

Agenda
Castleton Public Library Board of Trustees Meeting
Virtual Meeting, October 19, 2020 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Mayor Joe Keegan – introductory meeting
- Personnel Policy
- Sexual Harassment Prevention Policy
- Library Aide appointment

Old Business

- Library word-of-mouth advertising
- Reopening process

President's Report

Secretary's Report

- Review of minutes and transcript from September 21, 2020

Treasurer's Report

Director's Report

Friends Report

Committee Reports

- Finance Committee – N. Hans, M. Marcucci, S. Mitchum
- Administrative Committee – J. Griffin, L. Knaack
- Operations/Capital projects – M. Aitken, M. Marcucci, S. Mitchum
- Policy Committee – N. Hans, L. Knaack
- Long Range Plan Committees:
 - Sustainable Funding (N. Hans, S. Mitchum)
 - Library Space (J. Griffin, M. Marcucci)
 - Community Outreach & Visibility (M. Aitken, L. Knaack)

Announcements

Public Comment

Executive Session

Adjourn

PERSONNEL POLICY
FOR VILLAGE LIBRARY
CASTLETON-ON-HUDSON, N.Y.

This Personnel Policy outlines the rules, regulations and benefits of employment for the Village Library. Its purpose is to ensure that the employees of the Library understand the privileges and responsibilities of being a Library employee and to have these privileges and responsibilities detailed in writing. Therefore, the Library Board of Trustees may refer to the Personnel Policy in interpreting the rules and regulations of employment in the Library.

CLASSIFICATION OF EMPLOYEE POSITIONS

- A. Library Director position shall be a salaried full time position. Terms and conditions of employment shall be governed by individual employment agreement and this personnel policy. Should any terms of the employment agreement and personnel policy be inconsistent, the employment agreement shall govern.
- B. Full-time employee shall mean a person who is employed by the Library who is regularly scheduled to work 37.5 hours or more per week.
- C. Part-time employee shall mean a person who is employed by the Library who works 1,040 or fewer hours over the course of 1 year (26 pay periods).
- D. Volunteers and temporary employees (e.g. substitutes) are not covered by this policy.

DIRECTOR'S RESPONSIBILITIES

- A. Implements the Board's policy.
- B. Effectively operates and supervises the Library, including public use of equipment such as computer and copier, during hours set by the Library Board.
- C. Responsible for overseeing the development of programs for youth and adults.
- D. Evaluates, selects and requisitions new Library materials and weeds obsolete and worn materials from the collections.
- E. Maintains a comprehensive and efficient system for cataloging all Library materials.
- F. Arranges for interlibrary loan of materials of interest.
- G. Performs reference services.
- H. Assures the appropriate conduct of patrons using Library facilities.
- I. Arranges for frequently changing book-related displays and exhibits likely to interest the Library's patrons.
- J. Prepares and submits budget to Library Board. Directs and supervises expenditures of Library funds.

- K. Directly hires, supervises and annually evaluates Library staff in the performance of their duties. When required, staff will be hired from lists of eligible candidates compiled by the Rensselaer County Civil Service Commission.
- L. Recommends repairs, alterations and new construction.
- M. Represents Library at committee and group meetings.
- N. Responsible for news releases.

LIBRARIAN I (YOUTH SERVICES) RESPONSIBILITIES

- A. Creates and presents programs for toddlers, preschoolers, school-aged children, and young adults which promote various aspects of the collection and draw young people into the library.
- B. Promotes all aspects of youth services by using such promotional avenues as social media, community bulletin boards, newsletters, eNewsletters.
- C. Analyzes the existing youth collection on a continual basis, making purchases for its continued development and oversees the withdrawal of those materials which are out of - date, in disrepair or have otherwise outlived their usefulness to the collection.
- D. Increases accessibility of the youth collection through compiling booklists and bibliographies, using displays and other promotional activities.
- E. Provides readers' advisory and patron guidance so that library users are able to make optimum use of the collection.
- F. Ensures that the children's and young adult's areas are organized in such a way as to create a physical and psychological environment that encourages use of the collection, including educational and entertainment activities for both areas.
- G. Promotes early literacy development.
- H. Trains and supervises work/study students and teen volunteers. Actively recruits volunteers.
- I. Targets potential sources of additional revenue for the funding of special library programs for young people. Includes the writing of grants and the administration of such from the application process, disbursement, and evaluation.
- J. Visits schools and day care centers in the Village of Castleton-on-Hudson and the Town of Schodack to promote library services through book talks, storytelling, and readings.
- K. Shares in developing general library goals and objectives and makes a monthly report to the Director regarding the on-going operations of youth services.
- L. Serves as librarian-in-charge in the absence of the Library Director.
- M. Performs other library-related tasks as assigned.

LIBRARY ASSISTANT'S RESPONSIBILITIES

- A. Prepares library materials for circulation, including cataloging library materials.
- B. Assists with collection management, including inventory, weeding, and ordering.

- C. Assists with marketing, including online calendar entry, social media posting, and the creation of flyers and brochures.
- D. Prepares, conducts, and assists with programming for children and adults.
- E. Provides basic reference service and basic technology training to library patrons, including assistance with public computers.
- F. Performs circulation functions and registers patrons for library cards.
- G. Operates cash register and photocopier/fax machine.
- H. Creates library signage and displays.
- I. Represents the library off-site during outreach activities.
- J. Assists with interlibrary loan transactions.
- K. Records and maintains library statistics.
- L. Assists with the repair of library materials.
- M. Assists with financial recordkeeping.
- N. Supervises volunteers and summer teen employees as needed.

LIBRARY AIDE'S RESPONSIBILITIES

- A. Charges and discharges library materials.
- B. Sorts and reshelves library materials.
- C. Conducts shelf reading regularly to assure that library materials are in correct shelved order.
- D. Retrieves returned library items from indoor and outdoor book drops.
- E. Applies stamps, stickers, and barcodes to library materials in preparation for cataloging.
- F. Responds to routine questions regarding library policy and rules, borrowing periods, fines, programming, hours of operation, and location of materials.
- G. Responds to requests from library patrons to assist with research, interlibrary requests, and the use of computers and audio-visual equipment.
- H. Creates and updates library patron records and issues library cards.
- I. Operates fax machine, photocopier, printer, and scanner.
- J. Uses cash register to process payments and donations.
- K. Maintains statistics as directed.
- L. Types, files, and conducts data searches as requested by Director, Librarian I, or Library Assistant.
- M. Assists in periodic inventory of library materials and audio-visual equipment.
- N. Maintains inventory of supplies and suggests items for acquisition.
- O. Assists in preparation of lists of missing books and books to be discarded.
- P. Oversees the general condition and appeal of the library and its displays.
- Q. Performs related routine clerical tasks, including changing books, filing cards, writing and forwarding of overdue notices.
- R. Does related work as required.

EMPLOYMENT

- A. Appointment of Director shall be offered in writing by the Board President after approval by majority of Library Board. The letter will specify the position, salary, length of probationary period and prospective start date. This employment letter must be signed and returned by the applicant before employment begins.
- B. Staff shall be hired by the Director and approved by the Board of Trustees. Salary will be set at time of board approval.
- C. A copy of the Library Personnel Policy, which includes a general job description and any other pertinent materials, will be provided to each employee, who shall acknowledge receipt and understanding of said material in writing.

PROBATIONARY PERIOD FOR NEW EMPLOYEES

- A. The Director is required to satisfactorily complete a probationary period, which shall be the first 6 months of employment. The Library Board shall establish evaluation criteria in writing to the Director upon initial employment. The Director shall be given a written evaluation of performance by the Library Board at the conclusion of their probationary period (6 months). This evaluation of the probationary period will include an assessment of the Director's fitness for continued employment.
- B. The Director whose performance evaluations do not satisfy the established criteria at the conclusion of their probationary period may, at the discretion of the Library Board, be terminated from employment or be granted a written extension of their probationary period which specifies the length of the extension and the reason for such action. At the conclusion of the extension a final decision shall be made as to the continued employment or termination of employment of the probationary employee. A copy of the evaluation and the extension shall be placed in the employee's personnel file and a copy shall be given to the employee.
- C. The Library Board may terminate probationary employment of the Director at any time during the probationary period.
- D. All prospective permanent part-time employees are required to satisfactorily complete a probationary period which shall be the first 6 months of employment in any title. Evaluation criteria shall be established by the Director in writing to the employee upon initial employment in any title. Each employee shall be given a written evaluation of performance at the conclusion of their first 3 months and again at the conclusion of the probationary period (6 months). This final evaluation of the probationary period will include an assessment of the employee's fitness for continued employment.
- E. The Library Director, with approval of the Library Board, may terminate probationary employment of a staff member at any time during the probationary period.

TERMINATION OF EMPLOYMENT

A. Resignation

- a. Written notice of the intention to resign should be made known as far in advance as possible, but no less than two weeks (ten working days) prior to the last day of work, addressed to the Library Board and filed in the office of the Director.
- b. With regard to staff, written notice should be addressed to the Director.

