000.00	-3,512.49	12.19%
480 T/ Falls Contract	875.00	3,500.00	-2,625.00	25.0%
483 Local Lib Service Aid	601.28	0.00	601.28	100.0%

Fallsburg Library
Profit & Loss Budget vs. Actual
 July 1 through October 22, 2018

	<u>Jul 1 - Oct 22, 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	0.00	29,000.00	-29,000.00	0.0%
P9040.800 Workers Compensation	1,877.00	2,800.00	-923.00	67.04%
P9060.800 Health Insurance				
Health Flex Plan	0.00	2,500.00	-2,500.00	0.0%
Health Insurance Buyout	0.00	2,000.00	-2,000.00	0.0%
P9060.800 Health Insurance - Other	5,053.58	28,000.00	-22,946.42	18.05%
Total P9060.800 Health Insurance	5,053.58	32,500.00	-27,446.42	15.55%
Payroll Expenses				
Direct Deposit Fees	74.00	400.00	-326.00	18.5%
P7410.141 Library Director	12,465.60	54,000.00	-41,534.40	23.08%
P7410.142 Principal Library	0.00	45,676.80	-45,676.80	0.0%
P7410.143 Library Clerk	6,696.00	29,016.00	-22,320.00	23.08%
P7410.144 Library page 1	6,019.20	26,083.20	-20,064.00	23.08%
P7410.145 Library clerk	0.00	10,467.60	-10,467.60	0.0%
P7410.146 library clerk	405.60	0.00	405.60	100.0%
P7410.147 Clerk	3,278.40	14,206.40	-10,928.00	23.08%
P7410.148 Page	2,839.60	2,496.00	343.60	113.77%
P7410.150 page	6,774.88	28,641.60	-21,866.72	23.65%
P7410.151 Page	0.00	1,500.00	-1,500.00	0.0%
P7410.154 Library Page	0.00	572.00	-572.00	0.0%
P9055.800 DBL	0.00	330.00	-330.00	0.0%
Payroll Expenses - Other	12,547.70	0.00	12,547.70	100.0%
Total Payroll Expenses	51,100.98	213,389.60	-162,288.62	23.95%
Payroll Taxes				
P9030.800 SS / Med				
FICA	3,162.22	0.00	3,162.22	100.0%
Medical	739.55	2,977.23	-2,237.68	24.84%
P9030.800 SS / Med - Other	0.00	13,184.05	-13,184.05	0.0%
Total P9030.800 SS / Med	3,901.77	16,161.28	-12,259.51	24.14%
Total Payroll Taxes	3,901.77	16,161.28	-12,259.51	24.14%
Total Expense	105,580.40	425,434.24	-319,853.84	24.82%
Net Ordinary Income	111,884.58	0.00	111,884.58	100.0%
Net Income	111,884.58	0.00	111,884.58	100.0%

FY 2018-2019
 Fallsburg Library
 Budget Amendments
 Board of Trustees Monthly Meeting
 October 25, 2018

Increase

Increase

Exp. Code	Description	Amount	Rev. Code	Description	Amount
P7410.479	Programming	\$100.00	P2705.00	Gifts & Donations	\$100.00
P7410.483	LLSA	\$2,815.20	P2760.30	LLSA	\$2,815.20
	Total Increase	\$2,915.20		Total Increase	\$2,915.20

FY 2018-2019
Fallsburg Library
Budget Transfers
Board of Trustees Monthly Meeting
October 25, 2018

Increase

Decrease

Exp. Code	Description	Amount	Exp. Code	Description	Amount
P7410.454	Insurance	\$350.00	P9040.800	Workers' Compensation	\$350.00
	Total Increase	\$350.00		Total Decrease	\$350.00

Director's Report
October 25, 2018

Everyone should have gotten the link and password for the policy Lib Guide that I have been working on. Please let me know if you did not, or if you are having problems accessing it. As we move forward with updating policies, I'll be adding more to the Lib Guide so you guys have access to them 24/7 to peruse at your leisure.

