

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF ONLINE MEETING

BOARD OF TRUSTEES

Wednesday, October 28, 2020

Meeting Will Run From 7:00 p.m. until 8:30 p.m.

GoToMeeting: <https://global.gotomeeting.com/join/460569893>

Phone Number and Access Code: 1 866 899 4679 / 460-569-893

Trustees Reviewing Warrants (pre-arranged):

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: None
 - IV. Minutes of Previous Meeting(s)
 - A. September 23, 2020, 2020, (*T. Lawrence; #102820 – 1*)
 - V. Financial Report(s)
 - A. September 2020 (*B. Lynch; #102820 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #102820 – 2.1; to be emailed prior to the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #102820 – 3*)
 - B. President's Report (*D. Blazek*)
 - C. Board Committee Reports (*Committee Chairs*)
 - D. Friends of PPLD (*L. Murphy*)
 - VII. Board Action
 - A. Personnel Actions (*T. Lawrence, #102820 – 4*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of 2021 Operational Schedule (*T. Lawrence; #102820 – 5*)
 2. Approval of Revised Policy: Library Card Terms and Conditions (*M. Fitzgibbons; #102820 – 6*)
 3. Authorization to Sign: Parking Lot Agreement with the City of Poughkeepsie (*T. Lawrence; #102820 – 7*)
 4. Approval of Revised Patron Code of Conduct (*M. Fitzgibbons; #102820 – 8*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING(S)

Regular Monthly Meeting: Wednesday, November 18, 2020; 7:00 p.m.

Location and Format To Be Determined and as allowed by New York State Law

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of September 23, 2020

Trustees Present

- Dianne Blazek
- Amy Bombardieri
- Paul Bucher, Jr.
- Sean Eagleton
- Patricia Ferrer-Medina
- Moira Fitzgibbons
- Edna Lyons
- Mary Moore
- Patricia Ryan
- Cathy Schmitz
- Laurel Spuhler

Staff Present

- Bonny Algozzine, Secretary to the Director
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
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Other Guest(s)**FPPLD Representatives Present**

- Liz Murphy, President

I. Call to Order, Roll Call, Additions to the Agenda

- **Call to Order:** At 7:03 p.m., President Blazek called the meeting to order.
- **Roll Call:** Ten (10) Trustees were present at time of roll call.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Ryan, Moore.
- **VOTE:** 10 – 0 – 0

II. Public Comment on Agenda Items: No public present.**III. Board Education:** None**IV. Approval of Previous Record/Meeting(s)****A. August 26, 2020 (PPLD Documents #092320 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of August 22, 2020.
- **Moved/Seconded:** Lyons, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

V. Approval of Financial Actions**A. August 2020 Financial Activity Report (PPLD Document #092320 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of August 2020 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Bombardieri.
- **Discussion:** Some discussion ensued.
- **VOTE:** 10 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #092320 – 2.1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants for immediate payment and transfers:

Vouchers 58023 to 58312 in Warrant 20200924 totaling \$130,395.80

And, further, that the following warrants have been paid and inspected after the fact, in compliance with established policy of the Board of Trustees:

Vouchers 58018 to 58075 in Warrant 20200915 totaling \$90,794.30

- **Moved/Seconded:** Schmitz, Ryan.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0
- **Next Month's Warrant Review:**

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #092320 – 3)

- Lawrence reported on backpack kits, COVID challenges, Patron Code of Conduct, hotspots, Rover, progress on Boardman and Adriance building projects. Lawrence requested permission to modify the operations schedule for 2020 to close on Saturday, December 26 & Sunday, December 27. The Board unanimously approved this plan.

B. President's Report: None.

C. Board Committee Reports:

1. **Personnel Committee:** Chairperson Moore reported on committee discussions a change to the form for the upcoming annual evaluation of the Executive Director.

D. Friends of PPLD: President Murphy reported that 60,000 books have been sold, plan for the Holiday sale are progressing, their issues with volunteers and donations and plans for the Annual Meeting on Dec. 2.

VII. Board Action

A. Personnel Actions: None.

B. Unfinished/Old Business: None.

C. New Business:

1. Approval of Policy Revision: Records Retention (PPLD Document #092320 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the revision to PPLD Policy #3105 – Information Management, attached hereto (PPLD Document #092320 – 5A).
- **Moved/Seconded:** Spuhler, Bombardieri.
- **Discussion:** Lawrence explained the change to the policy. Some discussion ensued.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

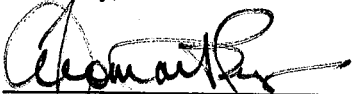
B. Public Comment: None.

Adjournment

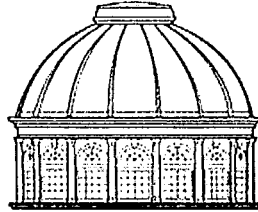
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Moore, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 - 0 - 0
- **Time of Adjournment:** 7:44 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, September 23, 2020, 7 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,



Thomas A. Lawrence, Clerk to the Board of Trustees
Poughkeepsie Public Library District



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of September 2020 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of September 2020 Financial Activity.

Motion	Moved	_____
	Seconded	_____

Result of Action	In Favor	_____
	Against	_____
	Abstaining	_____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Typical Balance Sheet Term Explanations

ASSETS

A	12010	General Fund Operating: General Fund checking account
A	12020	General Fund Payroll: General Fund Payroll account
A	12023	General Fund Money Market: Where we keep all our general fund money (unless it is in a CD to earn more interest)
A	12040	Credit Card Transactions: Where our credit card activity is recorded
A	12051	Flex 125 Money Market: Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
A	12100	Petty Cash: \$450 at Adriance and \$200 at Boardman Road on hand for small out of pocket expenses; these are tracked in MUNIS; also, \$200 on hand at Adriance for making change for the registers
A	12101	Cash in Machines: Money in the SAM kiosks. It also includes the balances in the registers
A	13800	Accounts Receivable: This is entered at year end if revenue we didn't receive is still expected to be received
A	13910	Due From Other Funds: Money due from one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.

LIABILITIES

A.	26000	Accounts Payable: Outstanding obligation for goods received
A	26012	Payroll Liabilities: Entered at year end for salaries earned in this year to be paid next year
A	26020	Flex125 Exchange: Contributions and payments for Flexible Spending Accounts flow through this account
A	26021	Benefits Exchange: Where we book money paid by employees for benefits they pay for
A	26030	General Fund Exchange: Money received that is not ours to be paid out (i.e. retirement overpayments, other library payments received by our library over \$25)
A	26300	Due To Other Funds: Money owed to one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.
A	26370	State Retirement Accrual: The NYS Employee Retirement System (NYSERS) payment due in February that is accrued so far this fiscal year
A	26510	Accrued Interest Payable: Entered at year end. The interest owed on debt service accrued last year that will be paid in June of this year

FUND BALANCE

A	35100	Budgeted Revenues: The budgeted amount of revenues expected to be received for the year. The figure comes from the approved budget or approved budget modifications during the year
A	35210	Encumbrances (+PYCF*): Total of all open purchase orders from this year as well as all encumbered salaries and open purchase orders from last year that we carried forward
A	35220	Expenditures (+PYCF*): What we have spent so far this year – it includes things from prior year that were carried forward and paid this year
A	38210	Encumbrance Reserve (+PYCF*): Part of the budgeted money to be spent that is already committed to be spent
A	38670	Compensated Absences Reserve: Where we book the activity incurred when paying departing employees for earned absences
A	39090	Unreserved Fund Balance: Money that has no claim to it or otherwise reserved for a designated purpose
A	39110	Fund Balance (Start of Year: This figure does not change until the prior year is closed. It is the amount of our fund balance at the close of the prior year
A	39600	Appropriations Budget (+ PYCF*): This year's budget to spend plus prior year rollover.
A	39800	Revenues Received: The actual revenue received to date

*PYCF – Prior Year Carry Forward

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of September
2020 Financial Activity
Report Narrative

General Fund (Fund A; \$3,058,719)

- Receipts for the month totaled \$13,721 which included \$334 in interest, \$2,868 in library charges and \$3,150 in E-rate income.
- Disbursements for the month totaled \$590,394 which included \$426,257 in salary and benefit expenses.
- The budget amendment to reflect the reduction in state aid as approved by the Board (PPLD Document #082620-6) has been done.

Special Revenue Fund (Fund CM; \$655,428)

- Receipts for the month totaled included minor monthly interest as well as the market change and interest in the Wojtecki account.
 - Sub fund totals are:

• Norman and Jeannie Greenc Fund	\$305,479
• Marcotte Memorial Fund	18,260
• Schlobach Fund	50,000

Capital Fund (Fund H; \$39,524)

- Receipts for the month included minimal interest.
- There were no disbursements in the month of August
- Sub fund totals are:

• Designated Gifts and Grants (DGG Fund):	\$607
• Cash from Obligations – BOND Proceeds:	492

Permanent Funds (Fund PN; \$495,387)

- The PN Fund represents the permanent funds (endowment funds) managed by the Library District. Interest yields, which represent the expendable portion of the endowment, are booked in the CM (Special Revenue) Fund, but appear as due to other funds till transferred. Amounts on balance sheet may differ because of interest that is not yet transferred.
- Current sub fund principal balances are:

• Slonaker Trust:	\$2,775
• Levinsohn Trust:	1,000
• Wojtecki Trust:	368,461
• Schwartz Fund	10,965
• Lamont Fund	50,000
• Dobo Fund	37,048

Debt Service Fund (Fund V; \$1,258,919)

- Receipts for the month included interest of \$204.
- There were no disbursements for the month of September.

Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE (YTD)

EXPENSE REPORT SEPTEMBER 2020

FOR 2020 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,000,710	3,988,870	2,772,923.06	299,260.59	1,060,254.47	155,692.47	96.1%
22 EQUIP & CAPITAL OUTL	91,500	92,607	72,829.15	2,152.17	10,161.64	9,616.21	89.6%
30 MATERIALS	555,739	472,209	286,673.13	39,753.78	43,303.04	142,232.83	69.9%
32 INFORMATION SVC	78,574	51,296	27,195.63	1,271.58	21,148.98	2,951.39	94.2%
50 OPERATIONS	1,165,462	1,180,421	693,521.72	82,733.29	259,668.43	227,230.85	80.8%
51 AUTOMATION	103,593	104,008	55,400.70	8,226.14	47,960.14	647.16	99.4%
91 EMPLOYEE BENEFITS	1,871,751	1,790,929	1,387,203.25	156,996.48	183,389.74	220,336.01	87.7%
92 DEBT SER	1,304,422	1,304,422	372,524.99	.00	.00	931,897.01	28.6%
GRAND TOTAL	9,171,751	8,984,762	5,668,271.63	590,394.03	1,625,886.44	1,690,603.93	81.2%

** END OF REPORT - Generated by Barbara Lynch **

Poughkeepsie Public Library District



GENERAL FUND YEAR TO DATE (YTD)

REVENUE REPORT SEPTEMBER 2020

FOR 2020 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	6,373,521	6,373,521	6,373,521.00	.00		
41003 REAL PROPERTY TAX DEBT SERVIC	1,304,422	1,269,874	1,269,874.00	.00	.00	100.0%
42082 LIBRARY CHARGES	50,000	27,500	20,111.34	2,867.96	7,388.66	100.0%
42401 INTEREST EARNINGS	50,000	25,000	12,400.15	333.53	12,599.85	73.1%
42680 INSURANCE RECOVERIES	0	7,387	7,905.04	518.03		49.6%
42705 DONATIONS	50,000	50,000	12,351.23	19.60	-518.04	107.0%
42752 ANNUAL APPEAL	25,000	28,013	28,131.19	.00	37,648.77	24.7%
42753 DONATIONS IN KIND	81,983	81,983	61,487.19	6,831.91	-118.19	100.4%
42760 GRANTS	25,000	52,039	.00	.00	20,495.81	75.0%
42771 PAYMENT IN LIEU OF TAXES	126,500	127,368	127,368.37	.00	52,039.00	.0%
42777 E RATE INCOME	37,500	40,000	19,208.44	3,150.09	-.37	100.0%
42800 MISCELLANEOUS INCOME	15,000	15,000	15,285.32	.00	20,791.56	48.0%
43840 CENTRAL LIBRARY DEVELOPMENT	196,866	152,374	.00	.00	-285.32	101.9%
43841 CENTRAL BOOK AID	67,599	52,348	.00	.00	152,374.00	.0%
43842 LOCAL LIBRARY INCENTIVE	19,613	19,613	.00	.00	52,348.00	.0%
44401 FEDERAL AID - HEALTH	0	15,000	.00	.00	19,613.00	.0%
45031 TRANSFERS IN	748,747	647,742	145,918.00	.00	15,000.00	.0%
					501,824.00	22.5%
GRAND TOTAL	9,171,751	8,984,762	8,093,561.27	13,721.12	891,200.73	90.1%

** END OF REPORT - Generated by Barbara Lynch **

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Poughkeepsie Public Library District
WARRANT SUMMARY

P 4
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WARRANT: 20200915 09/15/2020

DUE DATE: 09/15/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C) 360.48	15,674.24
A A00000	General Fund Expen A .7410.000.00.54530 .A222	Rental-Staff Parking 9 800.00	400.00
A A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ 990.00	120.00
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob 365.00	5,595.00
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance 85,641.64	-61,313.14
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr 192.45	-1,224.00
A A20000	Building Services A .7410.200.00.54520 .	Building Repairs 150.00	567.35
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance 516.53	3.89
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri 1,663.08	-8,548.03
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman 115.12	1,144.00
FUND TOTAL		90,794.30	
=====			
WARRANT SUMMARY TOTAL		90,794.30	
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GRAND TOTAL		90,794.30	
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Poughkeepsie Public Library District
WARRANT SUMMARY

P 23
apwarrnt

WARRANT: 20200924 09/24/2020

DUE DATE: 09/24/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund A .0000.000.00.26021	Benefits Exchange	2,796.31
A A00000	General Fund Expen A .7410.000.00.52800	Furniture,Fixtures & E	589.66
A A00000	General Fund Expen A .7410.000.00.54300	Office & Library Suppl	172.33
A A00000	General Fund Expen A .7410.000.00.54300 .A226	Supplies-COVID	596.74
A A00000	General Fund Expen A .7410.000.00.54340	PR & PRINTING - GENERA	102.52
A A00000	General Fund Expen A .7410.000.00.54350	Cont Ed/ Regional & Na	950.00
A A00000	General Fund Expen A .7410.000.00.54353	Cont Ed/Webinar	199.00
A A00000	General Fund Expen A .7410.000.00.54355	Tuition Reimbursement	706.50
A A00000	General Fund Expen A .7410.000.00.54360	Sierra/Encore Services	8,226.14
A A00000	General Fund Expen A .7410.000.00.54380	Membership Dues	110.00
A A00000	General Fund Expen A .7410.000.00.54692	Other Oper-Water	2,323.30
A A00000	General Fund Expen A .7410.000.00.54694	Other Operational Expe	245.00
A A00000	General Fund Expen A .7410.000.00.54710	Vehicle Operations	125.88
A A00000	General Fund Expen A .7410.000.00.59061	Medicare B Reimb	2,140.00
A A10000	Administration A .7410.100.00.54292	Admin Program Expenses	49.97
A A10000	Administration A .7410.100.00.54292 .A125	MUSEUM PASS PROGRAM	150.00
A A10000	Administration A .7410.100.00.54370	Legal Fees	1,475.16
A A11100	CLDA Reimbursable A .7410.111.00.54100 .A211	CBA Books - Digital	5,641.52
A A11100	CLDA Reimbursable A .7410.111.00.54300	Central Library Suppli	51.90
A A11100	CLDA Reimbursable A .7410.111.00.54310	Telephone Central Libr	30.00
A A20000	Building Services A .7410.200.00.54300	Custodial Supplies	701.51
A A20000	Building Services A .7410.200.00.54300 .A226	Cust Supplies - COVID	713.23
A A20000	Building Services A .7410.200.00.54370	Security Monitoring	1,152.10
A A20000	Building Services A .7410.200.00.54390	Rental, Repair & Maint	3,075.00
A A20000	Building Services A .7410.200.00.54520	Building Repairs	1,792.65
A A20000	Building Services A .7410.200.00.54523	Landscaping/Grounds Ma	665.00
A A20000	Building Services A .7410.200.00.54693	Other Oper-Trash	559.74
A A20000	Building Services A .7410.200.00.54730	Vehicle Maintenance	83.13
A A30000	Advancement Servic A .7410.300.00.54292 .A101	Big Read Programming	13,990.73
A A30000	Advancement Servic A .7410.300.00.54340	PR & Printing- Rotunda	7,292.25
A A41000	Adult Services A .7410.410.00.54291	PPLD Databases	1,271.58
A A41000	Adult Services A .7410.410.00.54292	Programming Adult Svc	881.01
A A41000	Adult Services A .7410.410.00.54292 .A214	PROGRAMMING -Spanish	198.00
A A44000	Collection Service A .7410.440.00.54100	Collection Serv Books	5,737.50
A A44000	Collection Service A .7410.440.00.54100 .A203	BOOKS - Greene	11,116.64
A A44000	Collection Service A .7410.440.00.54100 .A211	Collection Serv- Books	3,885.68
A A44000	Collection Service A .7410.440.00.54110	Collection Serv Video	2,509.01
A A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	3,080.92
A A44000	Collection Service A .7410.440.00.54120	Music & Audio	5,851.58
A A44000	Collection Service A .7410.440.00.54120 .A211	MUSIC & AUDIO - DIGITA	331.89
A A44000	Collection Service A .7410.440.00.54370	Collections Agency Fee	456.45
A A45000	Youth Services A .7410.450.00.54292	Programming Youth	400.00
A A60000	Information Tech A .7410.600.00.52800	Equipment IT	1,352.51
A A60000	Information Tech A .7410.600.00.52800 .A226	Furniture,Fixtures&Equ	210.00
A A60000	Information Tech A .7410.600.00.54370	Software Fees	20,457.49
A A60000	Information Tech A .7410.600.00.54370 .A226	Professional Fees-COVI	30.22
A A60000	Information Tech A .7410.600.00.54390	Rental, Repair & Maint	96.11
A A71000	Adriance A .7410.710.00.54131	Newspapers	263.60
A A71000	Adriance A .7410.710.00.54320	Internet Services Adri	2,823.97

