

Cornwall Public Library
May 22, 2024
Regular Meeting Agenda

- I. Roll
- II. Approval of Agenda
- III. Approval of the Minutes:
 - A. April 10, 2024
- IV. Financial Review:
 - A. Approval of Warrant # 10
 - B. Approval of payment to Rockland Electric (Fanshawe) I/A/O \$8,328.12(final payment)
- V. Public Remarks
- VI. Communications/Donations
- VII. Director's Report – *See Google Docs*
- VIII. Committee Reports
 - A. Finance Committee
 - B. Policy Committee
 - C. Building, Garden, Grounds & Sustainability Committee
 - D. Friends
 - E. Personnel Committee
 - F. Strategic Planning Committee
- IX. Unfinished Business
- X. New Business:
 - A. Accept Matt Rettig's resignation from the Board
 - B. Accept Emily Milton's resignation as Treasurer
 - C. Approve the personnel committee's distribution of one-time payments to staff.
 - D. Budget transfers
- XI. Public Comments
- XII. Adjournment

Next Regular Board Meeting Wednesday, June 12, 2024, 7 PM

**Cornwall Public Library Board of Trustees Meeting
April 10, 2024 7:00 p.m.**

Minutes

Meeting was *called to order* by Stephanie Wolf at 7:02 p.m.

I. Roll:

Trustees Present: Stephanie Wolf (President), Meghann Chyla (Vice President), Lynn Daniels, Julia Dahl, Michelle Query (Secretary),

Also: Charlotte Dunaief (Director), Cathy Squillini (Minutes)

Excused: Matt Rettig

Public: Amy Stermer

II. Approval of Agenda: *A motion to approve* the agenda was made by Michelle Query, seconded by Lynn Daniels. Discussion: The March 5, 2024 Minutes of the Special Meeting were approved at the last Board meeting and may be removed from the Agenda. The warrant number for this meeting is #9. Public Budget Presentation will be on Tuesday, April 30, 2024. This date appears correctly in the March 13 Board Minutes. The Agenda, as amended, was unanimously approved.

III. Approval of the Minutes: *A motion to approve* the minutes of the Regular Board Meeting of March 13, 2024, was made by Meghann Chyla, seconded by Michelle Query, and unanimously approved.

IV. Financial Review: *A motion to approve* Warrant #9 in the amount of \$93,743.11 was made by Lynn Daniels, seconded by Julia Dahl. Discussion: checks in the amount of \$195/each were made out to the vote workers for May 7th (Gabhart, Cameron, Neville, Diederich, S. Torraca), and Medicare reimbursements of \$524.10/each were made to Clark, Kohlman, Rovello. A payment of \$1,800. was made to CJM Plumbing, Heating, and AC for work performed on the Men's and Women's bathrooms to clear and scope the pipes, and to scope the line from the Staff Room. Payments made to News of the Highlands, Inc and Times Community Newspaper were to cover costs for legal notices to vote on the library budget. A payment of \$770.80 was made to Toshiba which included extra charges for 3,200 pages over the contracted number of copies. *A vote to approve* Warrant #9 was unanimous.

V. Public Remarks: None

VI. Communications and Donations: The Director received a letter of thanks from a new patron who applied online for a library card. He stated that he was very happy with the ease of the process and the speed of receiving the card.

VII. Director's Report: See Google Docs for full report.

Two candidates were interviewed for the Librarian II Youth Services position; one has withdrawn her application. Although the salary for the position is on par with that of the current staff, it may be an issue keeping possible candidates from applying. Ads have now been posted on SENYRLC, RCLS, Indeed, and Metro (NYC & LI).

A successful hands-only CPR, First Aid, and AED training was held at Munger Cottage on March 23. The training was given to staff first and the second training at Munger was open to the public.

RCLS is migrating to the KOHA ILS operating system scheduled to go live on Monday, August 5. On Thursday, August 1, Workflows will be shut down. Open libraries will have to use KOHA offline from 4 p.m. Thursday through Sunday, August 4. RCLS will then have to migrate the information from offline to the new system once it goes live on August 5. The Director proposed that CPL close for full day staff training of KOHA on Friday, August 2, and remain closed to the public on Saturday, August 3 and Sunday, August 4. Those staff members who will be trained in KOHA before August 2 will be the trainers for the rest of the staff. The initial staff being trained include: Charlotte Dunaief (Director), Pam Stockton, David Phillips (Adult Services), Lisa Sinclair (Youth Services), Ellen Winchell (Circulation Supervisor). Positive reasons to close August 2-4 are that the staff will be more at ease using the system after training and fewer errors will be made working offline. A *motion to approve* the closure of CPL from August 2 to August 4 was made by Julia Dahl, seconded by Lynn Daniels, and unanimously approved.

VIII. Committee Reports:

Finance Committee: The Board President proposed setting aside \$20,000 from the CPL Projected Fund Balance for a one-time payment to staff as a bonus. A similar action has been done in the past. There will still be sufficient funds to cover CPL bills through September until the Library receives next year's tax money. A *motion to approve* setting aside \$20,000 to be used to provide a one-time payment to staff as a bonus was made by Julia Dahl, seconded by Meghann Chyla, and unanimously approved. The Personnel Committee will address this and present a plan to the Board at the next Regular Board meeting.

Policy: A meeting is to be held on April 17, 2024, to start discussing library card policy.

Buildings, Grounds, and Sustainability: None

Friends: None

Personnel: None

Strategic Planning Committee: One of the goals of the Committee is to develop a feasibility study regarding the use of solar power at the Library. Although the Committee is further along in the process than last year, an application for an EXCO grant will not be planned for this year.

The links and questions for the staff survey must be addressed. The Committee is seeking staff input for the Strategic Plan and looks forward to gathering that information. Points to consider: possible staff meeting to discuss input and planning, concerns from staff about anonymity, and survey questions that allow the opportunity to express any complaints/concerns from staff.

IX. Unfinished Business: None

X. New Business: A) Discussion of closing August 2-4, using August 2 as a full staff training day (*See Director's Report above*)

B) Good Idea Fund request: Shelving unit for Young Adult audiobooks. Currently, these audiobooks are housed with Manga and should be separated. The Director showed the Board photos of how the audiobooks are currently shelved, along with photos of what the new shelving would look like. Questions were raised regarding the frequency of use of the YA audiobooks to justify the purchase and delivery costs which would amount to approximately \$900. Currently, the audiobooks are stored on a movable cart with wheels that pose a tripping hazard for patrons and staff. The Board voted unanimously to allow the purchase of the new shelving.

XI Adjournment: A *motion to adjourn* was made by Michelle Query, seconded by Julia Dahl, and unanimously approved. The Regular Board Meeting was adjourned at 7:54 p.m.

The next Regular Board Meeting will be held on Wednesday, May 22, 2024 at 7:00 p.m.

Public Budget Presentation will be held Tuesday, April 30, 2024, at 7:00 p.m.

Cornwall Public Library
Warrant #10
April 2024

	Date	Name	Amount
Aflac			
	04/16/2024	Aflac	-93.70
Total for Aflac			-\$ 93.70
Andrew Hernon			
	04/30/2024	Andrew Hernon	-41.54
Total for Andrew Hernon			-\$ 41.54
AudioFile			
	04/30/2024	AudioFile	-99.00
Total for AudioFile			-\$ 99.00
Barrons			
	04/30/2024	Barrons	-299.88
Total for Barrons			-\$ 299.88
Belsito Communications, Inc			
	04/30/2024	Belsito Communications, Inc	-225.00
Total for Belsito Communications, Inc			-\$ 225.00
Benninger Landscaping LTD			
	04/10/2024	Benninger Landscaping LTD	-900.00
Total for Benninger Landscaping LTD			-\$ 900.00
Blackstone Publishing			
	04/30/2024	Blackstone Publishing	-676.18
Total for Blackstone Publishing			-\$ 676.18
Bon Appetit			
	04/30/2024	Bon Appetit	-15.97
Total for Bon Appetit			-\$ 15.97
Brodart Co- JUV			
	04/30/2024	Brodart Co- JUV	-1,874.23
Total for Brodart Co- JUV			-\$ 1,874.23
Brodart Co.- McN			
	04/30/2024	Brodart Co.- McN	-610.75
Total for Brodart Co.- McN			-\$ 610.75
Car and Driver			
	04/30/2024	Car and Driver	-10.00
Total for Car and Driver			-\$ 10.00
Cengage Learning Inc/Gale			
	04/30/2024	Cengage Learning Inc/Gale	-246.67
Total for Cengage Learning Inc/Gale			-\$ 246.67
Central Hudson Gas & Electric Corp			
	04/30/2024	Central Hudson Gas & Electric Corp	-2,768.88
Total for Central Hudson Gas & Electric Corp			-\$ 2,768.88
Charlotte Dunaief			
	04/30/2024	Charlotte Dunaief	-30.15

Total for Charlotte Dunaief			-\$ 30.15
Commissioner of Finance			
	04/30/2024	Commissioner of Finance	-400.00
Total for Commissioner of Finance			-\$ 400.00
Cornwall Central School District			
	04/30/2024	Cornwall Central School District	-1,043.00
Total for Cornwall Central School District			-\$ 1,043.00
Cornwall Public Library Payroll			
	04/02/2024	Cornwall Public Library Payroll	-27,126.48
	04/16/2024	Cornwall Public Library Payroll	-25,503.27
Total for Cornwall Public Library Payroll			-\$ 52,629.75
Demco, Inc.			
	04/30/2024	Demco, Inc.	-36.93
Total for Demco, Inc.			-\$ 36.93
Discover Magazine			
	04/30/2024	Discover Magazine	-34.95
Total for Discover Magazine			-\$ 34.95
Elan Financial Services			
	04/30/2024	Elan Financial Services	-3,817.40
Total for Elan Financial Services			-\$ 3,817.40
Hannaford			
	04/17/2024	Hannaford	-36.50
Total for Hannaford			-\$ 36.50
hoopla			
	04/30/2024	hoopla	-1,179.72
Total for hoopla			-\$ 1,179.72
Ingram Library Services			
	04/30/2024	Ingram Library Services	-1,372.84
Total for Ingram Library Services			-\$ 1,372.84
J&G Law, LLP			
	04/10/2024	J&G Law, LLP	-200.00
Total for J&G Law, LLP			-\$ 200.00
JNJ Pest Control			
	04/10/2024	JNJ Pest Control	-280.00
Total for JNJ Pest Control			-\$ 280.00
Julie Bengyak			
	04/17/2024	Julie Bengyak	-100.00
	04/30/2024	Julie Bengyak	-100.00
	04/30/2024	Julie Bengyak	-975.00
Total for Julie Bengyak			-\$ 1,175.00
Lisa Sinclair			
	04/30/2024	Lisa Sinclair	-12.87
Total for Lisa Sinclair			-\$ 12.87
Lock Around the Clock			
	04/10/2024	Lock Around the Clock	-70.00
Total for Lock Around the Clock			-\$ 70.00
Marangi Disposal			

	04/17/2024	Marangi Disposal	-166.40
Total for Marangi Disposal			-\$ 166.40
Midwest Tape LLC			
	04/30/2024	Midwest Tape LLC	-256.94
Total for Midwest Tape LLC			-\$ 256.94
Moffat Library			
	04/30/2024	Moffat Library	-18.00
Total for Moffat Library			-\$ 18.00
Nationwide NYS Deffered			
	04/02/2024	Nationwide NYS Deffered	-600.00
	04/16/2024	Nationwide NYS Deffered	-600.00
Total for Nationwide NYS Deffered			-\$ 1,200.00
NET 2 PHONE			
	04/17/2024	NET 2 PHONE	-191.96
Total for NET 2 PHONE			-\$ 191.96
New York Library Association			
	04/30/2024	New York Library Association	-1,000.00
Total for New York Library Association			-\$ 1,000.00
News of the Highlands Inc			
	04/30/2024	News of the Highlands Inc	-48.00
	04/30/2024	News of the Highlands Inc	-48.00
Total for News of the Highlands Inc			-\$ 96.00
NYS & Local Retirement			
	04/25/2024	NYS & Local Retirement	-626.31
Total for NYS & Local Retirement			-\$ 626.31
NYS Health Insurance Pending Acct			
	04/10/2024	NYS Health Insurance Pending Acct	-5,983.84
Total for NYS Health Insurance Pending Acct			-\$ 5,983.84
Overdrive Inc			
	04/30/2024	Overdrive Inc	-1,625.58
Total for Overdrive Inc			-\$ 1,625.58
Pam Stockton			
	04/30/2024	Pam Stockton	-32.90
Total for Pam Stockton			-\$ 32.90
Paul Gould			
	04/30/2024	Paul Gould	-150.00
	04/30/2024	Paul Gould	-150.00
Total for Paul Gould			-\$ 300.00
Phoenix Graphics Inc			
	04/30/2024	Phoenix Graphics Inc	-650.00
Total for Phoenix Graphics Inc			-\$ 650.00
Poets & Writers			
	04/30/2024	Poets & Writers	-14.95
Total for Poets & Writers			-\$ 14.95
RCLS			
	04/30/2024	RCLS	-14,634.13
Total for RCLS			-\$ 14,634.13

