Agenda
December Board Meeting
12/16/2021

1. Call to order
2. Adoption/review of the agenda
3. Approval of November’s Meeting Minutes
4. Public Comment Period/Public Correspondence
5. Approval of monthly vouchers
6. Review of annual YTD budget
7. Director’s Report
8. Committee Reports
   a. Policy Committee - 5 policies for vote
9. Old Business
10. New Business
    a. Conflict of interest
11. Dates of Future Board Meeting
    a. January – 1/27/2021
    b. February – 2/17/2021
12. Adjournment
Present: David Neilsen, Chairperson; Michele R Gonzalez, Vice-Chair; Edward Berry, Treasurer; Mary Drake, Trustee; Tina Valenti, Trustee; Rachelle Gebler, Sleepy Hollow Trustee Liaison; Jessica Pacciotti, Library Director; Regina Butcher, Staff Assistant. Absent – Dean Gallea (excused), Barry Johnson (excused). Member of the public: 1

Chairperson David Neilsen called the meeting to order at 6:33pm. The agenda was accepted with the removal of the ‘Conflict of Interest’ statement.

The minutes of the October board meeting were reviewed, and changes were made regarding the spelling of some names. Edward Berry made a motion to accept the minutes with the changes. The motion was seconded by Tina Valenti. The motion passed unanimously.

There were no public comments.

Discussion ensued regarding the trustee training from earlier in the week. One point of interest was the subject of personal trustee email accounts being used for library business being subject to FOIL or discovery in the case of a lawsuit. The board requested their own library accounts to use for library business.

The monthly vouchers were reviewed by the board, Edward Berry made the motion to approve all the vouchers. The motion was seconded by David Neilsen. The motion passed unanimously.

Director Pacciotti presented the Director’s Report. Several topics were discussed at length, including the plan for developing a Long Range Plan, and the concept of libraries going fine free. The subject of going fine free was tabled for further discussion at a later meeting.

The board reviewed the five policies that had been reviewed by the Policy Committee earlier in the month. After several edits, David Neilsen made the motion to accept the five policies as edited. Edward Berry seconded the motion. The motion passed unanimously.

Director Pacciotti discussed with the board the wages of the part time staff. Many of the staff who work part time have not received a raise in several years. Discussion of the rages of salaries for part time staff ensued. David Neilsen made a motion to increase the wages of part time staff by .50 or 5%, whichever is greater. Mary Drake seconded the motion. The motion passed unanimously.
Discussion ensued regarding the signatories for bank accounts. It was determined that the following should be signatories on library bank accounts: David Neilsen, Edward Berry, Barry Johnson, Michele R Gonzalez and Regina Butcher.

Director Pacciotti presented the idea of hiring a company to perform a compliance audit. The range of prices would require budgeting. Edward Berry suggested this should be tabled until the new budget year to allow for financing.

The December Board meeting is set for 12/16/2021, and the January Board meeting is set for 1/27/2021.

The meeting was adjourned at 7:53pm.

Respectfully submitted,
Jessica Pacciotti
Director
Director’s Report 12/16/2021

Staffing
Part-time Librarian I Francisco Miranda has accepted the full time Librarian I Spanish Speaking in the reference department. He will start in this position on 12/27. The Librarian II list was received from civil service, and current full time Librarian I Cassandra Troini was offered a promotion to Librarian II to be the head of the reference department. With the promotions and resignations, we are still short one Librarian I for the reference department.

Work is nearly complete regarding the reviews of the internal job descriptions. The goal is to have all staff sign off on the new descriptions so that all staff know what is expected of their position, and there is no confusion between staff who were hired under different directors or who might not have been on-boarded with a copy of their internal job description. The job descriptions will be used in the staff’s annual reviews, and in cases where dereliction of duty is warned against or used as reason for termination.

Long Range Plan
Work continues on developing a list of community members to attend a focus group on the future plans for the library. The board is encouraged to submit any names to the library director with contact information. Staff have also been informed to consider names of people who may be useful in the focus group.