Virginia has been working on our records destruction paperwork, and you will have an authorization form to approve so we can continue to shred/dispose of records that we do not have to keep. The majority of the records are vouchers/invoices from more than 6 years ago, as well as payroll and time sheets from 6 or more years ago – for which we have a payroll summary that can be kept in place of all the vouchers and time sheets. We're slowly but surely making progress with this.

This Friday Amanda and Terry will be at the school for Safe Trick or Treat representing the Library and Saturday Amanda and I will be at Morningside Park with a craft table and game set up for Halloween in the Park. We're hoping the weather holds up, if so be sure to stop by and say hi. There will be rides, games, and a bonfire I believe.

As a FYI, the school is going to be hosting a few parenting workshops here in the Library over several weeks in November and December. They did the same over the course of the school year last year, which helped us to bring in some new users, we're hoping it will do the same this year.

As a reminder, the Friends are doing a "Paint and Sip" fundraiser next Friday, November 2 at 6pm at Paint a Peace Studios in Monticello. You can sign up online or let Terry know you plan on attending. I believe they will also be selling homemade fudge very soon as well, just in time for the holidays.

Also another reminder about the Sexual Harassment Training on Wednesday November 14th at RCLS. The training is specifically for Directors and Trustees – a buffet dinner will be served at 5:30pm and the training should be 6pm – 8:30pm. Please let me know if you would like me to register you for it. This will count as

the training needed by law – also, if you sit through a training at your place of employment, that will count for this as well – I would just need a copy of a certificate or something to file to show that the training has been completed. As a reminder, this is a training you all will need to complete annually – the state plans on releasing online training that will meet the qualifications of the new law at some point in the future as well. Everyone will need to have completed some form of training by October 2019 to be in compliance.

Respectfully submitted,
Kelly



Fallsburg Library

Discrimination/Harassment Complaint Form

If you believe that you have been subjected to discrimination or harassment, including but not limited to sexual harassment, you are encouraged to complete this form and submit it to the Library Director, another supervisor, the Board of Trustees' President, or the Personnel Committee chair. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, the Library Director, another supervisor, the Board of Trustees' President, or the Personnel Committee chair will complete this form, provide you with a copy, and follow the Library's Anti-Discrimination and Anti-Harassment Policy by investigating the claims as outlined in this form.

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

COMPLAINANT INFORMATION

Name:

Work Address:

Phone:

Job Title:

Email:

Select Preferred Communication Method:

Email

Phone

In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Work Address:

Phone:

Job Title:

COMPLAINT INFORMATION

1. Your complaint of discrimination and/or harassment is made about:

Name:

Work Address:

Phone:

Job Title:

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) discrimination or harassment occurred:

Is the discrimination or 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.

I request that Fallsburg Library investigate this complaint of discrimination and/or harassment in a timely and confidential manner as outlined in the Anti-Discrimination and Anti-Harassment Policy and advise me of the results of the investigation.

Signature: _____

Date: _____



Fallsburg Library

Anti-Discrimination and Anti-Harassment Policy

The Fallsburg Library (“the Library”) is committed to maintaining a workplace free from illegal discrimination or harassment. This policy is one component of the Library’s commitment to a discrimination-free work environment. All employees have a legal right to a workplace free from unlawful discrimination and harassment, and employees are urged to report unlawful discrimination and harassment by filing a complaint internally with the Library. Employees can also file a complaint with a government agency or in court under federal, state or local anti-discrimination laws.

This policy applies to all employees, applicants for employment, interns (whether paid or unpaid), and certain other non-employee personnel conducting business, regardless of immigration status, with the Library, and all must follow and uphold this policy. This policy will be provided to employees upon hiring and will be posted prominently in the workplace.