Southeastern NY Library Resources Council

	04/30/2024	Council	-25.00
Council			-\$ 25.00
Sovereign Media Company			
	04/30/2024	Sovereign Media Company	-59.90
Total for Sovereign Media Company			-\$ 59.90
Staples			
	04/30/2024	Staples	-711.35
Total for Staples			-\$ 711.35
Toshiba			
	04/30/2024	Toshiba	-84.00
	04/30/2024	Toshiba	-442.45
Total for Toshiba			-\$ 526.45
Verizon			
	04/17/2024	Verizon	-119.00
Total for Verizon			-\$ 119.00
Verizon- Wireless			
	04/10/2024	Verizon- Wireless	-15.08
Total for Verizon- Wireless			-\$ 15.08

\$ (98,434.70)

Wednesday, May 08, 2024 09:47:11 AM GMT-7 - Cash Basis

Cornwall Public Library

Capital Grant Activity

July 2023 - April 2024

	CAPITAL PURCHASES	TOTAL
Revenue		
4760 Grants/Other	203,288.00	\$203,288.00
9999 Prior Year Grant Back Out	39,000.00	\$39,000.00
Total Revenue	\$242,288.00	\$242,288.00
GROSS PROFIT	\$242,288.00	\$242,288.00
Expenditures		
7000 Grant Expenses Paid in Prior Year	39,000.00	\$39,000.00
8010 Capital Purchase	1,096,972.17	\$1,096,972.17
Total Expenditures	\$1,135,972.17	\$1,135,972.17
NET OPERATING REVENUE	\$ -893,684.17	\$ -893,684.17
NET REVENUE	\$ -893,684.17	\$ -893,684.17

Cornwall Public Library

Budget vs. Actuals: FY 23-24 - Operating Expenses (83% of FY)

July 2023 - April 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4002 Local Public Funds	1,427,933.00	1,427,933.00	0.00	100.00 %
4082 Income	5,369.83	1,000.00	4,369.83	536.98 %
4401 Interest Income	4,408.25	500.00	3,908.25	881.65 %
4706 Friends of the Cornwall Public Library	5,282.11	13,500.00	-8,217.89	39.13 %
4840 RCLS- LLSA	5,290.89	4,810.00	480.89	110.00 %
Total Revenue	\$1,448,284.08	\$1,447,743.00	\$541.08	100.04 %
GROSS PROFIT	\$1,448,284.08	\$1,447,743.00	\$541.08	100.04 %
Expenditures				
6010 Retirement	61,889.00	61,889.00	0.00	100.00 %
6020 6020 NYS Disability Benenfits	2,125.05		2,125.05	
6030.8 FICA/Medicare Expense	48,275.41	69,393.00	-21,117.59	69.57 %
6060 Worker's Compensation	8,925.89	8,925.00	0.89	100.01 %
6090 Health Insurance	48,877.87	94,238.00	-45,360.13	51.87 %
6141 Professional Library	142,071.91	211,516.00	-69,444.09	67.17 %
6142 Clerical Salary	371,231.20	532,050.00	-160,818.80	69.77 %
6143 Treasurer Salary	5,141.01	6,365.00	-1,223.99	80.77 %
6144 Custodial Salary	15,450.35	27,838.00	-12,387.65	55.50 %
7410 Books	33,429.88	61,850.00	-28,420.12	54.05 %
7410.9 McNaughton	6,107.50	7,329.00	-1,221.50	83.33 %
7411 Movie License	232.50	700.00	-467.50	33.21 %
7412 Video/Music/Books on Tape	28,884.67	45,900.00	-17,015.33	62.93 %
7413 Serials/Reference	10,662.98	19,240.00	-8,577.02	55.42 %
7430 Supplies				
7430.1 Library Supplies	3,226.92	6,300.00	-3,073.08	51.22 %
7430.11 Book Processing	1,140.25	2,200.00	-1,059.75	51.83 %
7430.2 Office Supplies	9,752.79	11,000.00	-1,247.21	88.66 %
7430.30 Program Supplies- Adult	1,845.91	3,500.00	-1,654.09	52.74 %
7430.31 Program Supplies- YA	253.48	2,000.00	-1,746.52	12.67 %
7430.32 Program Supplies- JUV	1,052.23	1,500.00	-447.77	70.15 %
7430.33 Summer Reading	149.89	10,500.00	-10,350.11	1.43 %
7430.34 Program Supplies- Outreach	-51.07	3,000.00	-3,051.07	-1.70 %
Total 7430 Supplies	17,370.40	40,000.00	-22,629.60	43.43 %
7431 Telephone	4,514.83	4,900.00	-385.17	92.14 %
7432 Square Processing Fees	27.76	100.00	-72.24	27.76 %
7433 Postage and Shipping	2,264.28	4,900.00	-2,635.72	46.21 %
7434 Printing	673.74	10,000.00	-9,326.26	6.74 %
7435 7435- Travel/Conference	1,487.16	4,500.00	-3,012.84	33.05 %
7437 Professional Fees	0.99		0.99	
7437.1 Prof Fees- Office	17,530.52	22,050.00	-4,519.48	79.50 %
7437.2 Prof Fees- Adult Programs	2,290.00	6,000.00	-3,710.00	38.17 %
7437.3 Professional Fees- YA		2,000.00	-2,000.00	
7437.4 Professional Fees- Juv	1,875.00	4,000.00	-2,125.00	46.88 %

Cornwall Public Library

Budget vs. Actuals: FY 23-24 - Operating Expenses (83% of FY)

July 2023 - April 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7437.5 Professional Fees- Summer Reading Program	850.00	5,000.00	-4,150.00	17.00 %
7437.6 Professional Fees- Outreach	600.00	2,500.00	-1,900.00	24.00 %
Total 7437 Professional Fees	23,146.51	41,550.00	-18,403.49	55.71 %
7438 Dues	2,752.00	1,500.00	1,252.00	183.47 %
7450 Utilities/Fuel	30,510.77	35,000.00	-4,489.23	87.17 %
7451 Custodial Supplies	1,308.95	3,500.00	-2,191.05	37.40 %
7452 Repairs to Building	18,753.66	24,048.00	-5,294.34	77.98 %
7454 Building Insurance	9,923.62	13,500.00	-3,576.38	73.51 %
7455 RCLS	68,907.79	77,472.00	-8,564.21	88.95 %
7469 Service Contracts	18,053.87	39,540.00	-21,486.13	45.66 %
Total Expenditures	\$983,000.56	\$1,447,743.00	\$ -464,742.44	67.90 %
NET OPERATING REVENUE	\$465,283.52	\$0.00	\$465,283.52	0.00%
NET REVENUE	\$465,283.52	\$0.00	\$465,283.52	0.00%



REQUEST FOR BUDGET TRANSFER

20233-24 Year

Date Requested: May 22, 2024

Department Chair approval: N/A

Library Director approval: _____

Board Approval: _____

\$ Amount	Transfer Out-Account Code	Transfer In-Account Code	Reason for Transfer	Approval Type
				N/D/B
2125.05	6030.8	6020	Underbudgeted for NYS Disability	B
1,252.00	7437.1	7438	Underbudgeted in Dues, NYLA increased Dues significantly	B

Please note: If a transfer is needed to cover a requisition, the requisition is not processed until this form has been returned by the Director or Board of Trustees.

For Internal Use Only: D = Internal transfer only. Requires Library Director approval only
 D = Transfer between categories under Board approved limit
 B = Needs Board approval for transfer

PAYMENT APPLICATION

TO: Cornwall Public Library 395 Hudson Street Cornwall, NY 12518 Attn:	PROJECT Cornwall Library - HVAC NAME AND SED# 44-03-01-06-6-009-006 LOCATION: 395 Hudson Street Cornwall, NY 12518	APPLICATION # 5 PERIOD THRU 02/27/2024 PROJECT #s: 02 - Electrical DATE OF CONTRACT: 03/08/2023
FROM: Fanshawe, Inc. - Rockland Electric 143 Main Street 1st Floor Nanuet, NY 10954	ARCHITECT: Blake Engineering, PLLC 1898 County Route 1 Westtown, NY 10998	Distribution to: <input type="checkbox"/> OWNER <input type="checkbox"/> CONSTRUCTION MANAGER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/>
FOR: #2 - Electrical	CONSTRUCTION MANAGER: Collier Construction LLC	

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
 Continuation Page is attached.

1. CONTRACT AMOUNT	<u>\$124,500.00</u>
2. SUM OF ALL CHANGE ORDERS	<u>\$4,062.43</u>
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	<u>\$128,562.43</u>
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	<u>\$128,562.43</u>
5. RETAINAGE:	
a. 0.00% of Completed Work (Columns D + E on Continuation Page)	<u>\$0.00</u>
b. 0.00% of Material Stored (Column F on Continuation Page)	<u>\$0.00</u>
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	<u>\$0.00</u>
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	<u>\$128,562.43</u>
7. LESS PREVIOUS PAYMENT APPLICATIONS	<u>\$120,234.31</u>
8. PAYMENT DUE	\$8,328.12
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	<u>\$0.00</u>

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$4,062.43	\$0.00
Total approved this month	\$0.00	\$0.00
TOTALS	\$4,062.43	\$0.00
NET CHANGES	\$4,062.43	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: Fanshawe, Inc. - Rockland Electric

By: *[Signature]* Date: 2/27/24
 John Fanshawe, President

State of: New York

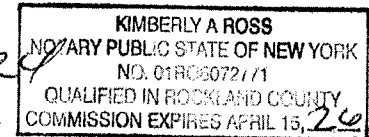
County of: Rockland

Subscribed and sworn to before

me this 27 day of February 2024

Notary Public: Kimberly A Ross

My Commission Expires: April 15, 2026



CERTIFICATION

The Construction Manager and Architect's signatures below are their assurance to Owner, concerning the payment herein applied for, that: (1) they have inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Construction Manager and Architect know of no reason why payment should not be made.

CERTIFIED AMOUNT.....

