



BOARD OF TRUSTEES MEETING

May 10, 2022 Agenda

1. Call to Order – 6:30 PM.
2. Pledge of Allegiance.
3. Adoption of agenda.
4. Minutes – approval of the April 12, 2022 meeting minutes.
5. Public comments.
6. Finance Officer's report.
7. Correspondence.
8. Library Director's report.
9. Committee reports.
 - Library Courtyard.
 - Proudfit Hall dedication.
10. Old business.
 - 2019/2020 State aid for library construction grant.
 - 2020/2021 State aid for library construction grant.
 - COVIC -19 Temporary Operation Policy.
 - Status Proudfit Hall Rental Usage Policy and Usage Agreement (Attachment #1).
 - Floor covering in Proudfit Hall.
11. New business.
 - [By-Laws and Policies.](#)
 - Draft revision, Behavior and Environment Policy (Attachment #2).
 - New policy, Courtyard Usage Policy (Attachment #3).
 - Draft revision, Credit Card Policy and Guidelines (Attachment #4).
 - Draft revision, Emergency Procedures Policy (Attachment #5).
 - Draft revision, Library Operations Policy (Attachment #6).
 - Draft revision, Materials Selection Policy (Attachment #7).
 - Draft revision, Responsibilities of The Board of Trustees (Attachment #8).
 - Draft revision, Responsibilities of The Director (Attachment #9).
 - Other business.
12. Public comments.
13. Next meeting – June 14, 2022.
14. Adjournment.

BANCROFT PUBLIC LIBRARY

PROUDFIT HALL RENTAL - USAGE POLICY

Proudfit Hall is available for both general public and library use. Rental fees collected for the space are managed by the Trustees of the Bancroft Trust for the maintenance of the building.

The Library Director and staff are responsible for keeping the scheduling calendar for the rental/usage of Proudfit Hall. The Proudfit Hall scheduling calendar will be posted on the Bancroft Public Library website.

The Library Director and staff are responsible for collecting any rental fees for Proudfit Hall. The Library Director is responsible for seeing that said fees are given to the Library Treasurer, who in turn will see that the fees are deposited into the account for the Bancroft Trust.

The rental fee for use of Proudfit Hall is \$40.00 per 4-hour period or \$75 for a full day payable at the time the key is picked up, prior to using Proudfit Hall. The rental fee for business or commercial use of Proudfit Hall is \$80.00 per 4-hour period or \$150 for a full day payable at the time the key is picked up, prior to using Proudfit Hall. Special pricing may be available for rentals by the same organization requiring multiple monthly rentals throughout the year.

The Library will have usage of Proudfit Hall for its needs, free of rental fees. The Library Director and/or staff should put the Library on the scheduling calendar as soon as those needs are known, and the space can be used for the Library's purposes without advance notice if Proudfit Hall is not otherwise reserved.

Certain public groups will have use of Proudfit Hall based on its availability, free of charge. These groups are to be determined by the Library Trustees, in consultation with Trustees of the Bancroft Trust, but generally include all non-profit groups, charitable groups, and/or groups associated with the school/education.

Public groups able to use Proudfit Hall rent-free include, but are not limited to, the following:

- Friends of the Bancroft Public Library
- Town of Salem
- American Legion
- American Legion Auxiliary
- Salem Central School, and affiliated groups
- Boy Scouts/Girl Scouts
- 4-H
- County agencies
- Homeschool groups
- Salem Fire Department
- Salem Fire Department Auxiliary
- Salem Rescue Squad
- Salem Rotary Club
- Salem Area Senior Citizens
- Salem Area Women's Club
- Groups raising money to benefit others

PROUDFIT HALL RENTAL - USAGE POLICY

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When the library is using the space, the Library Director and staff are responsible for following the guidelines set by the Bancroft Public Library Board of Trustees and the Bancroft Trust for usage of Proudfit Hall

The rules for use of Proudfit Hall community room and are as follows, and will be clearly posted within Proudfit Hall. If these rules are not followed, there will be an additional charge for repairing damage, cleaning and/or garbage removal:

- Anyone using the Proudfit Hall community room shall leave it clean, in good condition, and arranged as it was found.
- NO SMOKING or VAPING in building or outside including sidewalk and rear courtyard.
- NO ALCOHOL allowed in building or courtyard.
- Do not attach (tape, pin, etc.) anything on walls, doors or windows.
- Heat should be left at 65 degrees.
- Air conditioning shall be left at 75 degrees.
- Kitchen and any plates, kitchen ware, etc. must be cleaned and returned to storage location, if used.
- Tables must be wiped clean, if used.
- Empty the refrigerator and freezer of personal items before leaving.
- Users are responsible for cleaning the floor covering if soiled while using the room.
- Garbage removal and clean up are the responsibility of the user.
- Turn off all lights when leaving.
- Turn off power to automatic door and lock the entrance door.
- NO OUTDOOR BARBECUING.

