

Community Free Library

86 Public Square
Holley, New York

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As of 4/5/18

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POLICY #1 - POLICY REGARDING CENSORSHIP AND PRIVACY

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding censorship and privacy:

1. The Board of Trustees recognizes that public libraries play a unique role in the preservation of democracy by providing open, non-judgmental institutions where individuals can pursue their own interests.
2. The Board of Trustees recognizes that libraries are the repositories of our culture, and sometimes contain information or ideas that are controversial or threatening to some people.
3. The Board of Trustees further recognizes that every person has a right to read-or not to read any printed or electronic material, and the responsibility for children's reading lies with their parents, and not the library.
4. The Community Free Library shall strive to collect materials representing a wide range of topics and shall not take doctrinal positions or espouse any particular point of view regarding these materials.
5. The selection of these materials shall follow the Collection Development policy and procedures established by the Board of Trustees.
6. The Board of Trustees and all library staff shall at no time comment on patron choices, and shall guarantee to the fullest extent feasible the privacy of patron information requests and material selection as required under the State Confidentiality Law.
7. The Board of Trustees, if confronted with a major censorship issue, shall contact the American Library Association's Freedom Office and the New York State Library Association for advice and support.
8. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #2 - POLICY REGARDING LIBRARY COLLECTION DEVELOPMENT

1. The Board of Trustees shall endeavor to assemble, preserve, and make easily and freely available to all people, printed and other materials that will assist them:
 - a. To educate themselves continuously.
 - b. To keep pace with progress in all fields of knowledge.
 - c. To develop their creative and spiritual capacities.
 - d. To appreciate and enjoy all works of art.
 - e. To contribute to the growth of knowledge.
 - f. To make use of leisure time and to promote personal and social well-being.
2. The Board of Trustees shall endeavor to have materials which furnish the information most frequently requested on a wide range of topics, logically organized for convenient use, and to have personnel available to assist the public in locating these resources, or refer to the NIOGA library system.
3. The Board of Trustees shall empower the Library Director with the task of material collection. The Board shall not offer official opinion on the inclusion or exclusion of any library material unless its judgment is requested by the Library Director.
4. The Board of Trustees shall endorse and adopt as a part of this policy the Library Bill of Rights of the American Library Association, and shall post a copy of this Bill of Rights in the library.
5. The library shall not have a closed shelf collection of materials.
6. The Library Director may periodically compile materials he/she recommends be eliminated from the library collection. These materials may be sold, recycled, donated or discarded as decided by the Board and Library Director.
7. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #3 - POLICY REGARDING LIBRARY HOURS AND DAYS OF OPERATION

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding the hours and days of operation of the library.

1. The Board of Trustees shall establish the hours and days of operation of the library.
2. The library shall be open to the public no less than thirty-five (35) hours per week.
3. The library shall be closed on the following holidays:
 - New Year's Day
 - Martin Luther King Jr.'s Birthday
 - Good Friday and the following Saturday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving and the following Saturday
 - Christmas Eve Day
 - Christmas Day
 - New Year's Eve Day
4. If necessary, the Library Director shall prepare a list of other holiday closings for approval by the Board of Trustees.
5. In most instances, if the Holley Central School District closes due to extremely poor weather conditions and/or natural occurrences (such as extended loss of electricity or water supply in the Village, etc.) the Library Director shall have the authority to close the library. If the library is closed under these circumstances the employees shall be paid.
6. Employees shall not be expected to work on any days the library is closed.
7. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #4 - POLICY REGARDING LENDING RULES, PROCEDURES, AND FINES

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding lending rules, procedures and fines.

1. Printed and audio property belonging to the library shall be loaned to the public for a term not to exceed two (2) weeks. Material on VCR tape and DVD belonging to the library shall be loaned to the public for a term not to exceed one (1) week. Art work belonging to the library shall be loaned to the public for a term not to exceed two (2) consecutive months.
2. Loan periods may be extended without penalty upon the proper renewal of the lending agreement for the items on loan.
3. A fine, as established by the Board of Trustees, shall be assessed to the patron for each day a loaned library item is overdue.
4. Library staff shall collect all fines upon return of overdue library materials, unless the fine is waived by the Library Director and/or the Board of Trustees.
5. Patrons will receive overdue and/or billing statements from NIOGA Library system.
6. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #5 - POLICY REGARDING THE HANDLING OF PATRON COMPLAINTS