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

CONSTRUCTION MANAGER:

By: _____ Date: _____

ARCHITECT:

By: _____ Date: _____

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

CONTINUATION PAGE

PROJECT: Cornwall Library - HVAC
 SED# 44-03-01-06-6-009-006

APPLICATION #: 5
 DATE OF APPLICATION: 02/27/2024
 PERIOD THRU: 02/27/2024
 PROJECT #s: 02 - Electrical

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)	H % COMP. (G / C)	I BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
1	Cornwall Public Library - Base Project								
2	Performance and Payment Bonds	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100%	\$0.00	
3	Project Insurance	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100%	\$0.00	
4	Mobilization & Demobilization	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100%	\$0.00	
5	Field Supervision and Layout	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100%	\$0.00	
6	Temporary Facilities	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100%	\$0.00	
7	Submittals	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100%	\$0.00	
8	Meeting Attendance	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100%	\$0.00	
9	Project Closeout	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100%	\$0.00	
10	Record Drawings and Construction Progress Documentation	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100%	\$0.00	
11	Punch List	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100%	\$0.00	
12	Clean-up	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100%	\$0.00	
13	Mechanical Equipment Disconnects Labor	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100%	\$0.00	
14	Lighting Tie up/Protect or Remove/Store Labor	\$14,000.00	\$14,000.00	\$0.00	\$0.00	\$14,000.00	100%	\$0.00	
15	Lighting Reinstall Labor	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00	100%	\$0.00	
16	Lighting Reinstall Material	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100%	\$0.00	
	SUB-TOTALS	\$55,500.00	\$53,500.00	\$2,000.00	\$0.00	\$55,500.00	100%	\$0.00	

CONTINUATION PAGE

PROJECT: Comwall Library - HVAC
 SED# 44-03-01-06-6-009-006

APPLICATION #: 5
 DATE OF APPLICATION: 02/27/2024
 PERIOD THRU: 02/27/2024
 PROJECT #s: 02 - Electrical

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)	H % COMP. (G / C)	I BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
17	Low Voltage Device Tie up/Protect or Removal Labor	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100%	\$0.00	
18	Low Voltage Device Reinstall Labor	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100%	\$0.00	
19	Mechanical Equipment Circuitry Rough-In Labor	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$24,000.00	100%	\$0.00	
20	Mechanical Equipment Circuitry Rough-in Material	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100%	\$0.00	
21	Mechanical Equipment Connections Labor	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100%	\$0.00	
22	Mechanical Equipment Connections Material	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100%	\$0.00	
23	Fire Alarm Equipment Labor	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100%	\$0.00	
24	Fire Alarm Equipment Material	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100%	\$0.00	
25	Fire Alarm Rough-in Labor	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100%	\$0.00	
26	Fire Alarm Rough-in Material	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100%	\$0.00	
	SUB-TOTALS	\$107,000.00	\$105,000.00	\$2,000.00	\$0.00	\$107,000.00	100%	\$0.00	
	SUB-TOTALS	\$107,000.00	\$105,000.00	\$2,000.00	\$0.00	\$107,000.00	100%	\$0.00	

CONTINUATION PAGE

PROJECT: Cornwall Library - HVAC
 SED# 44-03-01-06-6-009-006

APPLICATION #: 5
 DATE OF APPLICATION: 02/27/2024
 PERIOD THRU: 02/27/2024
 PROJECT #s: 02 - Electrical

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD		% COMP. (G / C)			
101	Alternate 1								
102	Panelboard & Light Control Disconnect/Removals Labor	\$5,400.00	\$5,400.00	\$0.00	\$0.00	\$5,400.00	100%	\$0.00	
103	Panelboard & Light Control Reinstallation Labor	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100%	\$0.00	
104	Panelboard & Light Control Reinstallation Material	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100%	\$0.00	
105	New Circuitry Rough Labor	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100%	\$0.00	
106	New Circuitry Rough Material	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100%	\$0.00	
107	Final Equipment Connections Labor	\$750.00	\$750.00	\$0.00	\$0.00	\$750.00	100%	\$0.00	
108	Final Equipment Connections Material	\$250.00	\$250.00	\$0.00	\$0.00	\$250.00	100%	\$0.00	
	SUB-TOTALS	\$14,900.00	\$14,900.00	\$0.00	\$0.00	\$14,900.00	100%	\$0.00	
201	Alternate 2								
202	Alternate two	\$600.00	\$600.00	\$0.00	\$0.00	\$600.00	100%	\$0.00	
	SUB-TOTALS	\$600.00	\$600.00	\$0.00	\$0.00	\$600.00	100%	\$0.00	
301	Alternate 3								
302	Alternate three	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100%	\$0.00	
303	CO-EC-01Electric Heater	\$4,062.43	\$4,062.43	\$0.00	\$0.00	\$4,062.43	100%	\$0.00	
	SUB-TOTALS	\$6,062.43	\$6,062.43	\$0.00	\$0.00	\$6,062.43	100%	\$0.00	
	TOTALS	\$128,562.43	\$126,562.43	\$2,000.00	\$0.00	\$128,562.43	100%	\$0.00	

Date 10/24/2023

I, George Fanshawe Vice President
(Name of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

Fanshawe, Inc. dba Rockland Electric on the
(Contractor or Subcontractor)

Cornwall Public Library HVAC Replacement; that during the payroll period commencing on the
(Building or Work)

25 day of November, 2023, and ending the 1 day of December, 2023,

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

Fanshawe, Inc. dba Rockland Electric from the full
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

— in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

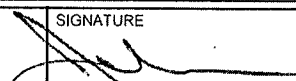
(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

— Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE George Fanshawe Vice President	SIGNATURE 
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 001 OF TITLE 18 AND SECTION 3729 OF TITLE 31 OF THE UNITED STATES CODE.	

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)



U.S. Wage and Hour Division

Rev. Dec. 2008

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

NAME OF CONTRACTOR <input checked="" type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/> Fanshawe, Inc. dba Rockland Electric	ADDRESS 143 Main Street, 1st Floor Nanuet, NY 10954	OMB No.:1235-0008 Expires: 07/31/2024
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PAYROLL NO. 9	FOR WEEK ENDING 12/01/2023	PROJECT AND LOCATION Cornwall Public Library HVAC Replacement Project	PROJECT OR CONTRACT NO. Contract #3 - Electrical
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(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT OR ST.	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY		(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK
				S	S	M	T	W	TH	F					FICA	WITH-HOLDING TAX	STATE	OTHER	TOTAL DEDUCTIONS	
				25	26	27	28	29	30	1					HOURS WORKED EACH DAY					
Dominguez, Miguel - 0722	0	Electrician Apprentice 2	o											\$160.00						
			s						8.00	8.00	19.00	1.00	\$1,065.50	\$86.96	\$59.81	\$37.94	\$91.62	\$276.33	\$789.17	
Street, James - 3100	0	Electrician Foreman	o											\$508.00						
			s						8.00	8.00	54.50	9.00	\$2,540.00	\$194.91	\$418.75	\$147.40	\$461.60	\$1,222.66	\$1,317.34	
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While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

HVAC/ Restroom Totals Through May 2024

Blake Engineering	\$55,550.00
Collier Construction	\$56,294.00
Fanshawe/ Rockland E	\$128,562.43
MDS HVAC	\$506,444.23
Profex Inc	\$397,449.63
	\$1,144,300.29

April 2024 Director's Report

Personnel

- Called Lawyer to discuss Civil Service Rules
- I went over the following policies with the staff: Exam Proctoring; Credit/Debit Card Policy
- Every employee was given a printed job description and asked to return a signed acknowledgment
- Spoke with Civil Service to ask about lists

Budget/Financial

- CPL has purchased QuickBooks for a discounted price through Tech Soup. Luann has been working to migrate to the new subscription.

Programming

- 4/18 Lead Mystery Book Discussion Group, 11 in attendance
- Brenda has been working diligently and has scheduled (DATE?) a Health Fair with MSLC hospital
- Brenda is working on a Job Fair to be held on June 7, 2024
- A big thank you to Holly and Pam S for starting the Opera Appreciation Club up again.
- Timothy Mumford Memorial Poetry Competition 4/28

Building and Grounds

- A fix for the electrical pole in the back office was installed on 4/18/24. An exact replacement pole was unavailable, so a cover for the exposed area was fabricated.
- Spoke with Chris of CJM plumbing on 4/18. We looked at the original plumbing plans of the building, trying to pinpoint where the issue is.
- 4/19 CJM plumbers came to recalibrate the flushometers in the toilets to a stronger flush.
- 4/29 CJM Plumbing came to repair the outdoor spigot near the gated area on the parking lot side of the building.

Of Note: I spoke with Grace Riario of RCLS regarding the Contract with West Point. Since all three libraries involved have agreed to accept the fees themselves, RCLS will no longer hold the fees or be on the contract. Each Library will collect the fees as West Point residents sign up for cards. The three directors met to discuss the contract on April 26, 2024.

Monthly Statistics March 2024 (previous month in parentheses):

Registered borrowers: 7,064 (7,818); Direct Access/Circulation: 10,038 (10,363);
ILL Borrows: 1,634 (1,758); ILL Loans: 1,672 (1,544); Item Count: 73,268 (73,352);
Wi-Fi: 6,367 (6,598).

Libby (Overdrive) Checkouts: 3,635 (3,879); Unique Users: 765 (784).

Number of visits to the Library: 5,238

Meetings Attended: 4/2 Department Heads; 4/9 Exec Committee; 4/10 Director's Assoc;
4/10 Board of Trustees; 4/15 Friends; 4/16 Department Heads; 4/17 Staff; 4/17 Policy Committee;
4/18 ILS Committee; 4/19 Personnel Committee; 4/26 Meeting with Stacy Flak (highland Falls) Ben
Gocker (Newburgh) regarding West Point Contract (see note above)

Circulation Monthly Stats for April

Calls for Programming	26
Calls regarding Circulation	71
New Library cards	41
Assist on Special Projects	17
Assist on Computers	31
Assist on Printing	48
Faxing	26
Register for Adult Programming	31
Register for Children's Programming	5
Assist with Reference	70
Assist with Children's	31
Miscellaneous duties *Guest pass, Museum Pass, Book recommendations etc.	25
Notary	14
Calls regarding Eclipse glasses	166
Organizing Carts	34
Auditing Carts	13
Shelf Reading	21

Adult Services Report April 1-30, 2024 (CAD)

REFERENCE: (previous month) Reference Questions: 231 (179) Quick Tech Assists: 79(85)
1-on-1 Tech Help: 34 (28) Circulation: 76(110) Directional: 13 (43)
Reader's Advisory: 9 (16) ILL/SEAL: 8 (11) Pull List: 1164 (1256)
Printing: 104 (117) Faxing: 1 (2) Phone: 73 (60) Virtual Ref: 4 (7)
Notary Service: 69(57)

Database Stats: (previous month)

Novelist Plus Searches: 24 (15) Novelist PlusK-8: 5 (0) EBSCO Master FILE Premier: 0 (0)
EBSCO Other: 0 (0) Gale Virtual Ref. Library: 0(1)

Ancestry: 107 (156)

Freegal: (3)

Hoopla: Circulations 529 (516) Users (188)

Usage Breakdown: Digital Audiobook: 252 (243) Digital BingePass4 (0) Digital Comics: 36(31) Digital Ebook: 0 (171) Digital Movie:36 (29) Digital Music: 10 (18) Digital Television: 29 (24)

Tutor.com: User accounts – 1 (1)

NYTimes Digital Subscription Stats: (previous month) In-house library usage sessions 51 (53); page views 91 (113); articles read 60 (77); Offsite Code redemptions 152(135) usage sessions 600 (285); page views 2,460 (1324) articles read 584 (306)

PC Usage: (previous month) Adults: 361 (329); Children: 7 (21); Laptops: 2 (1) PC Reservations: 0 (0); Guest Passes: 41 (37)

HOME DELIVERIES (previous month) New Sign Ups: 0 (0) Unique Patrons: 0 (0) Deliveries: 5 (5) Items Delivered:5 (8)

PROGRAMS

Great Decisions: (Pam S.) 4/15: 2

Members' Choice Book Group: (Dawn) 4

Midday Matinee (Holly) 4/2:20

Monday Night Movie: (Andrew) 4/8 – 3

Mystery Book Group: (Charlotte) 4/18; 11

Opera Club: (Holly & Pam S) 16

Teen Tech: (Pamela) 4/16:8

Youth Services -End of Month Report – April 2024

<i>Program name</i>	<i>Date</i>	<i>Children</i>	<i>Teens</i>	<i>Adults</i>	<i>Total Attended</i>
<i>Baby & Me</i>	<i>4/5, 4/12, 4/19, 4/26</i>	<i>10, 17, 17, 10</i>		<i>11, 19, 20,11</i>	<i>115</i>
<i>T.U.T.</i>	<i>4/19</i>		<i>3</i>		<i>3</i>
<i>Chess Tournament</i>	<i>4/6</i>	<i>15</i>	<i>3</i>	<i>12</i>	<i>30</i>
<i>Dog Tales</i>	<i>4/1, 4/15</i>	<i>15, 17</i>		<i>5, 3</i>	<i>40</i>
<i>Family Story Time</i>	<i>4/9, 4/16, 4/23,4/30</i>	<i>19, 18, 17, 23</i>		<i>21, 20, 16, 25</i>	<i>159</i>