Those reserving a room must be 18 or older. If an adult reserves Proudfit Hall on behalf of a group of children, an adult must be present for the duration of the meeting or event.

Business and commercial Proudfit Hall renters will provide Town of Salem and Bancroft Trust, P.O. Box 575, Salem, NY 12865 and Bancroft Public Library, P.O. Box 478, Salem, NY 12865 a certificate of insurance in the amount of \$1,000,000.

The user assumes full responsibility for any personal injury and any loss or damage. The Bancroft Public Library and its Board of Trustees, Bancroft Trust and Town of Salem are hereby absolved from any liability resulting from personal injury or damage to personal property when using the Proudfit Hall. All users will be financially responsible for any damages to the Proudfit Hall Community Room that occur while they are using the space. Failure to pay for repairing damage, cleaning and/or garbage removal will result in not being able to use Proudfit Hall for 5 years.

All users, paying or rent-free, will sign a copy of the rules governing the rental/usage of Proudfit Hall on a once yearly basis. This will be kept on file at the library.

Approved by Bancroft Public Library Trustees on ~~April 12~~ May 10, 2022.

Approved by Salem Town Board as successor trustees to the Bancroft Trust on.

BANCROFT PUBLIC LIBRARY

PROUDFIT HALL RENTAL - USAGE AGREEMENT

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- Boy Scouts/Girl Scouts
- 4-H
- County agencies
- Homeschool groups
- Salem Fire Department
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- Salem Area Senior Citizens
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- Groups raising money to benefit others

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PROUDFIT HALL RENTAL - USAGE AGREEMENT

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All users, paying or rent-free, will sign a copy of the rules governing the rental/usage of Proudfit Hall on a once-yearly basis. This will be kept on file at the library.

I have read the above guidelines for the rental/usage of Proudfit Hall and agree to abide by them.

[CHECK ONE] **Proudfit Hall will or will not be used by a business or commercial organization or activity.**

_____ Signature <u>of Responsible Party</u>	_____ Printed name
_____ Organization (if applicable)	_____ Street
_____ Date	_____ Town, State and Zip Code
_____ Phone #	

Note: The Courtyard is a public space and private use is not included in the Proudfit Hall rental.

Approved by Bancroft Public Library Trustees on ~~April 12~~ May 10, 2022.

Approved by Salem Town Board as successor trustees to the Bancroft Trust on .

BANCROFT PUBLIC LIBRARY BEHAVIOR AND ENVIRONMENT POLICY

The Bancroft Public Library encourages people of all ages to visit the library. Those using the library and its staff have the right to expect a safe, comfortable, environment that supports appropriate library services, and that the materials and facilities are in good condition.

The library requires that patrons and staff maintain an environment conducive to study. All people on the library premises are expected to be engaged in suitable educational, informational, or cultural activities. Conversation should be conducted as quietly as possible. Any behavior that disrupts the orderly use of the library is prohibited, including behavior that constitutes a nuisance or presents a safety and/or a security hazard or affects the ability of the library staff to provide service to its patrons.

On the premises of Bancroft Public Library, federal, state, and local laws are applicable, especially those related to "Public Order" and "Criminal Mischief" (NYS PENAL LAW, Articles 145&145 & 240) and to "Injuries to Property" (NYS Education Law, Article 264). Accordingly, no person shall engage in violent behavior, make unreasonable noise, use abusive or obscene language, physically or sexually harass others, obstruct pedestrian traffic, loiter, steal or damage library property, gamble, litter, or create a hazardous or physically offensive condition by any act that serves no legitimate purpose.

Patrons may not deface or in any way destroy or damage library materials, furnishings, walls, machines, or any other library property either inside or outside the library. Patrons who violate any of these guidelines will be given notice of this policy. A violation may result in a patron's expulsion from the library, suspension of library privileges, criminal prosecution or other legally appropriate action.