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding the handling of patron complaints:

1. Every patron shall have the privilege of submitting his/her complaint to the Library Director.
2. The Library Director shall promptly respond to the patron complaint, and shall make every effort to resolve the complaint to the satisfaction of the patron.
3. After satisfactorily resolving any major patron complaint, the Library Director shall communicate the final result of the complaint to the Board of Trustees.
4. If the patron is not satisfied with the resolution offered by the Library Director, he/she shall have the privilege of submitting a written statement to the Board of Trustees.
5. Every patron shall have the right to appear in person before the Board of Trustees.
6. All patron complaints that are submitted to the Board of Trustees shall be considered by the Board at its next regular meeting.
7. After discussion at the regular board meeting, the Board of Trustees shall promptly render a decision regarding the patron complaint.
8. The decision of the Board shall be final.
9. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #6 - POLICY REGARDING THE USE OF LIBRARY FACILITIES

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding the use of library facilities:

1. The Board of Trustees, in consultation with the Library Director, shall determine whether the library building, meeting rooms, exhibit and/or display space may be used by outside persons or organizations. Organizations are not permitted to use the facilities for religious purposes.
2. All requests for the use of the library facilities shall be in writing and shall contain the following information:
 1. A summary of the purpose of the event/display.
 2. The date(s), time(s), and duration of the event/display.
 3. The estimated attendance of the event.
 4. Any special details regarding the set-up and clean-up of the library (set-up and clean-up shall be the responsibility of the organization or individual using the facility).
3. All requests for the use of library facilities after regular hours shall be submitted to the Board of Trustees for consideration at its next regular board meeting. A staff member or trustee must be present for the entire event with compensation provided by the organization sponsoring the event.
 - a. After consideration at the regular board meeting, the Board of Trustees shall promptly render a decision regarding the request to use the facilities.
 - b. The decision of the Board of Trustees shall be final.
 - c. If the event/display is to occur before the next regularly scheduled board meeting, an email poll of the board members by the President or Library Director shall be deemed acceptable.
4. If the patron or organization who has reserved the room does not show up or call to inform of a cancellation, after the third (3) occurrence, the remainder of their reservations will be cancelled and they forfeit the right to reserve any room for a period of at least six (6) months.
5. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #7 - UNACCOMPANIED CHILDREN

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding unaccompanied children in the library.

1. The following guidelines will be followed concerning the care and behavior of young library users:
 - a. Parents are responsible for their children whether or not the parent is present.
 - b. Children five years of age and younger must be accompanied by and in visual contact with a parent or responsible caregiver (14 or older) at all times, in all areas of the library.
 - c. During storytimes or programs, the adult or responsible person must return to the story or program area by the end of the event.
 - d. If a child five years of age or under is found unattended, a member of the Library staff will attempt to locate the adult or responsible person. If they cannot be located in the building or at home within 30 minutes, the local police department will be contacted to pick up the child.
2. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #8 POLICY REGARDING THE USE OF LIBRARY COMPUTER EQUIPMENT

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding the use of library computer equipment:

1. The Board of Trustees shall make all appropriate computer equipment available to library patrons.
2. Any patron wishing to use library computer equipment may complete an orientation before using the equipment for the first time. The Library Director or staff shall conduct the orientation when requested.
3. Children age ten (10) and under shall be allowed to use library computer equipment when accompanied by an adult.
4. All patrons using computer equipment shall be required to check in at the main desk prior to starting work.
5. All patrons shall be required to sign out library software. Under no circumstances shall computer disks or software from outside the library be run on library computer equipment. Any patron wishing to save information to a computer disk shall be required to purchase a blank computer disk from the library. If a patron wishes to reuse a computer disk purchased from the library, the disk must remain on file in the library. If a patron wishes to use a personal flash/thumb drive it must be scanned by the library's antivirus software prior to use.
6. Computer equipment shall be available for patron use during regular library hours. However, equipment will not be available in the first or last 15 minutes of any work day.
7. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #9 - POLICY REGARDING INTERNET ACCESS USING LIBRARY COMPUTER EQUIPMENT

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding access to the internet using library computer equipment.