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| Poughkeepsie Public Library District
| WARRANT SUMMARY

| P 24
| apwarrnt

WARRANT: 20200924 09/24/2020

DUE DATE: 09/24/2020

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET	
A	A71000	Adriance	A .7410.710.00.54330 .	Postage AML	175.21	1,004.56
A	A71000	Adriance	A .7410.710.00.54500 .	Fuel & Utilities AML	7,133.52	8,893.00
A	A73000	Boardman Road Bran	A .7410.730.00.54131 .	Newspapers - Boardman	1,335.44	-564.80
A	A73000	Boardman Road Bran	A .7410.730.00.54320 .	Internet Services- Boa	948.97	5,498.00
A	A73000	Boardman Road Bran	A .7410.730.00.54500 .	Fuel & Utilities -Boar	3,141.23	-2,529.00
			FUND TOTAL	130,395.80		
			WARRANT SUMMARY TOTAL	130,395.80		
			GRAND TOTAL	130,395.80		

Poughkeepsie Public Library District



BALANCE SHEET FOR 2020 9

FUND: A		GENERAL FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	3,145.10	6,050.36
A	12020	General Fund Payroll	158,584.93	324,506.51
A	12023	General Fund Money Market	-688,358.81	1,645,821.94
A	12040	Credit Card Transactions	570.20	2,354.36
A	12051	Flex 125 Money Market	179.67	6,365.16
A	12100	Petty Cash	.00	3,370.03
A	12101	Cash in Machines	.00	502.00
A	13910	Due From Other Funds	.00	1,069,749.10
TOTAL ASSETS			-525,878.91	3,058,719.46
LIABILITIES				
A	26000	Accounts Payable	.00	-72.00
A	26020	Flex125 Exchange	-536.55	-6,338.41
A	26021	Benefits Exchange	168.05	3,782.20
A	26030	General Fund Exchange	.00	-1,375.31
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	.40
A	26370	State Retirement Accrual	-50,425.50	-194,504.65
TOTAL LIABILITIES			-50,794.00	-198,419.77
FUND BALANCE				
A	35100	Budgeted Revenues	-32,704.00	8,984,762.00
A	35210	Encumbrances (+ PYCF)	-347,945.12	1,625,886.34
A	35220	Expenditures (+ PYCF)	590,394.03	5,751,874.83
A	38210	Encumbrance Reserve (+ PYCF)	347,945.12	-1,625,886.34
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	83,120.81
A	39110	Fund Balance Start of Year	.00	-249,022.25
A	39600	Appropriations (+ PYCF)	32,704.00	-9,067,881.81
A	39800	Revenues Received	-13,721.12	-8,093,561.27
A	39910	Fund Bal-Designated Subsq Yr	.00	-122,592.00
A	39915	Assign for future prgrms	.00	-100,000.00
TOTAL FUND BALANCE			576,672.91	-2,860,799.69
TOTAL LIABILITIES + FUND BALANCE			-525,878.91	3,058,719.46

Poughkeepsie Public Library District



BALANCE SHEET FOR 2020 9

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE	ACCOUNT
			FOR PERIOD	BALANCE
ASSETS				
CM	12000	Special Revenue Funds	77.72	526,799.88
CM	12012	Schlobach Trust CD	.00	50,000.00
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-453.79	78,353.23
TOTAL ASSETS			376.07	655,428.19
LIABILITIES				
CM	26300	Due To Other Funds	.00	-203,721.71
TOTAL LIABILITIES			.00	-203,721.71
FUND BALANCE				
CM	35210	Encumbrances	.00	.39
CM	35220	Expenditures	.00	145,918.00
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-299,032.17
CM	39800	Revenues	376.07	-298,592.31
TOTAL FUND BALANCE			376.07	-451,706.48
TOTAL LIABILITIES + FUND BALANCE			376.07	-655,428.19

Poughkeepsie Public Library District



BALANCE SHEET FOR 2020 9

FUND: H. CAPITAL PROJECT FUND			NET CHANGE	ACCOUNT
			FOR PERIOD	BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.02	607.28
H	12200	Cash From Obligations	.02	491.92
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	38,385.79
TOTAL ASSETS			.04	39,524.12
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
TOTAL LIABILITIES			.00	-58,098.61
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	35220	Expenditures	.00	134,777.00
H	39110	Fund Balance Unreserved	.00	-116,094.89
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-.04	-107.62
TOTAL FUND BALANCE			-.04	18,574.49
TOTAL LIABILITIES + FUND BALANCE			-.04	-39,524.12

Poughkeepsie Public Library District



BALANCE SHEET FOR 2020 9

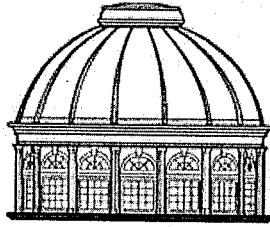
FUND: PN		PERMANENT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
PN	12011	Slonaker Trust		.00	2,771.48
PN	12012	Lamont Fund		.00	50,000.00
PN	12013	Levinsohn Trust		.00	1,003.52
PN	12014	Wojtecki Trust		-453.79	383,556.73
PN	12015	Schwartz Fund		.00	10,964.91
PN	12201	Dobo Fund		.00	37,047.81
PN	13910	Due from other funds		.00	10,043.00
		TOTAL ASSETS		-453.79	495,387.43
LIABILITIES					
PN	26300	Due to other funds		453.79	-16,569.60
		TOTAL LIABILITIES		453.79	-16,569.60
FUND BALANCE					
PN	39110	Library Trust Permanent Funds		.00	-478,817.85
		TOTAL FUND BALANCE		.00	-478,817.85
		TOTAL LIABILITIES + FUND BALANCE		453.79	-495,387.45

Poughkeepsie Public Library District



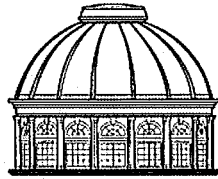
BALANCE SHEET FOR 2020 9

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	204.11	1,245,193.27
V	13910	DUE FROM OTHER FUNDS	.00	13,726.00
		TOTAL ASSETS	204.11	1,258,919.27
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	-931,867.36
		TOTAL LIABILITIES	.00	-931,867.36
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-305,848.88
V	39800	Revenues	-204.11	-1,922.03
		TOTAL FUND BALANCE	-204.11	-327,051.91
		TOTAL LIABILITIES + FUND BALANCE	-204.11	-1,258,919.27



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – OCTOBER 2020

Significant Challenges or Accomplishments

- Rover is roving! We have started rolling Rover to various special events as we test the waters and hear what we need to get clarified before we go full force as a bookmobile. A team of staff is finalizing the collections and we are confirming some initial regular stops. The challenge now is that we feel lobby stops are still not tenable due to the ongoing public health emergency and the weather will soon turn making regular neighborhood stops difficult. For the time being, we deploy Rover for special events and use those opportunities to make people aware of the service. I anticipate that it won't be until Spring 2021 before we fully launch the service.
- A team of staff is working with City of Poughkeepsie Councilman Chris Petsas on stocking the Little Free Libraries he is erecting in various City neighborhoods. We will assist with the stocking of these free service outlets with recent deletions from the collections that are in reasonable shape. The materials are free and users are encouraged to return the books (or another of their choosing). Here is a picture of the one outside City Hall at Civic Center Plaza.



Service and Program Highlights

- The Big Read is moving along and facing the pandemic challenges with new opportunities for those who participate. Jewel Ratzlaff and her committee of planners has done an outstanding job with this year's program. The regular concert with the HVP was modified to a virtual event, premiering on October 24. To view the event, for which I recorded introductory comments, go to <https://www.bardavon.org/show/hudson-valley-philharmonic-celebrates-the-big-read/>.
- Staff continue to do great work despite all of the challenges. They are making all of what we do happen.
- IT staff continue to off the Library District's FLIP (Family Lineage Image Preservation) Service. In 2020, IT staff have digitized 2,533 slides, 176 images, and 72 videos.

Outreach and Professional Development

- The Library District participated in the Great Give Back, a program where public libraries throughout New York State participate in some volunteer effort to assist the community. This year, most of the public libraries of Dutchess County did a food drive to benefit local food pantries. We supported Dutchess Outreach with our donated food goods, which were generously donated by patrons and staff.
- Despite the pandemic and its travel limitations, staff continue to participate in virtual conferences and webinars, including programs related to book mobile and outreach services, disaster preparedness and community resiliency, understanding the human dynamics as we continue to provide services through the pandemic, and others. Most major conferences are cancelled through at least Spring 2021 but once they start to reconvene, I will need to evaluate the health and safety risks sending staff out to conferences in-person.
- On October 30, I will one of three panelists on a Vassar Learning Institute program called *Know Your Community*. Library District Historian Shannon Butler was on a similar presentation with Marist's Center for Lifetime Studies.

