

Dannemora Free Library Policies

2023

The Trustees Handbook for NYS libraries defines the minimum policies for a library. As a small library, Dannemora Free Library (DFL) will stay within these guidelines while keeping policies to a minimum.

Hours and Days of Operation

The Dannemora Free Library hours and days of operation will be determined by the Board of Trustees. The hours and days of operation will be posted at the Village of Dannemora Community Building.

Lending Rules and Procedures

The Dannemora Free Library will lend books, magazines, CDs, DVDs, videos, audiobooks. The borrower may take out a maximum of six items during a three-month probation period. After establishing a pattern of good borrowing habits, patrons may take out additional items.

All Dannemora Free Library loan items may be taken out for two weeks.

Materials identified as reference books must be used in the library.

DFL participates in the New York interlibrary Loan (ILL) program and adheres to its policies and guidelines. The lending practices may be different for these materials.

DFL is fully automated using the Horizon System and adheres to its policies and guidelines. Currently, the Horizon system is limiting patron requests based on space in the CEFLS van.

If an item(s) is not returned on time the Horizon System will generate a notice. The first notice will prompt a reminder phone call from the library. A second notice will be mailed or emailed to the patron. If a third notice is generated by Horizon the patrons borrowing privileges will be suspended.

The Board of Trustees will assist the director with any problems with a given collection item or a given patron.

Personnel Policies

Job Description

The job descriptions for the Director and other staff (if applicable) are those maintained by FLS. The Dannemora Free Library will replace the Library Manager title in the job description with the words Library Director since that has traditionally been the title used.

The following responsibilities are included in the job description for Library Director:

Place new books on shelves within two weeks of receipt

Manage the overdue policies as previously defined

Establish trainings for the volunteers and staff

Keep the library in neat condition

Prepare and present a written monthly highlight report at the monthly board meeting

When applicable, submit requested reports to the RSVP of Clinton County

Prepare the Annual Report

Terms and Conditions of Employment

The Director position will be non-exempt

Sick-time will be allotted as per NYS law requirements

Employees will be paid only when the library is open and when they are working in the library with the following exceptions:

- Attendance at pre-approved meetings, classes, or conferences
- When a holiday falls on the normally scheduled hours. Recognized holidays are: New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial day, Juneteenth (June 19th) Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas day.
- Saranac Central School District snow days

After one year of service, an employee is entitled to the equivalent hours of one week vacation time with pay. A vacation request should be submitted to the board two weeks in advance. No accumulation time past the calendar year is permitted.

Employee benefits

The equivalent hours of one week of vacation after one year of employment.

Holiday pay is designated above.

Training when pre approved by the board.

Evaluation Procedures

Library employees will be sent a copy of the job description as approved by the annual meeting and the set of approved policies and bylaws. A receipt will be included which must be returned to the board of secretary signed by the employee stating that they have received the job description, policies, and bylaws.

The board president for the director and the director of four other employees if applicable will prepare an annual written evaluation based on the job description.

Grievance procedures

Grievances will be resolved by, in order of precedence, the Library Director, Board President, and a Library Board of Trustees.

Collection development

Collection development is the responsibility of the library director within the budget set up by the board. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

Health Food, Beverage, and Wellness

Background

Dannemora Free Library plays an active and important role in chronic disease prevention by assisting residents in choosing a healthy lifestyle through policy and environmental changes. Additionally, role modeling is an effective technique in improving behavior change.

Policy

Dannemora Free Library will:

- model healthy food choices and wellness behaviors
- offer opportunities for physical activity/movement breaks during trainings/meetings
- provide nutritious food and beverage choices, when food is offered

Purpose

To provide standards and offer guidance for staff to pursue Dannemora Free Librerie's mission is to improve and protect the health, well-being, and environment of the people of Clinton County by providing a model for healthy behaviors to the community.

Procedures

Guidance for Meetings and Events:

- Offer healthy food choices whenever food is served at Dannemora Free Library sponsored events.
- Offer smaller portions of food, such as mini-muffins or mini-bagels; cut oversized portions into smaller sizes making the healthier option easier for people.
- Offer healthy choices such as:
 - Whole and enriched grain products that are high in fiber, low in added fats and sugars and are served in appropriate portion sizes
 - Non-fat and/or low-fat real cheese rather than imitation cheese
 - Nuts, seeds and trail mix snacks
 - Fresh fruit and/or vegetables
 - Foods that are low in sodium, such as unsalted pretzels, popcorn, or baked chips
 - Coffee or tea (including decaffeinated choices), water, seltzer, 100% fruit juice and vegetable juice, fat – free and 1% milk

Guidance for Role Modeling by Employees/Staff

- Use hygienic ways to serve foods; use utensils, use gloves, etc.
- Make hand washing opportunities available (sinks, wipes, sanitizer) when applicable.
- For choices other than water, use opaque non-branded containers (water bottles or mugs without marking).
- Avoid eating in front of the public. Take a break or seek private locations out of view of the public.

Activity Breaks Guidance

- Incorporate physical activity breaks into the daily routine at Dannemora Free Library.
- Provide opportunities to stand and stretch and/or use standing tables during meetings, as appropriate.
- Facilitate short ‘walking meetings’ as appropriate.
- Physical activity is voluntary – no one has to participate.