1. The Board of Trustees recognizes the importance of providing computerized information resources such as the internet, and shall strive to provide these resources in support of education and/or research and to promote the mission of the library.
2. Any patron wishing to use the internet terminal may be required to complete an orientation before using the equipment for the first time, depending on the patron's computer/internet experience. The Library Director, staff, or volunteers shall conduct the orientation at designated time periods.
3. Children age ten (10) and under shall be allowed to use the internet terminal only when accompanied by a parent or other responsible adult.
4. Children age eleven (11) through eighteen (18) shall be allowed independent internet access only after the child and one parent/legal guardian agree to the use of the internet in the presence of a library staff member.
5. All patrons using the internet terminal shall be required to check in at the main desk prior to starting work.
6. Under no circumstance shall computer disks or software from outside the library be used on library computer equipment. Any patron wishing to download information from the internet terminal to a disk shall be required to purchase a blank computer disk from the library. If a patron wishes to reuse a computer disk purchased from the library, the disk must remain on file in the library. If a patron wishes to use a personal flash/thumb drive it must be scanned by the library's antivirus software prior to use.
7. Internet terminals shall be available for patron use during regular library hours. However, equipment will not be available in the first and last 15 minutes of any work day.
8. Patrons accessing the internet shall be required to adhere to the laws, policies and rules governing computers, including but not limited to, copyright laws, rights of the software publishers, license agreements, and rights of privacy created by federal and state law.
9. Transmitting, viewing, or storing pornography or participating in illegal activities using Community Free Library's computer resources is strictly prohibited.
10. The Board of Trustees and library staff shall not be held responsible for materials available on the internet, the accuracy of such materials, and shall not be held liable for the manner in which patrons use the internet.
11. The Community Free Library reserves the right to modify this policy at any time.

If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #10 - POLICY REGARDING USE OF WIRELESS INTERNET ACCESS (Wi-Fi)

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding use of wireless internet access.

1. The Board of Trustees recognizes the importance of providing resources such as wireless internet access for its patrons, and shall strive to provide these resources in support of education and/or research and to promote the mission of the library.
2. Any patron wishing to use the wireless internet may do so at their own risk. Wireless connections are not secure; patrons must use caution when transmitting information. The library is not responsible for damage to software, hardware or files on equipment connected to the wireless network.
3. Patrons must be prepared to use battery power when connecting to the wireless network. The library has limited electrical outlets. Patrons must not plug into an outlet where doing so may obstruct aisles, exits or access to materials. Patrons must not unplug other library equipment.
4. Library staff will provide general information on the settings necessary to access the internet via these connections, but are not responsible for any changes patrons make to their computer settings, and cannot guarantee that a patron's hardware will work with the library's wireless connection. Library staff cannot perform repairs on or troubleshoot patrons' equipment. For specific questions about user hardware or software, patrons must contact the manufacturer of their equipment.
5. Use of wireless internet access points is governed by the Community Free Library Internet Access Policy (Policy # 8). All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Users shall not violate Federal, State or local laws, including, but not limited to, the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.
6. Any restriction or monitoring of a minor's access to the library's wireless network is the sole responsibility of the parent or guardian.
7. The Community Free Library reserves the right to modify this policy at any time.
8. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #11 - POLICY REGARDING LOAN OF E-READERS

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding the use of the library's eReaders.

1. The Board of Trustees recognizes the importance of providing resources such as eReaders for its patrons and shall strive to provide these resources in support of education, research, and to promote the mission of the library.
2. Any patron wishing to borrow an eReader from the library must supply a copy of their driver's license or other government issued photo identification and complete an eReader loan agreement (see Appendix A).
3. Any patron wishing to utilize the wireless internet capabilities of the eReaders does so at their own risk. Wireless connections are not secure; use caution when transmitting information. Patrons will be held responsible for damage to software, hardware or files on equipment connected to the wireless network when in their possession.
4. Library staff will provide general information in regard to the use and care of the eReader. Patrons will be responsible for adding materials of their choice to the eReader and will not be reimbursed for any purchases that they have made. Patrons may choose to erase anything that they have placed on the eReader prior to returning it to the library.
5. Borrowers of the eReaders shall not violate Federal, State or local laws, including, but not limited to, the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material without proper permission.
6. Any restriction or monitoring of a minor's access to the library's eReader and its contents is the sole responsibility of the borrower.
7. The Community Free Library reserves the right to modify this policy at any time.
8. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #12 - POLICY REGARDING USE OF PATRON PHOTOS AND/OR VIDEOS