Collection Development

- Staff continue to evaluate purchasing of materials and the resulting usage.

- Digital and streaming usage has abated some but still a higher than pre-pandemic levels.

Buildings

- Boardman Road
 - Approvals are in place for the waste line re-routing project but we need to secure a plumbing contractor to make the internal connections. Due to the lateness of the season, we may well have to postpone this project until the spring.
- Adriance
 - Permits are in place and work should begin imminently on the rotunda repair project.

Staffing

- See Personnel Actions, if applicable.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2020 to 2019

	Current Year: 2020				Previous Year: 2019				YTD	
	Sep	Percent	YTD	Percent	Sep	Percent	YTD	Percent	Change	Percent
Adult Fiction	5,451	24.02%	38,355	23.09%	6,513	20.75%	52,253	19.99%	-13,898	-26.60%
Adult Non-Fiction	3,736	16.46%	27,246	16.40%	4,651	14.82%	39,059	14.94%	-11,813	-30.24%
Fiction - Juvenile	5,336	23.52%	35,062	21.10%	6,204	19.77%	47,821	18.30%	-12,759	-26.68%
Non-Fiction - Juvenile	1,592	7.02%	9,880	5.95%	1,322	4.21%	13,096	5.01%	-3,216	-24.56%
Periodicals	208	0.92%	1,517	0.91%	187	0.60%	2,142	0.82%	-625	-29.18%
Periodicals - Juvenile	19	0.08%	192	0.12%	58	0.18%	321	0.12%	-129	-40.19%
Print Subtotal	16,342	72.02%	112,252	67.57%	18,935	60.33%	154,692	59.18%	-42,440	-27.44%
Microforms	0	0.00%	0	0.00%	0	0.00%	1	0.00%	-1	0.00%
ILL	5	0.02%	43	0.03%	12	0.04%	130	0.05%	-87	-66.92%
Soundrecordings	689	3.04%	6,279	3.78%	1,402	4.47%	12,236	4.68%	-5,957	-48.68%
Videorecordings	4,413	19.45%	37,944	22.84%	8,741	27.85%	66,544	25.46%	-28,600	-42.98%
Media	0	0.00%	6	0.00%	1	0.00%	20	0.01%	-14	-70.00%
Software	6	0.03%	64	0.04%	20	0.06%	243	0.09%	-179	-73.66%
Equipment/Realia	5	0.02%	170	0.10%	9	0.03%	235	0.09%	-65	-27.66%
Suppressed Items	94	0.41%	256	0.15%	37	0.12%	242	0.09%	14	5.79%
Videorecordings - Juvenile	611	2.69%	5,432	3.27%	1,498	4.77%	12,046	4.61%	-6,614	-54.91%
Audio recordings - Juvenile	61	0.27%	722	0.43%	176	0.56%	1,324	0.51%	-602	-45.47%
Media - Juvenile	91	0.40%	720	0.43%	139	0.44%	1,155	0.44%	-435	-37.66%
Software - Juvenile	13	0.06%	112	0.07%	31	0.10%	175	0.07%	-63	-36.00%
Non-Print Subtotal	5,988	26.39%	51,748	31.15%	12,066	38.45%	94,351	36.10%	-42,603	-45.15%
Online Renewals	361	1.59%	2,137	1.29%	384	1.22%	12,343	4.72%	-10,206	-82.69%
Total	22,691		166,137		31,385		261,386		-95,249	-36.44%

NOTE: In May 2019, the Mid-Hudson Library System and its member libraries adopted an auto-renewal feature which automatically renews any items three days before their due date, unless there is a patron hold request for the item. This has had an inflationary impact on circulation statistics, when compared to previous

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2020

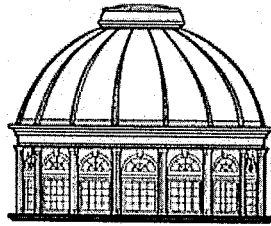
COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	30,544	29,667	24,100	275	1,300	11,389	21,028	23,367	22,330				164,000
Physical Items - Online Renewals	334	345	266	13	17	81	264	456	361				2,137
Digital Content	8,527	7,843	9,796	12,394	11,839	12,394	10,174	10,957	10,162				94,086
PopUpLibrary	10	5	3	0	0	0	0	0	0				
Total	39,415	37,860	34,165	12,682	13,156	23,864	31,466	34,780	32,853	0	0	0	260,241
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,338	3,699	1,883	0	57	1,975	4,524	4,441	4,206				25,123
Boardman Road	2,968	2,748	1,345	50	NA	943	2,212	2,055	2,154				14,475
Total	7,306	6,447	3,228	50	57	2,918	6,736	6,496	6,360				39,598
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	1,302	1,110	1,883	134	165	493	716	661	688				7,152
Boardman Road	154	2,748	1,345	4	0	15	69	63	47				4,445
Spanish Language Assistance	NA	NA	NA	32	85	35	59	43	0				254
Total	1,456	3,858	3,228	170	250	543	844	767	735	0	0	0	11,851
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	11,021	18,384	8,828	24,435	15,822	18,212	14,184	12,140	7,346				130,372
Calendar Hits - EventKeeper	3,623	NA	5,386	669	1,025	3,020	3,497	2,487	2,633				22,340
Calendar Hits - Recite Me	418	803	501	509	519	313	437	249	327				4,076
Website Hits	35,091	33,462	28,601	16,846	18,696	26,541	29,610	28,070	28,415				245,332
Total	50,153	52,649	43,316	42,459	36,062	48,086	47,728	42,946	38,721	0	0	0	402,120
PUBLIC COMPUTER AND WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	7,773	7,612	3,861	189	321	1,380	2,548	3,923	3,928				31,535
Boardman Road	2,273	2,327	1,191	43	98	458	880	766	1,411				9,447
Total	10,046	9,939	5,052	232	419	1,838	3,428	4,689	5,339	0	0	0	40,982
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	55	50	44	0	0	20	51	41	37				298
Boardman Road	14	13	4	0	0	4	11	3	11				60
Total	69	63	48	0	0	24	62	44	48	0	0	0	358
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	50	48	26	3	7	31	35	60	40				300
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	189	199	90	85	89	69	184	127	121				1,153
Community Engagement	2	0	0	0	0	0	1	0	1				4
Non-Library District	69	67	30	0	0	1	9	7	8				191
Exams Proctored	18	10	6	0	0	2	12	15	5				68
MAP Passes	19	31	21	0	1	4	24	37	43				180
Total	297	307	147	85	90	76	230	186	178	0	0	0	1,596
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District*	2,361	2,984	891	24,400	13,910	8,851	1,111	1,003	926				56,437
Community Engagement	136	0	0	0	0	0	11	0	35				182
Non-Library District	585	918	310	0	0	8	108	15	87				2,031
Drop-In Room Use	154	163	69	0	0	0	0	0	0				386
Total	3,236	4,065	1,270	24,400	13,910	8,859	1,230	1,018	1,048	0	0	0	59,036
GENERAL ATTENDANCE (CY)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	18,212	16,693	9,284	0	0	5,908	9,261	10,092	10,284				79,734
Boardman Road	11,538	10,952	5,901	0	0	5,387	5,700	9,909	11,088				60,475
Total - 2020	29,750	27,645	15,185	0	0	11,295	14,961	20,001	21,372	0	0	0	140,208
GENERAL ATTENDANCE (PY)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	16,454	16,481	19,365	18,388	17,584	17,435	22,404	18,492	15,750	18,580	15,187	13,050	209,167
Boardman Road	11,220	8,830	12,550	11,210	10,929	10,304	12,738	11,135	10,211	11,569	9,663	8,122	128,477
Total - 2019	27,673	25,311	31,915	29,597	28,512	27,738	35,142	29,627	25,961	30,148	24,849	21,172	337,644

* public programs in April and May delivered via Zoom and YouTube; mix of in-person and virtual programs in June and thereafter

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

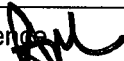
Summary of Volunteer Activity 2020

Month	Number of Volunteers				Number of Hours			
	Youth	Adult	Community Service	Total	Youth	Adult	Community Service	Total
January	12	14	0	26	108.00	102.00	0.00	210.00
February	12	15	0	27	101.00	110.00	0.00	211.00
March	3	4	0	7	26.00	30.00	0.00	56.00
April	0	0	0	0	0.00	0.00	0.00	0.00
May	0	0	0	0	0.00	0.00	0.00	0.00
June	0	0	0	0	0.00	0.00	0.00	0.00
July	0	0	0	0	0.00	0.00	0.00	0.00
August	7	0	0	7	104.00	0.00	0.00	104.00
September	4	3	2	9	23.00	15.00	44.00	82.00
October								
November								
December								
				TOTAL	362.00	257.00	44.00	663.00



