

## **Agenda**

### **2023 Annual Meeting Cuba Circulating Library Board of Trustees**

**Monday, January 09, 2022**

1. Call to order
2. Nominating Committee Report
  - a. Introduction of new trustees:
  - b. Election of officers for 2023
3. Committee Appointments for 2023
4. Determine number of Trustees for 2023
5. Adjournment

**AGENDA**  
**BOARD OF TRUSTEES**  
**Cuba Circulating Library**  
*Serving the Cuba Community for 151 Years*

**Monday, Jan. 9, 2023**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of December's Meeting
5. Financial Officer's Report
6. Corresponding Secretary
7. Director's Report
8. Committee Reports
  - i. Planning
  - ii. Finance
  - iii. Bldgs/Grounds
  - iv. Personnel
  - v. Technology
  - vi. Liaison with Friends
  - vii. Education
- b. Ad hoc committees
  - i. Children's Area Renovation
  - ii. Disaster Plan
  - iii. Public Comments
9. Unfinished Business
10. New Business
  - i. Contractors Bid
  - ii. Furniture Auction
  - iii. Long-Range Plan
  - iv. Morgan Stanley & Five Star Account Users
  - v. Endowment Withdrawal
  - vi. Personnel Policy
  - vii. Sexual Harassment Prevention Training
11. Adjournment

**Cuba Circulation Library  
Board of Trustees Monthly Meeting Minutes  
Monday, December 12, 2022**

**Present:** Sharry Semans, Lin Assink, Lynn Fulmer, Wendy Sprague, Faith Stewart, Thomas Donahue, Lionel Legry, and Marsha Long

**Absent:** Bradley Weaver

**Also Present:** Tina Dalton

**Call to Order:** Faith Stewart called the meeting to order at 5:30 PM.

**Public Comment:** None

**Friends Report:** Pat Ash gave a report.

**Minutes of Previous Meeting:** Lynn Fulmer moved to accept the minutes of the November meeting. Lin Assink seconded the motion, and the motion passed unanimously.

**Financial Officer's Report:** Marsha presented the financial statements. A motion was made by Lin Assink to accept the November Statements of Activity, Budget vs. Actuals and Statements of Financial Position furnished by Marsha. Lynn Fulmer seconded the motion, and the motion passed unanimously. The documents are attached.

**Correspondence Secretary:** Lynn read a thank you note we had received.

**Director's Report:** Tina reviewed her report and Cherilyn's report, which reports are attached.

**Committee Reports:**

**Planning:** No report.

**Finance:** Marsha reported that they had met recently.

**Building and Grounds:** A report from David Wagner is attached.

**Personnel:** No report.

**Technology:** No report.

**Liaison with Friends:** No report.

**Education:** Sharry indicated she is working on the retreat for February. Also, after a short discussion, it was determined that the sex harassment training would be held for all Trustees at the end of the January meeting.

**Ad hoc Committees:**

1. **Children's Area Renovation:** No report.
2. **Disaster Plan:** No report other than we will wait until Spring to continue our work on this project.

**Unfinished Business:**

1. **2023 Budget:** Tina presented the 2023 Budget. After some discussion, Tom Donahue moved to approve the 2023 Budget. Wendy Sprague seconded the motion, and the motion passed unanimously. The Budget is attached.

**New Business:**

1. **Financial Control Policy:** Marsha and Tina introduced a new Financial Control Policy and also Procedure. After a short discussion, Lin Assink moved to approve the new Policy and Procedure. Lynn Fulmer seconded the motion, and the motion passed unanimously. The Policy as well as the Procedure are attached.
2. **Nomination of 2023 New Board Members:** Wendy made a motion to nominate Jill Schwab and Denean Emerson to three year terms as Trustees, which terms will begin upon their acceptance at our Annual Meeting upcoming in January. Tom Donahue seconded the motion, and the motion passed unanimously.
3. **Job Descriptions:** Tina revised all job descriptions. After a short discussion, Marsha moved to accept the job descriptions. Lynn Fulmer seconded the motion, and the motion passed unanimously. The job descriptions are attached.
4. **Resignation:** Hannah Krull has resigned. She has accepted a position with another library. We have been fortunate to have her in our employ for as long as we did. She will be missed.

**Executive Session:** An Executive Session was called by Lynn Fulmer to discuss the employment history of a current employee, as well as advice from our attorney regarding the children's renovation project. Lin Assink seconded the motion, which motion passed unanimously. We entered Executive Session at 6:10 PM. A motion was made by Wendy Sprague to exit Executive Session at 6:30 PM. The motion was seconded by Lin Assink and passed unanimously.