Unlawful Discrimination and Harassment Prohibited

The Library prohibits all forms of unlawful discrimination by anyone in the workplace (including supervisors, coworkers, consultants, vendors, patrons, and other non-employees) based on any protected classification, including: race, color, sex, national origin, ethnicity, military or veteran status, mental or physical disability, marital status, sexual orientation, genetic information/predisposition or carrier status, age, religion, creed, domestic violence victim status, and any other classification protected by federal, state, and local law. Any employee or individual covered by this policy who engages in unlawful discrimination, harassment (including sexual harassment), or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

What Is Harassment Generally?

Unlawful harassment is a form of unlawful discrimination. Unlawful harassment includes, but is not limited to, unwelcome or inappropriate verbal, physical, or other communication or conduct that denigrates or shows hostility or aversion to an individual and/or group and:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- Has the purpose or effect of unreasonably interfering with the individual’s work performance.

Unlawful harassment may include, but is not limited to: jokes, epithets, slurs, negative stereotyping; threatening, intimidating, or hostile acts; or written or graphic material including email that denigrates or shows hostility or aversion toward an individual or group on the basis of protected characteristic.

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 is offensive, a violation of the Library's policies, and unlawful; it may subject the Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of any 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.

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

- The 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;
- The 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, applicant for employment, intern, or non-employee working in the workplace who feels harassed should report the concern 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 individual's body or poking another individual's body; rape, sexually 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, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to another's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications in the workplace, such as: displaying pictures, posters, calendars, graffiti, objects, or promotional 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, self-identified or perceived sex, gender expression, 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 and individual's work; bullying, yelling, name calling.

Who Can Be a Target of Sexual Harassment?

Sexual Harassment can occur between individuals regardless of their sex or gender. New York law prohibiting sexual harassment protects all employees, applicants for employment, interns (whether paid or unpaid), contractors, and other non-employee personnel conducting business, regardless of immigration status, with the Library. Harassers can be superior, a subordinate, a coworker, or anyone in the workplace including an independent contractor, contract worker, vendor, patron, trustee, 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 Prohibited

No person covered by this policy shall be subject to adverse action because he or she reports an incident of discrimination or harassment, provides information, or otherwise assists in any investigation of a discrimination or harassment complaint. The Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected discrimination or harassment. Any employee of the Library who retaliates against anyone involved in a discrimination or harassment investigation will be subjected to disciplinary action, up to and including termination. All employees or others who are covered by this policy who believe they have been subjected to such retaliation should inform the Library Director, another supervisor, the Board of Trustees' President, or the Personnel Committee chair and may also seek relief in other forums, as explained below.

Under New York State law, an individual is protected from retaliation if that individual engages in "protected activity." Protected activity occurs when a person has:

- Made a report of discrimination or harassment, either internally or with any anti-discrimination agency;
- Testified or assisted in a proceeding involving discrimination or harassment under the Human Rights Law or other anti-discrimination law;
- Opposed discrimination or 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 the target of discrimination or harassment; or
- Encouraged a fellow employee to report discrimination or harassment.

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

Even if the alleged discrimination or 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 discrimination, including harassment. Individuals who knowingly bring false charges of discrimination, including any form of harassment, against another Library employee or other individual in the workplace, shall be subjected to disciplinary action, up to and including termination.

Reporting Discrimination and Harassment

Preventing discrimination, including harassment, is everyone's responsibility. The Library cannot prevent or remedy discrimination or harassment unless it is aware of it. Any employee or other individual covered by this policy who has been subjected to behavior that may constitute discrimination or harassment is encouraged to report such behavior to the Library Director, another supervisor, the Board of Trustees' President, or the Personnel Committee chair. Anyone who is witness or becomes aware of potential instances of discrimination or harassment has a responsibility to promptly report such behavior to the Library Director, another supervisor, the Board of Trustees' President, or the Personnel Committee chair.

Reports made under this policy may be made formally or informally and can be made orally or in writing. Employees are not required to report within their chain of command. Individuals are encouraged to report incidents of discrimination and harassment, including sexual harassment, using the Complaint Form provided at the end of this policy.