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Personnel Committee	Date: Wednesday, October 21, 2020						
Attendance <table style="width:100%; border:none;"> <tr> <td style="width:33%;"><u>Trustees Present</u></td> <td style="width:33%;"><u>Staff Present</u></td> <td style="width:33%;"><u>Guest(s) Present</u></td> </tr> <tr> <td> <input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Paul Bucher, Jr. (via GTM) <input checked="" type="checkbox"/> Moira Fitzgibbons <input type="checkbox"/> Edna Lyons <input checked="" type="checkbox"/> Mary Moore, <i>Chair</i> <input checked="" type="checkbox"/> Laurel Spuhler </td> <td> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager </td> <td> <input type="checkbox"/> </td> </tr> </table>		<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>	<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Paul Bucher, Jr. (via GTM) <input checked="" type="checkbox"/> Moira Fitzgibbons <input type="checkbox"/> Edna Lyons <input checked="" type="checkbox"/> Mary Moore, <i>Chair</i> <input checked="" type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>					
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Paul Bucher, Jr. (via GTM) <input checked="" type="checkbox"/> Moira Fitzgibbons <input type="checkbox"/> Edna Lyons <input checked="" type="checkbox"/> Mary Moore, <i>Chair</i> <input checked="" type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>					
Minutes Prepared By: T. Lawrence 							

The meeting convened at 6:30pm. Attendance is noted above.

1. Business Items: The Committee discussed the following:

- **Assistant Director Job Description:** Lawrence reviewed the document and answered questions. With the Committee's consent, he will start the job recruitment with an anticipated start date in January 2021.
- **NYS Minimum Wage:** On December 31, 2020, the New York State minimum wage rises to \$12.50 per hour. As a political subdivision, the Library District is not required to pay the minimum wage but it would certainly be in its best interests to do so. In the current collective bargaining agreement, the lowest hourly wage is for the Page position with a 2020 salary of \$12.10 per hour. The CBA expires on December 31, 2020 and there have been no negotiations between the Library District and the Union with the assumption that the terms of the current agreement would be extended into 2021 and until a new agreement is in place. However, the Library District should address adjusting the lowest hourly wage to meet that of the NYS minimum. Bucher suggested an MOU or a sidebar. Lawrence will discuss this with the Union leadership.
- **AED Protocols:** As required by law, the Library District has a collaborative agreement with Vassar Brothers Medical Center on the Public Access Defibrillation (AEDs) onsite. Lawrence reviewed all of the paperwork associated with the agreement, which was arranged by David Rudin, a Microcomputer Support Specialist in the IT Department.
- **Employee Performance and Work Plan Review:** Lawrence reviewed the latest iteration of the annual employee appraisal tool. It is also under review by the Library District's management team as they prepare 2020 reviews and 2021 plans.
- **Pandemic Response Plan:** As per New York State law (attached), the Library District must prepare a Pandemic Response Plan. Lawrence reviewed the Plan's components and the timeline for its completion by the statutory deadline of April 1, 2021. The Plan requires approval by the Board of Trustees, input from the Union, and filing with the state.
- **Executive Session:** The Committee went into an Executive Session for the purposes of the Library Director's annual performance review. Executive Session began at approximately 7:15pm and ended at approximately 7:45pm.

2. Items Forwarded to the Board of Trustees for Approval:

- Nothing.

3. Upcoming Agenda Items:

- Review of CBA.
- Library Director evaluation.

The meeting adjourned at 7:45 pm.

Next Scheduled Committee Meeting Date
 TBD
 (date, time, and location subject to change)

STATE OF NEW YORK

10832

IN ASSEMBLY

July 18, 2020

Introduced by COMMITTEE ON RULES -- (at request of M. of A. Abbate) --
read once and referred to the Committee on Labor

AN ACT to amend the labor law, in relation to requiring public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease; and to amend the education law, in relation to certain protocols for responding to a declared public health emergency involving a communicable disease

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

1 Section 1. The labor law is amended by adding a new section 27-c to
2 read as follows:

3 § 27-c. Duty of public employers to develop operation plans in the
4 event of certain declared public health emergencies. 1. Definitions.
5 For the purposes of this section:

6 a. "Personal protective equipment" shall mean all equipment worn to
7 minimize exposure to hazards, including gloves, masks, face shields,
8 foot and eye protection, protective hearing devices, respirators, hard
9 hats, and disposable gowns and aprons.

10 b. "Public employer" or "employer" shall mean the state of New York, a
11 county, city, town, village or any other political subdivision or civil
12 division of the state, a public authority, commission or public benefit
13 corporation, or any other public corporation, agency, instrumentality or
14 unit of government which exercises governmental power under the laws of
15 this state, provided, however, that this subdivision shall not include
16 any employer as defined in section twenty-eight hundred one-a of the
17 education law.

18 c. "Contractor" shall mean an individual performing services as party
19 to a contract awarded by the state of New York or any other public
20 employer defined in paragraph b of this subdivision.

21 d. "Essential" shall refer to a designation made that a public employ-
22 ee or contractor is required to be physically present at a work site to
23 perform his or her job.

EXPLANATION--Matter in italics (underscored) is new; matter in brackets
[-] is old law to be omitted.

LBD16049-11-0

1 e. "Non-essential" shall refer to a designation made that a public
2 employee or contractor is not required to be physically present at a
3 work site to perform his or her job.

4 f. "Communicable disease" shall mean an illness caused by an infec-
5 tious agent or its toxins that occurs through the direct or indirect
6 transmission of the infectious agent or its products from an infected
7 individual or via an animal, vector or the inanimate environment to a
8 susceptible animal or human host.

9 g. "Retaliatory action" shall mean the discharge, suspension,
10 demotion, penalization, or discrimination against any employee, or other
11 adverse employment action taken against an employee in the terms and
12 conditions of employment.

13 2. Each public employer in the state of New York shall prepare a plan
14 for the continuation of operations in the event that the governor
15 declares a public health emergency involving a communicable disease.
16 Such plans shall follow the provisions for review and publication as
17 prescribed in subdivision four of this section.

18 3. The operations plan required by this section shall include, but not
19 be limited to:

20 a. A list and description of positions and titles considered essential
21 in the event of a state-ordered reduction of in-person workforce, and a
22 justification of such consideration for each position and title
23 included.

24 b. A specific description of protocols the employer will follow in
25 order to enable all non-essential employees and contractors to telecom-
26 mute including, but not limited to, facilitating or requesting the
27 procurement, distribution, downloading and installation of any needed
28 devices or technology, including software, data, office laptops or cell
29 phones, and the transferring of office phone lines to work or personal
30 cell phones as practicable or applicable to the workplace.

31 c. A description of how the employer will, to the extent possible,
32 stagger work shifts of essential employees and contractors in order to
33 reduce overcrowding on public transportation systems and at worksites.

34 d. A description of the protocol the employer will implement in order
35 to procure the appropriate personal protective equipment for essential
36 employees and contractors, based upon the various tasks and needs of
37 such employees and contractors in a quantity sufficient to provide at
38 least two pieces of each type of personal protective equipment to each
39 essential employee and contractor during any given work shift over at
40 least six months. Such description shall also include a plan for storage
41 of such equipment to prevent degradation and permit immediate access in
42 the event of an emergency declaration.

43 e. A description of the protocol in the event an employee or contrac-
44 tor is exposed to a known case of the communicable disease that is the
45 subject of the public health emergency, exhibits symptoms of such
46 disease, or tests positive for such disease in order to prevent the
47 spread or contraction of such disease in the workplace. Such protocol
48 shall also detail actions to be taken to immediately and thoroughly
49 disinfect the work area of any employee or contractor known or suspected
50 to be infected with the communicable disease as well as any common area
51 surface and shared equipment such employee or contractor may have
52 touched, and the employer policy on available leave in the event of the
53 need of an employee to receive testing, treatment, isolation, or quaran-
54 tine. Such protocol shall not involve any action that would violate any
55 existing federal, state, or local law, including regarding sick leave or
56 health information privacy.

1 f. A protocol for documenting precise hours and work locations,
2 including off-site visits, for essential employees and contractors. Such
3 protocol shall be designed only to aid in tracking of the disease and to
4 identify the population of exposed employees and contractors in order to
5 facilitate the provision of any benefits which may be available to
6 certain employees and contractors on that basis.

7 g. A protocol for how the public employer will work with such employ-
8 er's locality to identify sites for emergency housing for essential
9 employees in order to further contain the spread of the communicable
10 disease that is the subject of the declared emergency, to the extent
11 applicable to the needs of the workplace.