A motion was made by Wendy Sprague to offer the position of Library Assistant to Colleen Robinson at a salary of \$15.80 beginning January, 2023. The motion was seconded by Tom Donahue, and passed unanimously.

A motion was made by Lynn to adjourn. Marsha seconded the motion, which passed unanimously. Meeting adjourned at 6:30 PM.

Respectfully submitted:

Sharry Semans, Secretary

## Cuba Library Director's Monthly Report

**December 2022**

	<b>Dec. 2022</b>	<b>Nov. 2022</b>	<b>Dec. 2021</b>	<b>Dec. 2020</b>	<b>Dec. 2019</b>	<b>Dec. 2018</b>
Circulation	1983 Adult 1027 J/YA 956	2255 Adult 1129 J/YA 1126	2053 Adult 1156 J/YA 897	2090 Adult 1370 J/YA 720	3205 Adult 1929 J/YA 1276	2518 Adult 1632 J/YA 886
Holdings Filled	281	377	308	322	420	431
New Library Cards	21	17	4	2	9	7
Libby (eBooks)	455	416	425	496	324	344
Wifi Use	272	320	242	232	209	
Visits to website	Unknown	Unknown	656	645	675	
Door Count	1375	2324	1430			

### Upcoming Programs

Tues, Jan. 24 @ 10:00	Card Making with Susan Doran (Palmer)
Mon, Jan. 30 @ 6:00	Snowman Glass Craft with Shauna Comes
Thurs., Feb. 2 @ 2:00	Arts Access Pass Info Session
Wed, Feb. 8 @ 6:00	Disaster Planning Session
Feb 8 & 15, March 8 & 15 @ 6:00	Learn to Sew with Lynn Fulmer (High School)

**Personnel:** I completed annual staff evaluations. I'm very pleased with the team we have right now. They work together quite well, and really go above and beyond to serve the public. This year was the closest we've had to "normal" since 2020, and the staff has been working hard to get programming and services back to pre-pandemic levels.

**Community Outreach:** I was invited by the Current Topics Club to attend their Christmas luncheon and present about the library's renovation of the Children's Area. This was a wonderful opportunity to touch base with some of our most supportive patrons.

**Programming:** Due to the upcoming construction project, we aren't scheduling as many programs as we normally would. We are partnering with the Palmer Opera House to hold a few of our upcoming programs there while we are unable to use the community room. I've also reached out to an area church to see if we can hold our upcoming sugaring program there, as we need a kitchen. We will also implement some Take and Make crafts again, as well as virtual programs. We have a virtual author's talk on Feb. 23 where author Rosanne Montillo will discuss her new book "Deliberate Cruelty."

**Finances:** I submitted our 2023 tax cap form via the State Comptroller's site. As voted by the board with the adoption of our 2023 budget, our tax levy for this year has been set at \$231,846.

## **Maintenance Report 12/1 -1/1/2023**

1. Removed Snow and salted walks a Few times.
2. Finished safety worksheets/layout for Fire alarms, extinguishers, gas and water shutoffs, etc...
3. Moved 2 book cases from Children's section to Friends Room in basement.
4. Cut down one book case to mount two halves on top of 2 bookcases from upstairs for Friends' area.
5. Changed some shelves and covered one end on bookcases for Friends' room.
6. Unbolted game table/drawers from wall (for future renovation)
7. Unbolted Small desk from wall in Kids' area (for future renovation)

# Youth Services Monthly Report: December 2022

## Storytimes

We had a month of Christmas and holiday storytimes, including a couple of stories about other wintry holidays besides Christmas. We made paper chains to count down to Christmas, mini Christmas trees, and ornaments.

After School Explorers only met once in the month of December, between the water main bursting, the bad weather, and my own illness. During that session, we did some STEAM challenges including some math games.

## Teens/Tweens

Our tween After School Crew met three times. We made pancakes for one of the activities as they are excited about cooking. We also did a game day and a STEAM challenge day.

Teens had a Nailed It Holiday edition. They were challenged to replicate holiday creations out of food. Five attended and they had a good time.

## Outreach

I had three outreach groups, all at their locations. One was to the BOCES class and two were to the Head Start groups. We read holiday themed stories.

## Other

During small town Christmas, we gave away 50 ornament kits and approximately 85 books. Patti Metler was also set up in the community room to do kids' crafts.