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding use of patron photos AND/OR videos:

1. The Community Free Library staff or those it appoints may take photographs or videos of participants, individually or in groups, attending or taking part in Library programs or activities.
2. These photographs or videos may appear in future Community Free Public Library publications, on our website, or other Library publicity.
3. Attendees and/or participants consent to having their photograph taken or such videos shown and used for such purposes.
4. If a Library patron does not wish himself/herself or his/her child photographed or videotaped, the patron must notify the Library staff to that effect.
5. Library patrons and visitors to the Library may not take photographs or videos of the other patrons or staff without the permission of the person(s) being photographed or video-recorded.
6. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #13 - POLICY REGARDING THE ACCEPTANCE OF GIFTS, MEMORIALS, REQUESTS, AND THE DISBURSEMENT OF AWARDS

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding the acceptance of gifts, memorials, and bequests, and disbursement of awards:

1. The Board of Trustees shall graciously accept all gifts, memorials, and bequests offered to the library if appropriate for library use.
2. Upon the receipt of all donations, a receipt for tax purposes shall be offered immediately to the donor.
3. The Board of Trustees shall have the final decision regarding the suitability and placement of all gifts, memorials and bequests.
4. Gifts, memorials, and bequests may be offered to the library in the form of a memorial funds, monetary gifts, books, or any other similar types of items.
5. Bequests can also be placed in the Endowment Fund established by the Library in 1995.
6. The library does not maintain a closed shelf collection of materials. Therefore, gifts, memorials and bequests shall be used by the Board for the benefit of all patrons. Gifts are not to be kept in perpetuity.
7. The Board of Trustees shall be responsible for the annual disbursement of the Betty Tone Awards. These awards were established by the Friends of the Library group in memory of the late Betty Tone, and are funded by an account established for this purpose. The Betty Tone Awards of twenty five (25) dollars each shall be given annually to the Junior class member at Kendall Central School and Holley Central School demonstrating the greatest improvement in English.
8. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #14 - POLICY REGARDING PUBLIC RELATIONS

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding public relations:

1. The Board of Trustees recognizes that they are responsible for building and maintaining good relations with the public, and for linking the library with the community.
2. The Board of Trustees shall strive to provide regular and continuing communication with the public using one or more of the following methods as needed:
 1. Distribution of community surveys and/or newsletters.
 2. Regularly advertising board meetings as open to the public.
 3. Formation of networks and coalitions.
 4. Visiting, calling, or writing elected officials.
 5. Establishment of a "Friends of the Library" group.
 6. Development of public service announcements using print, radio, TV, library website, and electronic communication/internet.
 7. Interaction with public leaders, local businesses, and colleagues.
 8. Maintenance of a library web page and all social media.
3. The Board of Trustees shall ask for and evaluate all feedback gathered as a result of these communication efforts, and consider it in future planning and policy decisions.
4. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #15 - POLICY REGARDING THIRD PARTY AND LAW ENFORCEMENT REQUESTS FOR LIBRARY RECORDS AND USER INFORMATION

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding Third Party and Law Enforcement Requests for Library Records and User Information:

1. The legal custodian of records for the Community Free Library of Holley is the Library Director. As the legal custodian of records, the Library Director is the person responsible for responding to any request for library records or information about a library user.
2. The Library Director may designate one or more library employees to serve as persons responsible for responding to any request for library records or information about a library user when the Library Director is absent or unavailable.
3. The circulation and registration records of the Community Free Library shall not be made available to any third party nor any law enforcement agency of a local, state, or federal government except when a court order in proper form, issued by a court of competent jurisdiction after a showing of good cause, is presented to the library by the law enforcement agency or person seeking the records.
4. No library employee or volunteer may release library records or reveal information about a library user to any third party or law enforcement agent unless authorized to do so by the Library Director or the Library Director's designated alternate. In all circumstances, without exception, employees and volunteers shall follow the procedures set forth in Community Free Library of Holley Staff Directive Number 1.0, "Guidelines for Responding to Requests for Library Records and User Information."
5. The Library Director and the Community Free Library of Holley Board of Trustees are jointly responsible for ensuring that every library employee and volunteer is provided with a copy of Policy #14 and Staff Directive Number 1.0 and ensuring that every employee and volunteer participate in a training program on their implementation.
6. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #16 - POLICY REGARDING FRIENDS OF THE LIBRARY GROUP