B. Termination of employment shall be governed by civil service law, where applicable.

HOLIDAYS

A. The following 13 days shall be considered holidays, and will be granted with pay to full-time employees.

- a. New Year's Eve
- b. New Year's Day
- c. Martin Luther King Day
- d. President's Day
- e. Memorial Day
- f. Independence Day
- g. Labor Day
- h. Columbus Day
- i. Veterans' Day
- j. Thanksgiving Day
- k. The day after Thanksgiving
- l. Christmas Eve
- m. Christmas Day

SALARY

A. Salaries are established by the board annually.

B. Wages shall be paid bi-weekly following completion of service.

LEAVE TIME

A. Vacation Time

- a. Salaried full-time staff shall earn vacation time during their first year of employment beginning on the day the individual is put on the payroll. That vacation time may be taken after the employee's first employment anniversary date. Vacation time is replenished on the employee's employment anniversary date each subsequent year. Unused vacation time expires on the employee's anniversary date of the year succeeding the year in which it was earned.
- b. Length of vacation time accrued annually by salaried full-time employees:

Years of Service	Vacation Days Accrued
1-4	10

5-9	15
10+	20

- c. Part-time staff and hourly full-time staff shall earn vacation time based on the number of hours actually worked. Vacation time will be accrued with each biweekly pay period and can be taken as soon as it is earned. Vacation time earned in one year but not used in that year may be rolled over for use in subsequent years, for a maximum of 80 hours. Vacation time will be accrued in terms of hours and can be taken in increments of no less than ½ hour. The formula used to determine the accrual of vacation time will be based on the chart below with regard to years of service. Years of service will be determined from anniversary date of employment.

Years of Service	Hourly Vacation Accrual Rate
1-4	.03846
5-9	.05769
10+	.07692

B. Personal Leave

- Salaried full-time staff shall be granted 3 days of personal leave effective on their date of hire and on the first day of the fiscal year (January 1) each year thereafter.
- Unused personal leave will not be compensated for at the end of any fiscal year or upon termination of employment.

C. Bereavement Leave

- In the event of a death in the employee's immediate family, a full-time employee shall be excused from work and shall be paid on a daily basis for all work days lost, up to a maximum of three (3) consecutive workdays per occurrence. Part-time employees shall be excused from work and be paid for time lost, up to a maximum of 12 hours.
- Immediate family usually includes parent, spouse, child, brother, sister, grandparent or parent-in-law. This could include any other person living in the immediate household.
- In the case of death of a relative of second degree (e.g. aunt, uncle, cousin, in-law, etc.) not living in the immediate household, a full-time employee shall be granted one day with pay if it is taken on a regularly scheduled workday. A part-time employee shall be granted one workday with pay if it is taken on a day which the employee has been scheduled to work.
- In the event that a death in the immediate family occurs when the employee is on vacation, sick leave, or other paid time off, such credits will not be charged for the bereavement leave to which the individual is entitled.

D. Sick Leave

- a. Effective September 28, 2020, all employees will accrue sick leave at the rate of one (1) hour of sick leave for every thirty (30) hours worked. Sick leave is accrued with each biweekly pay period and may be used as soon as it is accrued. Any unused sick leave an employee accrued prior to September 28, 2020 will be carried over.
- b. Accrued sick leave may be used for the following purposes:
 - I. for a mental or physical illness, injury, or health condition of the employee or the employee's family member, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that such employee requests such leave;
 - II. for the diagnosis, care, or treatment of a mental or physical illness, injury or health condition of, or need for medical diagnosis of, or preventive care for, the employee or the employee's family member; or
 - III. for an absence from work due to any of the following reasons when the employee or employee's family member has been the victim of domestic violence pursuant to subdivision thirty-four of section two hundred ninety-two of the executive law, a family offense, sexual offense, stalking, or human trafficking:
 - i. to obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - ii. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
 - iii. to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
 - iv. to file a complaint or domestic incident report with law enforcement;
 - v. to meet with a district attorney's office;
 - vi. to enroll children in a new school; or
 - vii. to take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.
 - viii. For purposes of this subdivision, the reasons

outlined above in subparagraph (i) through (vii) must be related to the domestic violence, family offense, sexual offense, stalking, or human trafficking. Provided further that a person who has committed such domestic violence, family offense, sexual offense, stalking, or human trafficking shall not be eligible for leave under this subdivision for situations in which the person committed such offense and was not a victim, notwithstanding any family relationship.

- c. For purposes of this section, “family member” shall mean an employee’s child, spouse, domestic partner, parent, sibling, grandchild or grandparent; and the child or parent of an employee’s spouse or domestic partner. “Parent” shall mean a biological, foster, step- or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child. “Child” shall mean a biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis.
- d. An employee’s unused sick leave shall be carried over to the following calendar year. No cash compensation will be given for unused sick time upon termination of employment.
- e. If the Director must be absent due to illness, the Director shall arrange for staff coverage of the library and notify the President of the Library Board.

E. Leave of Absence

- a. The library may allow employees to take time off without pay when an employee needs time off and when other paid time off has been exhausted. Any regular staff member employed by the library for a minimum of 90 days is eligible to apply for an unpaid personal leave of absence. Full-time employees are not paid for holidays that occur during unpaid leave.
- b. The Director should submit, in writing, a request for an unpaid leave of absence, to the Library Board a minimum of four weeks before the first day of the requested unpaid leave date(s). Staffing levels and departmental requirements will be taken into consideration before a request is approved. The library board will give an answer within 5 days of the request.
- c. Staff should submit, in writing, a request for an unpaid leave of absence, to the Director a minimum of two weeks before the first day of the requested unpaid leave date(s). Staffing levels and departmental requirements will be taken into consideration before a request is approved. The director will provide an answer within 5 days of the request.

- d. If the employee is unable to return, the individual must request an extension of the leave in writing. If the library declines to extend the leave, the employee must then return to work on the originally scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will be considered on a case-by-case basis. The failure of the employee to return to their position within five (5) consecutive working days following the expiration of a leave of absence or extension thereof, without submitting an explanation, shall constitute a resignation which, for the purpose of determining eligibility for reinstatement, shall be deemed to be in effect on the date of commencement of said leave of absence. Nothing herein shall be deemed to excuse the unauthorized absence of an employee of their failure to return to their position upon expiration of an authorized leave of absence. Such failure may be regarded as misconduct in the appropriate line of procedure.

F. Parenting Leave

- a. The full-time employee, who, at the time of the birth of their child, wishes to take leave to care for that child, may utilize accumulated sick credits during such leave.
- b. Parenting leave may be charged as sick leave only with prior approval of the Library Board.
- c. Parenting Leave that extends beyond the time for which the employee has accrued such time may be taken as Leave of Absence and is not to exceed twelve (12) weeks. This Leave of Absence is subject to the other guidelines as described above with approval of the Library Board prior to the start of said parenting leave.

INCLEMENT WEATHER AND OTHER UNANTICIPATED LIBRARY CLOSURES

- A. All employees will be paid for their regularly scheduled shift if the Library must close for fewer than five (5) consecutive days for an unanticipated reason, including but not limited to: fire, flood, or other emergency; electrical, water, or HVAC outage; significant threat to public health. Closures of 5 or more days will require board approval to pay employees for their scheduled shift.
- B. If the Library administration decides local weather conditions are severe enough to justify closing the library and to excuse employees from reporting to work, then employees will be paid for their regularly scheduled shift.
- C. If the library does not close, but an individual faces hardship due to travel conditions or unscheduled childcare needs, and does not report to duty, the employee must notify the Library Director as soon as possible. The employee may charge the time to accrued vacation time or take leave without pay.
- D. The Library Director, or librarian-in-charge in the absence of the Library Director, is required to notify scheduled staff when the library closes.

DISCRIMINATION AND SEXUAL HARASSMENT

- A. It shall be the policy of the Library Board not to discriminate because of race, color, creed, national origin, age, sex, sexual orientation, disability, marital status, status as a veteran or disabled veteran, and shall assure freedom from sexual harassment in the workplace.
- B. Any employee who believes that such discrimination or sexual harassment has occurred should report the incident immediately to the Director and/or Library Board.
- C. The Library Board shall investigate and take appropriate action. Each employee who reports alleged discrimination or sexual harassment shall receive a written report from the Library Board at the conclusion of the investigation.
- D. The Castleton has adopted a Sexual Harassment Prevention Policy. In accordance with New York State Law, all employees are given a copy of this policy, and will receive interactive training on an annual basis.

EMPLOYEE BENEFITS

- A. Workers' Compensation
 - a. All workers are covered by workers' compensation. In the event of an employee's injury, a claim should be filed within 48 hours with the Village and Director.
- B. Disability Insurance
 - a. The employee is covered by disability insurance for any non-work-related injury.
 - b. The employee must exhaust sick leave before collecting disability insurance.
 - c. To be covered by the Village's disability insurance, the employee must have worked for the Library for the time required by the Village insurance policy.
- C. Medical Insurance
 - a. The Library, through the Village of Castleton-on-Hudson, shall carry medical insurance protection on all permanent full-time employees except those who elect to waive coverage if they can demonstrate equivalent coverage through another policy. Part-time employees are not eligible for medical insurance through the Library.
- D. Retirement System Contributions
 - a. The Library shall contribute to the New York State Employees' Retirement System on behalf of each permanent full-time employee who must be a member of the Employees' Retirement System. The Library shall contribute to the State Employees' Retirement System for a permanent part-time employee at that employee's option.

Sexual Harassment Prevention Policy

Castleton Public Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Castleton Public Library's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Castleton Public Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy

1. Castleton Public Library's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Castleton Public Library. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Castleton Public Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Castleton Public Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform the Library Director, President of the Library's Board of Trustees, or any of the Library's Trustees. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Castleton Public Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity or expression, familial status, predisposing genetic characteristics, and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. Castleton Public Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Castleton Public Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Castleton Public Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Library Director, President of the Board of Trustees, or another Library Trustee.
8. This policy applies to all employees, paid or unpaid interns, and non-employees, such as contractors, subcontractors, vendors, consultants or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment;
or

- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic.