Any library materials removed from the building must be checked out on a valid library card and returned by item's due date. Removal of any library property in any other fashion is illegal and will be prosecuted to the full extent of the law. Fines will be levied for overdue materials (see Circulation Policy).

Other prohibited behaviors include, but are not limited to: soliciting, sleeping, intoxication, smoking, vaping, littering, making excessive noise, using offensive language, eating, drinking, talking on a cell phone, and behaving in a manner which unreasonably interferes with other patrons' use of the library.

Alcohol and illegal drugs are not permitted. Shirts and shoes are required attire.

No animals are allowed in the library except for those identified under federal guidelines as service animals.

To assure the privacy of library users, patrons are prohibited from taking picture, video and voice recording without the permission of the Library Director or Board of Trustees.

Taking surveys, asking people to sign petitions, distributing leaflets, soliciting donations and selling services or products are permitted only with the approval of the Board of Trustees of Bancroft Public Library.

BEHAVIOR AND ENVIRONMENT POLICY

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To ensure the security and comfort of people entering and exiting the building, people are not allowed to congregate at or near the entrances. Blocking the entrances is not permitted.

For the safety of all, the following are prohibited in the library and on library grounds: roller skating, rollerblading, skate boarding, bicycling, and using a scooter. A bike rack is provided outside the library for patrons' convenience. Patrons are encouraged to use bike locks since the library is not responsible for any stolen property.

Adopted: July 11, 2017

Revised: July 7, 2020 and May 10, 2022

BANCROFT PUBLIC LIBRARY
COURTYARD USAGE POLICY
KENNETH J. STREETER MEMORIAL PARK

The Kenneth J. Streeter Memorial Park, aka Bancroft Public Library courtyard, is a public space. The rules for use of courtyard are as follows, and will be clearly posted at the courtyard entrance:

- Courtyard is open from dawn to dusk.
- The courtyard has a “Carry-in - Carry-out” policy. All users are requested to remove any trash generated and take it with them. Please, help us keep our courtyard clean for everyone’s enjoyment.
- NO SMOKING or VAPING in courtyard.
- NO ALCOHOL allowed in courtyard.
- NO ILLEGAL DRUGS allowed in courtyard.
- No roller skating, rollerblading, skate boarding, bicycling, and using a scooter in courtyard.

Adopted: May 10, 2022

BANCROFT PUBLIC LIBRARY

CREDIT CARD POLICY

The purpose of the credit card policy of the Bancroft Public Library is to facilitate purchases for the Library.

1. The Director will be responsible for the issuance, account monitoring, and retrieval and generally for the overseeing compliance with the credit card policy.
2. The Director and Deputy Director, only, may use the credit card for goods and/or services for the official business of the Library. Documentation detailing the goods and/or services purchased must be submitted before payment can be approved.
3. The Director and Deputy Director is-are responsible for the protection of the credit card and will immediately notify the financial institution issuing the card if it is lost or stolen.
4. The Library will use disciplinary measures consistent with current law for unauthorized use.
5. Any benefits derived from the use of the credit card will be the property of the Library.
6. The balance due on the credit card account will be paid in full within the balance period indicated on the monthly statement. The Bancroft Public Library accepts full responsibility for the debt incurred on the credit card.
7. Only credit cards that have no annual or monthly fees will be used.
8. The Director and Deputy Director must immediately surrender the credit card upon leaving the employ of the Library.

BANCROFT PUBLIC LIBRARY

CREDIT CARD GUIDELINES

I. GUIDELINES

- A. **CARD USE** – A credit card will only be issued to the Library Director and Deputy Director. It will be honored for Library business by any vendor or merchant who accepts the card. The card has an authorized maximum spending limit of \$1500. Purchases made via the credit card must comply with the Library's financial policy and purchasing guidelines. The card in no way changes such policies. It merely provides a method for making certain payments. Violations of the Library Credit Card Policies and Guidelines may result in revocation of use privileges and termination of employment. Anyone who has inappropriately used the credit card will be required to reimburse the Library for all costs associated with such improper use.
- B. **TRANSACTION PROCEDURE** – All credit card transactions can be performed in person, over the phone, or through the mail. When the credit card is used, please follow the Guidelines below:
1. Retain all receipts and credit card slips.
 2. Follow Library Guidelines for payment of the charges in advance of using the card.
- C. **ITEMS THAT CAN BE PURCHASED WITH THE CREDIT CARD** - The credit card may be used for any of the following:
1. Conference registration fees.
 2. Library materials, equipment, supplies, contracted services and operating expenses.

