



BOARD OF TRUSTEES MEETING

April 14, 2026, Agenda

Audit of Vouchers – 6:30 PM.

1. Call to order– 6:45 PM.
2. Pledge of Allegiance.
3. Adoption of agenda.
4. Minutes – approval of the March 10, 2026 meeting minutes.
5. Public comments.
6. President's report.
 - Trustee resignation.
7. Correspondence.
8. Finance Officer's report.
9. Library Director's report.
 - Trustee annual training status.
10. Committee reports.
11. Old business.
 - Library expansion.
 - Window maintenance.
 - Basement mold remediation.
 - Flagpole.
 - Bancroft Library banner for offsite events.
 - Children's table.
 - Directional signs.
 - Flooring.
12. New business.
 - Photo and Video Policies (Attachment #1)
 - Computer for Secretary'.
 - Proudfit Hall community room window shades.
 - SAW Day of Service – 22-May-2026
 - Other business.
13. Public comments.
14. Next meeting – May 12, 2026.
15. Adjournment.

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BANCROFT PUBLIC LIBRARY

PHOTO AND VIDEO POLICY

The Bancroft Public Library strives to protect users' privacy when they are using library resources in the Library. The Bancroft Public Library is recognized by law as a "limited public forum" and provides patrons with a "reasonable expectation of privacy" as established under New York Penal Law §250.40. Photography and video recording for commercial use is strictly prohibited. The Library permits personal photography and video recording for private, non-commercial use during operating hours.

The Bancroft Public Library reserves the right to use photographs or video taken at the Library for informational and promotional purposes in printed Library materials and online.

What is Non-Commercial Use:

Non-commercial use in this context means photos and video recordings cannot be used to generate income through sales, paid access, advertisement, promotion of a service or brand or through social media monetized platforms and channels in which the creator receives payment or compensation, materially or financially, for the content.

Photos and videos taken by Library staff:

As stated in Library programming and promotional materials, Bancroft Public Library reserves the right to use photographs or video taken during a Library sponsored event exclusively for informational and promotional purposes. As such:

- All Library patrons consent to the use of their photo taken at the Library or during Library events, unless they specifically inform staff of an objection to such use. If a patron would like to deny consent for photos to be taken of them or a minor, they should request and sign the Photo Opt Out Form.
- Library staff taking photos or videos will identify themselves as a staff member.
- Library staff will attempt to inform visitors at the time of the event.
- Names will not be utilized in conjunction with photos without parent/guardian consent.
- Signs informing the public of this policy will be visibly posted in the Library.

Photos and videos taken by the media:

The rules regarding photograph or video recording in posted, restricted areas also apply to the media; both commercial and independent.

- Members of the media are requested to display lanyards that clearly media affiliation.
- Members of the media are asked to check in at the Library's Information Desk and ask to speak with the Library Director or her designee prior to taking photographs or shooting video on Library premises.

Photos and videos taken by the public:

In an effort to protect patron privacy and provide a welcoming environment, the Bancroft Public Library prohibits the use of photographic or video recording technology that interferes with staff duties or that impedes the private use of the Library by other members of the public. Please note that while Library staff is here to assist and answer any questions, there is no New York State or federal law or regulation that compels Library staff to provide their name or other personal information on demand. As such:

PHOTO AND VIDEO POLICY

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- Photographs and video recording of Library patrons or Library related activities are not permitted by the public without the consent of the patron, guardian or caretaker of a minor.
- Photography and video recording are permitted in all other areas only when entirely free of patrons who decline to give consent.

Adopted: April 14, 2026

DRAFT

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.

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.

BEHAVIOR AND ENVIRONMENT POLICY

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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 and April 14, 2026

~~**Reaffirmed:** May 10, 2022~~



Do you have a library card at a library within the counties of Fulton, Hamilton, Montgomery, Saratoga, Schenectady, Schoharie, Warren, or Washington? **Y/ N** (If so, you may not need to re-apply).

PERSONAL INFORMATION

Library Use Only

Entered into database Reading History

Entered into M.C.

Barcode:

1. I.D. Number (e.g. Driver's License): _____ (Number) _____ (State)

2. Applicant's Name: _____ (First) _____ (M) _____ (Last) _____ (Suffix)

3. Birth Date: _____ / _____ / _____

4. Mailing Address: _____ (Number) _____ (Street) _____ (City) _____ (State) _____ (Zip Code) **P.O. Box:** _____

Alternate Address: _____ (Number) _____ (Street) _____ (City) _____ (State) _____ (Zip Code) **P.O. Box:** _____

CONTACT INFORMATION

Phone: (_____) - _____ - _____

Alternate Phone: (_____) - _____ - _____

5. Email : _____

PATRON PREFERENCES

6. How would you like to be notified about:

- notices about overdue items and/or bills? Mailing Address Alternate Address
- requested items being held at library? Email Text Phone Alt. Phone

7. Would you like us to **activate your "Reading History"** in your library account? Yes! No!

8. INTERNET CONSENT

All children under the age of seven (7) must have a parent present to use the library and to access the internet. For children between the ages of 7 and 14, please choose: Internet Ok No Internet

9. PHOTO CONSENT

The Bancroft Public Library reserves the right to use photographs or video taken at the library for informational and promotional purposes in printed materials and online.

Initial that you have read the above statement: _____

If library users would like to decline permission for the library to photograph them, please ask to sign the Photo Opt-Out Form.

To read the full policy please view the Photo and Video Policy of Bancroft Public Library,

10. PATRON AGREEMENT

By my signature, I hereby agree to obey all the rules of the library, to pay promptly all fines charged against me for damage, loss, or late return of all materials, and also I agree to notify the library if my card is lost, stolen, or if any of the information on this application changes.

Signature: _____ **Date:** _____ / _____ / _____

If applicant is under age 14,
Parent/Guardian Signature: _____



OPT OUT FORM (Sign and Return ONLY if opting out)

I, (print name) _____, am opting out and prohibiting the use of my image or voice in advertising, media video, audio, or other marketing purposes of the Bancroft Public Library.

In signing this Form, I understand that the Library will make reasonable efforts to avoid access to, or remove, my image or voice for all purposes identified herein.

If signing for your minor child, please write the child's/childrens' name(s) clearly:

Adult or Parent/Guardian Signature: _____

Name (Please Print): _____

Date: ____ / ____ / ____