This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity."

Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or

- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. Castleton Public Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to the Library Director, President of the Board of Trustees, or another Library Trustee. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the Library Director, President of the Board of Trustees, or another Library Trustee.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Library Director, President of the Board of Trustees, or another Library Trustee.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Castleton Public Library will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Library Director, President of the Board of Trustees, or another Library Trustee will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.

- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by Castleton Public Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Castleton Public Library, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year (three years beginning Aug. 12, 2020)** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Castleton Public Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Adopted: October 19, 2020

Complaint Form for Reporting Sexual Harassment

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to any of the following:

Melissa Tacke, Library Director (director@castletonpubliclibrary.org)

Shane Mitchum, President, Board of Trustees (mitchum.shane@gmail.com)

Any other member of the Library's Board of Trustees:

Jacki Griffin, Vice President (jacquelin.griffin.pmp@gmail.com)

Mary Claire Aitken, Secretary (mca02@nycap.rr.com)

Nathan Hans, Treasurer (nathanghans@gmail.com)

Laurie Knaack (laurieknaack@gmail.com)

Maria Marcucci (maria.marcucci@gmx.com)

You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method: ☐ Email ☐ Phone ☐ In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

Education

2017 B.A Liberal Arts, *Thomas More College of Liberal Arts*
Concentration: English
Thesis: *The Hobbit as a Resurrection of the Beowulf Epic*

October, 2018, *American Association of State & Local History*
Basics of Archives

Work Experience

- Sept 1st - Current, *Troy Public Library* – Troy, NY

Circulation Clerk. (Part Time, 20 hours per week) Basic duties include registering new patrons, maintaining patron records, clerical work such as alphabetizing and handling cash/fines, checking in/out library materials to patrons, and assisting patrons with library facilities and services.

- February 1st – December 1st, 2018, *Oak Alley Foundation* – Vacherie, LA (contract)

Collections Management Assistant. Assisted with cataloguing newly acquired pieces; conducting an inventory, categorization, and conservation status report of all objects and books currently on display; and, annotating research entries in the museums' collections management system. Contract was extended.

- 2017, *Wethersfield Foundation* – Amenia, NY.

Fellowship. Gave tours of the estate; assisted with hosting events, receptions, and retreats; responsibilities in the office varied, but primarily revolved around MS Word, Excel, and MailChimp.

- 2014-2016, *Hannaford Supermarket*—Kinderhook, NY.

Cashier and Produce Clerk. Responsible for exceeding customer expectations, executing cash/credit card transactions, and handling produce quality and presentation.

Relevant Skills

Working knowledge of the Dewey Decimal System, Library of Congress System, and Sierra Library Software. Technically proficient on both Mac and PC OS; Working knowledge of Nikon DSLR camera systems; Competent in Microsoft Word, as well as fundamental Photoshop techniques. Understanding of Collections Management including filing systems, accessioning, deaccessioning and general practice.

References

Professional—Virginia Wescott, Circulation Director, Troy Public Library 518.274.7071
Professional—Sarah Dickerson, Collections Manager, Oak Alley Foundation 225.265.2151
Academic—Walter J. Thompson, Thomas More College of Liberal Arts 603.880.8308 ext. 13

**Castleton Public Library
Board of Trustees Meeting
Held virtually via Zoom, 9/21/2020, 7:00 p.m.**

Meeting Transcript

Shane Mitchum: All right. So we should start with the pledge.

[Attendees recite Pledge of Allegiance]

Shane Mitchum: All right, let me share my screen. I'll pull up the board packet. All right, so I think everybody's here. We have full attendance tonight, which is great. I'll give everybody a second here to review the agenda. And is there a motion to adopt the agenda?

Jacki Griffin: I motion, this is Jacki.

Shane Mitchum: And is there a second?

Maria Marcucci: Second.

Shane Mitchum: Maria seconds.

Shane Mitchum: And we have Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: And Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I'm also an aye. So, all are in favor, the motion will carry. I don't think we have any public comment right now, so we can skip right through that and move into old business to library word-of-mouth advertising.

Melissa Tacke: Yep! In your packet is the September services and events guide. We're planning things a little bit closer to when they -- quite a bit closer to when they actually happen because there's so much unknown. I actually just emailed you, one minute ago, the October calendar as well. But I would say, for now, letting people know that we're offering in-person visits [without] appointment. That would be the thing that I'd really like to see us get the word out about. We did that as a soft opening starting on the ninth, and we'll start to publicize that this week. Rather than calling for an appointment, if people want to come in and visit the library, they just open the front door to the building, come to the front door of the library itself. We do have that door locked, and people knock on it to come in, because we're at reduced capacity and we don't want to exceed capacity at any time. And it also gives our staff an opportunity to verify that people that are coming in are wearing a mask. But people can now just walk in, which is great. And people are very happy about that so far.

Shane Mitchum: Yeah, I definitely heard positive feedback about being able to go back to the library so, good stuff. All right. Next on the agenda is the reopening process. I mean, I think you just kind of went over it. But if you want to let us know where we are, and what's next?

Melissa Tacke: Yep. So that's where we are. That's our newest update. I'm thinking in terms of moving away from the reduced hours, there's a lot of things to consider. We've maintained doing these team-based schedules, there's a team that's in the building each week, and then a different team and so on. So, that way if someone were to get sick -- like, if I were to get sick, everybody who had contact with me under a normal schedule would mean all those people would have to be quarantined and so on. So I'm thinking that the impact of school reopenings and other things from the fall, we'll see more about what that looks like through October, and if it looks like infection rates are staying pretty much the same, and things are pretty much the same as they are now, I would feel comfortable

moving back to our normal hours. Obviously, if we're seeing surges or upticks we probably want to stay with the same reduced schedule that we're working with now. So that's what's next. I'll continue to be looking and monitoring what the public health situation looks like for the remainder of this month and into October.

Shane Mitchum: I think that makes sense.

Jacki Griffin: Melissa. Are you-- this is Jackie. Are you aware of the new school dashboard that's available from New York State Department of Health? Where you can actually look by school at infection rates. That might be something that would be of interest, because obviously if anybody in the school district -- and it includes not just students, but teachers and staff. If we have students that are starting to flag as positive, that might be a little bit more of a concern then if it's randomly somebody in the community. Because school-age kids really use the library a lot more.

Melissa Tacke: Okay, is that right on the coronavirus page for New York State?

Jacki Griffin: I'm not really sure what the URL is, but I can absolutely find it and send it to you. I only have the test. Yes, that's it.

Shane Mitchum: It's right here.

Melissa Tacke: Okay.

Shane Mitchum: Okay. Oh, it's School COVID Report Card.

Jacki Griffin: Okay, yes. So you can actually look at at Schodack and you can also look and see what's happening in the East Greenbush schools.

Melissa Tacke: Okay, great. That's really helpful. Thank you.

Shane Mitchum: Nice. Thanks for that, Jacki. All right. Any other questions or comments about the reopening? All right, moving to the next item on the list, we have trustee recruitment. I assume we still need a few trustees here, Melissa, right?

Melissa Tacke: Yes, one. I can put together a Facebook ad and put something out to *The Advertiser*, and we can put a flyer up in the building. Is there anywhere else you want to promote the vacancy?

Shane Mitchum: Trying to think -- nothing that pops up into my head right now, but I'll continue to think about it.

Melissa Tacke: And of course, if any of you know anyone who you think would be a good fit for the board, you can talk to people directly and encourage them to be in contact.

Jacki Griffin: And Melissa, do you want to reach out to Jen Felts and have it put in *Our Towne* again?

Melissa Tacke: Yep. Okay.

Shane Mitchum: All right, moving on to new business. We have the extension of special COVID-19 leave for employees.

Melissa Tacke: If you recall back -- this was something that you guys had approved over email back in March, and then approved with a vote at a virtual meeting in April, and this was basically giving employees, the equivalent of three weeks of leave for -- equivalent to what they would normally work in that week -- leave if they became infected, if they had to be quarantined, if their doctor advised that they not return to work, those sorts of things. The board had approved that to run through the end of September, I think because we had thought by that time, this would all be over. But clearly it's not, so I'd like to see that same policy extended, whether you would want to extend that just through the end of this year and then revisit it at that time, or if you wanted to just looking ahead, maybe extending it through June 30, 2021. If we did the further-out date, I think that would give us more time and coverage, but we could certainly just renew it through the end of this year and then revisit in December.

Shane Mitchum: I mean, I'm fine either way. Does anybody else have thoughts? I mean, if somebody catches COVID I'd rather have them at home, rather than at the library.

Mary Claire Aitken: I do think that we should extend it through June of 2021, because I don't see any end in sight.

Jacki Griffin: So, I just have a question and I'm not really sure -- I can check with my colleagues too, at DOH to see if I can find the guidance, but I'm not sure how that works in conjunction with New York State's order for leave, for the 14-day leave, the COVID-related leave.

Melissa Tacke: Yep. Ours is actually a little bit more generous than the state. So it would be, you know --

Jacki Griffin: But in addition to, not instead of, right, Melissa? Or is it instead of, or in addition to?

Melissa Tacke: Instead of, because it meets and exceeds the state requirement.

Jacki Griffin: Okay.

Mary Claire Aitken: Currently, the state requirement is only two weeks.

Jacki Griffin: Right, it's only 14 days. Yep. I am perfectly fine. I don't know if we need to vote on it, but I have no qualms with extending it to June of 2021. That is going to be the world we're living in, unfortunately.