## Upcoming Programs

1/23 Board Game design (teens)

## December 2022 Programming

12/1	After School Explorers	9 children, 1 teen
12/6	Preschool University	5 children, 4 adults
	After School Crew	5 tweens
12/12	BOCES Class Visit	5 children, 5 adults
12/13	Preschool University	5 children, 4 adults
	After School Crew	5 tweens
12/14	Head Start Visit 1	5 children, 3 adults
	Head Start Visit 2	12 children, 4 adults
12/19	Nailed It! Holiday	5 teens, 2 adults
12/20	Preschool University	5 children, 4 adults
	After School Crew	5 tweens

January 2, 2023

## EDUCATION COMMITTEE REPORT

### RETREAT

TO: Committee and Board  
From: Sharry Semans, Chair

Finally reached Good Times. Here is what I found out. They are closed on Mondays, so I reserved a room for Thurs, Feb 16, beginning at 5P (maybe we can forgo our regular meeting that week?), and two bowling lanes for 7P which we can have for two hours. Obviously, if the date doesn't work, we are far enough out that we can change it.

With the bowling lanes, we will get 2 large pizzas and 8 soft drinks. (I think we can ask for 10 soft drinks.) We can get the pizzas and drinks while bowling, or we can get that food while we meet and play games. We can also order more pizzas, or anyone not wanting pizza can order off the menu for dinner.

The cost for this extravaganza will be \$30 for the room, \$116 for the two bowling lanes (which includes the 2 pizzas, 8 soft drinks, and shoes), plus the cost of anything else we may order for dinner.

During the dinner hours, we will be playing some "retreat" games.



Cuba Circulating Library  
 Children/Teen Area Renovation Phase 1  
 Bid Tabulation

Contractor	Base Bid	Alternate No. 1	Total	Low Bidder
Edge Building & Construction	\$ 239,950.00	\$ 11,225.00	\$ 251,175.00	
Kinley Construction	\$ 199,000.00	\$ 8,650.00	\$ 207,650.00	****

# Children's Area Project

January – March 2023

We will need to dispose of several pieces of furniture in preparation for the renovation:

Item	Estimated value
• Large bookcase	\$350
• 4 blue chairs from teen area	\$1200 (\$300 each)
• Green countertop in front of director's window	\$200
• 2 small countertops from Children's area	\$50
• 7 desktop computers	\$2100 (\$300 each, minimum)
• Long table and chairs	\$400
• Lots of misc items, such as craft supplies and electronics	

Suggested donation or long-term loan for Friends book sale:

- 3 bookcases

Per Policy Manual: *The Board of Trustees shall formally declare surplus of library materials and property with an estimated aggregate value of \$1,000 or more by resolution. The resolution shall include a listing of the property and its estimated value. [...] Surplus library property whose estimated aggregate value is \$1,000 or more shall be disposed of at a public auction to the person submitting the highest bid, following publication of a notice of the auction in the Cuba Patriot and social media, or by advertisement for sale in the Cuba Patriot and social media. If no reasonable bids/offers are received, they may be disposed of as specified above.*

I suggest we use Auctions International. The auction would run for two weeks, and we reserve the right to reject any bid that doesn't meet our minimum price. There is no cost to us as the seller. The buyer pays the commission.



# Cuba Circulating Library

## Long Range Plan 2019

**\*\*Jan. 2023 progress notes\*\***

### **Education and Outreach**

**Goal:** *The collection of the Cuba Library is the core service upon which the library is built. The library will grow the collection and increase overall usage of the collection.*

**Action:** *Increase collection budget annually*

*Completion looks like/timeline: Strive to increase the collection budget/annually*

**2022:** Collection budget was increased in 2022.

**Action:** Seek supplemental funding

*Completion looks like/timeline: Increase the collection budget through seeking supplemental funding from grants, local groups and memorials/honor donations/ongoing*

**2022:** In 2022 we received grants that allowed us to purchase additional items, such as the United Way grant for Early Literacy materials and STLS Mini-outreach grant that allowed us to purchase snowshoes for the collection. We also used memorial funds to purchase two Empire Passes for New York State Parks. In 2022 we received the following grants and donations:

- Manley Grant \$5,000
- Friends \$6,070
- United Way \$7,500
- NYS Construction Aid \$125,000 (to be received in 2023)
- Appalachian Regional Commission \$20,076
- STLS Outreach Mini-grant \$ 920

Total: \$164,566

**Goal:** *Maintain level of programs while increasing programs to underserved populations*

**Action:** *Outreach at the Cultural Center, plan programs on adult literacy*

*Completion looks like/timeline: In the next year, the number of adult literacy programs will increase by 10% through partnership with Cultural Center and Literacy West/one year*

**2022:** We held 90 one-on-one tech tutoring programs throughout the year. This is an increase of 42% from 2021. We also held 19 book club discussions throughout the year.

