

**BOSTON FREE LIBRARY  
POLICIES AND BOARD DOCUMENTS**

System Policies found at  
<https://www.buffalolib.org/policies/system-wide-policies>

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# **By-Laws of the Boston Free Library Association**

## **ARTICLE I:       NAME**

The name of this Organization shall be the BOSTON FREE LIBRARY ASSOCIATION.

## **ARTICLE II:       PURPOSE**

### **Section 1.**

To assist the library director in providing library service to the residents of the Town of Boston and Erie County.

### **Section 2.**

To set policy which will achieve good library service.

### **Section 3.**

To hire qualified librarians to direct and supervise all staff members and to assemble, organize and make available expertly selected books and other materials which will aid individuals in the pursuit of information, in self-education and in creative use of leisure time.

### **Section 4.**

To assist the director as necessary in preparing the annual budget and to contract, when appropriate, with the Buffalo and Erie County Public Library annually for its services.

### **Section 5.**

To administer any special funds acquired by endowment, bequest or gift.

### **Section 6.**

To interpret the Library's function, needs and objectives to the Community.

## **ARTICLE III:       MEMBER QUALIFICATION**

### **Section 1.**

Any person over sixteen (16) years of age may become a member of the Library Association by signing the Membership Record and paying the annual fee as determined by the Board of Trustees.

**Section 2.**

The Trustees of the Library Association shall be members of the Corporation during their continuance in such office.

**Section 3.**

Other memberships in the Association may be acquired and discontinued in such manner and upon such terms as its Board of Trustees shall by By-Laws provide.

**ARTICLE IV: TRUSTEES**

**Section 1.**

The number of Trustees shall be between five (5) and twenty-five (25) who shall serve for terms of five (5) years.

**Section 2.**

Trustees shall be elected by the members of the Association at a meeting duly called therefore.

**Section 3.**

The terms of the Trustees shall be as follows:

- A) All present Trustees shall serve out the term for which they have been elected.
- B) At the next Annual Meeting of the Association, the members shall elect one (1) Trustee for a five (5) year term; one (1) Trustee for a four (4) year term and one (1) Trustee for a two (2) year term.
- C) Thereafter, all Trustees shall be elected for a five (5) year term upon the expiration of existing term upon the expiration of existing terms of the Trustees having heretofore been elected.
- D) In the event of the resignation of a Trustee, voluntarily or otherwise, the Board of Trustees will elect an interim Trustee to serve until the next meeting of the Association which will then elect a Trustee to fill the unexpired term of the resigning Trustee as hereinafter provided.
- E) In the event of an election of a Trustee to fill an extraordinary vacancy, the newly elected Trustee shall fill the unexpired term of the Trustee vacating his Office.

**Section 4.**

The Trustees of the BOSTON FREE LIBRARY ASSOCIATION shall meet at least quarterly upon such notice as may be required by the New York State Education Law.

**Section 5.**

If a Trustee shall fails to attend three (3) consecutive meetings without excuse accepted as satisfactory by a majority of the Trustees, he shall be deemed to have resigned and the vacancy shall be filled by the Board of Trustees as hereinabove provided.

**ARTICLE V: OFFICERS**

**Section 1.**

The Officers of the Board of Trustees shall be President, one (1) or more Vice Presidents, Recording Secretary and Treasurer.

**Section 2.**

Officers shall be nominated and elected at a meeting of the Trustees duly called therefore and shall serve for five (5) years after which time they may be re-elected. A simple majority of votes cast is necessary for election.

**Section 3.**

In the event of a vacancy in office, a special election shall be held at the next meeting of the Board of Trustees to fill the vacant office.

**ARTICLE VI: DUTIES OF OFFICERS**

**Section 1.**

The President shall preside at all meetings of the Trustees. He or she shall bring to the attention of the Trustees for action all matters necessary for adequate and efficient conduct of the Library.

Via email, the President shall notify the Board of Trustees of meetings at least five (5) and not more than ten (10) days prior to the meetings.

After reviewing, with the Library Director, the meeting minutes recorded by the Recording Secretary, the President will email the minutes to the Trustees at least five (5) and not more than ten (10) days prior to the meetings.