Shane Mitchum: Right, so why don't we just vote on it. This vote is for extending the COVID-19 leave for employees until the end of June 2021. Is there a motion?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: All right. Is there a second?

Maria Marcucci: Maria seconds.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I'm also an aye, so that motion will carry.

Maria Marcucci: Shane, as a side note, just to follow up on Mary Claire's comment. I'd like to know a little bit more -- I found it shocking, as you can tell by my reaction -- that we really think it's going to next year, like almost a whole other nine months we're going to have this hanging over our heads?

Shane Mitchum: Yeah, I mean, I don't know, I don't think anybody really knows at this point. So I think just extending out to June -- hopefully, we never have to use it. I mean, that's the whole goal of this. If somebody does get sick, like I said, I'd rather have them at home recovering than at the library.

Maria Marcucci: I agree with you wholeheartedly, but I think Mary Claire, because she's got the her pulse on the healthcare --

Mary Claire Aitken: I think it's more of an issue of the vaccine, its availability, and herd immunity. And the fact that -- I do think that we'll be into masks well into 2021 based on current infection rates, et cetera. So I don't see any problem extending it until June as just a matter of course, but to revisit in January, I feel is too soon. So why not just extend it with the information that we have early and go from there.

Maria Marcucci: Agree, thank you.

Shane Mitchum: All right, next thing on the list, there are changes to New York State sick leave requirements.

Melissa Tacke: And this is something that -- I apologize, because this was legislation that went through back in April, that I was completely unaware of, and just became aware of recently. So this is apart from the COVID leave that New York State requires. This is something that is a permanent change for employers in New York State. And that is that the amount of sick leave that we are required as an employer to have employees accrue is increasing quite a bit. Basically, it's one hour of sick leave accrued for every 30 hours worked. And per the law what that means is that starting September 30th, employees start to accrue that leave based on the hours that they actually work, but are not allowed to begin taking that leave until January 1st. So I know that the Policy Committee, we had -- there had already been some revisions to the Personnel Policy. But I didn't go in and make those changes, and I knew that we wouldn't have enough time to meet and discuss and go over all of that before this meeting. So I just wanted to, as a stopgap because we need to make sure that we're in compliance with the law, for the board to approve that we can have our employees start to accrue sick leave as required by the new New York State law beginning September 30. And what I'd like to do is that I'd like to allow people to keep any banked hours that they have accrued from our previous setup for sick time. The way we had it set up prior is that for the part-time employees, that was four hours that accrued every quarter for them. Some people have, they might have 10 hours banked, or 12 hours banked, so I would like them to -- they would retain all of that. And then this would be going forward, they would accrue this additionally. I don't want to take anything away from anybody, for what they had accrued previously. But I also want us to be in compliance with the law.

Maria Marcucci: Quick question. How does this impact the budget?

Melissa Tacke: Well, it means that if someone needs to be out sick for a non-COVID-related illness, that there would be a longer period of time that that would be paid leave after that time accrues. Because as of right now, because it had accrued four hours every quarter for the part-timers and eight hours every quarter for me. Like, if I'm out sick for a week that's 40 hours right there. It would have been partially paid leave, and then sometimes people would take unpaid leave if they were sick for a longer period, or recuperating for longer periods, so that would mean if someone needed to be out, we'd be paying sick leave for a longer period of time.

Maria Marcucci: Okay, it's just that these are liabilities that are on the books, and my hat's off to you for keeping track of it all.

Melissa Tacke: Well, sure. I just apologize for being behind with it.

Maria Marcucci: No apology needed.

Melissa Tacke: I think it's a good change.

Shane Mitchum: I mean, again, I think it goes back to when people are sick, we don't want them in the library anyways, regardless of if it's COVID or what it is.

Melissa Tacke: Right.

Shane Mitchum: And there's not much we can do about it, with it being a New York State requirement anyways. Any other feedback on that before we vote on it?

Nathan Hans: Do we need to come up with a line that these funds are coming from, if it happens? We can't just be like, yeah, free money, we have to account for it somewhere.

Melissa Tacke: Right. What we've done when people take vacation or sick time is that it comes out of the out of the expense line that's related to that position. So there's the Director line, there's the Librarian I line, and then there's a line that lumps together the Library Assistant and the Library Aides. That's the easiest way to account for it, and I keep separate track. I have a spreadsheet, where I keep separate track of peoples' vacation and sick time accruals, and I have a statement that I give to the employees every pay period that has that information. So I'm already set up to track all of that and to give people an update every pay period with what they have. But the funds themselves would just come out of the staff line.

Nathan Hans: Right. But these are funds that we have not budgeted, we haven't budgeted for this amount of accruals. Am I understanding it properly?

Shane Mitchum: Well, if they're taking sick time, then we're not paying them -- I guess we wouldn't be paying them their regular salary, right? We'd be paying them the sick time salary, so it would -- except for if we needed to have somebody fill in for them, they're not really making more money than they would have been at work, right? From a budgeting standpoint.

Melissa Tacke: Correct. And it would mostly impact the Library Aides, because if I'm out sick, I'm out sick, and there's not somebody else who's doing my job. And that's also true for Joelle and it's also true for Dale, the Library Assistant. We have subs for the Library Aides to cover and when I -- actually we do, we have budgeted for what those previous accruals look like when we put the estimates in for the budget. So that would include if someone was taking all of the vacation time that they had accrued that year and used all the sick leave they had accrued that year, that's already included. So there's always a buffer there. But I can take another look at the 2021 budget and just make sure that we're in step with that. There's also some -- the law also says that the employer can put restrictions on - saying you can take no more than however many hours per year. Again, I personally want people to stay home when they're sick, so I don't want to limit that too much, as long as people are using what they've accrued. But I think that it impacts most those who are at the lower part of the pay scale in the organization. So I don't think it'll be a huge hit budget-wise.

Shane Mitchum: Do we have anything -- and again, I apologize for not being familiar with the policy, but do we have something that shows how long they can continue to bank the hours. Is there a maximum number of sick time somebody can have?

Melissa Tacke: Under current policy, I believe it's, I want to say it's 80 hours.

Shane Mitchum: Okay. Yeah, that's a lot.

Melissa Tacke: So quite a bit. And we haven't had anybody who's reached that point before they need to use some of their time. I might be confusing it with vacation. I might be 40, but I'm not sure.

Shane Mitchum: Okay.

Nathan Hans: Yeah, I'm okay going forward. I'd like to see what the regulations are, and I'd like to review our policy. Like Melissa, I'm a little behind.

Shane Mitchum: So should we do it as a temporary vote to accept until the Policy Committee can review it and update the policy?

Melissa Tacke: Right. That was the idea in bringing this in front of the board is to okay that we can -- okaying the accruals in compliance with New York State law, and then I'll go through and update my draft of the Personnel Policy and then the Policy Committee will review it and then we'll bring it to the board for the October meeting to review the entire policy and vote on the entire policy.

Shane Mitchum: Okay.

Nathan Hans: I'd like I'd also like to see what lines in the 2020 budget offset this. If we have additional accruals, we need to budget.

Melissa Tacke: Okay.

Jacki Griffin: Melissa, something that would be really helpful for me is to understand what the accruals would have been before the policy change and what they will be now with the policy change. It doesn't sound like it's going to be huge, so just having those easy numbers to look at would be super helpful.

Melissa Tacke: Sure. I can give you an example. I'm using Joelle as an example because she has -- she can be at half of my hours. I do 2,080, so she does 1,040. Calculating for her, it ends up being exactly 20 hours a week for the entire year. What that has looked like in previous accruals is that she would accrue four hours every quarter, which means that over the course of an entire year she would accrue 16 hours of time, whereas with the new sick leave requirements for New York State, she's going to accrue one hour of sick leave for every 30 hours she works. So that ends up being about 34 and a half hours of sick time per year. So it's quite a difference in terms of the part-time employees.

Jacki Griffin: That's very helpful. Thank you.

Laurie Knaack: Is this a type of leave that we need to make sure we always have saved up to cover? Does it get paid out upon ending employment?

Melissa Tacke: No, so there's -- and that's something that I did double-check the new law. So when someone leaves employment, they are given any accrued vacation time that they have earned, but they are not paid out for any unused sick leave, and it says in the new law that there's no pay out of accrued sick leave requirement on the part of employers to provide that. So basically it's there for people to use it when they need to use it. And then if they move on and they have unused time, then that's -- it will never be used.

Laurie Knaack: Got it. Thank you.

Shane Mitchum: All right. So, is there a motion to accept the New York State sick leave requirement changes until the month of October, when it can be formally reviewed again?

Jacki Griffin: I motion.

Shane Mitchum: All right. Thanks, Jacki. Is there a second?

Maria Marcucci: Maria seconds.

Shane Mitchum: Thanks, Maria. Nathan?

Nathan Hans: Aye.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I'm also an aye, so that motion carries. Hopefully that explanation of the motion was good enough, Melissa. All right. Moving on to the President's Report. I don't have any report right now. Hopefully everybody's staying safe and healthy. Moving on to the Secretary's Report -- review of the minutes and transcript from last meeting. I'll give everybody a couple of seconds to look at that, if you haven't already. Is there a motion to adopt the minutes and transcript from last meeting?

Jacki Griffin: This is Jacki. I motion.

Shane Mitchum: All right. Is there a second?

Maria Marcucci: Maria seconds.

Shane Mitchum: All right. Nathan?