We partnered with the Cuba Cultural Center on two events this year. We livestreamed the gubernatorial debates, with the Cultural Center as the sponsor. We also hosted a pop-up vaccination clinic in our community room that had been organized by the Cultural Center. We have had no success in collaborating with Literacy West, due in part to the frequency of their staff turnover.

**Action:** *Identify underserved populations such as home schoolers.*

*Completion looks like/timeline: Maintain current children's programs including toddler and pre-school story times, after school story time, and tween programs. Increase services to tweens and other underserved populations/one year*

**2022:** We began offering mid-day programming during the week to better serve the senior citizen population. These programs have been well-received and well-attended. We have offered 20 adult mid-day programs in 2022.

We did not offer toddler storytime, beginning the Fall of 2022. This is due to low enrollment, as enrollment levels have not bounced back from the pandemic. Instead, we merged toddler and preschool storytime into one class. We began offering weekly afterschool programs for tweens.

Programs totals: 328

- Adult programs: 110
- Young Adult: 14
- Childrens: 183
- Multi-age: 21

**Goal:** *Actively and effectively, cooperate with other libraries, local institutions, businesses and organizations to provide broader service to the community.*

**Action:** *Attend events, festivals, services, businesses, etc. as a way to seek opportunities for local partnerships which will reach more community residents.*

*Completion looks like/timeline: Maintain and grow partnerships with a variety of organizations/ongoing*

**2022:** We have partnered with other Allegany County libraries to promote Dolly Parton's Imagination Library. Cherilyn is working with Wellsville and Alfred librarians to develop storytime plans for the Imagination Library books. These plans will be shared with all Allegany Libraries. Tina worked with the Rushford Library on the tax referendum vote.

We participated in Dairy Days with a petting zoo and booth in front of the library, Garlic Festival (booth both days), Trunk or Treat, and Small Town Christmas. We also participated in multiple CRCS events, such as STEAM night and School-o-

ween. Cherilyn does between 4-6 outreach visits per month, reading stories to Head Start and CRCS classes.

Cherilyn partnered with CRCS Elementary School for Summer Reading. This partnership provided opportunity for Cherilyn to do a weekly storytime with all the summer school classes. She also partnered with Summer Recreation. At the end of the summer, we

**Action:** *Provide educational opportunities to local businesses and individuals, seek partnerships with organizations which may occur monthly.*

*Completion looks like: Provide robust educational programming for both individuals and businesses/ongoing*

**2022:** We began providing free books for the break room at Great Lakes Cheese factory. We have supplied 52 books this year. We offered continuing education opportunities for area businesses, such as Active Shooter Training and two sessions of Stop the Bleed. We have offered 110 adult education programs this year, including topics such as local history, art, paranormal sightings, author talks, and exercise opportunities.

## **Community Space**

**Goal:** *To maintain the physical integrity and historic value while incorporating a well-functioning and energy efficient building that is welcoming and accessible to all*

**Action:** *Update, increase electrical, and USB outlets on the main floor, secure funding, determine optimal locations*

*Completion looks like/timeline: Have in place an adequate number of electrical and USB outlets/18 months*

**2022:** Tina wrote and was awarded a NYS Construction Aid grant that will fund the installation of two electrical outlets on the adult side of the library.

**Action:** *To change/update the children's section, making it more inviting and user-friendly. Secure funding, research and select new furniture, etc.*

*Completion looks like/timeline: Have an inspiring, inviting space where all may learn and enjoy/5 – 10 years*

**2022:** The board hired Edge Architecture to design the Children's area. The NYS Construction Aid grant will fund phase one of this renovation. Work on this project scheduled to begin January 2023.

**Action:** *Develop a building maintenance plan. Research other plans, work with building and grounds committee to develop a listing, gather information that will need to be included.*

*Completion looks like/timeline: Have in place a schedule for all necessary building maintenance/1 year*

**2020:** completed

*Action: Develop a tween/teen computer space. Promote laptop circulation and explore ideas for better use of space.*

*Completion looks like/timeline: Increase tween/teen use of library and computers/10 years*

**2022:** Included in children's area renovation project.

**Resources** *The library will manage available and potential resources to maximize service to the community*

**Goal (Staff):** *Hire and maintain a staff that implements library procedures and services in the allotted scheduled time frame*

*Action: Develop an assessment for staff capacity*

*Completion looks like/timeline: Assessment tool for staff capacity/one year*

**2022:** Adopted new annual evaluation forms for all staff. Evaluated staff using these forms. Re-wrote job descriptions for more accuracy.