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding the Friends of the Library Group:

1. The Board of Trustees shall encourage the formation of a "*Friends of the Library*" Group comprised of civic-minded citizens who realize that quality library service is important in the community.
2. The mission of the Friends Group shall be distinct from, but closely related to, the mission of the Board of Trustees.
3. Depending on the group's interests, community needs, and the direction of the Board of Trustees, the Friends Group may work on one or more of the following issues:
 - a) To create public support for the library.
 - b) To encourage gifts, endowments, and memorials to the library.
 - c) To work for library legislation or appropriations.
 - d) To increase hours of service.
 - e) To build community awareness of and to increase use of the library.
 - f) To raise money and campaign for a new building, renovation or expansion.
 - g) To sponsor programs designed to assist with the cultural life of the community.
 - h) To volunteer to work in the library on specific tasks or projects designed by the Library Director and/or the Board of Trustees.
 - i) To provide direct financial assistance to purchase items not covered in the regular budget.
4. The Board of Trustees shall show their leadership and support, as well as their appreciation, to the Friends Group in one or more of the following ways:
 - a) Periodically meet with the group to plan and define goals for the group.
 - b) Invite and welcome members of the Friends Group to meetings of the Board.
 - c) Periodically attend Friends Group meetings and special events.
 - d) Appoint a trustee to serve as a liaison to the Friends Group.
 - e) Provide information to the Friends Group, and seek their input as needed.
5. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #17 - POLICY REGARDING EMPLOYEE CONDITIONS OF EMPLOYMENT, SALARIES, HOURS OF WORK, AND EMPLOYEE BENEFITS

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding employee conditions of employment, salaries, hours of work, and employee benefits.

LIBRARIANS

1. The Librarians shall hold a Master's college degree in Library Science.
2. The Board of Trustees shall have the authority to accept or reject any employee candidate.
3. The Librarians shall earn an annual salary commensurate with his/her educational and/or professional experience. This salary shall be determined by the Board of Trustees.
4.
 - a. The Library Director shall be paid to work thirty-seven and a half (37.5) hours per week, paid twice per month, on the 15th day and the last day of the month.
 - b. The Children's Librarian shall be paid to work twenty-four (24) hours per week, paid twice per month, on the 15th day and the last day of the month.
5. The Librarians shall earn vacation as follows:
 - a. One week with pay earned on 1st anniversary of employment.
 - b. Two weeks with pay earned on 2nd anniversary of employment.
 - c. Three weeks with pay earned on 6th anniversary of employment.
 - d. After five years of employment the Librarians shall earn an additional 10 hours of personal time per year to be used at his/her discretion.
6. The Librarians shall earn one (1) week of sick leave per year.
7. Vacation time and sick leave are noncumulative, except at the discretion of the Board of Trustees.
8. The Board of Trustees shall complete an evaluation of the Library Director one (1) time per year.
9. The Board of Trustees shall provide Disability/Worker's Compensation and Unemployment Insurance for the Librarians.
10. Librarians shall wear business casual attire. Book themed t-shirts may be worn by librarians provided they are in good condition and appropriate.

LIBRARY STAFF (EXCLUDING VOLUNTEERS AND FRIENDS GROUP)

1. The Board of Trustees shall provide the Library Director with an adequate and qualified staff.
2. The Library Director shall have the authority to advertise for and to interview all library staff, and to recommend candidates to the Board of Trustees for approval or denial of employment.

3. Library staff shall earn an hourly wage as determined by the Board of Trustees.
4. The Library Director shall schedule the work hours of all library staff and shall keep a record of the hours worked by each employee.
5. Library staff shall be paid twice a month, on the 15th day and the last day of the month.
6. Library staff shall earn vacation as follows, with a "week's pay" being determined by the work schedule utilized at the time the budget for the current year is being calculated:
 - a. One week with pay earned on 1st anniversary of employment.
 - b. Two weeks with pay earned on 6th anniversary of employment.
 - c. Three weeks with pay earned on 12th anniversary of employment.
7. Vacation time is noncumulative, except at the discretion of the Library Director. Unused vacation time may be reimbursed.
8. The Library Director shall complete an evaluation of each library employee one (1) time per year and submit evaluations to the board per Bylaws Section VII.
9. The Board of Trustees shall provide Disability/Worker's Compensation and Unemployment Insurance for each member of the library staff.
10. All staff members shall wear dressy casual attire. Book themed t-shirts may be worn by staff provided they are in good condition and appropriate.
11. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #18 - POLICY REGARDING CONTINUING EDUCATION OF LIBRARY STAFF AND TRUSTEES