Nathan Hans: Aye.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I'm also an aye, so the motion carries. All right, next up we have Treasurer's Report.

Nathan Hans: Yup. We have the check detail for the month, as well as the current budget. Seems to be now we're in pretty good shape. Our extra available is sort of trending the same as usual, so nothing out of the ordinary there. Does anyone have any particular questions?

Shane Mitchum: All right, is there a motion to adopt this month's check detail?

Jacki Griffin: This is Jacki, I'll be consistent and motion.

Shane Mitchum: Thank you, Jacki.

Maria Marcucci: I'll second -- Maria.

Shane Mitchum: All right. Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: And Nathan?

Nathan Hans: Aye.

Shane Mitchum: I'm also an aye. The motion carries. All right -- Director's Report.

Melissa Tacke: Okay. Hopefully you had a chance to look that over. I won't belabor all of it. But I did want to point out the Summer Reading Program statistics in comparison. We knew it was going to be a very different year. As you can see, we had far fewer people who registered. We were offering far fewer programs and attendance was much lower than than normal. And we did promote it, but we weren't as pushy as we might have normally been with families. We know that people were maybe overwhelmed with things, and just kind of trying to make it through the day-to-day and not wanting to have one more thing to track or pay attention to, or those sorts of things. So, we get it. We understood that. Even though it's not -- to go from a record-breaking year to a really low year, it's hard because we really are always excited every year for the summer to make it enriching and engaging for people. But I think -- one of the things I'm really happy about is that attendance number -- that includes views on our special storytimes and those kinds of things, but it also includes the number of Take & Make kits that get taken -- and the fact that even though everything was so low this year, that number is over 40% of what we did last year, in our highest year, which I think speaks to the fact that people are still participating with us and people are still wanting those things. We were hearing a lot of feedback from people individually that let us know how much they -- that it helped to have something to do to keep the kids busy, especially on a rainy day to be able to pull out one of the craft or science things. And how much they enjoyed having the videos with Joelle and having a familiar face. So it's certainly a different year, but I'm really proud of what we did. And I don't think we're alone in seeing these kinds of changes. And I'm just hoping that we'll be able to have a different kind of summer next year.

Shane Mitchum: Yeah, Melissa, I think that's more than anybody could have asked for, what you've been able to do through this. So I'm very pleased with those numbers. It's got to be difficult to keep the engagement and everything going, so I really think you're doing a great job with it.

Nathan Hans: Yeah, I agree. I think it would have been easy to just throw in the towel and been like, "due to COVID we can't do too much." But I think 81 is amazing, with the amount of -- people were staying home and they weren't sure what to do. I think it speaks volumes to the library's and the staff's engagement with the public. So I don't look at it as a negative, I think it's a positive.

Maria Marcucci: Very good, Melissa. You and your team.

Melissa Tacke: Thank you, everybody, for your kind words. I've been giving Joelle kudos through all this. She's been great and she has mastered the video format. Not something she ever thought that she would do, but, she's doing it, and she's doing a great job with it.

Maria Marcucci: Love her little -- when she does her story hour.

Melissa Tacke: Yeah.

Laurie Knaack: It's nice to see all the attendance on some of these virtual activities. That means maybe people who didn't have the enthusiasm to join Summer Reading this year are still getting something out of our programs on an individual basis, too.

Melissa Tacke: Absolutely.

Laurie Knaack: It's nice to see those counts.

Melissa Tacke: Yes. Absolutely. And we had quite a few families that were picking up the kits from us every week, but they didn't register and that's good. We're here for you in whatever way we can be here for you.

Shane Mitchum: Great.

Maria Marcucci: Oh, question for you. So the virtual storytime and with things like that when they're all virtual -- do you ever -- is that capturing the replays, are they capturing when she does it live?

Melissa Tacke: That's a good question. So I have a -- I track the different kinds of virtual programming that we're doing. So some things are live programs, I have to tell you that those have not been very successful this summer. I think so many people are just Zoomed out, like they don't want one more thing to go on, and I'm right there with them! I get it. So as you can see there's quite a few zeros there. And those are the things that are live, there might have been one or two things where we had attendance, maybe not in August. But with the pre-recorded stuff, it's based on the number of views on the video, so it might be -- if the same family is watching it two or three times, that would be three separate views because they're going to engage with that content. And then with some of the things that have a Take & Make kit -- if I saw that there were, 20 kits taken and 15 views on the video, we count it as 20. So we'd count it as whichever is higher, the number of kits taken or the views on it.

Maria Marcucci: Thank you.

Melissa Tacke: And when I put together the numbers for the total summer attendance -- when I look by month, I'm going by what it is on the night of August 31 and looking at it to see what it looked like for the entire month of August. But for the summer attendance numbers, I went back to the beginning of our summer programming and recounted everything through September 4th, because that was the end of our summer programming.

Laurie Knaack: Melissa, this is maybe more a question for Joelle, but have you thought of -- now that we have such a history of virtual content -- have you thought of making playlists to recap some of those old favorites, maybe with a new introduction or something?

Melissa Tacke: That's a good question. We have -- for the different kinds of recurring things that we have, we have YouTube playlists for those specific categories. So people can see -- if they want the storytimes, they can go to the storytime playlist, or if they want the Kids Cook, they can go to that. But we haven't really thought about that yet. That's something I can talk to Joelle about.

Laurie Knaack: Sometimes even a quick summary video saying what the four videos in the list are, or something like that, with that familiar face explaining to you what's coming is a way to reuse that content and make it fresh again for folks who haven't seen it yet. All of Joelle's work is amazing with those things, so I definitely want it to get publicized.

Melissa Tacke: Thank you. I'll pass that along.

Shane Mitchum: All right. I'll keep it moving here, going to the Friends Report.

Melissa Tacke: I haven't heard anything. I know that there's still that continuing -- if you want to take your cans to that 6Center Redemption place in Rensselaer and say you want to give it to the Friends of the Castleton Public Library, that's an ongoing fundraiser. So that's always going, but other than that, I haven't heard anything about what they're doing.

Shane Mitchum: Okay. All right, we'll move into the committee reports. First is Finance Committee. We did meet. I saw the budget file you sent over, Melissa. So essentially we're working on next year's budget, as well as a contingency just in case we get our funding cut. So we have an idea where we would potentially adjust that. Melissa, how did the -- I unfortunately wasn't able to make it, but how did the Schodack Town Board meeting go?

Melissa Tacke: I think it went well. Again, it's really hard to read them, and it was even harder because I couldn't see everybody. The camera points -- you can see two of the people on the board, and the Supervisor was not in attendance, which I did not realize until

after we had presented because they had forgotten to do roll call until after we did our presentation. So the Town Supervisor was not there. There were no questions. It was the same as previous years with people -- I could see people listening and nodding and they thanked us and that was that. But I can tell you that there was nothing that made me think anything negative.

Shane Mitchum: All right. Nathan, do you have anything you want to add on, did I miss anything?

Nathan Hans: No, I think that's good. I think we need to meet again, but I think --

Shane Mitchum: All right, great. Administrative Committee? No report there?

Laurie Knaack: No report.

Shane Mitchum: Okay, Operations and Capital Projects. We did meet, if I remember correctly, and with everything going on I think there's there's not a lot that we're looking to do at the moment. But correct me if I'm wrong.

Melissa Tacke: Yeah, I think the only thing is that we were going to use -- other than purchasing the stuff for the art hanging system -- we are going to give the remainder of our New York State construction project funds to the Village for upgrades to the radiator heat for the building. Yeah, so that was something that the committee approved.

Shane Mitchum: Yeah, so that way, hopefully get us a little bit of goodwill in there too. Good. All right. Policy Committee.

Nathan Hans: We do not have an update.

Shane Mitchum: All right. Going into the long range plan committees -- Sustainable Funding, we did not meet, so no report there. Library Space? I assume there's no report there either. Community Outreach and Visibility?

Laurie Knaack: We did meet for this one. And I am drawing a blank, Melissa, on everything we brainstormed. But we brainstormed some ideas for emphasizing what the library has been doing. And I'm going to take some photos of the new space coming up tomorrow so that Melissa will have those as well to use in promotional materials online. We investigated the possibility of adding Instagram, but it's not easily manageable from a desktop computer. So we're sticking with the library's Facebook page for now, and not adding an additional thing that Melissa or Joelle would have to manage. But we looked into other ways to promote the library.

Mary Claire Aitken: We also discussed a direct mail delivery again. And also, we had to discuss the town meeting that was held that Melissa participated in.

Melissa Tacke: Oh, yes. So what I will do is -- it looks like the way that they handle the public comment is by email. So what I might do is just have something -- instead of having a full page of information for a trustee to go and talk about, I think what I'll do is maybe just have a short paragraph that will be kind of pre-set and then Board members can take their turn being the person to submit that for public comment at their meetings. So they have two meetings in a month, one of which is open for public comment on any topic, and one that is only open for public comment on specific resolutions that are on their agenda. So I'll do what we had done in the past. I'll put together a list of what the theme of that statement is and then everybody can sign up for when they would like to be the one to send that canned little paragraph that I'll have put together. I'll be sending that out soon, within the next week or so.

Shane Mitchum: Okay, great. All right, moving on. Does anyone have any announcements? No. No public comment. Executive Session -- Nathan, we wanted to go into an Executive Session tonight, correct?

Nathan Hans: Yeah, but I have a non-public announcement first, so if we can adjourn do a non-public announcement, then re-adjourn for Executive Session.

Shane Mitchum: Okay, do so we have to do a motion to adjourn right now and then --

Nathan Hans: Just like normal. Yeah.