*Action: Assess staff capacity using developed tool*

*Completion looks like/timeline: Use staff capacity tool/annually*

**2022:** Completed

*Action: Provide adequate training and education for staff to ensure that services are professionally delivered in a compassionate manner.*

*Completion looks like/timeline: Use staff evaluation tool as a means to measure adequate training and education/ongoing*

**2021:** All staff attended many hours of online training this year. Tina and Shauna attended the annual NYLA conference in person. Tina held staff development day in September, where staff talked about how to handle a book challenge, understanding learning-to-read levels, and how to handle a First Amendment challenge. We also did a building walk through and talked about emergency procedures.

**Goal (Funding):** *Maintain current assets and increase funding streams*

*Action: Develop an annual budget that meets the needs of the community while considering financial impact on that community*

*Completion looks like/timeline: A balanced, realistic budget is created/annually*

**2021:** Completed. Board voted to move all funding to tax levy, removing burden on town and village.

**2022:** Community approved tax referendum. Funding no longer dependent on Village and Town budgets.

**Action:** *Seek outside funding such as grants and awards*

*Completion looks like/timeline: Director and/youth coordinator include grant research and writing as part of duties/ annually*

**2022:** See above

**Action:** *Promote gift/endowment planning to the community*

*Completion looks like/timeline: One or two promotions (articles, ads, events) promoting the library as a worthy recipient of gifts/endowments/annually*

**2022:** Tina had new memorial donation card and envelopes printed and delivered to community funeral homes. Tina also spoke at Current Topic club in December to promote donations to Children's Area project.

**Action:** *Host fundraising events based on opportunity and financial need in support of the Friends of the Cuba Circulating Library, Inc.*

**2022:** Held Duck Drop fundraising event, as well as Quilt raffle.

**Goal (Technology):** *Maintain current technology devices and proactively implement upgrades and services.*

**Action:** *Develop assessment for devices/lifespan*

*Completion look like/timeline: An assessment tool for technology is available/ one year*

**2022: N/A**

**Action:** *Increase tech education time*

*Completion looks like/timeline: When compared to 2019 technology education time, an increase is seen/ one year, ongoing*

**2022:** Completed. See above.

**Action:** *Explore new technology and continue to update current technology*

*Completion looks like/timeline: The level of technology available at the library is evaluated annually.*



**2022:** Manley grant (2021) was used as match to Appalachian Regional Commission grant for purchase of six new public use computers, as well as an interactive digital sign. Manley grant (2022) was used for purchase of four Meta Quest VR headsets, as well as OWL virtual meeting cameras and smart TV. The library's five patron-use laptops were updated with solid state drives and additional memory.

## **Cuba Circulating Library**

### **PERSONNEL POLICY**

**The Cuba Circulating Library Association (“library”) is an Equal Opportunity Employer. No person shall be denied a volunteer or paid position in the library on the basis of any legally prohibited discrimination involving but not limited to: race, religion, color, political beliefs, national or ethnic origin, sex, sexual orientation, age, marital or family status, veteran status or disability.**

**The library complies with the Americans with Disabilities Act (“ADA”) by providing an equal opportunity to all qualified persons with disabilities. The library also provides a reasonable accommodation to applicants and employees with disabilities.**

**The library adheres to the highest standards of honesty, good faith, and fair dealings, as well as the ethics of the American Library Association and the New York Library Association. No employee shall accept gifts, gratuities, or favors which could influence his or her actions affecting the library. No employee shall have a position of influence or a material financial influence in another entity which could pose a conflict of interest for decisions made affecting the library. If a possible conflict of interest exists for a contract or arrangement for goods or services between an employee of the library and an outside entity, it must be disclosed to the Library Director or President of the Board of Trustees in writing.**

#### **I. RECRUITMENT AND HIRING**

##### **A. Positions**

The Library Director and Youth Services Coordinator are professional positions. The Library Director will work at least thirty-five (35) hours a week. The Youth Services Coordinator will work at least twenty-five (25) hours a week. All staff are paid hourly. The Library Director supervises all staff. The Board of Trustees supervises the Director.

##### **B. Recruitment**

Open positions are first made known to current staff so it can be explored if their experience and talents can meet the need to be filled. If not filled by current staff, open positions for Library Director and Youth Services Coordinator will be advertised in newspapers, appropriate online venues, and with agencies appropriate for announcing said library positions. If not filled by current staff, other open positions will be advertised locally or regionally as deemed necessary for recruitment.