All employees, including supervisors and managers, who receive a complaint or information about suspected discrimination or harassment, observe what may be discriminatory or harassing behavior, or for any reason suspect that discrimination or harassment is occurring, **are required** to immediately report all formal and informal complaints to the Library Director, another supervisor, the Board of Trustees' President, or the Personnel Committee chair. In addition to being subject to discipline if they engage in discriminatory or harassing behavior themselves, supervisors and managers will be subject

to discipline for failing to report and/or investigate suspected discrimination or harassment or otherwise knowingly allowing discrimination or harassment to continue.

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

Investigation Procedure

All reports or information about discrimination or harassment will be investigated, whether that information was reported in oral or written form.

The investigation of any report, information, or knowledge of any discrimination or 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 those making a report, witnesses, and alleged harassers, will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

All employees, including managers and supervisors, are required to cooperate with any internal investigation of discrimination and/or harassment. The Library will not tolerate retaliation against employees or others 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 of discrimination and harassment will generally be conducted by the Library in accordance with the following steps:

- Upon receipt of the report, the Library Director, another supervisor, the Board of Trustees' President, or the Personnel Committee chair 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 the report is oral, an individual may be asked to complete the Complaint Form in writing. If he or she refuses, a Complaint Form will be prepared based on the oral report.
- All relevant documents, including all electronic communications, will be requested and reviewed. Steps to obtain and preserve all relevant documents, including emails and phone records, will be taken.
- All parties involved, including relevant witnesses, will be interviewed.
- A written documentation of the investigation will be created and may contain 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
 - The basis for the decision and final resolution of the report, together with any corrective action
- The written documentation and associated documents will be kept in a secure and confidential location.
- The individual who reported and the individual(s) against whom the report was made will be notified of the final determination, and any corrective actions identified in the written document will be implemented.
- The individual who reported will be informed of the right to file a complaint or charge externally as outlined below.

Any individual determined to have engaged in unlawful discrimination, harassment, including sexual harassment, or retaliation will be subject to discipline, up to and including termination.

Legal Protections and External Remedies

Discrimination and harassment is not only prohibited by the Library, but is also prohibited by federal, state, and where applicable, local law.

Aside from the internal process at the Library, individuals 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 advice of an attorney.

New York State Human Rights Law

The Human Rights Law (HRL), codified as NY Executive Law, art. 15 § 290 et seq., applies to all employers in NYS with regard to sexual harassment, and protects employees, paid or unpaid interns, and certain non-employees, regardless of immigration status. The HRL's prohibitions against discrimination and harassment based on other protected classes apply to employers in New York with four or more employees. 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 alleged discrimination or harassment. If an individual did not file at DHR, he or she can sue directly in state court under the HRL, **within three years** of the alleged discrimination or harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Library does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of discrimination or 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 discrimination or harassment, including sexual harassment, has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination or harassment, including 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, NY 10458. You may call (718)741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888)392-3644 or visit www.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.

Title VII of the 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 USC § 2000e et seq. An individual can file a complaint with the EEOC anytime within 300 days from the 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 (800)669-4000 (TTY (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 discrimination and harassment, including sexual harassment. 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 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.



FALLSBURG LIBRARY

Fallsburg Library Holiday Closings for 2019

Tuesday January 1 st	New Year's Day
Monday January 21 st	Martin Luther King Jr. Day
Monday February 18 th	President's Day
Sunday April 21 st	Easter Sunday
Monday May 27 th	Memorial Day
Thursday July 4 th	Independence Day
Monday September 2 nd	Labor Day
Monday October 14 th	Columbus Day
Monday November 11 th	Veteran's Day
Wednesday November 27 th	Thanksgiving Eve (Close @ 3pm)
Thursday & Friday November 28 th & 29 th	Thanksgiving Observance
Tuesday December 24 th	Christmas Eve
Wednesday December 25 th	Christmas Day
Tuesday December 31 st	New Year's Eve (Close @ 3pm)



FALLSBURG LIBRARY

RECORDS DESTRUCTION AUTHORIZATION FORM

October 2, 2017 – October 19, 2018

The Fallsburg Library Board of Trustees has approved the destruction of the attached listed documents.