<i>PJ Story Time</i>	<i>4/3, 4/17</i>	<i>10, 16</i>		<i>6, 13</i>	<i>45</i>
<i>ChatterBooks</i>	<i>4/10</i>	<i>11</i>	<i>1</i>	<i>1</i>	<i>13</i>
<i>Lego build-it</i>	<i>4/6</i>	<i>18</i>	<i>1</i>	<i>12</i>	<i>31</i>
<i>Village Pre-K Visit</i>	<i>4/25</i>	<i>22</i>		<i>4</i>	<i>26</i>
<i>Book Break</i>	<i>4/18</i>	<i>3</i>		<i>1</i>	<i>4</i>
<i>Saturday Morning Story Time</i>	<i>4/27</i>	<i>8</i>		<i>10</i>	<i>18</i>
<i>Chess Time</i>	<i>4/27</i>	<i>8</i>		<i>5</i>	<i>13</i>
<i>Readzza, Readzza</i>	<i>4/21</i>	<i>7</i>			<i>7</i>
<i>Garden Prep</i>	<i>4/13</i>	<i>2</i>		<i>6</i>	<i>8</i>
<i>Dig In the Dirt Day</i>	<i>4/20</i>	<i>26</i>	<i>5</i>	<i>16</i>	<i>47 +turtle</i>
TOTALS		309	13	237	559+turtle

Meetings & Outreach

4/2, 4/16 SRP Planning- Lisa & Liz 4/6/24 Chess Tournament -Lisa
4/2, 4/16, Managers Mtg- Lisa & Liz
4/25/24 Village Nursery School visit-Lisa & Liz
4/17/24 Evaluation- Liz 4/29/24 Hosting CLOUSC Mtg-Lisa & Liz
4/18/24 Koha training- Lisa 4/30/24 KOHA live webinar-Lisa

Questions @ the Desk

Reference 341, Circulation 123, Phone 192 (129 eclipse glasses), Tech 59, ipads lent 44, Book Clubs 33, Programs 48, new patrons 6, SRP volunteers 16, Misc. 24

Reflections

This was an eventful April with the eclipse (1950 glasses given to the public) & earthquake tremors that didn't bother the Baby & Me participants one little bit. April 4 we hosted an intergenerational chess tournament that was extremely well received & coordinated by a high school volunteer! Our inventory project was completed - kudos to Orlane & Lisa who are ruthless with a scanner! And Dig in the Dirt Day went well with lots of work done for the pollinator garden. Respectfully submitted 5/1/2024 ekf

Date	Title	Attendance
4/4/24	Prostate Cancer: Prevention, Screening, & Treatment	14
4/9/24	The Restoration of the Last Supper	35
4/11/24	Great Decisions	2
4/18/24	Spring Into Flower Collage Making	16
4/25/24	High-Risk Breast Cancer	8
4/30/24	Health & Wellness Fair	Total: 162

Creative Writers Workshop: 4/1-6, 4/8-6, 4/15-8, 4/29-7 Total: 27
 Book Club: Out & About 4/24/24 The Cloisters by Katy Hays Total: 8

Community Room (CR) & Study Room (SR) Usage

AARP Tax-Aide 4/1,4/8 Reporting (CR) 36 taxpayers/14 volunteers; \$39,159 federal refunds; \$28,155 NYS refund	Total: 50
Cornwall Garden Club (CR) 4/5/24	Total: 10
Cornwall Clean-Up Crew (CR) 4/9/24	Total: 15
Coffee & Conversation: Grief Support (CR) 4/14/24	Total: 8
Friends of Cornwall Library Meeting (SR) 4/15/24	Total: 8
Knoll Crest HOA (CR) 4/22/24	Total: 40

Donations to Friends of Cornwall Library:

4/9/24 The Restoration of The Last Supper.....	\$20.00
4/13/24 Cornwall Garden Club Sale of Nita Klein Art (profit split)	\$56.00
4/18/24 Spring Into Flower Collage Making.....	\$21.00
4/25/24 High Risk Breast Cancer.....	\$2.00
	Total April: \$99.00
	Total YTD: \$697.50

Highlights & Tidbits:

Spring 'sprung' at the library (even though the outside weather was chilly) with a creative and fun-filled day of flower collage friendship crafting. The multigenerational crafters shared tools, embellishments and friendship. The month continued with a highly well-presented program by artists Paul Gould & Matt Soltis on the Last Supper. The reviews were excellent by our art community!

Health topics continue to benefit the community as you can see by the individual health presentations, as well as the overwhelming interest in the Health & Wellness Fair. I was particularly pleased by the interest in our new community outreach effort to bring in 'unserved' patrons through the Coffee and Conversation addition. We will change the topics of discussion and try to encourage greater participation.

It should also be noted how the usage of both the study room and community room has blossomed over the last few months. Our library outreach in the community is bringing a greater awareness of the offerings that are possible right here at the library. Announce it and they shall come!

Brenda

Strategic Planning Report

The Strategic Planning Committee met Wednesday, May 15, 2024. We went through the Strategic Plan action steps and assessed current progress and steps that need to be taken to support action step completion.

In particular:

Connections

Goal: CPL will host a biannual job fair, to include at least 4 local employers as well as the input of local government agencies, and with at least 10 job-seeking attendees.

...

- Action Step 2. CPL will schedule a spring 2024 job fair.
Responsibility: Director, Staff, Outreach Program Coordinator, Director
Resources: Internal resources (online calendar, staff communication)
Evaluation: Job fair scheduled (with option of “rain date” for emergency back up)
- Action Step 3. CPL will evaluate whether the job fair can be held biannually or more frequently.
Responsibility: Director, Staff, Outreach Program Coordinator
Resources: Attendance metrics, participant survey
Evaluation: Ratio of number of job-seeking attendees to number of staff labor hours should be at least 1:1, and ideally 2:1 or better

These steps have been achieved/are well underway, with the Job Fair scheduled for June 7th, 2024. Thanks to Brenda for her hard work on this.

Goal: CPL will offer programs in keeping with our Mission and will engage in reflective analysis of how programs must continually evolve to connect with our community users.

- Action Step 1. Staff will implement at least 1 new program promotion strategy for current programs and will compare attendance and engagement data with pre-strategy implementation in order to increase community engagement.
Responsibility: Public Relations, Department Heads, Director
Resources: RCLS Public Relations department, attendance head counts, surveys of program participants
Evaluation: Increase in participants; Survey of participants to determine how they became aware of program

Charlotte will speak with Jessica McHugh about this need and will address the managers at their upcoming meeting to brainstorm new promotion strategies.

Three goals areas—the solar plan, circulation desk, and the staff-board “partner program” (now google form with options for giving the Board feedback) will be picked up when the Board is back up to the full complement of Trustees.

Effective Date:
July 2019 (v.5 11/2022)

CORNWALL PUBLIC LIBRARY

Employee Handbook

Cornwall Public Library
395 Hudson Street
Cornwall, NY 12518
Phone 845-534-8282 • Fax 845-534-3827
www.cornwallpubliclibrary.org

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A WORD ABOUT THIS HANDBOOK

Welcome to the Cornwall Public Library. We are pleased that you have elected to join our team and grow with us. We recognize that it is only through the efforts of our dedicated employees that we will be able to meet our goals.

During your tenure with Cornwall Public Library, you will discover the strong spirit that exists amongst our employees and their commitment to increasing and enhancing their personal growth and the library's growth as well. With this important thought in mind, a significant focus is placed on providing meaningful careers and opportunities for growth.

The purpose of this handbook is to provide the information needed to begin employment with us. As you will later read, this employee handbook should not be construed as a full and complete statement of Cornwall Public Library's policies and procedures, but it should clarify for you the aspirations and expectations that we have for ourselves and for the people with whom we work.

Cornwall Public Library prides itself on the high standards explained in the handbook. We are confident that you are the best candidate for your job and are excited to have you as part of our team.

PURPOSE OF THIS HANDBOOK

It is the policy of the library that this handbook should be used as an outline of the basic personnel policies, practices, and procedures for the library. The handbook should not be interpreted as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. The library may add to the policies or revoke or modify them from time to time. This handbook is not intended to alter the employment-at-will relationship in any way.

All handbooks are library property and are assigned to the job position and not to the individual. The Library Director is responsible for the distribution of this handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with Cornwall Public Library. By distributing this handbook, the library expressly revokes any and all previous policies and procedures that are inconsistent with those herein.

The policies and procedures explained in this handbook were reviewed and approved by the Board of Trustees of Cornwall Public Library and are current at the time of the publication and distribution of this handbook revision date.

GOOD COMMUNICATION IS A TWO-WAY STREET

We encourage you to bring your questions, suggestions, and concerns to our attention. We are always interested in constructive ideas and will give each careful consideration in our continuing effort to improve operations.

Recommendations, concerns, etc. should be presented to your supervisor or the Library Director so that they can be resolved by examination and discussion of facts.

Your suggestions and comments on any subject are important to us, so we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use the processes stated above this procedure.

A HISTORY OF THE CORNWALL PUBLIC LIBRARY

Summarized from "Cornwall Public Library" written by Jan Dempsey, Town of Cornwall Historian and Friend of the Cornwall Public Library.

Cornwall Public Library's roots go back to November, 1869 when a number of forward-looking citizens formed Cornwall Circulating Library, eventually housed in an imposing three-story structure erected in the village square. The Cornwall community was a popular resort in post Civil War years, filled with spacious hotels and boarding houses. Despite the name – Circulating Library – the facility functioned more as a reading room where a number of daily newspapers and current periodicals could be found. Supported by an annual subscription ranging from one to five dollars and by occasional fundraisers, it also relied on contributions of books from patrons. The room was open daily, especially during the summer when, in rainy weather, it would be filled with guests from nearby hotels.

In 1889, threatened by a decline in the resort business and by a lack of patronage from the year-round population, many of the books and other property of the Cornwall Circulating Library were sold. All that remained were small collections of books in the town's public schools.

1893 saw the two largest school districts – Canterbury and Cornwall-on-Hudson – applying for, and obtaining a permanent charter from the State Board of Regents who had been empowered to charter free public libraries supported by a school or municipal tax base. School District 5 (Canterbury) set up a library of 350 books in a small school that moved to a new building in 1904. School District 4 (Cornwall-on-Hudson), whose school was close to the original Library, was able to occupy the former reading room. Each library operated autonomously with its own board of trustees. The collections of books increased both in numbers and scope; card catalogs were instituted, and a small juvenile section opened. In 1921, the residents of Mountainville, a rural section of Cornwall, organized a third town library. Library Hall deteriorated in the 1930s. A wealthy resident offered to build a new library in Cornwall-on-Hudson which opened in 1935 (and now houses the administrative offices of the Cornwall Central School District).

In 1954, due to the centralization of the Cornwall Schools, a new library charter was obtained forming one library with three branches – Cornwall, Cornwall-on-Hudson, and Mountainville, which joined the Ramapo Catskill Library System in 1969.

The history of the library from the mid-1900s forward can be summed up in two familiar words: modernization and expansion. Meeting the public demand for up-to-date services led to the hiring of a professional library director and additional staff, the purchase of computers and other modern equipment, and the expansion of programs including those for children.

As the library branches grew with respect to the collections and programs, their respective spaces quickly became too small. In 1989, a proposition for a \$3.2 million building was defeated, as was a scaled-down version for \$2.65 million in 1990. The Mountainville branch was closed in 1990, reducing operating costs. In 1997, the Trustees presented to voters an entirely new plan for a 10,000 square foot library for \$2.2 million. Designed by Peter R. Hoffman of Marlboro, NY, the proposal for the new library offered the consolidation of services, collections and staff in one new location at Riverlight Park. Active campaigning by members of the Friends of the Library and other interested citizens achieved the long-needed approval for the new library building in December 1997. Construction of the new Cornwall Public Library began in April 1999. The grand opening/ribbon cutting took place on April 9, 2000. Since the building's completion, the library has seen consistent growth in patron demand for services. This demand led to another proposal 14 years later to increase the footprint of the current library by an additional 3,300 square feet to include an expanded community room, designated local history room, increased gallery space, meeting rooms and roof replacement. The public referendum to approve \$3.68 million bond financing necessary for the renovation was narrowly defeated by a 529 to 514 vote, in November 2014. In 2017, the library became 1 of 15 recipients of a national "Small Libraries, Smart Spaces," grant to re-imagine the current space for maximum efficiency and innovative new use within the current square footage. Significant efforts have focused outside the building to change perception, create awareness, and develop a strong foundation of community support to move the library forward into a bright and prosperous future.