12 4. Once drafted, each public employer shall present the plan described
13 in this section to all applicable duly recognized or certified represen-
14 tatives of the employer's employees, who shall then be granted an oppor-
15 tunity to review the plan and make recommendations, if any, provided
16 that nothing shall preclude such representatives from making such recom-
17 mendations prior to the draft being completed. The employer must consid-
18 er and respond to such recommendations in writing within a reasonable
19 timeframe. A copy of the final version of such plan shall then be
20 published in a clear and conspicuous location, and in the employee hand-
21 book, to the extent that the employer provides such handbook to its
22 employees, and in a location accessible on either the employer's website
23 or on the internet accessible by employees. No employer shall take
24 retaliatory action or otherwise discriminate against any employee for
25 making suggestions or recommendations regarding the content of the plan.

26 5. The department shall establish procedures to allow for public
27 employees or contract workers to contact and inform the department of
28 any alleged or believed violations of any of the provisions described in
29 this section.

30 6. Nothing in this section shall be deemed to impede, infringe, dimin-
31 ish or impair the rights of a public employee or employer under any law,
32 rule, regulation or collectively negotiated agreement, or the rights and
33 benefits which accrue to employees through collective bargaining agree-
34 ments, or otherwise diminish the integrity of the existing collective
35 bargaining relationship.

36 § 2. Section 27-a of the labor law is amended by adding a new subdivi-
37 sion 6-a to read as follows:

38 6-a. Form of complaints. The department shall establish a dedicated
39 webpage and hotline through which any public employee under the juris-
40 isdiction of this section or contractor as defined by the chapter which
41 added this subdivision may report alleged or believed violations of any
42 state law, regulation, rule or guidance related to occupational health
43 and safety involving a communicable disease, including but not limited
44 to the novel coronavirus COVID-19. Such webpage and hotline shall allow
45 individuals to report alleged or believed violations anonymously.

46 § 3. Paragraphs k and l of subdivision 2 of section 2801-a of the
47 education law, as amended by section 1 of part B of chapter 56 of the
48 laws of 2016, are amended to read as follows:

49 k. a description of the duties of hall monitors and any other school
50 safety personnel, the training required of all personnel acting in a
51 school security capacity, and the hiring and screening process for all
52 personnel acting in a school security capacity; ~~and~~

53 l. the designation of the superintendent, or superintendent's desig-
54 nee, as the district chief emergency officer responsible for coordinat-
55 ing communication between school staff and law enforcement and first
56 responders, and ensuring staff understanding of the district-level safe-

1 ty plan. The chief emergency officer shall also be responsible for
2 ensuring the completion and yearly updating of building-level emergency
3 response plans; or

4 m. protocols for responding to a declared public health emergency
5 involving a communicable disease that are substantially consistent with
6 the provisions of section twenty-seven-c of the labor law.

7 § 4. This act shall take effect immediately; provided, however that
8 the operation plans in the event of certain declared public health emer-
9 gencies established pursuant to section 27-c of the labor law shall be
10 finalized and published, the hotline and webpage established pursuant to
11 section 27-a of the labor law shall be functional, and the protocols for
12 responding to a declared public health emergency involving a communica-
13 ble disease pursuant to paragraph m of subdivision 2 of section 2801-a
14 of the education law shall be established and functional within 30 days
15 of the effective date of this act.

Personnel Actions

Recommended By Library Director

Current Situation The Board of Trustees is the appointing authority for all personnel appointments, whether as a staff hire or as a contract employee. Resignations must also be received and acted upon by the Board of Trustees upon the recommendation of the Library Director.

Pending Personnel Actions Detailed in table below.

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Tony Perkins	Security Guard	Resignation	10/9/2020	NA
Sandra Priore	Library Assistant (Spanish Speaking)	Permanent Appointment	11/25/2020	NA
Daniel Isliker	Library Clerk (Hrly)	Leave of Absence	11/1/2020 – 2/28/2021	NA
Terry Konrath	Library Clerk (PT)	Modification of Appointment: Temporary to Probationary	10/1/2020	No Change
Christine Bexley	Library Clerk (PT)	Modification of Appointment: Temporary to Probationary	10/31/2020	No Change

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the personnel actions listed above.

Motion Moved _____
 Seconded _____

Result of Action In Favor _____
 Against _____
 Abstaining _____

New Business Fact Sheet
Approval of 2021 Operational Schedule

Recommended By

Library Director

Current Situation

Board of Trustees policy requires the Library Director to present a proposed schedule of operations for the year. This schedule is to include the hours of operation and the days of closure.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve the attached 2021 operational schedule as described in PPLD Document #102820 – 5A.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

2021 OPERATIONAL SCHEDULE

The Poughkeepsie Public Library District operates two libraries: Adriance Memorial Library and Boardman Road Branch Library. The hours of operation are as follows:

Adriance Memorial Library	Monday – Thursday: 9 am – 9 pm Friday – Saturday: 9 am – 5 pm Sunday: 2 – 5 pm
Boardman Road Branch Library	Monday – Thursday: 9 am – 9 pm Friday – Saturday: 9 am – 5 pm

By contract with Labor, the Library District will be closed the following days and times:

New Year's Day, January 1
 Martin Luther King Day, January 18
 Presidents' Day, February 15
 Memorial Day Weekend, May 29 - 31
 Independence Day, July 5
 Labor Day Weekend, September 4 - 6
 Columbus Day, October 11
 Veterans Day, November 11
 Thanksgiving Eve, November 24 (close at 5:00 p.m.)
 Thanksgiving Holiday, November 25 - 26
 Christmas Eve, December 24 (close at 12:30pm)
 Christmas Day, December 25
 New Year's Eve, December 31 (close at 12:30pm)

For further scheduled closings, the Administration makes the following recommendations to the Board of Trustees:

Easter Sunday	Sunday, April 4 (unpaid)
Independence Day	Sunday, July 4 (unpaid)
Staff Development Day	Friday, September 24 (closed to the public; staff works)

New Business Fact Sheet

Approval of Revised Policy: Library Card Terms and Conditions (#1109)

Recommended By Board Development and Policy Committee

Current Situation In order to consolidate and clarify the terms and conditions under which library cards are issued, Administration proposes the attached revised policy.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the revised Library District Policy #1109 – Library Card Terms and Conditions, as described in PPLD Document #102820 – 6A.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

Library Card Terms and Conditions**General Policy Statements**

The Library District issues library cards under the following guidelines:

- A. Residents within the Mid-Hudson Library System service area**
 - a. Any individual who lives, ~~works, attends school or pays property taxes~~ in the City or Town of Poughkeepsie (excluding the Village of Wappingers Falls) is eligible to receive a Poughkeepsie Public Library District card free of charge. This card will provide access **to all of the collections, programs, and services provided by the Library District including** all online services such as databases, ~~and~~ ebooks, **and premium digital and streaming services.**
 - b. **Any individual who resides in the MHLS service area and does not already have a valid card; however, this card will not provide access to any premium digital or streaming services.**
- B. The Library District will issue cards to individuals from outside the Mid-Hudson Library System service area that do not qualify for a card as described above. These cards will not provide access to ~~certain~~ **any online services such as databases, ebooks, and premium digital and streaming services.** These cards may be used at any Library District location but other Mid-Hudson Library System member libraries may not honor these cards.
- C. These terms and conditions of library card use apply to all Library District patrons. The Library District reserves the right to modify privileges from time to time for all borrowers.

Patrons are expected to carry and present their card when using Library District services. However, patrons may use a photo ID that bears the address that matches the address in their online record maintained by the Library District. Use of a Library District card is non-transferrable. The Library District will merge or delete the records of any user found to have multiple active cards.

The above status entitles a patron to one library card for use in any Library District location or at any member library of the Mid-Hudson Library System (MHLS). However, certain exceptions or local regulations may apply.

All materials borrowed must be returned on or before the close of business on the due date. The Library District offers universal returns – most circulating material can be returned to any MHLS library. Likewise, pickup of holds and payment of fines and fees may take place at any MHLS member library.

Fines start to accumulate for items returned after the close of business on their due date. Fines and bills for \$25 or more and unpaid for over 120 days are referred to a collection agency.

Cardholders are responsible for all materials borrowed on their card, all use of the card and all charges made against it, until the card is reported lost to the Library. Parents/guardians of minors (patrons under the age of 18) are responsible for materials borrowed on the card of their children.

Eligibility Requirements

When applying for a library card in person, or providing proof of identity to receive a library card from the online registration process, proof must be provided that the applicant lives, works, attends school, or pays property taxes in the City or Town of Poughkeepsie (excluding the Village of Wappingers Falls). Patrons from other libraries will still need to provide acceptable proof of ID and address.

These are all forms of acceptable proof of ID and address:

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #1109**

- Valid government-issued photo identification along with two pieces of mail (both bearing the same address). Examples of acceptable ID include the following (all of which should be current):
 - current driver license
 - college or university photo ID card (the patron record will use both the local address as well as the home address along with the student ID number; the card will be set to expire at the end of the semester)
 - employee photo ID card
 - Armed Services photo ID card
 - Alien Registration photo ID card
 - passport
 - Medicare/Medicaid card
 - professional, vocational or union photo ID
 - rent bill or lease agreement
 - tax bill or receipt
 - statement from a homeless shelter
 - bank statement/checkbook
 - cable, phone or utility bill
 - any piece of first-class mail delivered by the US Post Office

Minors under the age of 18 must have their application completed and signed by a parent or guardian, who can provide the above identification/address validation on their behalf.