Shane Mitchum: Is there a motion to adjourn?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: All right. Is there a second?

Maria Marcucci: Maria seconds.

Shane Mitchum: All right, Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: I am also an aye.

Melissa Tacke: What I'll do is -- Shane, if and when you want me to rejoin the meeting, just send me an email and I'll rejoin.

Nathan Hans: Melissa, you can hang on.

Shane Mitchum: Let me stop the recording. Give me a second.

[Board of Trustees and Director are present for a non-public announcement]

Shane Mitchum: All right, we are going to call the meeting to order at 7:49 here. And we are going to now go into Executive Session.

Melissa Tacke: Okay. Shane, if and when you want me to come back to the meeting, just send me an email.

Shane Mitchum: Okay, will do.

[Board of Trustees holds Executive Session]

Shane Mitchum: All right, we are out of Executive Session. Is there a motion to adjourn?

Jacki Griffin: This is Jacki. I motion.

Shane Mitchum: All right. Is there a second?

Maria Marcucci: Maria seconds.

Shane Mitchum: All right, Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: I'm also an aye. So the meeting is adjourned at 8:15. Thanks, everybody. Have a good night.

[Attendees say thanks and goodbyes]

5:09 PM
10/05/20

The Castleton Public Library
Check Detail
September 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	09/02/2020	Amazon LLC	200.2 · Citizens Checking Account		-240.00
Bill	1132109424...	09/02/2020		74104D1 · Summer Reading Program	-240.00	240.00
TOTAL					-240.00	240.00
Bill Pmt -Check	DEBIT	09/02/2020	Amazon LLC	200.2 · Citizens Checking Account		-240.00
Bill	1135867896...	09/02/2020		74104D1 · Summer Reading Program	-240.00	240.00
TOTAL					-240.00	240.00
Bill Pmt -Check	DEBIT	09/03/2020	Amazon LLC	200.2 · Citizens Checking Account		-240.00
Bill	1130870006...	09/03/2020		74104D1 · Summer Reading Program	-240.00	240.00
TOTAL					-240.00	240.00
Bill Pmt -Check	DEBIT	09/03/2020	Amazon LLC	200.2 · Citizens Checking Account		-180.00
Bill	1138907491...	09/03/2020		74104D1 · Summer Reading Program	-180.00	180.00
TOTAL					-180.00	180.00
Bill Pmt -Check	DEBIT	09/21/2020	Amazon LLC	200.2 · Citizens Checking Account		-15.99
Bill	1130612145...	09/21/2020		74104B5 · Magazines and Newspapers	-15.99	15.99
TOTAL					-15.99	15.99
Bill Pmt -Check	DEBIT	09/21/2020	Amazon LLC	200.2 · Citizens Checking Account		-21.98
Bill	1139225917...	09/21/2020		74104B5 · Magazines and Newspapers	-21.98	21.98
TOTAL					-21.98	21.98
Bill Pmt -Check	DEBIT	09/23/2020	USPS	200.2 · Citizens Checking Account		-5.82
Bill		09/23/2020		7410.4G · Postage	-5.82	5.82
TOTAL					-5.82	5.82
Bill Pmt -Check	DEBIT	09/25/2020	Price Chopper	200.2 · Citizens Checking Account		-9.99
Bill		09/25/2020		7410.4D · Programs	-9.99	9.99
TOTAL					-9.99	9.99
Bill Pmt -Check	DEBIT	09/25/2020	CVS	200.2 · Citizens Checking Account		-10.99
Bill		09/25/2020		7410.4D · Programs	-10.99	10.99
TOTAL					-10.99	10.99
Bill Pmt -Check	DEBIT	09/29/2020	Amazon LLC	200.2 · Citizens Checking Account		-48.81
Bill	1120916462...	09/25/2020		7410.4D · Programs	-48.81	48.81
TOTAL					-48.81	48.81

5:09 PM
10/05/20

The Castleton Public Library
Check Detail
September 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	09/29/2020	Amazon LLC	200.2 · Citizens Checking Account		-85.75
Bill	1121425788...	09/24/2020		74104B1 · DVDs & Other Materials	-85.75	85.75
TOTAL					-85.75	85.75
Bill Pmt -Check	DEBIT	09/30/2020	Facebook	200.2 · Citizens Checking Account		-15.00
Bill	3452982878...	09/30/2020		7410.4D · Programs	-15.00	15.00
TOTAL					-15.00	15.00
Bill Pmt -Check	2705	09/10/2020	Village of Castlet...	200.2 · Citizens Checking Account		-3,890.04
Bill	84267	09/10/2020		7410.1A · Gross wages - Director	-1,989.08	1,989.08
				7410.1B · Gross wages - Librarian	-746.90	746.90
				7410.1C · Gross wages - Assistant	-884.10	884.10
				9030.8 · Social Security/Medicare	-269.96	269.96
TOTAL					-3,890.04	3,890.04
Bill Pmt -Check	2706	09/09/2020	Village of Castlet...	200.2 · Citizens Checking Account		-129.69
Bill	84268	09/10/2020		9040.8 · Workers Comp	-129.69	129.69
TOTAL					-129.69	129.69
Bill Pmt -Check	2707	09/10/2020	UHLS	200.2 · Citizens Checking Account		-157.50
Bill	20-464	09/03/2020		7410.4A · Staff Development/Edu	-157.50	157.50
TOTAL					-157.50	157.50
Bill Pmt -Check	2708	09/10/2020	Recorded Books,...	200.2 · Citizens Checking Account		-39.99
Bill	76701433	09/03/2020		74104B4 · Audiobooks	-39.99	39.99
TOTAL					-39.99	39.99
Bill Pmt -Check	2709	09/10/2020	OverDrive	200.2 · Citizens Checking Account		-451.65
Bill	MULTIPLE	09/08/2020		74104B2 · Electronic Content	-451.65	451.65
TOTAL					-451.65	451.65
Bill Pmt -Check	2710	09/10/2020	T-Mobile	200.2 · Citizens Checking Account		-119.44
Bill		08/23/2020		7410.4B · Library Materials	-89.58	89.58
				7410.4C · Equipment/Technology	-29.86	29.86
TOTAL					-119.44	119.44
Bill Pmt -Check	2711	09/10/2020	U.S. Bank	200.2 · Citizens Checking Account		-136.40
Bill	422451179	08/26/2020		7410.4C · Equipment/Technology	-136.40	136.40
TOTAL					-136.40	136.40

5:09 PM
10/05/20

The Castleton Public Library
Check Detail
September 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2712	09/22/2020	Consumer Reports	200.2 · Citizens Checking Account		-30.00
Bill		09/22/2020		74104B5 · Magazines and Newspapers	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	2713	09/22/2020	Time Warner Cable	200.2 · Citizens Checking Account		-95.44
Bill	8688574010...	09/22/2020		7410.4H · Telephone/Data Links	-95.44	95.44
TOTAL					-95.44	95.44
Bill Pmt -Check	2714	09/23/2020	Village of Castlet...	200.2 · Citizens Checking Account		-3,679.78
Bill	84272	09/21/2020		7410.1A · Gross wages - Director	-1,989.08	1,989.08
				7410.1B · Gross wages - Librarian	-809.95	809.95
				7410.1C · Gross wages - Assistant	-621.74	621.74
				9030.8 · Social Security/Medicare	-259.01	259.01
TOTAL					-3,679.78	3,679.78
Bill Pmt -Check	2715	09/25/2020	Magicman Entert...	200.2 · Citizens Checking Account		-75.00
Bill		07/08/2020		74104D1 · Summer Reading Program	-75.00	75.00
TOTAL					-75.00	75.00

5:06 PM
10/05/20

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 09/30/2020

	Sep 30, 20
Beginning Balance	136,930.64
Cleared Transactions	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 3 items	14,254.52
Total Cleared Transactions	-745.48
Cleared Balance	136,185.16
Register Balance as of 09/30/2020	136,185.16
Ending Balance	136,185.16

5:06 PM
10/05/20

The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 09/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						136,930.64
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	09/29/2020			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 3 items						
Deposit	09/18/2020			X	14,112.21	14,112.21
Deposit	09/28/2020			X	140.00	14,252.21
Deposit	09/30/2020			X	2.31	14,254.52
Total Deposits and Credits					14,254.52	14,254.52
Total Cleared Transactions					-745.48	-745.48
Cleared Balance					-745.48	136,185.16
Register Balance as of 09/30/2020					-745.48	136,185.16
Ending Balance					-745.48	136,185.16

5:08 PM
10/05/20

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 09/30/2020

	Sep 30, 20
Beginning Balance	35,911.31
Cleared Transactions	
Checks and Payments - 25 items	-10,115.05
Deposits and Credits - 1 item	15,000.00
Total Cleared Transactions	4,884.95
Cleared Balance	<u>40,796.26</u>
Uncleared Transactions	
Checks and Payments - 2 items	-84.40
Total Uncleared Transactions	-84.40
Register Balance as of 09/30/2020	<u>40,711.86</u>
Ending Balance	40,711.86