After almost twenty years in our current location, Cornwall Public Library is a thriving, energy-filled institution supporting the ever-growing needs of the Cornwall Central School District – the library's service area. Keeping sights on the changing profile of libraries today, Cornwall reflects a diverse collection that includes books, movie/TV DVDs and audio books. Computers and WiFi are available for patrons' use.

Section

1

EMPLOYMENT PHILOSOPHY

LIBRARY BACKGROUND

Cornwall Public Library is a school district public Library, chartered by the Regents of the State of New York in 1900 and established by a vote of the electorate in Cornwall Central School District #1 pursuant to the provisions of Section 255 of the Education Law.

LIBRARY MISSION

The Cornwall Public Library connects people, information and ideas to inspire learning, provoke curiosity, advance knowledge and strengthen our community. We rely on three great resources – our staff, our collections and our physical and virtual spaces - to promote an engaged and informed citizenry.

The library will uphold and support the library Bill of Rights.

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Trustees shall select the Library Director abiding by the rules of Orange County Civil Service. The Library Director shall have the responsibility for hiring, directing, evaluating, and dismissing all employees within the current procedures and authorized policies of the Orange County Civil Service, New York State Retirement System, and New York State Health Insurance Programs.

Cornwall Public Library is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, creed, national origin, ancestry, citizenship, religion, color, sex, age, handicap/disability, pregnancy, marital status, veteran status, arrest/conviction record, sexual orientation, victims of domestic violence, or any other status or condition protected by applicable federal or state laws, except where a bona fide occupational qualification applies.

Cornwall Public Library will:

- Recruit, hire, train, and promote persons in all job titles according to the above policy.
- Ensure that all personnel actions, including compensation, benefits, transfers, library-sponsored training, education, and social/recreational programs will be administered according to the above policy.

If an employee has a concern with regard to equal employment, he or she should contact the Library Director to discuss the issue.

SEXUAL HARASSMENT PREVENTION POLICY

Introduction

Cornwall Public 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 the Cornwall Public Library's commitment to a discrimination-free work environment. Sexual harassment is against the law 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 the Cornwall Public Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Cornwall Public Library's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with Cornwall Public Library regardless of immigration status. In the remainder of this document, the term "employee" or "employees" refers to this collective group, as applicable.
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 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. Cornwall Public Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the Cornwall Public 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 working in the workplace who believe they have been subject to such retaliation should inform their supervisor or the Library Director. Complaints against the Library Director should be brought directly to the attention of the President of the Board of Trustees. All employees, paid or unpaid interns, or non-employees who believe they have been a target of such retaliation, should inform a supervisor or the Library Director; they may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Cornwall Public Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level, including

managers and supervisors, who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. The Cornwall Public 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. The Cornwall Public 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. The Cornwall Public Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. All employees including 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. If the complaints involves the Library Director then the complaint should be made to the President of the Board of Trustees.
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, it will be posted prominently in the same location as other important employee communications and will 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. The Cornwall Public 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 their supervisor or the Library Director. If the complaint involves the Library Director, then the complaint should be reported to the President of the Board of Trustees. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to their supervisor, the Library Director, or to the President of the Board of Trustees.

Reports of sexual harassment may be made verbally or in writing. These reports should be made as soon as possible after the incident in order to enable the Library to effectively investigate and resolve the complaint. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Complaints should be filed with the Library Director unless the Director is the subject of the complaint, in which case it should be filed with the President of the Board of Trustees. 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 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 or to the President of the Board of Trustees.

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. The Cornwall Public 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 Cornwall Public Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Cornwall Public 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 Cornwall Public 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.

Cornwall Public Library strongly disapproves of and will not tolerate sexual harassment of any kind.

Violation of this policy is grounds for corrective action up to and including termination of employment.

NON-HARASSMENT POLICY

In addition to prohibiting sexual harassment, the library is committed to providing a workplace that is free of all other forms of harassment, whether based on race, religion, mental or physical disability, sexual orientation, national origin, or any other basis protected by law.

An employee who believes that he or she has been the victim of harassment, in any form, should contact a supervisor, the Library Director, or the President of the Board of Trustees. Employees may make reports or raise concerns regarding harassment without fear of reprisal. All reports will be treated discreetly and will be promptly and thoroughly investigated. You may reference our Grievance Policy in the Cornwall Public Library's Policy Manual, which is available on the Library website and in the Director's office.

Any supervisor who becomes aware of any type of possible harassment should promptly advise the Library Director or the President of the Board of Trustees. The situation will be promptly and thoroughly investigated in a discreet manner.

An employee of the library who engages in any type of unlawful harassment can be subject to corrective action up to and including termination of employment.

EMPLOYMENT

CLASSIFICATION OF EMPLOYMENT

Employees of Cornwall Public Library are divided among the following employment classifications according to the job they have been hired to perform and as defined by NYS Department of Civil Service. The classifications are as follows:

Regular, Full-Time Employees:

A regular, full-time employee is defined as one who regularly works 37.5 or more hours per week for 12 months per year.

Regular, Part-Time Employees:

A regular, part-time employee is defined as one who regularly works 20 or less hours per week for 12 months per year. Orange County Department of Personnel may classify some part time employees as "Full-Time Reduced Hours."

Temporary Employees:

A temporary employee is defined as one who is hired to supplement the work force on an as-needed basis.

Exempt or Non-Exempt Status:

Job titles, amount of pay, and method of pay are not the determining factors in ascertaining whether an individual or job is classified as exempt or non-exempt. The library does not determine these classifications. They are determined by the position requirements and responsibilities as measured by the Wage and Hour provision of the Fair Labor Standards Act and the New York State Labor Law.

An employee is exempt from the minimum wage and overtime provision of the Federal Wage and Hour Law provided such employee meets certain specific requirements that measure the employee's managerial or professional authority.

IDENTITY AND EMPLOYMENT ELIGIBILITY

To comply with the Immigration Reform and Control Act of 1986, all new employees must establish both their identity and employment eligibility by completing a U.S. Department of Justice Employment Eligibility Verification Form.

If employees are unable to provide the library with the required identification or a receipt for application of proper documents within three (3) working days of employment, their employment will be terminated.

PROBATIONARY EMPLOYEES

The New York Civil Service Law's probationary rules govern all Civil Service employees. Where the following policy conflicts with the Civil Service Law, Civil Service employees will be governed by the State Law. Non-Civil Service employees will be governed by the following policy, regardless of whether or not it conflicts with the State Law.

All employees are considered to be probationary employees during the first ninety (90) days of employment. An appointment from an open-competitive list or appointment to a non-competitive, labor or exempt class position shall be subject to a probationary term of not less than (8) eight, nor more than (52) weeks. Promotional appointments shall be subject to a probationary term of not less than (8) eight, nor more than (26) twenty-six weeks. This time gives us an opportunity to determine whether you are suited to the job and gives you the opportunity to determine whether you want to continue working with the library. Completion of this probationary period does not guarantee continued employment. If the library determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee, the library can extend the probationary period for no more than 52 weeks. The employee will be notified when he/she is considered permanent.

DISCIPLINARY ACTIONS AND TERMINATION

Employees of the Cornwall Public Library are governed by Orange County Civil Service Rules and New York State Civil Service law. Library management determines the degree to which employees are complying with their duties and responsibilities and reserves the right to consult and interpret Orange County Department of Personnel, Orange County Civil Service Rules, and New York State Civil Service law in all matters involving disciplinary actions and terminations.

Section

3

PERFORMANCE & COMPENSATION

HOURS OF WORK

In general, the normal workweek for payroll purposes and overtime compensation is Saturday through Friday. The library's current hours of operation are Monday through Thursday from 9:00 AM to 8:00 PM, 9:00 AM to 6:00 PM on Friday, 9:00 AM to 4:00 PM on Saturday, and 1:00 PM to 4:00 PM on Sundays. Hours are subject to change by the Board of Directors. The employee's exact work schedule and daily meal period will be determined by the department to which he or she has been assigned.

Employees are authorized to work only during their posted working hours. Any exception to this policy will be permitted only with the approval of the Library Director.

Employees will be required to work overtime whenever it is deemed necessary by their supervisor. Supervisors will provide employees with advance notice of the overtime needs whenever practicable.

Regular-Full time employees currently are assigned 37.5 hours within a workweek period. Workweeks may have varied days in the workweek, but are considered to be 5 days in a 7 day period. For example, an employee may be assigned Monday through Friday, or Tuesday through Saturday, or some other combination of days. The assignment of a Saturday or Sunday within a workweek will rotate and two weeks advance notice of scheduling is typically given.

MEAL BREAKS

Employees who work a six hour shift or longer must take an unpaid 30 minute meal break. Meal breaks will be scheduled based on the needs of each department.

OVERTIME

In accordance with applicable state and federal legislation, overtime compensation will be paid to all non-exempt employees as required by federal and state law. Overtime compensation will be paid at the rate of one and one-half (1½) times the employee's normal hourly rate of pay. This overtime rate will apply to all hours worked by the non-exempt employee that exceed forty (40) hours in the same seven-day (7) workweek. Hours paid for vacation, sick and personal leave, or holidays are not considered as "hours worked" for overtime purposes. This applies to all non-exempt full-time, part-time, and temporary employees.

Employees must obtain prior approval from the Library Director before working overtime.

EXEMPT EMPLOYEES

If you are classified as an exempt employee, you will receive a salary that is intended to compensate you for all hours you may work for the Library. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons:

- Full day absences for personal reasons, sickness, or disability if time off exceeds the yearly paid time off allotted to the employee.
- Full day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full or partial day) over paid sick day allotment.
- To offset amounts received as payment for jury and witness fees or military pay.
- The first or last week of employment in the event you work less than a full week.

Your salary can also be reduced for certain types of deductions such as your portion of health, dental, life, or supplemental insurance premiums; state, federal, or local tax; social security; or, voluntary contributions to a 403(b), pension, or Section 125 plan. In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness, or disability.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

Please note that it is not an improper deduction to reduce an employee's accrued vacation, personal/sick time, or other forms of paid time off for full or partial day absences for personal reasons, sickness, or disability.

If you have any questions about deductions from your pay, please immediately contact the Library Director. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to the Library Director.

Every inquiry will be fully investigated and corrective action will be taken where appropriate. In addition, the library will not allow any form of retaliation against individuals who report alleged violations of this policy.

PAYROLL PROCEDURES

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must review your paychecks promptly to identify and report all errors.

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any corrections necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please contact the Library Director. The Library has the right to collect any amount paid in error and conversely will promptly pay an employee for any amount underpaid in error.

Employees are paid bi-weekly every other Friday. The library utilizes the services of an outside payroll agency and your bi-weekly pay is in the form of a check.

You will receive a statement that will reflect your gross earnings for the period and all deductions that have been made from those gross earnings. We are required by law to deduct Federal Income Tax, Social Security Tax (FICA), and State Income Tax from your salary. In certain circumstances we are directed by court order to garnish employee wages. For those employees who participate with the New York State and Local Retirement System, the library may also be required to deduct the required employee match. No other deductions will be made unless authorized by the employee. Federal and state withholding forms must be completed to ensure that proper Federal and State Income Taxes are withheld. A new form should be completed anytime your status, name, or address changes. Applicable forms are available from the Library Director.

PERFORMANCE AND SALARY EVALUATION

Feedback on performance is provided on a regular basis; however, the Library Director and/or Department Manager formally reviews the job performance of all employees annually. The formal written appraisal and discussion is designed to evaluate how well your performance meets the objectives set for your position and how performance might be improved in the future. The appraisal should be looked at as a two-way dialogue between you and the Library Director and/or Department Manager. Your participation is expected and encouraged.

The Library Director may recommend that a specific salary adjustment or payment be awarded based on your performance and/or budgetary considerations. A performance evaluation does not necessarily mean that you will receive a salary adjustment.

CHANGES IN PERSONAL DATA

We need to maintain up-to-date information about you so we would be able to aid you and/or your family in matters of personal emergency.

Changes in name, address, telephone number, marital status, number of dependents, or changes in next of kin and/or beneficiaries should be given to the Library Director promptly. Failure to do so may result in denial of benefits, improper tax withholding, or other serious problems.

MILEAGE REIMBURSEMENT

Travel expenses for approved library business will be paid according to the mileage and tolls, from Cornwall Public Library to the destination and back to the Library at the currently published IRS rate. The Director must approve the travel prior to the event as legitimate Library business, meeting or training. An expense form, with supporting documentation must be submitted within 45 days of the event for reimbursement consideration.