Concerning ID, please note the following:

- Post office boxes are accepted as mailing addresses. Proof of residence is still required.
- Any tax bills, rent receipts or statements from a homeless shelter used for verification of identity must be dated no more than 3 months prior to the application date.
- Any of the above must be dated within the last 3 months, as indicated by the postmark or date of printed e-bill.
- The name and address provided to verify identification must match the information entered on the application.
- The same identification must also be presented when a change to the borrower's address is made and when replacing a lost card. Cardholders are required to report change of name or address information promptly.

Special Notes

- **Minors (Patrons under 18)**
 - Minors must be present to receive their library cards.
 - A parent/guardian may verify his/her child's age or grade level in the absence of identification.
 - Minors have access to the same library materials as adult borrowers.
 - A minor's application form must be signed by a parent or guardian. When completed, valid identification/address verification must be presented by the parent or guardian on behalf of the child.
 - Parents/guardians are responsible for the lost or damaged materials borrowed by their children.
 - Parents/guardians of minors in grades seven through twelve may be given information about overdue materials only upon presentation of the youth's library card barcode number, printed overdue notice, or personal identification that confirms that the adult is the youth's parent/guardian.
 - Parents/guardians of minors not yet in the seventh grade may be given information about items checked-out, overdue, and fines/fees owed unless prevented by a court-issued custodial agreement.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #1109**

- **Teen Card (Patrons 12 - 18)**
 - Teens who attend school in any public or private school in the City or Town of Poughkeepsie are eligible for a Library District Teen Card. However, this Teen Card has limitations and teens are encouraged to apply for a full access card (see above).
 - A Library District Teen Card may only be used at Adriance Memorial Library or at the Boardman Road Branch Library.
 - Teens must be present to receive their library cards upon registration.
 - Verification of school enrollment is required. Current school IDs are the preferred form of verification.
 - Library District Teen Cards have access to the same library materials as adult borrowers.
 - The library card application form and the Teen Room Use form must be signed by a parent or guardian.
 - Card holders may have only two items checked out at any given time.
 - Parents/guardians of teens in grades seven through twelve may be given information about overdue materials only upon presentation of the youth's library card barcode number, printed overdue notice, or personal identification that confirms that the adult is the youth's parent/guardian.

- **Organizational Borrowers**
 - A representative from the organization requesting a card must make an appointment with the Assistant Director for Support Services prior to any registration activity.
 - Cards of this type are available only to organizations located in the City or Town of Poughkeepsie (excluding the Village of Wappingers Falls).
 - In order to receive an organizational borrower's card, a brief letter of request on organizational letterhead must be submitted along with the completed application form. The letter must expressly state that the organization will be responsible for all items borrowed on the card, up to and including replacement charges.
 - Only one card will be issued to any organization.
 - If the organization has a change of address or phone number, or the card is lost, the library must be notified immediately.
 - Organizational cards are valid for one year, after which a re-application process must be instituted.
 - All regulations of the Poughkeepsie Public Library District apply to the organizational borrower's card.

- **Homebound/Extension Services**
 - The Extension Services program is for individuals who can use regular library materials, but are unable to leave their homes due to a temporary or permanent disability. Applications are available in the main or branch libraries, by calling (845) 485-3445 x 3401, or on the web at <http://wp.me/P4bmcj-zh>.

- **Patrons with Transient Addresses**
 - Library cards issued to patrons with an address of a shelter are valid for three (3) months with a check-out limit of three (3) items at any given time.

Renewing or Validating Your Library Card

- All adult, teen and child library cards expire and must be renewed every two (2) years. Organization cards expire after one year.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #1109**

- Cardholder expiration dates are visible in the *My Account* section of <https://midhudsonlibraries.org/>.
- Expired cards must be renewed before they can be used to borrow materials, search the Library District's online databases, or access Library District computers.
- At the date of the card's expiration, there is no need to apply for a *new* card.
- The above-mentioned forms of identification must be presented to renew or validate your library card. Additional required information may be requested by the Library District.
- Cards issued to patrons from outside of the MHLS service may expire at shorter intervals, require similar identification, and must be renewed in person.
- Library cards cannot be renewed and contact/personal information cannot be updated by phone. Cardholders may renew library cards at any MHLS member library with proper ID.

Linking Your Record

Applicants for a library card are given the option to "link" their record to another patron. This service allows increased ease of navigation between cardholders belonging to the same family or household. Note that linking patron records is solely intended to expedite circulation transactions by allowing for quick navigation between one linked record and the next.

Linking records does not give a patron the ability to view (other than a parent/guardian of a minor not yet in seventh grade), request or borrow items on a card belonging to a patron to whom they are linked, including the card of a minor.

In order to link records, all patrons must be present with their cards.

- In situations where one patron (e.g. a spouse) would like to be authorized to collect requested items held by another, both patrons must first confirm this in person with a Library District staff member. This applies only to active hold requests, not additional checkouts on the card.
- In situations where a parent/guardian would like to link the record(s) of minor(s) in their charge, the minor(s) must be present with their card(s).

Lost and Replacement Library Cards

Upon receipt of a library card, patrons accept responsibility for all items on the card, all use made of the card, and all charges made against it until the card is reported lost. The Library must have a record of the card having been reported lost, or it is not considered lost. Therefore it is to the patron's benefit to report the loss or theft of a library card immediately.

The cost of replacing the first lost or stolen library card is \$1.00. Subsequent replacement cards are \$5.00 each. This fee is assessed at the time the replacement card is issued.

Report lost cards by phone or in person at either Library District location.

Library Notices

The Library District provides a notification service for held items, overdue materials and other service-specific reasons. Notices are available via telephone or e-mail as determined by the patron at time of card application. If applicable, notices and bills for overdue material will be sent to the mailing address on record at the Library. It is the responsibility of the borrower to notify the Library District if any of the contact information changes.

Note: In the case of borrowers who receive their notices by e-mail, it is their responsibility to make sure that e-mails sent from addresses with **noreplypld@midhudson.org** in the sender information be allowed through any filters they may have in place on their Inbox.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Policy #1109

Library notices are sent as a courtesy. Failure to receive a notice does not absolve the borrower from any fines or fees attached to their patron record.

New Business Fact Sheet
Authorization to Sign: Parking Lot Agreement

Recommended By Library Director

Current Situation The Library District has provided staff parking at no cost in a lot owned by the City of Poughkeepsie on Market Street.

Beginning on January 1, 2015, the City started charging the Library District for the use of the lot; however, the City agreed to reduce the annual charge by the amount the Library District paid for maintenance (as defined by the attached agreement).

It is now time to renew the agreement with the City and PPLD Document #102820 – 7A is the proposed renewal. It is consistent with the previous now-expired agreement.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the agreement and authorize the Library Director to sign said agreement as described in PPLD Document #102820 – 7A, attached hereto.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

PARKING AGREEMENT

The effective date of this AGREEMENT shall be the 1st day of November, 2020, by and between City of Poughkeepsie, a municipal corporation having offices at 62 Civic Center Plaza, Poughkeepsie, NY 12601 (hereinafter the "CITY") and the Poughkeepsie Public Library District, an education corporation, having offices at 93 Market Street Poughkeepsie, NY 12601 (hereinafter the "LIBRARY").

WHEREAS, the CITY and the LIBRARY have previously made entered into an agreement for the use of the parking lot known as Parcel Number 131300-6062-84-973009-0000 on Market Street in the City of Poughkeepsie, County of Dutchess, State of New York, which is owned by the City of Poughkeepsie (hereinafter referred to as the "LOT"); and

WHEREAS, the CITY and the LIBRARY wish to renew the current agreement by this written agreement; and

WHEREAS, the LIBRARY is desirous of securing the subject LOT for the use of its employees and for the purpose of complying with the City of Poughkeepsie Zoning Ordinance and the CITY is desirous of accommodating the LIBRARY's needs in this matter;

NOW, THEREFORE,

IN CONSIDERATION of Nine Hundred Fifty (\$950.00) Dollars per month for one year, beginning on November 1, 2020 and ending on October 31, 2021, and renewable for 4 years more thereafter, for a total of 5 years; the monthly rent for the LOT is subject to change effective upon the commencement of a new contract year; the monthly rental rate shall always be \$11,400.00 per annum less the prior year's maintenance cost for the LOT and divisible by 12 calendar months; Further, said agreement shall be for other good and valuable consideration, receipt of which is hereby acknowledged each to the other, it is hereby agreed by and between the parties as follows:

1. Employees of the LIBRARY shall have the use of all portions of the LOT, to be used only for purposes of daily vehicular parking in conjunction with their employment with the Poughkeepsie Public Library District. No inoperable, unregistered or uninspected motor vehicles shall be allowed to remain in the Lot for more than 24 hours. The LIBRARY shall not sublet the LOT or any portion thereof, nor shall the LIBRARY charge consideration for the privilege of parking on the LOT to any party who is not an employee of the LIBRARY.
2. LIBRARY agrees to pay the sum of Nine Hundred Fifty (\$950.00) Dollars per month for the first year that this agreement becomes effective, which date shall be November 1, 2020 and with each successive payment being due by the 1st of each

successive month and final payment being due by October 1, 2020, along with other consideration the sufficiency of which is hereby acknowledged.