### C. Hiring

1. Structured interviews with a committee of Board members will be held for the Library Director and Youth Services Coordinator. At the discretion of the board, the current Library Director may be part of the interview team for any position. At the discretion of the board, the current Youth Services Coordinator may be part of the interview team for Library Director and the Youth Services Coordinator.
2. Structured interviews with the Library Director and one other staff will be held for Library Assistant positions.
3. Other positions will be filled by the Library Director, with or without structured interview, but always on the basis of merit and qualifications.
4. Prior to being hired, a candidate will have their name checked against the New York State Sexual Offenders Registry.
5. In the event a candidate discloses or is discovered to have a criminal conviction, the library shall apply the factors required by law, and shall document any decision based on such convictions, as required by law.

### D. Resignation

1. The Director and Youth Services Coordinator shall give six (6) weeks' notice of resignation. Other staff shall give two (2) weeks' notice of resignation.

## II. SALARY/WAGES

- A. The Board of Trustees will determine salaries/wages for all staff.
- B. Payroll procedure
  1. Payroll period will consist of fourteen (14) consecutive days beginning on a Monday and ending on a Sunday.
  2. Payroll checks will be distributed on the first Wednesday following the end of the payroll period.
  3. Employee compensation will be a bi-weekly hourly rate determined by the Board of Trustees.
  4. Bi-weekly compensation for hourly employees will be determined by the number of hours worked in the payroll period times the rate of pay.
  5. Employees eligible for the Paid Family Leave will have deductions taken from their paychecks as prescribed by New York State Law.

6. The library shall secure annual written confirmation of any payroll deductions not authorized by law.

C. IRA contribution

The Library will match up to three percent (3%) of an employee's gross annual wages/salary, if the employee wishes to participate in an IRA Retirement plan. This will be done by payroll deduction. An employee is eligible to retain the amount matched by the employer after one year of employment.

### III. INSURANCE

New York State requires most employers to maintain Disability, Worker's Compensation and Paid Family Leave benefits. The library provides such insurance coverages as required by law for the long-term wellness and financial protection of all employees. Each benefit is unique and is administered as described below.

A. Disability

Disability benefits coverage is provided to all employees for an off-the-job injury or illness. These benefits provide temporary weekly cash benefits to replace, in part, wages lost due to injuries or illnesses that do not arise out of or in the course of employment. Disability benefits are also paid to an unemployed worker to replace unemployment insurance benefits lost because of illness or injury.

The library obtains this coverage through a disability benefits insurance carrier who is authorized by New York State's Worker's Compensation Board. This coverage is paid for entirely by the employer. Employees who seek disability benefits shall notify the Director, who shall notify the President of the Board of Trustees, in a timely manner, to file a claim. Employees will be asked to complete and submit a Notice and Proof of Claim for Disability Benefits form. The Worker's Compensation Board is responsible for the review and approval of claims.

B. Worker's Compensation

Worker's Compensation coverage is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job. This coverage is paid for entirely by the library, and is obtained through a disability benefits insurance carrier who is authorized by New York State's Worker's Compensation Board.

Employees who are injured or become ill on the job shall seek medical attention immediately. The employee shall also notify the Director of the accident and how it occurred. The Director is responsible for completing an Accident Form immediately

following the accident and notifying the President of the Board of Trustees. The Director will file the accident form with the insurance provider.

Employees approved for benefits shall follow the required claims process. Partial use of sick time is allowed to bring compensation up to full normal pay. Employees do not usually accrue credit in the NYS Retirement System unless sick time is used. In that case, credit in the NYS Retirement System would be pro-rated. In any event, such credits are subject to the rules of the Retirement System. The Worker's Compensation Board is responsible for the review and approval of claims.

#### C. Paid Family Leave

Paid Family Leave coverage provides employees with job protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service abroad. This coverage is paid for entirely by the employee through biweekly payroll deductions. Deductions are based on a percentage of the employees' weekly wage set by New York State. The library obtains coverage on behalf of the employee through a benefits insurance carrier who is authorized by New York State's Worker's Compensation Board.

Employees who wish to apply for Paid Family Leave shall notify the Director, who shall notify the President of the Board of Trustees, at least thirty (30) days before leave will start. The employee must complete a Request for Paid Family Leave and submit it to the Director, who will notify the President of the Board of Trustees. The Director will complete the employer section of the form and return to the employee within three (3) business days. The employee is responsible for submitting the form and all necessary documentation to the library's Paid Family Leave Insurance carrier. The insurance carrier is responsible for the review and approval of claims.

The Director will administer all claims, unless involved in a claim him/herself, in that case, the President of the Board of Trustees will administer that claim.

#### D. Health Insurance

The library will pay fifty percent (50%) of the cost of a single BCBS of WNY Silver Standard health insurance plan or equivalent, available through the Cuba Chamber of Commerce, for the positions of the Director and the Youth Services Coordinator. The eligible employee is responsible for the remaining premium. In lieu of medical coverage, \$250 will be paid to the eligible employee at the completion of each employment year.