Supporting Breastfeeding Employees Procedure

Research has shown that accommodating breastfeeding employees is good for business. Benefits include lower health care costs due to healthier babies and moms, reduced rate of absenteeism due to infant illness, lower turnover rates and improved employee productivity and loyalty. Since breastfeeding has been shown to be the superior form of infant nutrition Dannemora Free Library provides a supportive environment to enable breastfeeding employees to express their milk during work hours. In accordance with NYS Labor Law 206-c, this practice will be communicated to all current employees and included in new hire integration.

Library Responsibilities

Breastfeeding employees who choose to continue providing breastmilk to their infants after returning to work will receive the following accommodations for up to three years following the child’s birth:

- Milk Expression Breaks

Employees will be provided reasonable time to express milk each time the employee has the need to express milk while at work. Employees should use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up time as negotiated with their supervisor.

A Place to Express Milk

Employees will be provided with a private place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and visitors, to express breast milk. Expressed milk can be stored in the refrigerator located in the designated Mother's Room or in the employee's personal cooler. The space will be:

- Private and sanitary.
- Located in close proximity to the employee's work station and a sink with running water.
- Equipped with a functional lock and a sign indicating that the space is in use and not accessible.
- Equipped with, at a minimum, an electrical outlet, a chair and a small table, counter or other flat surface.

Staff Support

Supervisors will notify pregnant employees and employees returning to work following the birth of a child of their rights under New York State Labor Law 206-c and the national worksite lactation accommodation law in the U.S. Patient Affordable Care Act.

- Supervisors will implement policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

Employee Responsibilities

Breastfeeding employees who choose to continue providing breastmilk to their infants after returning to work will:

- Communicate with the Supervisor
- Employees will give supervisors advanced notice of the need for lactation accommodations, preferable prior to their return to work.
- Maintain Milk Expression Areas
- Breastfeeding employees will maintain designated areas by wiping surfaces with anti-microbial wipes so the area is clean for the next user.
- Safely Store Expressed Milk

- Employees will label all expressed milk with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk. Storage guidelines will be provided.
- Use Break Times to Express Milk
- When more than one breastfeeding employee needs to use the designated Mother's Room, employees will use the sign-in log provided in the room to negotiate milk expression times that are most convenient and best meet their needs.
- No employee will be discriminated against for breastfeeding or expressing milk during the work day and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work.

Any act found to be intentional that invades a nursing mother's privacy will be treated as a disciplinary offense and reported to the appropriate manager.

Library rules

Library rules will be developed by the director, approved by the board, and posted in the library.

Acceptable uses of the internet and electronic resources

Computer time is limited to 45 minutes. If no patron is waiting, time can be extended.

Unsupervised use of the computers is limited to adults and children 10 years of age who are holders of library cards from the CEF Library systems which include Dannemora Free Library.

Children Under the age of 10 should be accompanied by a responsible individual known to the library staff. At this time the Dannemora Free Library does not censor or filter internet access. Parents should be aware of this policy.

Copies and faxes services are available at the prices posted.

Gifts and Memorials and their Disposition

Gift memorials are accepted and welcomed by DFL. Individual recognition will be handled on a case-by-case basis.

Continuing Education for Employees, Trustees, and Volunteers

- CEF has limited scholarships available for staff, volunteers, and trustees.
- Staff and board members should present meetings they wish to attend at board meetings so that financial assistance can be discussed and possibly provided. Compensation of employees for attendance at a board approved meeting, conference, or workshop is contingent upon: approval by the board, submission of a post-meeting report to the board within 30 days of trainings.
- Stipends from CEF will be handled and dispersed in a manner determined by the board.
- When the board requests the presence of an employee at board meetings, annual meetings, town meetings, etc. and documents that in minutes, the employee will be paid her/his normal wage for the meeting duration. This time should be recorded on the timesheet in order to be paid.

Emergency procedures

Fire emergency

1. Staff is to escort all patrons out of the building through the library exterior door.
2. Staff is to find the nearest phone and call the fire department at 911.
3. As soon as possible staff is to notify the president or a trustee of the library board informing them of the fire emergency.

Medical emergency

1. Staff is to determine if ambulance is needed
2. If an ambulance is needed, staff is to call 911 and advise them of the situation.
3. As soon as possible, if needed, the staff should notify the parent/guardian or family member of the emergency.
4. As soon as possible notify the president or a trustee of DFL informing them of the medical emergency with the patient's name, address, and phone number if known.

Emergency closing

1. Before the emergency closing staff should notify the president or if not available, a trustee of the library board advising them of the reason for the emergency closing and the time of the closing.
- ~~2. The employee should notify WIRY at fax 561-1340 and WOKO at fax 802-862-0786 asking them to announce the closing on the radio for public information.~~
3. A sign should be posted on the library door giving the time of the closing and a reason and the phone number to call if there is a problem.
4. A post should be created on all social media accounts.
5. The Library will close for weather on days that the Saranac Central School District has a snow day. These hours do not need to be made up and will be compensated at the usual rate. At the director's discretion if there is a need for snow-related closures during non-school hours, the director can close the library; these hours will need to be made up within the current pay period.

Policy for periodic review of all policies

Two months before the annual meeting the board will appoint a subcommittee to revise the policies. The subcommittee will review the Trustee Handbook, the By Laws, the Current Approved Policies, the Suggestions and Grievances and make

recommendations for the changes. These will be reviewed, changed and approved by the board and presented at the annual meeting for approval by attendees.

Policies and Bylaws should be reviewed and updated every two years.