File #/Name	Description	Retention Period
File #(FBR100217-1)-(FBR100217-7)	Profit & Loss Bud. Vs. Actual	6 years
File #(FBR101017-1)-(FBR101017-4)	Banking – Transaction Detail	6 years
File #(FBR101017-5)-(FBR101017-10)	Banking – Statements	6 years
File #(FBR101017-11)-(FBR101017-13)	Banking – Balance Sheets	6 years
File #FBR101617-1	Banking – Balance Sheets	6 years
File #FBR101617-2	Summer Reading Reports	6 years
File #(FBR101617-3)-(FBR101617-6)	Profit & Loss Bud. Vs. Actual	6 years
File #(FBR101717-1)-(FBR101717-2)	Banking – Deposits	6 years
File #(FBR101717-3)-(FBR101717-5)	FOIL Requests	6 months after completion
File #FBR101717-6	Contracts	6 years
File #(FBR101717-7)-(FBR101717-8)	Petty Cash/Vouchers	6 years
File #(FBR103117-1)-(FBR103117-3)	Vouchers	6 years
File #FBR090518-1	Vouchers	6 years
File #(FBR090618-1)-(FBR090618-2)	Banking – Transaction Detail	6 years
File #(FBR090618-3)-(FBR090618-4)	Profit & Loss Bud. Vs. Actual	6 years
File #FBR090618-5	Banking – Balance Sheets	6 years
File #(FBR092018-1)-(FBR092018-2)	Vouchers	6 years
File #(FBR092418-1)-(FBR092418-5)	Payroll Vouchers – Withholding	6 years
File #(FBR092418-6)-(FBR092418-8)	Payroll Vouchers – Retirement	6 years
File #(FBR092518-1)-FBR(092518-5)	Payroll Vouchers/Time Sheets	6 years
File #(FBR092518-6)-FBR(092518-8)	Payroll Vouchers – Withholding	6 years
File #(FBR092718-1)-(FBR092718-15)	Payroll Vouchers/Time Sheets	6 years
File #(FBR092718-16)-(FBR092718-21)	Payroll Vouchers – Retirement	6 years
File #(FBR092718-22)-(FBR092718-28)	Payroll Vouchers – Withholding	6 years
File #(FBR 092818-1)-(FBR092818-4)	Payroll Confirmation Report	6 years
File #FBR092818-5	Payroll Vouchers – Retirement	6 years
File #(FBR092818-6)-(FBR092818-8)	Payroll Vouchers – Withholding	6 years
File #(FBR092818-9)-(FBR092818-11)	Payroll Vouchers/Time Sheets	6 years
File #FBR100318-1	Payroll Confirmation Report	6 years
File #FBR100318-2	Vouchers	6 years
File #(FBR100418-1)-(FBR100418-3)	Payroll Vouchers/Time Sheet	6 years
File #(FBR100418-4)-(FBR100418-5)	Payroll Vouchers – Withholding	6 years

File #/Name	Description	Retention Period
File #(FBR101018-1)-(FBR101018-3)	Volunteer/Community Service	6 years after completion
File #(FBR10118-1)-(FRB10118-6)	Payroll Tally Sheets	6 years
File #FBR101618-1	Correspondence	'0' after relevance
File #FBR101618-3	Economic Census/Survey	6 years
File #FBR101618-4	Volunteer/Community Service	6 years after completion
File #(FBR101618-5)-(FBR101618-6)	Banking – Various	6 years
File #FBR101618-7	Contract – Baker & Taylor	6 years
File #FBR101818-1	Workforce Development Sheets	6 years after completion
File #(FBR101818-2)-(FBR101818-3)	Volunteer/Community Service	6 years after completion
File #(FBR101918-1)-(FBR101918-2)	Vouchers	6 years

The preceding files expected date of destruction: 10/29/18

Board Approval James Benke - Dutsch

Date 10/05/18

Destruction Completed: Date 11/3/2018

Signature: V. M. Faustner

Witness: Kelly White