## IV. EARNED LEAVE

### A. Holiday Leave

The Library Director and Youth Services Coordinator are paid for holidays that the library is closed. Staff who would otherwise be scheduled to work on that day will also be paid.

### B. Vacations

1. Beginning after six (6) months of employment, the Library Director shall receive two (2) weeks of paid vacation a year. Beginning after six (6) months of employment, the Youth Services Coordinator shall receive two (2) weeks of paid vacation equal to normal work week hours. After four (4) years of employment, the Library Director and Youth Services Coordinator shall receive three (3) weeks of vacation equal to normal work week hours. Vacation must be used in the year in which it was earned, unless granted an exception by the Board.

2. Beginning after six (6) months of employment, hourly staff receives one (1) week (of their average regular work week) of vacation a year. Hourly employees earn an additional four (4) hours vacation for every additional year of employment, up to two (2) full weeks of vacation a year. Vacation must be used in the year in which it was earned, unless granted an exception by the Board.

3. Employees who resign can cash out accrued unused vacation, provided they give a timely resignation in keeping with library policy.

### C. Sick Days

Each employee will accrue sick leave pay at the rate of one and one-quarter hour (1.25) hours per every thirty (30) hours worked. An employee's unused sick leave shall be carried over to the following calendar. Annual sick leave use is capped at \*\*\* hours. All sick leave will be taken pursuant to the provisions of New York Labor Law Section 196-b. An employee will not be paid for unused sick leave upon such employee's termination, resignation, retirement, or other separation for employment.

### D. Bereavement Leave

Four (4) days of paid mourning leave is granted, equal to the number of hours an employee usually works in a week, per year. Bereavement leave is used for the death of a spouse, child, sibling, parent, grandparent or in-law of the employee.

### E. Jury Duty

If called to jury duty, employees will be paid equal to the number of hours that employee usually works for up to one (1) week's jury duty.

## F. Weather and Other Emergency Closings

The library will close due to weather at the discretion of the Library Director. If the library closes because of extreme weather conditions or emergency conditions, employees scheduled to work will be credited with time as if worked.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked and submit their time to the Library Director via email.

## V. CONDITIONS OF EMPLOYMENT

### A. Job Descriptions

1. The Director and Board of Trustees establish employee classification and job descriptions according to prevailing library practices and the needs of the library. All job descriptions are available to all current employees as well as to applicants.

2. It is the Library Director's responsibility to keep these descriptions current.

### B. Probationary Period

The probationary period is the first three (3) months of an hourly staffer's employment, during which time the employee may work closely with another staff member. The probationary period for the Library Director is six (6) months. At the end of the probationary period, the employee will receive a written evaluation of work. An unsatisfactory evaluation may result in termination.

### C. Hours of Work

1. Evening and Saturday work is a condition of employment in the library and is a part of the customary and usual work week.

### D. Work Environment

1. Employees are expected to be prompt. Employees are encouraged to find their own replacement if possible if they are unable to work. If a replacement cannot be found, the Director is to be notified. There should be at least two (2) employees

on duty in the evening. There should be enough employees to handle the work flow at all other times, ensuring that customer service is prompt.

2. The conduct of personal business while at work, including phone calls, is discouraged.

3. The library building is a non-smoking environment. Smoking is not permitted in any place in the building or within fifteen (15) feet of the main entrance of the library in accordance with New York State Law.

E. Personal Appearance

Employees are expected to dress in a professional manner which reflects their position. At all times, an employee's appearance should be neat, clean, respectful of others, and garments should not pose a safety hazard.

F. Social Media

Library staff are welcome to interact with the library's social media outlets using their personal social media accounts, including but not limited to commenting, reposting, etc. original library posts. However, library staff may not use social media to violate the library and/or patron's privacy and may not use any social media outlets to speak for the library (ie, preface any posts dealing with the library but not promoting specific events or programs with a statement like 'The following doesn't represent the library or library board's opinions').

G. Breaks

Employees receive a paid fifteen (15) minute break for each complete four (4) hours worked. If an employee is at work more than six (6) hours a day, that employee must take a 30-minute unpaid break. Staffing plans and breaks shall be structured to ensure break times do not leave the circulation desk unattended during hours the library is open.

**VI. TRAINING**

A. Staff Development

Staff is expected to attend pertinent training and meetings, including monthly staff meetings. With the approval of the Library Director, workshop fees are paid by the library. Mileage to meetings and training is paid at the prevailing Internal Revenue Service rate.