The credit card may not be used for personal or non-Library use.

D. CREDIT CARD SECURITY

1. The credit card must be kept in a secure location.
2. **Credit Card Account Number** – The Treasurer will keep permanent record of the card, the credit limit established, the date issued and the date returned.
3. **Use by someone other than the cardholder** – The only person entitled to use the credit card is the Director or Deputy Director whose name appears on the face of the card.
4. **Lost or Stolen Cards** – If the credit card is lost or stolen, the issuing financial institution and Treasurer are to be immediately notified.

II. INTERNAL CONTROL GUIDELINES

A. TREASURER'S RESPONSIBILITIES

1. Upon receipt of the credit card statement, the Treasurer is responsible for reviewing the statement for accuracy. This will include reconciling original receipts to the statement transactions.
2. The Treasurer will prepare the statement for payment on the next available bill listing. If necessary, checks will be issued prior to approval of the voucher/bill list to avoid finance charges. All charge slips must be given to the Treasurer and attached to the credit card bill when it arrives. The Treasurer will verify that the expenditure and the bill are accurate. The receipt should contain information certifying the appropriate use of the card.

CREDIT CARD POLICY & GUIDELINES

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3. The Treasurer will be responsible for coordinating the waiver and/or reversing of any and all annual fees and/or finance charges.
 4. The Treasurer must retain the approved credit card statements and accompanying receipts on file for seven years.
- B. LIBRARY DIRECTOR'S RESPONSIBILITIES** – The Director is responsible for ensuring activity and account information is noted on the credit card statement for each line entry. The Library director will sign the statement for approval of payment. The approval will attest to the appropriateness of the expenditures.
1. Will use the credit card in compliance with the Library's Financial Policy and Purchasing Guidelines.
 2. Retain all sales slips/register receipts. These receipts must be submitted to the Treasurer to reconcile against the monthly credit card statement. Library Guidelines for approval and payment of charges must be followed.
 3. Ensure that the credit card guidelines defined by the Bancroft Public Library's Credit Card Policies and Guidelines are met.
 4. Report lost or stolen cards to the Treasurer and issuing financial institution immediately.

Adopted: July 11, 2017

Revised: May 10, 2022

BANCROFT PUBLIC LIBRARY

EMERGENCY PROCEDURES POLICY

FIRE: In the event of a fire in the Library, the staff person in charge will:

- Call 911
- Ask everyone to leave the building by either the front door, Proudfit Hall door or the rear fire door.
- Provide assistance to anyone in need while evacuating the building.
- Check all rooms including community room, and three bathrooms.
- Leave the front door unlocked for the firefighters.

MEDICAL: Staff members should exercise caution when administering first aid even of a minor nature, because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for the staff to undertake more than keeping the sick or injured patron comfortable until medical help can arrive. Staff members should use their own judgment as to what action is prudent and reasonable. No medication, including aspirin, should ever be dispensed to the public. In the event of a medical emergency, the staff person in charge will:

- Call 911.
- Call parent/guardian if it's a minor.
- Ask permission to call a family member or friend if injured or ill person is alone.
- Administer first aid and/or CPR, if trained.
- Call Library Director.

NOTE: an AFD is located in Proudfit Hall to the left behind the Judges bench.

BIOHAZARD

- Leave the suspicious substance where it was found.
- Do not take any action that might spread it to another area.
- Call 911.
- Evacuate the building.

DANGEROUS BEHAVIOR: In the event a person in the Library appears to be a danger to others, the staff person in charge will:

- Ask the person to leave.
- If uncooperative, call 911.

DISASTER PLAN:

- The Bancroft Public Library is housed in a building with a generator sufficient to power the entire building in the event of an outage.
- In a Town-wide disaster, such as flood, hurricane, ice-storm, or electrical outage, the Library staff will cooperate with the Town authorities as needed.

EMERGENCY PROCEDURES POLICY

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- There is a comprehensive Town Disaster Plan, which can be reviewed at the Town office.

WORKPLACE SAFETY:

- Follow guidance in Bancroft Public Library Employee Handbook.

Adopted: July 11, 2017

Revised: July 7, 2020, ~~and~~ September 1, 2020 and May 10, 2022

BANCROFT PUBLIC LIBRARY

LIBRARY OPERATIONS POLICY

Hours: The Board of Trustees shall establish the Library hours. A paid library staff member will be present when the library is open. Parties requesting access to the Library when it is not open shall obtain approval from the Library Director. Permission may be granted to use the library if space and staff are available. The party granted access will be required to reimburse the Library in advance for the cost of providing a library staff member, at an hourly rate established by the Board of Trustees.