5:08 PM

10/05/20

The Castleton Public Library

Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 09/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						35,911.31
Cleared Transactions						
Checks and Payments - 25 items						
Bill Pmt -Check	08/24/2020	2700	UHLS	X	-125.52	-125.52
Bill Pmt -Check	08/24/2020	2701	StringSmith	X	-50.00	-175.52
Bill Pmt -Check	08/28/2020	2704	Time Warner Cable	X	-95.27	-270.79
Bill Pmt -Check	09/02/2020	DEBIT	Amazon LLC	X	-240.00	-510.79
Bill Pmt -Check	09/02/2020	DEBIT	Amazon LLC	X	-240.00	-750.79
Bill Pmt -Check	09/03/2020	DEBIT	Amazon LLC	X	-240.00	-990.79
Bill Pmt -Check	09/03/2020	DEBIT	Amazon LLC	X	-180.00	-1,170.79
Bill Pmt -Check	09/09/2020	2706	Village of Castleton-...	X	-129.69	-1,300.48
Bill Pmt -Check	09/10/2020	2705	Village of Castleton-...	X	-3,890.04	-5,190.52
Bill Pmt -Check	09/10/2020	2709	OverDrive	X	-451.65	-5,642.17
Bill Pmt -Check	09/10/2020	2707	UHLS	X	-157.50	-5,799.67
Bill Pmt -Check	09/10/2020	2711	U.S. Bank	X	-136.40	-5,936.07
Bill Pmt -Check	09/10/2020	2710	T-Mobile	X	-119.44	-6,055.51
Bill Pmt -Check	09/10/2020	2708	Recorded Books, LLC	X	-39.99	-6,095.50
Bill Pmt -Check	09/21/2020	DEBIT	Amazon LLC	X	-21.98	-6,117.48
Bill Pmt -Check	09/21/2020	DEBIT	Amazon LLC	X	-15.99	-6,133.47
Bill Pmt -Check	09/22/2020	2713	Time Warner Cable	X	-95.44	-6,228.91
Bill Pmt -Check	09/22/2020	2712	Consumer Reports	X	-30.00	-6,258.91
Bill Pmt -Check	09/23/2020	2714	Village of Castleton-...	X	-3,679.78	-9,938.69
Bill Pmt -Check	09/23/2020	DEBIT	USPS	X	-5.82	-9,944.51
Bill Pmt -Check	09/25/2020	DEBIT	CVS	X	-10.99	-9,955.50
Bill Pmt -Check	09/25/2020	DEBIT	Price Chopper	X	-9.99	-9,965.49
Bill Pmt -Check	09/29/2020	DEBIT	Amazon LLC	X	-85.75	-10,051.24
Bill Pmt -Check	09/29/2020	DEBIT	Amazon LLC	X	-48.81	-10,100.05
Bill Pmt -Check	09/30/2020	DEBIT	Facebook	X	-15.00	-10,115.05
Total Checks and Payments					-10,115.05	-10,115.05
Deposits and Credits - 1 item						
Transfer	09/29/2020			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					4,884.95	4,884.95
Cleared Balance					4,884.95	40,796.26
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	08/28/2020	2703	Joelle Adler		-9.40	-9.40
Bill Pmt -Check	09/25/2020	2715	Magicman Entertain...		-75.00	-84.40
Total Checks and Payments					-84.40	-84.40
Total Uncleared Transactions					-84.40	-84.40
Register Balance as of 09/30/2020					4,800.55	40,711.86
Ending Balance					4,800.55	40,711.86

The Castleton Public Library
Profit & Loss
September 2020

	Sep 20
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	0.00
2082.12 · Lost Books	14.99
2082.13 · Copies, Prints and Faxes	0.00
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	14.99
Total 2082 · Library Charges	14.99
2360 · Intergovernmental Revenues	
2360.2 · Village of Castleton	14,000.00
Total 2360 · Intergovernmental Revenues	14,000.00
2401 · Interest & Earnings	2.31
2705 · Gifts & Donations	237.22
Total Income	14,254.52
Gross Profit	14,254.52
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	3,978.16
7410.1B · Gross wages - Librarian	1,556.85
7410.1C · Gross wages - Assistant	1,505.84
Total 7410.11 · Employee Gross Wages	7,040.85
Total 7410.1 · Personal Services	7,040.85
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B5 · Magazines and Newspapers	67.97
74104B4 · Audiobooks	39.99
74104B2 · Electronic Content	451.65
74104B1 · DVDs & Other Materials	85.75
Total 7410.4B · Library Materials	645.36
7410.4D · Programs	
74104D1 · Summer Reading Program	900.00
7410.4D · Programs - Other	84.79
Total 7410.4D · Programs	984.79
7410.41 · Operations and Administrative	
7410.4A · Staff Development/Edu	157.50
7410.4G · Postage	5.82
7410.4H · Telephone/Data Links	95.44
Total 7410.41 · Operations and Administrative	258.76
Total 7410.4 · Contractual Expenses	1,888.91
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	528.97
9040.8 · Workers Comp	129.69
Total 9000 · Employee - Benefits	658.66
Total Expense	9,588.42
Net Ordinary Income	4,666.10
Net Income	4,666.10

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through September 2020

	Jan - Sep 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	1.90	0.00	1.90	100.0%
2082.12 · Lost Books	94.02	0.00	94.02	100.0%
2082.13 · Copies, Prints and Faxes	134.40	725.00	-590.60	18.5%
2082.14 · Register Overage/Shortage	-0.10	0.00	-0.10	100.0%
Total 2082.1 · Library Fines & Fees	230.22	725.00	-494.78	31.8%
Total 2082 · Library Charges	230.22	725.00	-494.78	31.8%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	0.00	100.0%
2360.2 · Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	164,111.00	164,111.00	0.00	100.0%
2401 · Interest & Earnings	24.51	24.00	0.51	102.1%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,362.41	5,000.00	1,362.41	127.2%
Total 2705 · Gifts & Donations	7,362.41	6,000.00	1,362.41	122.7%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	2,149.00	-2,149.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,417.00	-1,417.00	0.0%
2760.9 · Grants - Other	1,100.00	1,000.00	100.00	110.0%
Total 2760 · Library System Grants	1,100.00	4,566.00	-3,466.00	24.1%
599 · Appropriated Fund Balance	0.00	3,222.00	-3,222.00	0.0%
Total Income	172,828.14	178,648.00	-5,819.86	96.7%
Gross Profit	172,828.14	178,648.00	-5,819.86	96.7%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	37,709.41	51,716.00	-14,006.59	72.9%
7410.1B · Gross wages - Librarian	14,427.13	20,176.00	-5,748.87	71.5%
7410.1C · Gross wages - Assistant	20,702.81	38,800.00	-18,097.19	53.4%
Total 7410.11 · Employee Gross Wages	72,839.35	110,692.00	-37,852.65	65.8%
Total 7410.1 · Personal Services	72,839.35	110,692.00	-37,852.65	65.8%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	4,446.00	-4,446.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	4,446.00	-4,446.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	825.00	1,800.00	-975.00	45.8%
74104B5 · Magazines and Newspapers	407.16	960.00	-552.84	42.4%
74104B4 · Audiobooks	239.98	540.00	-300.02	44.4%
74104B3 · Print Materials	5,194.83	7,500.00	-2,305.17	69.3%
74104B2 · Electronic Content	5,788.36	3,855.00	1,933.36	150.2%
74104B1 · DVDs & Other Materials	1,032.92	2,091.00	-1,058.08	49.4%
7410.4B · Library Materials - Other	690.14	1,270.00	-579.86	54.3%
Total 7410.4B · Library Materials	14,178.39	18,016.00	-3,837.61	78.7%
7410.4C · Equipment/Technology	1,804.56	3,050.00	-1,245.44	59.2%
7410.4D · Programs				
74104D1 · Summer Reading Program	2,684.19	3,500.00	-815.81	76.7%

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through September 2020

	Jan - Sep 20	Budget	\$ Over Budget	% of Budget
7410.4D · Programs - Other	1,056.02	2,500.00	-1,443.98	42.2%
Total 7410.4D · Programs	3,740.21	6,000.00	-2,259.79	62.3%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	387.45	800.00	-412.55	48.4%
7410.4E · Automated Services	2,794.56	3,726.00	-931.44	75.0%
7410.4G · Postage	24.05	300.00	-275.95	8.0%
7410.4H · Telephone/Data Links	842.19	1,400.00	-557.81	60.2%
7410.4I · Insurance	2,347.41	2,530.00	-182.59	92.8%
7410.4F · Office and Library Supplies	856.03	1,300.00	-443.97	65.8%
7410.4J · Professional Services	300.00	850.00	-550.00	35.3%
Total 7410.41 · Operations and Administrati...	7,551.69	10,906.00	-3,354.31	69.2%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	1,000.00	-1,000.00	0.0%
7410.4K · Miscellaneous - Other	10.00	25.00	-15.00	40.0%
Total 7410.4K · Miscellaneous	10.00	1,025.00	-1,015.00	1.0%
Total 7410.4 · Contractual Expenses	27,284.85	38,997.00	-11,712.15	70.0%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	5,500.00	-5,500.00	0.0%
9030.8 · Social Security/Medicare	5,465.42	8,413.00	-2,947.58	65.0%
9040.8 · Workers Comp	344.41	880.00	-535.59	39.1%
9055.8 · Disability	241.50	535.00	-293.50	45.1%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	4,337.92	7,683.00	-3,345.08	56.5%
Total 9060.8 · Health Insurance	4,337.92	9,183.00	-4,845.08	47.2%
Total 9000 · Employee - Benefits	10,389.25	24,511.00	-14,121.75	42.4%
Total Expense	110,513.45	178,646.00	-68,132.55	61.9%
Net Ordinary Income	62,314.69	2.00	62,312.69	3,115,734.5%
Net Income	62,314.69	2.00	62,312.69	3,115,734.5%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through September 2020