Hours
With the increased staffing in the reference department the library can go back to its pre-COVID hours. At the September board meeting the board determined to open 10-6 Monday – Wednesday, 10-9 Thursday, 10-5 Friday, and 10-5 Saturday. This is a total of 49 hours, and it has been suggested that it may make more sense to just go back to the pre-COVID hours, 1-9 Monday and Thursday, 10-6 Tuesday and Wednesday, 10-5 Friday and Saturday, 1-5 Sunday for a total of 50 hours a week. It should be noted that the 10-1 hours have been very successful on Mondays and Thursdays. Director Pacciotti is working on mapping out the statistics from 2019 to see what days are most popular and have the most foot traffic. Public opinion should probably be solicited in order to prevent multiple hour changes and avoid confusion.
Confidentiality of Patron Records Policy

The Warner Library supports and complies with New York State Law (New York State Civil Practice Law & Rules 4508, Chapter 112, Laws of 1988) with respect to the confidentiality of library records. All library records relating to an individual patron’s use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order, or otherwise required by law. Such disclosure may be made only by the library director in consultation with legal counsel. In certain cases the card holder may give permissions for their records to be accessed by another member of their family, such as a spouse or parent. Such permissions will be recorded on the patron’s online record. Patrons can add these permissions into their online account online themselves or in person at the library.

Parents and guardians of minor children should be aware that minors are covered equally under this law. Parents and guardians are not permitted access to their child’s records without the child’s permission. If a parent or guardian does not want their child’s records to remain private it is recommended that the parent check out children’s items on their own card.

New York State Civil Practice Law & Rules 4508, Chapter 112, Laws of 1988
Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records relating to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.
Conflict of Interest Statement

The Warner Library Board of Trustees resolves that its members must scrupulously avoid any conflict of interest between the interests of the Warner Library ("the Library") and personal, professional and business interests. No member of the Board of Trustees, executive officers, nor any member of their immediate families shall personally benefit financially from any transaction made by or on behalf of the Library.

Agreement
As a Trustee/Executive Officer of the Warner Library I understand that the purpose of this policy is to protect the integrity of the Library’s decision-making process, so that our constituents have confidence in our decisions. In the course of meetings or activities, I agree that I will disclose any interest in a transaction or decision, where I (including my business or other non-profit affiliation), my family and/or my significant other, employer or close associate will receive a benefit or gain. After disclosure, I understand that I may be asked to leave the room for the discussion and, if in the case of Trustees, will not be permitted to vote on the question. I understand that this policy is meant to be a supplement to good judgment and I will respect its spirit as well as its wording.

Signature: ________________________________

Name: ________________________________

Date ________________________________
Inclement Weather & Closing Policy

The Warner Library is dedicated to the safety of staff and our community. To that end, in the eventuality where the weather causes travel to the library to be unsafe, or for being in the library to be unsafe, the library will close. The library director will determine when these conditions are met. In the case where the library director is out of contact, the director shall set another staff person to be in charge of making the determination.

In the event of a library closing, the library staff shall be informed as early as possible. Staff will be informed over phone, by voice or text, of a library closing. Staff shall be paid as described in the Library Staff Policy in the event of a closing.

The library shall advertise any such closings on the library website, and through any appropriate news source.

Closings based on reasons other than weather will be determined by the library director as well. For extended closings, such as over one week, the library board will be in charge of determining to close and to when to reopen.
Reference Department Policy

The primary objective of the reference department is to assist the library’s users in locating and using information resources. Specific objectives include:

- Answering questions by providing directions or information from library resources
- Suggesting information sources and approaches, including referrals to resources outside the library
- Assisting with the uses of library resources
- Providing instruction in the use of the library and of library resources
- Building and maintaining a collection of library materials and arranging it for effective use.

The questions and information needs of users are treated confidentially. The resources used by library patrons and the transactions between users and reference staff members will not be discussed or disclosed except within a professional context.

While the library is primarily a resource for the Villages of Tarrytown and Sleepy Hollow, as a member of the Westchester Library System, the library and its services are available to the general public. The reference librarians are available to provide accurate, efficient and courteous assistance to all library users without showing favoritism to any one user.

Generally, users asking ready reference questions will have the information provided for them, while users with more difficult and involved questions will be directed to resources that are appropriate to their search.

Reference services can cover but are not limited to the following types of reference service, reference questions, directional questions, study/research reference service, instructional materials, interlibrary loan, hold requests, as well as library instruction.

Reference services should be recorded in the reference statistics sheet available at the reference desk. This information will be recorded without patron identify information, and will be used to provide statistics for the library, especially in regard to the annual state report.
Digital Video Surveillance

The Warner Library employs video security cameras to ensure the physical security of the Library facility, staff and patrons. Signs are posted informing the public that security cameras are in use.