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding the continuing education of library staff and trustees:

1. The Board of Trustees recognizes that the continuing education of both library staff and trustees represents a positive investment in the library's future.
2. The Board of Trustees shall, to the best of its economic ability, provide funds in the annual library budget for arranging, aiding, encouraging and attending meetings and workshops to expand the knowledge and talent of the staff and trustees.
3. Trustees and library staff shall keep abreast of national, state and local legislation and trends that affect libraries.
4. The Board of Trustees and Director shall maintain a compilation of literature on trusteeship and board development, public library operation and management, and shall make available these materials for new trustees as requested.
5. The Board of Trustees shall devote a portion of the regular board meetings, as necessary, to discuss important issues and topics which are affecting libraries nationwide.
6. The Board of Trustees shall nominate trustees and/or library staff, as warranted, for system or state awards for outstanding performance.
7. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #19 - POLICY REGARDING EMPLOYEE DISCIPLINARY PROCEDURES

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding employee disciplinary procedures.

1. The Board of Trustees recognizes that the following outlined procedures will be utilized only as necessary, following implementation of all informal approaches to meet the desired employee standards of action.
2. The following steps shall be followed by the Library Director when formally disciplining an employee:

Step #1: Verbal warning by the Library Director

The Library Director will meet with the employee and specify the behavior that needs to be changed. A memo will be written outlining the verbal warning that has been given. This will be done within two days of the verbal warning. Space on the memo will be provided for the employee to respond if he/she wishes. The employee will sign that he/she has read and understands the memo. A Notation at the bottom of the memo will read "This is a verbal warning." Only one verbal warning will be given for each infraction.

Step #2: Written warning by the Director

The Library Director will meet with the employee regarding the specific behavior. The written warning will outline the specific behavior that has not changed. Space will be provided for the employee to respond if he/she wishes. The employee will sign that he/she has read and understands the written warning. A notation at the bottom will read "This is a written warning. Failure to demonstrate immediate improvement will result in disciplinary action up to and including suspension without pay and dismissal."

Step #3: Continued failure to demonstrate improvement.

The Director may suspend the employee with pay for a period of time (from 1 day up to two (2) weeks.) The Director may suspend the employee without pay (from 1 day up to two (2) weeks) with Board approval. The time frame will be deemed acceptable to the transgression. The suspension will be documented in a letter and will outline the reason for the suspension and the length of time of the suspension. Space will be provided for the employee to respond if he/she wishes. The employee will sign that he/she has read and understands the letter. A notation at the bottom of the letter will read "Failure to demonstrate immediate and continuous improvement will result in further disciplinary action, up to and including dismissal.

3. The employee has the right to bring a grievance to the Board of Trustees (per Policy #19, the decision of the Board will be final.)
4. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.

POLICY #20 - POLICY REGARDING THE HANDLING OF EMPLOYEE GRIEVANCES

The Board of Trustees of the Community Free Library hereby adopts the following policy regarding the handling of employee grievances.

1. Every employee shall have the privilege of submitting his/her grievance to the Library Director or board liaison when appropriate.
2. The Library Director shall promptly respond to the employee grievance, and negotiate a reasonable settlement with the employee.
3. After satisfactorily resolving any employee grievance, the Library Director shall communicate the final result of the employee grievance to the Board of Trustees.
4. If the employee is not satisfied with the settlement offered by the Library Director, he/she shall have the privilege of submitting a written statement to the Board of Trustees.
5. Every employee shall have the right to appear in person before the Board of Trustees.
6. All employee grievances that are submitted to the Board of Trustees shall be considered by the Board at its next regular meeting.
7. After discussion at the regular board meeting, the Board of Trustees shall promptly render a decision regarding the employee grievance. The decision of the Board shall be final.
8. If any person has a formal complaint regarding this policy, all complaints shall be handled following the procedures outlined in the Complaint Policy established by the Board of Trustees.