The President shall have the power to appoint the Chairman and members of all committees. The President shall be a member ex officio of all committees. The action of all committees shall be subject to the approval of the Board of Trustees.

**Section 2.**

The Vice President shall, in the absence of or at the direction of the President, conduct meetings and perform the duties of the President.

**Section 3.**

The Recording Secretary shall take the meeting minutes and email them to the Board President and Library Director for review within two (2) weeks of each completed meeting.

**Section 4.**

The Treasurer shall keep an accurate record of all financial transactions of the Corporation, including any and all transactions with respect to funds obtained pursuant to contract with the County of Erie, Association funds and any and all endowment funds.

**ARTICLE VII: MEETINGS**

**Section 1.**

Regular meetings of the Trustees shall be held at least four (4) times each year at the Library.

**Section 2.**

Special meetings of the Trustees may be held at any time at the call of the President or Secretary or any three (3) members of the Board provided that written or oral notice thereof be given to all Trustees at least forty-eight (48) hours in advance of the special meeting.

**Section 3.**

A quorum at any meeting of the Board of Trustees shall consist of a majority of the members of the entire Board.

**Section 4.**

The Association shall have one (1) Annual Membership Meeting at a date and time set by the Trustees of the Association to receive and consider the yearly reports of the Board of Trustees and of the Officers of the Association.

**Section 5.**

Whenever a Trustee or Trustees of the Association should be elected by its members, a meeting thereof shall be duly called therefor and the members present at such meeting shall be sufficient quorum for its special purpose.

**Section 6**

A notice of every meeting of the members of the Association, stating the purpose or purposes thereof, and the time and place thereof shall be emailed by the President at least five (5) and not more than ten (10) days prior thereto, to the usual email address of each member of the Association.

**Section 7.**

The order of business at all regular meetings of the Association or of the Board of Trustees shall be as follows:

- Item 1 – Roll Call
- Item 2 – Secretary’s Report
- Item 3 – Treasurer’s Report
- Item 4 – Communications
- Item 5 – Report of the Librarian
- Item 6 – Reports of Committees
- Item 7 – Unfinished Business
- Item 8 – New Business
- Item 9 – Adjournment

**Section 8**

Roberts Rules of Order shall govern the parliamentary procedure of any meeting of the Association or of the Board.

**ARTICLE VIII: COMMITTEES**

**Section 1.**

**Executive Committee**

The Executive Committee shall consist of the Officers of the Board, and one additional Trustee selected by the President. The President shall chair the Executive Committee. The Director or Manager of the Library may be invited to attend Executive Committee meetings. The Executive Committee may meet in executive session at any time. During the intervals between meetings of the Board of Trustees, the Executive Committee shall have the authority to exercise any of the following:

- a. To act as specifically authorized by the Board;
- b. To develop recommendations for the Board to consider; and
- c. To interface between the Board and the Director or Manager of the Library.

The Executive Committee shall report its proceedings and actions taken since the last Board meeting at the next regularly scheduled meeting of the Board.

## **Section 2.**

### **General**

Board committees are established to conduct detailed discussions, research and review and to develop one or more recommendations for the Board to consider at a meeting. There may be Standing Committees, as may be defined in the By-Laws from time to time, and Special (Ad Hoc) Committees, as the Board may define on an annual basis or according to need.

## **Section 3.**

### **Committee Membership**

The President shall appoint all members of the committees. Standing Committee chairs and members shall be appointed prior to the beginning of the fiscal year. Except as provided in these By-Laws, the Library Director or Manager may attend any committee meeting. The President shall serve as an ex-officio member of all Standing and Special committees with the power to vote. Each committee shall include at least two (2) additional Trustees. Each Trustee may serve on a committee and the Chair of each committee shall be a Trustee. The President or



the Chair of a committee (with the approval of the President), may appoint individuals to serve on a committee for a specific period of time who are not Trustees but who bring appropriate expertise. Trustees shall remain the majority membership of all committees.

**Section 4.**

**Committee Responsibilities**

All committees are charged to review and consider the issues assigned to them for recommendation and to fulfill such obligations as are defined in the By-Laws. Unless given specific authority, committees are advisory only.