Section

4

PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT

Cornwall Public Library's success is dependent upon satisfied customers and talented, highly motivated employees. Providing the best possible service to customers requires that we have employees who are committed to, and prepared for, the challenges of their position.

A key aspect of our success is the willingness of our employees to grow and learn throughout their careers. The following points further explain our philosophy:

- Individual employees will assume the ultimate responsibility for initiating and managing their own development.
- The library will provide job feedback and career development guidance to employees.
- The library will provide the training and development resources necessary to meet the business needs of the library.
- The library will continue to hire the best people available for the job and will promote from within whenever possible.
- Change is inevitable; the library, and every employee, must be willing and able to prepare for, and accept, change.
- Employee training and development is an ongoing process, not a single event. Those employees who assume they no longer need to learn and develop may be unable to meet the library's performance expectations.

PROMOTIONS

It is the policy of the library to offer employees promotions to higher-level positions when deemed appropriate. To fill vacancies above the entry level, the Library will first consider current employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in the library's best interests. All promotions are subject to the rules and procedures of NYS Civil Service.

CERTIFICATIONS AND TRAINING REQUIREMENTS

The library will pay for actual cost and related expenses for maintenance of any professional certifications that are required for an employee's position.

EDUCATIONAL SEMINARS

The library strives to provide opportunities for eligible employees to attend educational programs and workshops so they may increase and enhance knowledge in their present work or to prepare them for new or promotional opportunities. The library Director must approve which programs and workshops are appropriate for an individual employee.

Regular, full-time and part-time employees that have completed three (3) months of

continuous employment are eligible to attend work-related outside educational programs and workshops. Authorization to attend such programs shall be granted based on a determination of the merit of the program, staffing requirements at the time of the program, and budgetary allowances. Exceptions may be obtained from the Library Director in writing.

Employees will receive time off with pay for attendance at outside seminars and workshops under the following conditions:

- a. Attendance at the seminar is required.
- b. Attendance is during employee's regular working hours.
- c. The seminar/workshop is directly related to the employee's position.

Employees taking programs/courses leading to certification will be required to reimburse the library on a pro-rated basis if they leave the library within three (3) years of taking the course. The reimbursement schedule is as follows:

Employees who leave the library within one (1) year of completing the program shall reimburse the library 100% of the cost associated with the program/course; employees leaving the library within two (2) years of completing the program/course shall reimburse the library 66% of the cost associated with the program/course; employees leaving the library within three (3) years of completing the program/course shall reimburse the library 33% of the cost associated with the program/course. Exceptions may be obtained from the Library Director in writing.

DUES AND PROFESSIONAL FEES

The library, subject to the Library Director's recommendations and the Board's approval, may pay dues for professional organizations that employees join.

ABSENCES FROM WORK

ATTENDANCE AND PUNCTUALITY

In order to provide our customers with the highest level of service, it is important to maintain good attendance.

Employees are expected to report to work when scheduled and to be at their workstations at the required starting time. It is important that all employees are punctual in returning from their meal periods so as not to disrupt the schedule of others requiring the same consideration.

Employees should notify their immediate supervisor, as far in advance as possible, whenever they are unable to report for work or know they will be late. Your physician must verify absences of three (3) consecutive working days due to illness before you can return to work. Employees who are absent for three (3) consecutive days without proper notice will be considered to have voluntarily abandoned their position and will be terminated.

Excessive absenteeism and chronic tardiness negatively affects the operation of the library. Your attendance is a very important factor in its operation. If you show a pattern of tardiness or absenteeism, the Library Director may discuss the matter with you and help you correct the situation. Repeated occurrence may result in corrective action up to and including termination of employment.

SICK LEAVE

An allowance of fifteen (15) sick days per fiscal year (July 1st through June 30th) is credited to each regular, full-time employee after six (6) months of continuous employment, hired prior to July 1, 2019. Employees hired on or after July 1, 2019 will receive 12 sick days annually. Days are pro-rated based on hire day to align with the library's fiscal year. Sick days must be taken in a half or full day increment only.

Part-time employees, who have worked with the Library for at least six (6) months will accrue up to 40 hours of paid sick leave per calendar year. CPL's year begins on July 1 and ends on June 30. The employee may not be granted more than 40 hours of sick time per year. Sick time will accrue at 1 hour per 30 hours worked. Sick leave must be used in 1-hour increments. Employees may use accrued leave following a verbal or written request to their employer. Part-time employees may not carry forward more than 40 hours of sick leave.

Full time employees may not accrue in excess of thirty-two (32) days of accumulated sick time. Employees hired prior to April 20, 2010 who have accrued in excess of thirty-two (32) days of sick time will be allowed to carry all accrued sick time forward, but will not be entitled to accrue additional sick time in excess of the thirty-two (32) days limit, once the previously accumulated days are below the thirty-two (32) days.

Accumulation of sick time benefits an employee should a serious illness occur and provides

continuation of salary up to your accumulated time. However, it also creates a financial burden to the taxpayer to pay an employee for all accumulated time upon retirement. Upon retirement, a full time employee would receive payment for up to a maximum of thirty-two (32) days at 75% of the employee's daily rate at the time of retirement.

PERSONAL LEAVE

An allowance of three (3) personal days per fiscal year (July 1st through June 30th) is credited to each regular, full-time employee after six (6) months of continuous employment.

Part-time and temporary employees are not eligible for paid personal leave.

Personal leave is not cumulative from year to year.

VACATION LEAVE

Regular, Full-time employees will be entitled to vacation leave upon the successful completion of six (6) months of continuous employment. Vacation leave is earned at the rate of eligible vacation days divided by the number of months worked to date, at the beginning of each fiscal year. For example, if an employee has fifteen (15) eligible days, the employee would earn one and one-quarter (1.25) days per full month worked. Recognizing that the summer is at the beginning of the library's fiscal year, vacation may be taken prior to being fully earned, subject to approval as stated below. Any vacation days taken prior to being earned will be deducted from the employee's final paycheck upon retirement, resignation or termination.

Regular, full-time employees are eligible for vacation leave as follows:

Years of Continuous Employment	Eligible Vacation Days
1 – 3 years	10 days
4 – 7 years	15 days
8 or more years	20 days

Part-time and temporary employees are not eligible for paid vacation leave.

If a Library-recognized holiday falls within an employee's vacation period, the holiday will not be counted as a vacation day.

Requests for vacation MUST be submitted, in writing, to the Library Director at least two (2) weeks before an employee wishes to take vacation. Every effort will be made to schedule vacations at the time requested by employees. If two (2) or more requests are made for the same time period, the requests will be determined, when reasonable, on the basis of seniority

within the department. Departmental work requirements take precedent in all scheduling. In order to avoid problems, all employees should receive approval for vacation before making any definite reservations. Exceptions may be obtained from the Library Director in writing.

Employees are entitled to carry up to ten (10) days of unused vacation credits from one fiscal year through the first quarter of the next fiscal year. Carried vacation time must be used by October 1 of the new fiscal year or will be forfeited.

If employment is terminated before vacation leave is earned, unearned vacation will be forfeited.

BEREAVEMENT LEAVE

Bereavement leave is provided to all regular, full-time and part-time employees in the event of the death of an immediate family member. It is the responsibility of the employee to notify his or her supervisor immediately of this need. Paid time off will be granted to allow the employee to attend the funeral and make any necessary arrangements associated with the death.

Up to three (3) days paid leave will be provided in the event of the death of an immediate family member. Paid leave for regular, part-time employees will be granted only for absences on regularly scheduled workdays and the hours paid are the regularly scheduled hours.

Temporary employees are not eligible for bereavement leave.

Employees, with their supervisor's approval, can use any earned vacation or personal leave for additional time off, as necessary.

For the purpose of this policy, immediate family is defined as the employee's spouse or domestic partner, parent, child, sibling, grandparent, grandchild, son/daughter-in-law or the employee's spouse's or domestic partner's parent, child, sibling, grandparent, or grandchild.

MILITARY LEAVE

If you are called to enter military service duty, your length of service with the library accumulates and, upon application following the guidelines outlined in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), you will be offered the same or an equivalent position. You will receive the then-current rate of pay and the then-current benefits. Please inform the Library Director and provide a copy of your service papers as soon as you receive them.

JURY DUTY

The library encourages employees to fulfill their civic responsibilities by serving jury duty when required. Regular, non-exempt employees will be compensated in compliance with state law, which currently requires an employer to pay \$40 for the first three (3) days they serve, assuming that these three (3) days are regularly scheduled workdays. At their request, employees may substitute any earned vacation or personal leave for obligations requiring more than three (3) days. Otherwise, time served will be without pay.

Regular, exempt employees will be paid a full week's pay for any week in which they perform work. Employees who do not work at all during the week may substitute any earned vacation or personal leave. Otherwise, time served will be without pay.

To receive jury duty leave, employees must show the jury duty summons to the Library Director as soon as possible so that the Library Director can make arrangements to accommodate the employee's absence.

You are expected to return to work if released early or otherwise excused from jury duty within regular working hours.

HOLIDAYS/OTHER CLOSINGS

Our library facility is closed for eight (8) scheduled holidays and three (3) half holidays. Holidays are determined at the discretion of the Board of Trustees and are announced annually. Regular, full-time employees are eligible for paid holidays, except Easter Sunday, immediately upon hire. In addition, employees are entitled to two (2) floating holidays per year. Additional floating holidays will be given if a holiday falls on a day not normally scheduled to work, for example, Saturday or Sunday. The Library Director must approve floating holidays in advance.

Part-time and temporary employees are not eligible for paid holidays.

Paid time off for holidays will not be counted as time worked for the purpose of determining overtime compensation. If a holiday falls while an employee is on leave of absence, he or she will not be eligible for holiday pay.

Full time employees who are scheduled to work on a federal holiday are eligible for compensatory time. The compensatory time must be taken in the same pay period as the federal holiday and scheduled with the approval of the Library Director.

FAMILY AND MEDICAL LEAVE

Cornwall Public Library complies with the Federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The Cornwall Public Library also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Library Director to discuss options for leave.

The FMLA requires private employers with 50 or more employees to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

Basic Leave Entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

A husband and wife who are employed by Cornwall Public Library and are eligible for leave under this Policy are entitled to take a combined total of up to twelve (12) weeks' leave during the twelve (12) month period measured forward from the date either the husband's or the wife's leave first begins, if the leave is taken for the birth of a child, adoption placement of a child in foster care, and/or to care for a parent with a serious health condition.

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities

agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections During FMLA Leave. During FMLA leave, the Library will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to

reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

In accordance with the FMLA, certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the Library's operations. Please refer to the FMLA for more information on what constitutes a "key employee."

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

If you do not return to work at the conclusion of an approved leave under this Policy, you will be considered to have voluntarily resigned from Library.

Employee Eligibility. The FMLA defines eligible employees as employees who: (1) have worked for the Library for at least 12 months; (2) have worked for the Library for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of Library worksites that taken together have a total of 50 or more employees.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

Substitution of Paid Leave for Unpaid Leave. You must apply your accrued paid vacation time toward any portion of a leave. After your paid vacation time is exhausted, the remaining balance of the twelve (12) weeks of leave will be unpaid.

Employee Responsibilities. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Library's normal call-in procedures. The Library may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the Library to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Library if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The Library also may require a second, and if necessary, a third opinion (at the Library's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The Library also may delay or deny approval of leave for lack of proper medical certification.

Library Responsibilities. The Library will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the Library will provide a reason for the ineligibility.

The Library will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If the Library determines that the leave is not FMLA-protected, the Library will notify the employee.

Other Provisions. Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly-skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the Library has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

Unlawful Acts by Employers. The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

EMERGENCY CLOSINGS

When the library issues a mandatory closure, all employees scheduled to work that specific day will be compensated for the time the library was closed (with the exception of Pages). If you are unable to come to work due to inclement weather and the library has not declared a mandatory closure, you can use earned vacation or personal time or take the time without pay.

Please notify your supervisor as soon as possible if you will be unable to get to work. Non-exempt employees leaving early or coming in late will be paid only for hours worked.

SCREENING LEAVE

Section 159-b of the Civil Service Law entitles you to take up to four (4) hours of paid leave annually, without charge to leave credits, for any type of cancer screening during your regular work hours. The leave is not cumulative and expires at the end of each calendar year. The screening includes physical exams and mammograms. Absence beyond the 4-hour cap must be charged to leave credits.