3. A grace period of 15 days is allowable without penalty; in the event payment is not received by the CITY on or before the 18th day of any calendar month for which payment is due, a minimum late penalty of 5% of the amount owed will be assessed, not to exceed \$100 for each calendar month that payment becomes overdue.
4. The LIBRARY agrees to use its good faith best efforts to require its employees to make use of the Lot to the maximum extent possible and not to park on the surrounding public streets.
5. This Agreement may not be assigned by the LIBRARY without the written consent of the CITY, which consent may be withheld in its sole discretion.
6. The LIBRARY acknowledges that this agreement does not give rise to a landlord-tenant relationship with the CITY, nor shall this agreement be deemed to give the LIBRARY any right, title or interest of any description whatsoever in or to the real property referred to herein as the LOT except as expressly provided for herein.
7. Either party may terminate this agreement upon six (6) months written notice to the other, except that the CITY may terminate this agreement upon ninety days written notice in the event that the LOT is required for a municipal purpose.
8. In addition to the sum required to be paid each month, the LIBRARY shall at all times during the term of this agreement provide for the maintenance and repair of the LOT surface so that it is at all times in comparable condition to that of other municipally owned and operated parking facilities, including but not limited to trash, litter and debris cleaning; pot hole repair (but not including repaving of the entire Lot;) striping; snow and ice removal; and weed removal. Major renovations, such as the paving of the LOT is contingent upon the prior written approval of the City's Corporation Counsel Office.
9. In order to be credited for annual maintenance of the LOT, an accounting of any and all maintenance must be submitted to the Corporation Counsel's Office in and for the CITY no later than January 15th of any succeeding year governed by said AGREEMENT; proof of maintenance costs must be submitted in the form of 3rd party contractual agreements/invoices, receipts or any other form of proof deemed satisfactory by the Corporation Counsel's Office. If there is to be an adjustment in the monthly rent based on the annual maintenance cost for the year prior, said adjustment will be accounted for and become effective retroactive to the commencement of the new contract year, which will be November 1st of any year for which this AGREEMENT governs.
10. The LIBRARY shall indemnify, protect and save harmless the City of Poughkeepsie (the "Indemnatee") from and against all cost or expense resulting from any and all losses, damages, suits, claims and demands, including the reasonable costs of defense, which the Indemnatee may directly or indirectly suffer, sustain or be subjected to

by reason of the exercise by the LIBRARY of its rights under this agreement, whether such losses or damages be suffered or sustained by the Indemnitee directly, or by its employees, patrons, licensees, or other persons or corporations, including the LIBRARY, its successors or assigns, or their employees, agents, tenants, visitors, permittees or any other person who may seek to hold the Indemnitee liable therefore, except if such loss, damage, suit, claim and demand is attributable to the negligence of the CITY, or its employees, agents or representatives. If a claim or action is made or brought against either party for which the other party may be responsible hereunder in whole or in part, the party against whom the claim or action is brought shall notify such party in writing and permit the other party to participate in the handling or defense of such matter.

11. This agreement shall terminate on October 31, 2025, or as terminated earlier pursuant to Paragraph "7" above.

12. This agreement shall be governed by the laws of the State of New York. In the event this agreement is held to be invalid by any court of competent jurisdiction, then it shall terminate without further liability by either party.

CITY OF POUGHKEEPSIE

By: _____

Marc Nelson, City Administrator

Sworn to before me this
___ day of October, 2020

Notary Public

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

By: _____

Tom Lawrence, Library Director

Sworn to before me this
___ day of October, 2020

Notary Public

New Business Fact Sheet
Approval of Policies: Code of Conduct

Recommended By Board Development & Policy Committee

Background Information The Library District's Patron Code of Conduct requires further tweaking based on NYS Department of Health regulations as they pertain to face coverings.

Actions Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve revision to PPLD Policy #1101 – Code of Conduct, attached hereto (PPLD Document #102820 – 8A).

Motion	Moved	_____
	Seconded	_____
Result of Action	In Favor	_____
	Against	_____
	Abstaining	_____

Code of Conduct

Welcome to the Poughkeepsie Public Library District. We are proud to partner with our patrons to provide a safe and positive environment for all. In order to provide an appropriate library environment and to insure constructive use of Library District facilities, materials, and services as well as the safety and personal comfort of all our library patrons and staff, the following Code of Conduct will be in effect at all times. Anyone who violates the Code of Conduct may be removed from the library properties and/or prosecuted to the fullest extent of the law.

The Library District has the right to amend the Code of Conduct at any time.

1. This is your public library

Appropriate behavior is required at all times, and patrons shall be engaged in activities associated with the use of a public library. Reasonable quiet is expected, especially in designated study areas. No patron may disturb others using the library.

Misconduct such as the use of foul, offensive or threatening language and gestures; harassment; public drunkenness; use, sale or exchange of alcohol or drugs; gambling; loud talking and laughing; running, pushing, and fighting; and other similar offensive behavior are not allowed on Library District property. The Library District has the right to prohibit groups from congregating in the building or on the grounds. In addition, sleeping, staring, stalking, soliciting, loitering, littering, weapons, and damaging property are prohibited.

Using cellular phones, pagers, or other electronic devices in a manner that disturbs others is prohibited.

The use of benches and other areas outside the Library is intended for short periods of time (such as waiting for a ride or meeting someone) and is limited to less than 30 (thirty) minutes.

Adults may use the children's areas when they accompany children or when using the resources only available in that location.

The Library District uses CCTV (closed-circuit TV) to monitor indoor and outdoor areas.

2. Children and the Library District

The Library District cannot assume responsibility for the care and supervision of children. Parents and caregivers of children 9 years old and younger are to remain in the library at all times, including when a child is in a library program. Parents and caregivers are expected to supervise the behavior of their children. In accordance with school attendance laws, and in support of education, children under the age of 16 are not permitted on Library District property during school hours, unless accompanied by a parent, teacher, or legal guardian.

3. Teen Room

Use of the Teen Room requires the submission of a *Teen Room and Computer Use Agreement*, latest revised edition. These are available from the staff in the Teen Room and in the Children's Room.

4. Animals in the Library

Pets are not permitted in the library except for properly identified service animals or for programming purposes.

5. Dress, Personal Hygiene, and Public Health Emergencies

Patrons shall be fully clothed, including footwear.

Patrons whose bodily hygiene is offensive such that it disturbs others shall be required to leave the building.

Patrons shall comply with all rules and regulations established by New York State, Dutchess County, the City and/or Town of Poughkeepsie, and the Library District during periods of public health emergencies or a declared pandemic or epidemic. These rules will be prominently displayed at all library entrances. Patrons unable to medically tolerate wearing a **mask face covering** should notify Library District administration.

Any patron exhibiting symptoms of COVID-19, as listed by the CDC, can be asked to leave the premises.

6. Parking

The parking areas are solely for the use of patrons and staff while they are in the library. Vehicles must park in legal, designated spaces. Violators are subject to. Unauthorized overnight parking is not permitted and is also subject to booting.

7. Smoking, Food, and Beverages

In accordance with New York State and local law, the library is a smoke-free establishment and there shall be no smoking, vaping, or juuling on Library District property.

The consumption of food and alcoholic beverages on Library District property is prohibited, unless related to an approved Library District program. Non-alcoholic beverages in covered containers may be consumed. However, all beverages must be clearly visible and identifiable at all times.

8. Pedestrian Safety

For the safety of all patrons and staff, no one may run, skate, or use a skateboard or scooter on Library District property. No one may ride bicycles on the stairs or walkways around the buildings. Bicycles may not be stored inside Library District facilities; racks are provided for storage of bicycles.

9. Library Materials and Equipment

Library materials must be returned on time and in good condition; overdue materials deprive others in need of those materials. Patron accounts over \$25 may be referred to a collection agency.

Use of Library District computers requires a valid Mid-Hudson Library System library card, where the user's name and the name of the library card registration are the same. Access is provided to guests from outside the MHLS service area; inquire at a Service Desk for more information.

A library patron who deliberately alters a library computer database or destroys computer equipment will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.

A library patron who vandalizes, steals, defaces, or destroys any library material, equipment or building components will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.

All briefcases, oversized handbags, carryalls, luggage, packages, overcoats, and shopping bags are subject to inspection by library staff or security guards. The storage of personal items in the library or on library grounds is prohibited and personal belongings should not be left unattended.

10. Proper Identification

Library staff or security guards may request a patron to provide proper identification. Failure to provide such identification may lead to removal from the library.

Patron concerns about issues raised in this policy should be brought to the attention of the Library District Administration. Thank you for your support as we provide high quality public library experiences for everyone.