## **VII. EVALUATIONS**

Evaluations of all staff will be done annually. Prior to the meeting the employee will be given a copy of the evaluation form on which to note special accomplishments of the year. Thus the employee and Director work together on the evaluation and also work together on the goals for the coming year. The form is signed by both the Director and the employee. The Director is evaluated in the same manner annually by the Board of Trustees in accordance with their hire date

## **VIII. HARASSMENT/DISCRIMINATION**

### **A. Employee Grievance**

1. An employee with a grievance will define that problem in writing and submit it to the Director and/or the Chair of the Personnel Committee. If the problem is not resolved to the satisfaction of the employee within fifteen (15) working days, a written complaint with details should be submitted to the Board of Trustees by the employee. After hearing from the employee and the Director, the final decision of the Board of Trustees will be rendered in writing within thirty (30) days of the receipt of the complaint. If the complaint is not resolved to the satisfaction of the employee, any further action is the sole responsibility of the employee.

### **B. Concerns about Theft of Failure to Follow Policy**

1. [Whistleblowers Policy](#)\* See Attached Cuba Circulating Library Association Whistleblower/Ethical Behavior Policy for further details.

### **C. Reporting Illegal Discrimination and Harassment**

1. An employee concerned that they have experienced or witnessed sexual harassment may report it to the Director or a trustee per the library's Sexual Harassment Prevention Policy, and may use the same protocol to report other types of illegal discrimination.
2. Trustees, the Director, and the Youth Services Coordinator are required to report any harassment they witness as required by the policy.

## **IX. CUSTOMER SERVICE**

The first duty of all employees is to serve the customer. Courtesy and a spirit of excellence in customer service are the first requisites of a staff member. All customers are served on a first come, first served basis, and business like and cordial conduct is presupposed at all times. Personal conversations should be kept to a minimum and should never take precedence over customer service. Maintaining confidentiality of customer records and customer behavior is a requisite of the job.

## **X. EMPLOYEE CONSIDERATIONS**

Library employees are also able to make copies at half the public's cost.

## **XI. DISCIPLINARY ACTION**

Cuba Library employees are required to follow library policies and procedures and to meet acceptable standards of conduct normally expected in an office environment.

Any employee who engages in illegal, abusive, harmful, disrespectful, or insubordinate conduct, or violates library policy will be subject to discipline, which may range from verbal warnings to termination of employment.

Following is the normal sequence of steps that should be followed while recognizing concern for the rights and interests of each employee and the library:

Step 1 – Verbal warning by supervisor to employee

Step 2 – Written warning by supervisor to employee

Step 3 – Probation and/or suspension

Step 4 – Termination

Depending on the seriousness of the infraction, and at the discretion of the supervisor, steps 1 & 2 may be repeated or skipped. Each case is considered on an individual basis by the library director.

Verbal Warning: The first step in resolving work-related behavioral problems is usually for the library director to inform the employee of the infraction and request the employee to respond to the allegation or complaint. It provides the employee and the director with an opportunity to verbally discuss problems and to determine when and how these problems can be corrected. A memo of the warning will be placed into the employee's personnel file.

Written Warning: In documenting the infraction, the following outline should normally be followed:

- A. The specific nature of the violation or undesirable behavior, and the date of occurrence
- B. Previous discussion or discussions of this issue
- C. Previous disciplinary actions taken, if any
- D. Method or methods of discipline, if any
- E. Course of action to be taken in the future if the behavior is repeated
- F. Description of what constitutes improved behavior or conformance to policy and appropriate deadline.

The employee must review the memorandum and acknowledge, in writing, that he/she has read it. The memorandum is to be placed in an employee's personnel file immediately after review and discussion with employee. The employee is to receive a copy as well.

Probation and/or suspension: The length of the probation or suspension period is at the discretion of the Director, as is salary compensation provided to the employee during this period.

A serious breach of conduct may result in immediate probation, suspension, or termination.

## **XII. Policy Changes**

This document is intended to confirm the routine, day-to-day conditions for working at the library, but it is not a contract; to the degree it may do so by law, the board reserves the right to amend any policy or practice in this manual without notice.

In particular, practices set forth in this manual may be changed to address exigent circumstances, emergencies, and evolving situation.

Any input on the content of this manual may be communicated to the Director for consideration by the board.

## **EMPLOYEE ACKNOWLEDGEMENT**

I have received my copy of the Personnel Policies of the Cuba Circulating Library and I understand that it is my responsibility to read and comply with these policies.

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Employee Signature

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Date

Rev: August 2018

Rev: 04/08/2019, 05/15/2019, 03/30/2020, 12/14/2020, 02/08/2021, 01/09/2023