	Jan - Sep 20	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	1.90	106.24	-104.34	1.8%
2082.12 · Lost Books	94.02	187.88	-93.86	50.0%
2082.13 · Copies, Prints and Faxes	134.40	615.60	-481.20	21.8%
2082.14 · Register Overage/Shortage	-0.10	-0.55	0.45	18.2%
Total 2082.1 · Library Fines & Fees	230.22	909.17	-678.95	25.3%
Total 2082 · Library Charges	230.22	909.17	-678.95	25.3%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	130,410.00	16,376.00	112.6%
2360.2 · Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	164,111.00	147,735.00	16,376.00	111.1%
2401 · Interest & Earnings	24.51	23.31	1.20	105.1%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,362.41	5,877.05	485.36	108.3%
Total 2705 · Gifts & Donations	7,362.41	6,877.05	485.36	107.1%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	19,332.00	-19,332.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,277.00	-1,277.00	0.0%
2760.9 · Grants - Other	1,100.00	4,200.00	-3,100.00	26.2%
Total 2760 · Library System Grants	1,100.00	24,809.00	-23,709.00	4.4%
Total Income	172,828.14	180,353.53	-7,525.39	95.8%
Gross Profit	172,828.14	180,353.53	-7,525.39	95.8%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	37,709.41	33,523.54	4,185.87	112.5%
7410.1B · Gross wages - Librarian	14,427.13	13,108.69	1,318.44	110.1%
7410.1C · Gross wages - Assistant	20,702.81	24,235.34	-3,532.53	85.4%
Total 7410.11 · Employee Gross Wages	72,839.35	70,867.57	1,971.78	102.8%
Total 7410.1 · Personal Services	72,839.35	70,867.57	1,971.78	102.8%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	37,466.15	-37,466.15	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	37,466.15	-37,466.15	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	825.00	1,575.00	-750.00	52.4%
74104B5 · Magazines and Newspapers	407.16	758.36	-351.20	53.7%
74104B4 · Audiobooks	239.98	409.96	-169.98	58.5%
74104B3 · Print Materials	5,194.83	6,319.68	-1,124.85	82.2%
74104B2 · Electronic Content	5,788.36	2,383.22	3,405.14	242.9%
74104B1 · DVDs & Other Materials	1,032.92	1,516.25	-483.33	68.1%
7410.4B · Library Materials - Other	690.14	128.52	561.62	537.0%
Total 7410.4B · Library Materials	14,178.39	13,090.99	1,087.40	108.3%
7410.4C · Equipment/Technology	1,804.56	1,526.03	278.53	118.3%
7410.4D · Programs				
74104D1 · Summer Reading Program	2,684.19	3,572.21	-888.02	75.1%
7410.4D · Programs - Other	1,056.02	758.57	297.45	139.2%
Total 7410.4D · Programs	3,740.21	4,330.78	-590.57	86.4%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	387.45	630.59	-243.14	61.4%
7410.4E · Automated Services	2,794.56	2,739.75	54.81	102.0%
7410.4G · Postage	24.05	177.65	-153.60	13.5%
7410.4H · Telephone/Data Links	842.19	821.30	20.89	102.5%
7410.4I · Insurance	2,347.41	2,321.05	26.36	101.1%
7410.4F · Office and Library Supplies	856.03	799.71	56.32	107.0%
7410.4J · Professional Services	300.00	420.00	-120.00	71.4%
Total 7410.41 · Operations and Administrative	7,551.69	7,910.05	-358.36	95.5%
7410.4K · Miscellaneous	10.00	74.07	-64.07	13.5%
Total 7410.4 · Contractual Expenses	27,284.85	26,931.92	352.93	101.3%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	5,465.42	5,335.14	130.28	102.4%
9040.8 · Workers Comp	344.41	574.47	-230.06	60.0%
9055.8 · Disability	241.50	431.25	-189.75	56.0%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through September 2020

	Jan - Sep 20	Forecast	\$ Over Forecast	% of Forecast
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	366.07	-366.07	0.0%
9060.8 · Health Insurance - Other	4,337.92	4,511.88	-173.96	96.1%
Total 9060.8 · Health Insurance	4,337.92	4,877.95	-540.03	88.9%
Total 9000 · Employee - Benefits	10,389.25	11,218.81	-829.56	92.6%
Total Expense	110,513.45	146,484.45	-35,971.00	75.4%
Net Ordinary Income	62,314.69	33,869.08	28,445.61	184.0%
Net Income	62,314.69	33,869.08	28,445.61	184.0%

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Accrual Basis

The Castleton Public Library

Balance Sheet

As of September 30, 2020

	Sep 30, 20
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	136,185.16
200.2 · Citizens Checking Account	40,711.86
200.9 · Petty Cash	50.00
Total Checking/Savings	176,947.02
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	180,447.02
TOTAL ASSETS	180,447.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	113,059.35
Net Income	62,314.69
Total Equity	180,447.04
TOTAL LIABILITIES & EQUITY	180,447.02

Director's Report – September

September 2020 – Usage Statistics in Comparison

	September 2020	September 2019	Percent Change
Circulation			
Circulation of materials at CPL	1,567	2,146	-27%
Items loaned to other libraries	566	472	+19.9%
Items borrowed from other libraries	807	936	-13.8%
eContent circulation	777*	437	+77.8%
Programming			
Number of programs offered	16	37	-56.8%
Program attendance – in-person	37	566	-93.5%
Program attendance – live virtual	1	N/A	N/A
Program attendance – prerecorded virtual	140**	N/A	N/A
Public Computer Use			
Public Computer Sessions	0	70	-100%
WiFi Use (daily unique users)(2.4 GB)	332	296	+12.2%
WiFi Hotspot Use	36.52 GB	N/A	N/A
Marketing Reach			
Website visits	1,335	1,091	+22.4%
Website unique visitors	623	600	+3.8%
Email newsletter list size	1,412	1,345	+5.0%
Facebook page likes	832	733	+13.5%
Facebook total reach	5,810	12,584	-53.8%
* = Includes OverDrive and Hoopla checkouts. ** = Attendance for prerecorded virtual programs is measured by total views through 9/30. If for a kit activity, the number of kits taken will be used for attendance number if higher than view count.			

eContent Usage – Month-to-Month Comparison

	September 2020	August 2020	Percent Change
OverDrive – Items checked out by CPL patrons	738	764	-3.4%
OverDrive – Unique CPL users with checkouts	103	106	-2.8%
OverDrive – New CPL users	2	5	-60%
Hoopla – Items checked out by CPL patrons	39	23	+69.6%
Hoopla – New CPL users	4	3	+33.3%

Programs – September

9/1/2020	Summer Reading Finale Video	30
9/2/2020	Virtual Storytime	5
9/4/2020	Cool Science: Slime	36
9/4/2020	Take & Make Crafts: Fun Fall Crafts	39
9/5/2020	Storytime with a Special Visitor: Cherrybrook Café	5
9/9/2020	Virtual Storytime	12
9/9/2020	Computer Help	1
9/11/2020	Castle Hill Bookmobile	8
9/14/2020	Virtual Book Club	0
9/16/2020	Virtual Storytime	2
9/16/2020	TED Talk Discussion Series	1
9/17/2020	Teen Time: Outdoor Book Bingo	0
9/19/2020	Drug Takeback Day	28
9/22/2020	Kids Cook: Donut Apples	4
9/23/2020	Virtual Storytime	5
9/30/2020	Virtual Storytime	2
	Month Total	178

Youth Services Librarian – Meetings, Outreach, and Continuing Education (September)

- September 2 – Webinar: “When ‘Learning’ Becomes ‘School’: Supporting Parents Educating Young Children at Home” (Part 1 of 3)
- September 9 – Webinar: “When ‘Learning’ Becomes ‘School’: Supporting Parents Educating Young Children at Home” (Part 2 of 3)
- September 14 – Meeting with Director (online meeting)
- September 23 – Webinar: “Graphic Novels: Reading With Pictures”
- September 26 – Webinar: “Helping Students Succeed During COVID-19”

Director – Meetings, Outreach, and Continuing Education (September)

- September 2 – Webinar: “When ‘Learning’ Becomes ‘School’: Supporting Parents Educating Young Children at Home” (Part 1 of 3)
- September 8 – Community Outreach & Visibility Committee meeting (online meeting)
- September 9 – Webinar: “When ‘Learning’ Becomes ‘School’: Supporting Parents Educating Young Children at Home” (Part 2 of 3)
- September 9 – Interview for Library Aide position (via Zoom)
- September 10 – Meeting with directors of East Greenbush Community Library & Nassau Free Library re: presentation to Schodack Town Board (online meeting)
- September 10 – Presentation to Schodack Town Board re: 2021 funding (online meeting)
- September 11 – Interviews for Library Aide position (via Zoom)
- September 11 – Outreach – Contactless Bookmobile at Castle Hill
- September 14 – Meeting with Youth Services Librarian (online meeting)
- September 14 – Webinar: “Stress Management & Self Care in a Pandemic”
- September 14 – Village Board meeting (online meeting)
- September 16 – Interview for Library Aide position (via Zoom)
- September 17 – Interview for Library Aide position (via Zoom)
- September 18 – Directors Association – weekly meeting (online meeting)
- September 22 – Library interior photo shoot with Laurie Knaack
- September 25 – Directors Association – weekly meeting (online meeting)
- September 28 – Village Board meeting (online meeting)
- September 30 – Webinar: “Reopening Archives, Libraries, and Museums during COVID: Scientific Research and Risk Management”