You will be required to provide supporting documentation for the absence.

LACTATION BREAKS

The library provides, to employees who are nursing, break time during the work day in order to express breast milk. Employees who are nursing may take advantage of this break time policy for up to three (3) years after the birth of the employee's child. In order for the library to provide to you breaks and a private location for lactation breaks, please inform the Library Director of your desire to take such breaks. No employee will be subject to discrimination or retaliation for exercising her rights under this policy.

BENEFITS

BENEFITS

In addition to each employee's salary, the library provides its employees with various welfare and retirement benefits. Information and plan summary documents intended to explain these benefit plans are furnished to all plan participants and beneficiaries on a timely and continuing basis.

All benefits provided by the library are described in official documents, which are kept on file with the Library Director. Copies of these documents are available for examination by any plan participant or beneficiary. These documents are the only official and binding documents concerning the library's welfare and retirement benefits. The library reserves the rights to modify, amend, or terminate its benefits at its sole discretion following applicable federal and state laws.

HEALTH INSURANCE

The library provides comprehensive health insurance to all regular, full-time employees. Employees will be responsible for a percentage of their total medical premium which will be established each year during the budget preparation period and communicated to the employees when the annual budget is presented to staff if a change is made. Coverage begins after thirty (30) days of continuous employment.

Each year, employees will be given the choice, during the open enrollment period, to add or delete benefits and to make new choices based on changing needs. Benefit coverage may also be adjusted during the year within thirty (30) days of an approved "life status" change. Such changes include the addition or loss of a dependent, a change in marital status, loss of a spouse's eligibility for coverage under another benefit plan, or termination of a spouse's full-time employment. The Library Director will provide each eligible employee with further details.

COBRA continuation coverage of health insurance under the Consolidated Omnibus Budget Reconciliation Act of 1985 can become available to you and to other members of your family who are covered under the plan when you would otherwise lose your group health coverage. Please refer to Section 10 for more information.

SUPPLEMENTAL BENEFITS

The library offers several supplemental benefits plans to its employees. Under these plans the employee is responsible for the full cost of the benefit. Please contact the Library Director for more information regarding these benefits.

RETIREMENT PLAN

This benefit is provided to all employees, with the exception of temporary employees. Regular,

part-time and substitute employees are eligible to join the New York State and Local Retirement System. Regular, full-time employees (as per Civil Service rules) must join. The library will pay its share for retirement benefits; employees pay a percentage of gross compensation depending on the tier assigned when the employee joins the Retirement system. Full Retirement system benefits are available after the vesting period of service in the Retirement system. For further information about the NYS Employee Retirement System, please go to: https://www.osc.state.ny.us/retire/retirement_online/customers.php

403(B) or 457 TAX DEFERRED PLAN

In order to further save for retirement, Cornwall Public Library employees can elect to take part in a 403(B) Salary Deduction Plan or a 457 New York State Deferred Compensation Plan as established by the employee and in accordance with IRS Guidelines. These elective plans also serve to lower taxable income as the amount elected and contributed to a qualified retirement plan is not federal taxable income up to the limits set by the IRS. Please contact the Library Director for more information.

NEW YORK STATE DISABILITY INSURANCE

The library and employees share the cost of this insurance that provides temporary cash benefits for any employee who becomes disabled by an off-the-job illness or injury. Cash benefits total the lesser of 50 % of your average weekly wage (based on your last eight (8) weeks' earnings prior to the date of disability) or the current maximum benefit amount set by law. Benefits are payable for a maximum of twenty-six (26) weeks during a fifty-two (52) consecutive week period. Benefits begin on the eighth (8th) consecutive day of disability. Employees must use accumulated sick leave during the time (seven (7) days) before disability payments commence. Employees who participate in library-sponsored health plans are responsible for their portion of the health insurance premiums while they are on leave.

Employees become eligible for this insurance after four (4) consecutive weeks of employment with an employer covered by the New York State Disability Law. All claims should be filed promptly after becoming disabled. Notify the Library Director immediately if you believe you have an off-the-job illness or injury that might qualify for New York State Disability benefits. Any benefits deemed to be received under fraudulent circumstances may be subject to prosecution.

SOCIAL SECURITY

Social Security Insurance is provided for all employees under the Federal Insurance Contributions Act (FICA). Under this law, the library is required to withhold a percentage of your annual earnings within limits.

The library pays an equal amount and the total is remitted to the proper government agency for credit to your account with the Social Security Administration. For questions about benefits under this law, contact the Library Director.

WORKERS' COMPENSATION

In accordance with New York Law, the library pays the full cost of this insurance which provides cash benefits and medical care for all employees who become disabled because of an illness or injury related to their job. No cash benefits are paid for the first seven (7) days of disability unless the disability extends beyond fourteen (14) days. In that case, the employee may be due cash benefits from the first day off the job. However, necessary medical care is provided no matter how short or how long the length of disability. Employees who are totally or partially disabled and who are eligible for cash benefits may receive up to two-thirds of their average weekly wage, but no more than the current maximum benefit amount set by law. All claims should be filed promptly after the onset of the illness or injury. Notify the Library Director immediately if you believe you qualify for benefits or medical care under Workers' Compensation. Any benefits deemed to be received under fraudulent circumstances may be subject to prosecution.

STANDARDS OF CONDUCT

STANDARDS OF CONDUCT

To function effectively, every organization must develop policies and procedures to protect its employees and customers, to ensure that the employees' and the library's rights are respected. All employees will be treated with dignity and respect. Generally, conduct that is disruptive, unproductive, unethical, or illegal will not be tolerated.

The following are examples of some, but not all, of the rules we must follow. Violation of the Code of Conduct may lead to disciplinary action that, based on the circumstances of each individual case, could result in corrective action up to and including termination of employment.

- Insubordination;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace or during working hours, or while operating Library-owned or customer-owned property;
- Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace;
- Fighting on the job or the threat of bodily harm to co-workers or customers;
- Negligence or improper conduct leading to damage of library-owned, employee-owned, or customer-owned property;
- Unauthorized use or taking of the library's or any other person's property;
- Unexcused or excessive absence or tardiness, or leaving the job or work area without authorization;
- Insufficient productivity or unacceptable work performance or conduct;
- Dishonesty;
- Falsifying reports or records;
- Smoking in unauthorized areas;
- Sexual or other unlawful harassment;
- Unauthorized disclosure of business secrets or confidential information;
- Gambling; or
- Retaliating against an employee for participating in a protected activity under state or federal law.

PROBLEM-SOLVING PROCEDURE

When an individual employee has a persistent complaint or wishes to make a request for special consideration regarding the conditions of work, terms of employment, or personal need, the matter should be discussed privately with the Library Director. If the problem is not thereby resolved, a summary of the matter should be written up for consideration and appropriate decision by the Board of Trustees meeting in Executive Session.

If the employee continues to be dissatisfied regarding the terms and conditions of employment, means of appeal are defined in the structure of civil service law.

SOLICITATION AND DISTRIBUTION

Cornwall Public Library does not furnish information to anyone for solicitation of our employees and permits no solicitation of our employees by anyone. Employees may not sell products including but not limited to Mary Kay, Pampered Chef, LuLaroe, or Avon, during work hours and Library equipment shall not be used to advertise or solicit such sales. Advertisement and/or solicitation for fundraisers or events shall be discussed with management prior to using Library equipment to disseminate.

EMPLOYEE PRIVACY

The library recognizes an employee's right to privacy, and has adopted this policy to ensure that these rights are safeguarded.

To the extent practical, we will protect the confidentiality of all information in your personnel file. Only the Library Director and those with an employment-related need-to-know will have access to your personnel records.

All requests for information about an active, retired, or terminated employee must be submitted in writing to the Library Director. Information from your personnel record will not normally be released or furnished to an outside source unless we have obtained your authorization in writing. However, the library will verify certain information without prior written authorization, such as the fact of employment, dates of employment, title, or position.

You may examine your personnel record in the presence of the Library Director, at any time during normal business hours. You have the right to correct any inaccurate information or to express disagreement with any information in your file. However, you cannot remove or copy any items from your personnel file without the authorization of the Library Director.

CONFIDENTIALITY OF CUSTOMER INFORMATION

An employee may use confidential information only in the course of the library's business. Confidential information includes financial, personnel, and personal information on customers, prospective customers, suppliers, employees, or applicants.

Confidential information should be discussed only within the library and only with those who need to be aware of such information. In no event can confidential information be shared or made available to individuals outside the library without the express approval of the Library Director.

Violation of this policy may result in corrective action up to and including termination of employment.

PROTECTING LIBRARY INFORMATION

Protecting our library's information is the responsibility of every employee and we all share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss the library's confidential business with anyone who does not work for us, either directly or on any form of social media.

Violation of this policy may result in corrective action up to and including termination of employment.

SIGNING LETTERS

Unless the Board of Trustees or the Library Director gives express permission, only the Library Director is authorized to sign correspondence on library stationery to persons outside the library. Exceptions may be obtained from the Library Director in writing.

OUTSIDE AFFILIATIONS AND POLITICS

If an employee engages in any political activity, he or she must do so as an individual and not as a representative of the library.

OUTSIDE EMPLOYMENT

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the Library's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Unauthorized use of Library tools or equipment and the unauthorized use or application of any confidential Library information, is strictly prohibited. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

PERSONAL TELEPHONE CALLS

Excessive personal calls during the workday, regardless of the phone type, interfere with productivity and are distracting to other employees and library users.

It is important to keep our telephone lines free for customer calls. Although the occasional use of the library's telephones for a personal emergency may be necessary, routine personal calls are discouraged.

Violation of this policy may result in corrective action up to and including termination of employment.

CELLULAR PHONES

This policy outlines the use of personal cell phones at work.

While at work, employees are expected to exercise the same discretion on personal cellular phones as is expected for the use of library phones.

Employees are asked to set cell phones to vibrate or turn them off. The Library Director must be consulted and flexibility will be provided in circumstances demanding immediate attention.

The library will not be liable for the loss of personal cellular phones brought into the workplace.

While driving on library business, employees are not to use cell phones.

Violation of this policy may result in corrective action up to and including termination of employment.

GIFTS AND ENTERTAINMENT

Employees of the library may not solicit gifts from prospective or current customers, associates, or any other individual or business. Any gifts received shall be of nominal value. Nominal value is considered to be anything below \$50.00.

Any questionable circumstances must be reported to the Library Director.

PERSONAL APPEARANCE

As an employee of the library, you represent the library both on and off the job. Your appearance and actions influence the perceptions people have of the library. A Library such as ours is a place that customers hold in high regard and with conservative expectations. Therefore, good grooming, appropriate business attire, and common sense are the essential requirements of our dress code.

Accordingly, attire should promote a business-like, professional attitude and image in keeping with each specific job. Extreme forms of dress, hairstyle, and make-up are not acceptable. Dress should be professional casual and shall not include flip-flops, short t-shirts or transparent clothing.

Clothes must not be dirty, worn, frayed, ripped, torn or faded. Jeans must be 'dress jeans' (meaning they should be uniform in color, not artificially or naturally faded). Clothes should be appropriate to the job one is performing.

Employees arriving for work dressed inappropriately may be sent home to change with no pay for time so spent. Repeated violations of this policy may result in disciplinary action up to and including termination of employment.

Section

8

COMPUTER USAGE

COMPUTER SYSTEMS

The library's computer system, and any additions and modifications developed by the library's employees within the scope of their jobs and using the resources of the library, are the exclusive property of the library. Any hardware, software, and documentation owned by the library cannot be sold, transferred, reproduced, or used for purposes that are not reasonably related to the library's business. Licenses and copyrights exist for all software purchased by the library. Employees are prohibited from violating any licensing agreements or copyrights.

The library's computer system is to be used only for library business or library-sanctioned purposes, and the library's policies regarding sexual or other harassment and retaliation apply to employee use of the computer system. Accordingly, the computer system shall not be used in any manner that would violate the library's harassment policies, e.g., displaying messages or graphics that are sexually suggestive, demeaning, or degrading to others (such as through a screen saver).