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital video images at the Warner Library.

Reasonable efforts are made to safeguard the privacy of library patrons and employees. The video security cameras are positioned to record only those areas specified by the Director, and will complement other measures to maintain a safe and secure environment in compliance with Library policies. Camera locations shall not be changed or added without permission of the Director.

Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person’s reading, viewing or listening activities in the library.

Recorded digital video images may contain personally identifiable information about an individual who has used any library service or borrowed any library materials (“patron information”), and will be accorded the same level of confidentiality and protection provided to library users by the Warner Library’s Confidentiality of Patron Records Policy.

Typically, images will not be monitored in real time unless specifically authorized by the Library Director or the Librarian in Charge.

Occasional spot checks of the recorded data will be made by an employee appointed by the Library Director to assure proper operation of the system and to review access procedures. The frequency of viewing and the amount of video reviewed at one time will be limited to the minimum needed to give assurance that the system is working and to verify compliance of access policies.

Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, potential criminal activity, or actions considered disruptive to normal library operations.
Video records and still records may be shared with authorized library employees when appropriate or, upon approval by the Director, other library staff to identify those suspended from library property and to maintain a safe, secure and policy-compliant environment.

Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

Library staff and volunteers are required to refer any law enforcement request for security camera footage or still photographs to the Library Director, or, in his or her absence, the Librarian in Charge.

In the event of a search warrant, which is executable immediately, the library will comply with the search warrant and consult with legal counsel.

Confidentiality/privacy issues prohibit the general public from viewing security camera footage. If a member of the general public wishes to obtain a copy of video footage they should make the request to the Library Director, or, in his or her absence, the Librarian in Charge. In the case of the general public looking for information regarding a crime or accident, they should request the information first from the Police Department.

The Library avoids creating unnecessary records, retaining records not needed for the fulfillment of the mission of the Library, as well as practices that could place personally identifiable information on public view.
Present: David Neilsen, Chairperson; Michele R Gonzalez Vice-Chair; Edward Berry, Treasurer; Mary Drake, Trustee; Dean Gallea, Trustee; Barry Johnson, Trustee; Jessica Pacciotti, Director; Regina Butcher, Staff Assistant; Paul Rinaldi, Tarrytown Board Liaison. Absent – Tina Valenti (excused). Member of the public: 1

Chairperson David Neilsen called the meeting to order at 6:33pm. The agenda was reviewed and there were no conflicts of interest.

The Public Comment period was opened and Jon Marshall spoke to the board on the topic of Trustee Education in reference to law S4435 which was just passed by the New York senate.

The minutes of the Board’s September 16th meeting were reviewed. Edward Berry made a motion to approve, seconded by Dean Gallea, the motion passed unanimously.

Director Pacciotti presented her report. The report is on file at the library. Director Pacciotti also spoke briefly about the relationship between the Warner Library and the two Villages it serves. It is her recommendation that the Library Board look into developing a Memorandum of Understanding between the Warner Library and the Village of Tarrytown.

The bills were reviewed by the board. Edward Berry made a motion to approve the bills as submitted, the motion was seconded by Michele R Gonzalez. The motion passed unanimously.

Six polices were presented for board approval. The six polices were authored by Director Pacciotti, and reviewed at a Policy Committee meeting on 10/7. David Neilsen made the motion to approve the Board Fund Policy, the Code of Conduct Policy, the Financial Control Policy, the Investment Policy, and the Travel & Conference Policy. The motion was seconded by Mary Drake, the motion passed unanimously. Further discussion ensued about the new By-Laws. After substantive discussion David Neilsen made a motion to approve the By-Laws, and the motion was seconded by Dean Gallea.
The motion passed unanimously. Director Pacciotti will add approval dates and page numbers to all policies and post them appropriately.

The annual appeal letter was presented to the board. Several edits were made, mostly to do with proper grammar, and to provide for clarity on the kinds of donations that the library accepts. David Neilsen made a motion to accept the letter as an official communication from the board, and Michele R Gonzalez seconded. The motion passed unanimously.

Michele R Gonzalez made the motion to adjourn the meeting at 7:26, the motion was seconded by Edward Berry. The motion passed unanimously. The meeting adjourned at 7:26.

Respectfully submitted,
Jessica Pacciotti
Library Director