The Library will be closed on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day & Indigenous Peoples Day, Veterans' Day, Thanksgiving Day, Christmas Eve, and Christmas Day, New Year's Eve.

Material Selection: The ultimate responsibility for selection of Library materials rests with the Library Director who operates within the framework of the policies determined by the Bancroft Library Board of Trustees. This responsibility may be shared with other members of the Library staff; however, because the Library Director must be available to answer to the Library Board and the general public for actual selections made, the Library Director has the authority to reject or select any item contrary to the recommendations of the staff.

Weeding: An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees.

Borrowing: Books, including audio books, may be borrowed for three weeks and renewed three times. New/popular materials are loaned for two weeks and can be renewed once. DVDs may be borrowed for one week and renewed once; DVD sets may be borrowed for two weeks and renewed once.

Special arrangements may be made for borrowing materials.

Anyone residing in the Salem School District, or who is a patron of a SALS member library, is welcome to use the Bancroft Library. A child may register at any age, but must have a parent's or guardian's signature until age fourteen. A card issued at the Bancroft Public Library may be used at any library in the Southern Adirondack Library System (SALS), and a card issued by any SALS Library may be used at the Bancroft Public Library. A full list of SALS Libraries is available at the front desk.

Application can be made by seasonal residents or short-term visitors for a Bancroft Public Library card.

Fines: Fines for overdue books are \$0.10/day, \$1.00/day for DVDs. Juvenile books are exempt from this fine policy.

Lost or damaged books or other materials must be paid for by the borrower. Materials not returned 30 days after their due date shall be considered lost and the borrower will be billed. The librarian has the authority to restrict a delinquent borrower's privileges. Further checkouts of materials and public computer access will be restricted until fines are less than \$5.00.

Police action can be taken to retrieve unreturned materials.

LIBRARY OPERATIONS POLICY

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Cash Handling Procedures: All staff will have the authority to collect fines and fees, which will be placed in the locked cash drawer. Reconciling the drawer is the responsibility of the Library Director, and will be done on a weekly basis, as the amount of money the library handles is relatively small. The Library Director will print out a cash drawer report and a printer fees report weekly to keep on file. The total amount of these reports will be used to reconcile the cash drawer. All fines and fees will be given to the Treasurer for deposit.

Proudfit Hall Community Room: The Library has access to the Proudfit Hall community room for Library-related programs at no charge. [See the Proudfit Hall Rental – Usage Policy](#). The [Bancroft Trust](#), Town of Salem and Bancroft Public Library will assume no responsibility for injury or loss of property while using the community room. ~~No alcohol or smoking is allowed in the building.~~ The door between the Library and community room shall be closed and locked except when the Library is open.

The Proudfit Hall Community room is also used for the Town of Salem Justice Court. The Town Justice and Court Clerk are permitted to go through the Library to access the justice's office. The Town Justice, Court Clerk, and attorneys are allowed to use the Peg Culver Reading Room in the presence of the Town Justice. The Town Justice must be present at all times when the Peg Culver Reading Room is used for court business and the Library is closed. No other parties (e.g. defendants, etc.) are permitted in the Library, including the Peg Culver Reading Room, when the Library is closed.

Adopted: February 5, 2019

Revised: July 7, 2020, [December 7, 2021](#) and [May 10, 2022](#)

~~**Revised:** December 7, 2021~~

BANCROFT PUBLIC LIBRARY

MATERIALS SELECTION POLICY

The purpose of the Bancroft Public Library book selection policy is to guide the Library Director and inform the public about the principles upon which selections are made.

We support the book selection policy statement of the Southern Adirondack Library System [SALON Collection Development Policy](#) and the [Library Bill of Rights](#), [Freedom to Read](#) and [Freedom to View](#) policies as adopted by the American Library Association.

The final responsibility for book selection rests with the ~~librarian~~ [Library Director](#) who may, however, consult at any time with the Library Board of Trustees. Recommendations for new titles from the public will be given due consideration.

The library endeavors to purchase those books which are of permanent as well as current value and represent the needs and interests of the community. The following, general policies will be the guide.