The library's computer systems, hardware, software, and the information stored on them are the property of the library. The library can gain access to and disclose the information stored on the computer systems. Therefore, no employee can expect that information stored in any library computer system will remain private or that such information will not be inadvertently or intentionally disclosed to persons other than the user.

In addition, all employees must abide by the library's policies and procedures concerning the use of the computer systems. Computers are not to be used or modified to be used for purposes other than library-related business. This includes downloading files and programs from the Internet.

Any employee who fails to abide by such policies and procedures or who uses the library's computer systems for purposes that are not reasonably related to the library's business may be subject to corrective action up to and including termination of employment.

ELECTRONIC MAIL

The library's computer system provides electronic mail (e-mail) capabilities that have become integral to internal communications. E-mail has also become a preferred medium for external business communication, either via the Internet or other public computer systems. Internet access has become increasingly important to many employees conducting business worldwide. While the Internet provides tremendous business and learning opportunities, employees need to be aware of the risks associated with external e-mail and Internet access. Accordingly:

- The library monitors all electronic systems and all library e-mail and access to the Internet. E-mail communications and stored information regarding Internet usage are subject to review by the library at any time. This means that in some situations, the

system administrator can access the contents of your library e-mail file(s). An example of this situation could be when an employee is unavailable due to an unexpected absence. Important project or business material that only resides in your mail file must be retrieved before you are able to retrieve it yourself. In this situation, the material may be retrieved from the employee's mailbox. By using library e-mail or Internet access provided by the library, all employees expressly consent to the monitoring of e-mail and Internet activity.

- All electronic communications relating to Library business or utilizing Library information technology are library property and must conform to the guidelines for acceptable use of the Internet and external e-mail contained in this policy.

INTERNET USAGE

The following activities are expressly prohibited when using library-provided access accounts or equipment, or when employees identify themselves as associated with the library using a personal ISP (Internet Service Provider) account:

- Downloading, transmission, and possession of obscene, pornographic, sexually explicit, discriminatory, or other inappropriate materials.
- Transmitting libelous, slanderous, threatening, abusive, or other inappropriate messages or any messages that can be construed as such.
- Sending or otherwise participating in chain letters. Chain letters typically have the following attributes: (a) encourages the resending or forwarding of messages; (b) not related to library business.
- Posting to an Internet server or transmitting via Internet e-mail the library's proprietary information (e.g. community rosters, client information, data, etc.) or confidential information related to clients, suppliers, vendors, or alliance partners. Employees must comply with written confidentiality agreements with third parties that may explicitly prohibit communication over public computer systems.

Proprietary Information

- Employees are required to obey all copyright laws. Questions concerning copyright compliance should be directed to the library's system administrator. Although material may be available for "free" on the Internet, individuals may not have the legal right to copy it. An appropriate example is a comparison of the Internet to a bookstore (bookstore patrons are free to browse as much as they like but are not welcome to make copies). Likewise, library personnel must obtain the copyright holder's written permission before copying from the Internet or other public computer system.
- Intellectual work produced by staff for the library while employed by the library is the property of the Cornwall Public Library.
- Transmission of the library's proprietary or confidential materials over any public computer system should not be attempted unless the electronic communication is

properly encrypted. Electronic business communications among people within the library should be made using library e-mail, as opposed to individual Internet addresses.

With the ability to use both the internal network and public networks to access knowledge and information, it is important that proper usage is followed so that the library's resources are available to conduct the day-to-day business of delivering service to our clients. The library's networks should be used for business purposes, but it is acknowledged that occasional personal use may occur.

- Cornwall Public Library social media and internet postings should include the Cornwall Public Library logos or images.

Additional Guidelines & Considerations

Employees should immediately inform the system administrator of any communication, system problem, or other circumstance that they think may indicate a breach of security or other risk to the integrity of the library's systems.

- The Internet is not a secure environment. The library reserves the right to monitor e-mail and computer usage. Accordingly, employees should not assume that any activities are private.
- There is no way to prevent the redistribution of e-mail messages. Never assume that any message is a one-time, one-to-one communication.
- Do not enable any program or macro/agent to automatically forward any library mail to or via the Internet or any other external system.
- If it is suspected that an Internet password and ID have become compromised, immediately request a new password and ID from the system administrator. Internet passwords and IDs should be treated with the same precaution as a telephone calling card number or an Automatic Teller Machine personal identification number.
- Do not transmit IDs, passwords, internal network configurations, or addresses or system names over the Internet.
- Unauthorized bypass or any attempt to circumvent any security system is prohibited.
- To protect against unauthorized access to e-mail, employees should not leave their computer unattended while connected to the Internet.
- Whatever you communicate via e-mail may become public information. As a result, use language that reflects positively on you and the library.
- Do not transmit, send, or broadcast any messages, data, or files that can cause, or potentially cause, hardware, software, or network failure and/or the destruction of data.
- Do not share access to your passwords, email or Internet accounts with anyone.
- Do not alter someone else's communication without their approval or without clearly indicating that you have done so.

- Accessing the Internet and other public computer systems for non-business use is generally not allowed when using either Library-provided access accounts or Library-provided equipment.
- Always obtain the approval of your system administrator and/or supervisor before any messages representing the library are posted to the Internet or to any other public computer system. Posting messages to public computer systems includes subscribing to mailing lists and participating in newsgroups.
- When communicating with a broad public audience that has reason to know of your association with the library, using either an individually acquired or a library-provided account, it is recommended that the following disclaimer appear on all communications: "The views expressed herein are the personal views and opinions of the current user and are not made on behalf of Cornwall Public Library". Users communicating with a specific person already known to them from face-to-face professional interaction are not required to use this disclaimer.
- Sending SPAM using library resources may be a violation of law and is prohibited.
- Ensure that the addressed recipients of your e-mail are really the intended recipients because users' names or affiliations cannot be verified from their e-mail addresses.
- Confirm recipient's ability to receive attachments prior to sending an attachment.
- Not all of the data on the Internet is relevant, timely, or accurate. Use caution when gathering information. Check resources carefully and do not trust everything you read.
- Internet virus warnings typically warn of serious data threat and encourage the forwarding of the warning to as many people as possible. These warnings do not come from technology services and are often hoaxes. Do not forward the warning to anyone. Instead, forward the message to your local Technology Services organization for confirmation. They will alert other users if they conclude the danger is real.

PERSONAL WEBSITES AND BLOGS

Personal websites, social media, and web logs (blogs) have become prevalent methods of self-expression in our culture. The library respects the right of employees to use these mediums during their personal time away from the workplace. However, personal social networking is strictly prohibited during working hours. If an employee chooses to identify himself or herself as an employee of Cornwall Public Library on a personal website or web log, he or she must adhere to the following guidelines:

1. Make it clear to the readers that the views expressed are the employee's alone and that they do not necessarily reflect the views of the library.
2. Do not disclose any information that is confidential or proprietary to the library or to any third party that has disclosed information to the library. Consult the library's confidentiality policy for guidance about what constitutes confidential information.
3. Uphold the library's value of respect for the individual and avoid making defamatory statements about the library's employees, clients, partners, affiliates, and others, including competitors.

4. Be careful not to let blogging interfere with job or client commitments.

If blogging activity is seen as compromising the library, the library may request a cessation of such commentary and the employee may be subject to counseling and, potentially, corrective action. For any questions about these guidelines or any matter related to personal web sites, social media, or blogs, contact the Library Director.

SAFETY

GENERAL SAFETY

It is the policy of the library to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment as free as feasible from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by management or federal, state, or local law. If you observe a potentially hazardous situation, notify the Library Director immediately.

If you are accidentally injured while on the job, it is your responsibility to inform the Library Director within 24 hours. A claim must be filed with the insurance company within this period of time to ensure the receipt of benefits due under Workers' Compensation.

Safety can be achieved only through teamwork at Cornwall Public Library. Each employee must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

A violation of a safety precaution is, in itself, an unsafe act. Violations of this policy are not permitted and may result in corrective action up to and including termination of employment.

GOOD HOUSEKEEPING

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to the Library Director.

WORKPLACE VIOLENCE

Violence by an employee or anyone else against an employee, supervisor, or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to library property in the event someone, for whatever reason, may be unhappy with a library decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your Library Director at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated, and documented. Employees are encouraged to report and participate in an investigation of any suspected or actual cases of workplace violence. Your failure to report or fully cooperate in the library's investigation could result in corrective action.

Violations of this policy will not be permitted and may result in corrective action up to and including termination of employment.

SMOKING IN THE WORKPLACE

The library takes seriously its obligation to provide a safe and healthy workplace and smoking in the workplace is a matter of concern from a health standpoint. While the library prefers not to take issue with the smoking preferences of individuals, it cannot ignore any possible health hazards to those who must work in proximity to smokers. For this reason, no smoking is allowed within the library or on its surrounding grounds.

ALCOHOL, ILLEGAL DRUGS, OR OTHER CONTROLLED SUBSTANCES

The use of drugs and alcohol in the workplace is a threat to the safety and well-being of all employees and reduces productivity. Drug and alcohol use by employees significantly affects the quality of services and products that are provided to our clients. Therefore, the library strictly prohibits:

- a. Employees from being under the influence of alcohol or illegal drugs during working hours or while performing library business;
- b. the sale, possession, transfer, purchase, or distribution of illegal drugs on library property or while performing library business; and
- c. the use or consumption of alcohol on library premises except in connection with library-authorized events.

For the purposes of this policy, the phrase "illegal drug" means any substance, other than alcohol, capable of altering an individual's mood, perception, pain, judgment, or bodily or mental function and whose use, possession, or sale is illegal under state or federal law. The phrase does not include over-the-counter medications or prescription drugs, as long as such medications or prescription drugs are used in accordance with medical instruction and, in the case of prescription drugs, only for whom the drug was prescribed.

Violation of this policy may result in corrective action up to and including termination of employment.

SAFETY ISSUES FOR CELLULAR PHONE USE WHILE ENGAGED IN LIBRARY SERVICE

In compliance with New York State law, which bans the use of hand-held cellular phones while driving, employees without hands-free equipment are expected to refrain from using their cellular phone while driving. Safety must come before all other considerations. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull

off to the side of the road and safely stop their vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options, refrain from discussion of complicated or emotional issues, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or when driving in an unfamiliar area. Under no circumstances are employees to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of a cellular phone while driving will be solely responsible for all liabilities that arise from such actions.

Violation of this policy may result in corrective action up to and including termination of employment.

Section

10

SEPARATION OF EMPLOYMENT

IF YOU MUST LEAVE US

Should you decide to leave your employment with us, we ask that you provide the library with at least two (2) weeks (10 workdays) advance notice. Your thoughtfulness will be appreciated and will be noted favorably should you ever wish to reapply for employment with the library.

Previously earned paid time off will not be forfeited at employment termination. The determination of earned time is discussed in Section 5, Absences From Work.

Additionally, all resigning employees will be asked to complete an exit interview prior to leaving. The Library Director will generally conduct this interview.

All library property, including this handbook, laptops, cell phones, keys, cameras, etc., must be returned upon termination. Otherwise, the library may take further action to recoup any replacement costs and/or seek the return of library property through appropriate legal recourse.

You should notify the library of address changes during the calendar year in which termination occurs so that tax information will be sent to the proper address.

The Library Director shall have the responsibility for dismissing all employees within the current procedures and authorized policies of the Orange County Civil Service.

JOB ABANDONMENT

Employees who fail to report to work and fail to notify the Library Director of the reason for their absence from work for three (3) consecutive workdays will be considered to have voluntarily abandoned their position and will be subject to termination.

If it is determined that there were extenuating circumstances for the absence and failure to notify, the employee will be reinstated at the discretion of the Library Director.

COBRA

This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of health insurance coverage under the plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the plan when you would otherwise lose your group health coverage. This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it. This notice gives only a summary of your COBRA continuation

coverage rights. For more information about your rights and obligations under the plan and under federal law, you should either review the plan's Summary Plan Description or get a copy of the plan document from the plan administrator.

If you have questions about your COBRA continuation coverage, you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website at www.dol.gov/ebsa.

Keep your Plan Administrator informed of address changes. In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the plan administrator.

Dear Board of Trustees,

I am writing to resign my position as treasurer for the Cornwall Public Library, effective June 13, 2024. My family will be relocating to Germany.

It has been a pleasure working with such capable and caring people. I have appreciated the opportunity to be a part of the Cornwall Library and community.

Emily Milton