1. The library will provide materials which help to meet its objectives.
2. Materials acquired will meet high standards of quality in content, expression, and format.
3. The library will keep itself informed of other publicly available resources of books and other materials in the area to avoid unnecessary duplication. The library shall expend at least 15% of the annual operating budget for library materials.
4. The library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools and by institutions of higher learning. The public library has materials for self-study, but is not primarily designed to furnish reading required for academic study.
5. All materials, except those which are in special demand and cannot be duplicated, including rare and fragile items and current reference materials will be lent for home use under library regulations and procedures. Other material will be lent at the discretion of the librarian on duty.
6. As a responsibility of library service, books and other materials selected should be chosen for values of interest, information, and enlightenment of all people of the community. In no case should any book be excluded because of race or nationality, or the political views of the writer.
7. The library should make an effort to collect local historical material if it is not preserved elsewhere in the community.
8. There should be the fullest practicable provisions of material presenting all points of view concerning the problems and issues of our time--international, national, and local. Books or other reading matter of sound factual authority should not be proscribed or removed from the library shelves because of partisan or doctrinal disapproval.

MATERIALS SELECTION POLICY

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9. Annually the book collection will be reviewed and weeded by the librarian according to the following criteria:
 - a. Obsolete information.
 - b. Poor physical condition.
 - c. Material no longer needed.
10. The library will participate in reciprocal borrowing with SALS and its member libraries.
11. An up-to-date listing of all new titles shall be submitted to the local newspapers monthly and published on the library's website.

Adopted: July 11, 2017

Revised: May 10, 2022

BANCROFT PUBLIC LIBRARY

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

ETHICS STATEMENT

The Board of Trustees of Bancroft Public Library is composed of people who are particularly knowledgeable of Library operations and opportunities and interested in the Library's future. Their main objective is to see that, with means and in a pleasant atmosphere, the Library satisfies the needs of the community for educational, informational, and recreational materials. The Board will be self-perpetuating, with terms of five years, eligible for re-appointment. Choice of new members should be offered to the Town Board for approval.

Within this framework, the Library Board will accept the following as its responsibilities:

1. Act as interpreter to the Town Supervisor and the Town Board concerning Library development.
2. Act as consultant to the Library Director in planning for general growth of the Library, with community needs in mind, and be responsible for the major changes in the physical arrangement of the Library.
3. Co-operate with the Friends of the Library and be available to them for suggestions of special Library needs.
4. Serve as a resource for special projects, such as art displays, book discussions, group meetings, etc.

The particular responsibilities of trustees are few in number but broad in scope. They are:

1. To create and develop the mission of the Library.
2. To select, hire, and regularly evaluate a qualified Library Director.
3. To secure adequate funding for the Library's service program.
4. To exercise fiduciary responsibility for the use of public and private funds and disposition of surplus property.
5. To adopt policies and rules regarding Library governance and use.
6. To regularly plan and evaluate the Library's service program.
7. To maintain a facility that meets the Library's and community's needs.
8. To promote the Library in the local community and in society in general.
9. To conduct the business of the Library in an open and ethical manner compliant with all applicable laws and regulations and with respect for institution, staff and the public.

Bancroft Public Library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.¹

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

¹ American Library Association, Association of Library Trustees Code of Ethics.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their Library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold Library patrons' rights to privacy in the use of Library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the Library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of Library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged Library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the Library or from those who do business with the Library.
- Trustees shall not interfere with the management responsibilities of the Library Director or the supervision of Library staff.
- Trustees shall support the efforts of Librarians in resisting censorship of Library materials by groups or individuals.

Adopted: July 11, 2017

Revised: July 7, 2020 and May 10, 2022

BANCROFT PUBLIC LIBRARY

RESPONSIBILITIES OF THE DIRECTOR

The Board of Trustees of Bancroft Public Library shall appoint a Library Director who shall be the executive officer ~~of~~ responsible for enforcing the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the Library and equipment; for the employment and direction of the staff; for the efficiency of the Library's service to the public; and for the operation of the Library under the financial conditions contained in the annual budget.

The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which in the opinion of the Director will improve the efficiency and quality of library service. The Director shall attend all Board meetings, except the portion of the meetings at which the Director's appointment or salary is to be discussed or decided.

All employee records are to be securely stored with the Town of Salem as per the Town of Salem employee record handling policy and all new employee applications and personnel records will be given to the Town of Salem to be securely stored in conjunction with said Town's employee record handling policy.

Adopted: July 11, 2017

Revised: May 10, 2022