**ARTICLE IX: GIFTS**

**Section 1.**

All gifts to the Library, either of monies or securities, shall be deposited in such bank as may be designated by the Board and shall be handled through the Board in the same manner as checks are drawn against appropriated funds of the Board in the regular course of business.

**Section 2.**

All gifts of property, other than monies or securities, shall be held or disposed of as may be directed by the Board of Trustees.

**ARTICLE X: FISCAL YEAR**

The fiscal year of the Association shall close on December 31 of each calendar year.

**ARTICLE XI: CONFLICTS OF INTEREST**

**Section 1.**

**Adoption of a Conflict of Interest Policy**

By assuming the office of Trustee, each member of the Board is required to adhere to the Boston Free Library Association's Conflict of Interest Policy as set forth in Appendix A of this document. In addition, and as set forth in Appendix A, or any amended version thereof, each Trustee, Officer, or Member of a Committee with powers designated by the

Board of Trustees, and the Manager or Director of the Library shall annually sign a statement (“Annual Statement”) which affirms such person: has received a copy of the Conflict of Interest Policy; has read and understands the Policy; has agreed to comply with the Policy; and understands the Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes. It shall be the responsibility of the President to ensure that each Trustee submits the Annual Statement in accordance with Appendix A.

## **ARTICLE XII: MISCELLANEOUS**

### **Section 1.**

#### **Action Without a Meeting**

Whenever the Board or a committee is required or permitted to take any action by vote, such action may be taken without a meeting on written or electronic consent, setting forth the action to be taken. Any action taken in accordance with this procedure must be approved by a majority of the members of the Board or committee entitled to vote thereon and must be included in the minutes filed with the corporate records of the Library. Action taken in accordance with this Section shall have the same effect as a majority vote of the members of the Board or committee at a meeting. Such action shall take effect when the last signature or consent required is received, unless the consent specifies a later date.

### **Section 2.**

#### **Notice, Waiver of Notice**

Any Trustee present at any meeting of the Trustees shall be presumed to have received due notice thereof. Any meeting shall be a legal meeting without notice if each Trustee waives notice, either before or after the meeting, by writing filed with the minutes of the meeting. Except as otherwise specified herein, whenever notice to any Trustee of a meeting is required, such notice shall be sufficient, whether given by telephone, facsimile, e-mail or US Mail, at least five (5) days prior to the proposed meeting date, except as otherwise provided herein.

## **ARTICLE XIII: AMENDMENTS**

**Section 1.**

Proper notification in writing of such amendment shall be sent to all members prior to the Annual Meeting at which a vote shall be taken on the enactment of such amendment.

**Section 2.**

Amendments to these By-Laws shall be introduced at the Annual Meeting of the Association and may be enacted at said Annual Meeting upon vote of all members present and voting thereat.

**Section 3.**

Any amendment enacted at an Annual Meeting of the Association shall take effect immediately.



**FREEDOM of INFORMATION LAW (FOIL) POLICY OF  
BOSTON FREE LIBRARY**

*This policy is for application to Boston Free Library functions.*

**I. Purpose and Scope**

This Policy provides information about how members of the public can access records of The Boston Free Library. This Policy applies to The Boston Free Library functions.

The Boston Free Library (heretofore referred to as the Library) will furnish to the public the information and records required to be disclosed by the New York State Freedom of Information Law (Article 6, Sections 84-90, of the Public Officers Law), and other applicable laws. FOIL allows members of the public the right to access government records, with certain exceptions. The full text of the FOIL law, guidance issued by the New York State Committee on Open Government, and other information about the law can be found on the Committee's website, <http://www.dos.ny.gov/coog/index.html>.

**II. Designation of Records Access Officers**

- A. The Library shall designate an appropriate employee or employees as “Records Access Officers” for the Library, and shall identify the Records Access Officers as such in materials available to the public.
- B. The records access officers are responsible for insuring that the Library appropriately responds to public requests for access to Library records. The designation of records access officers shall not be construed to prohibit other Library officials, including those who may have been authorized to make records or information available to the public in the past, from continuing to do so.

#### **IV. Requests for Public Access to the Library Records**

- A. All requests for records must be in writing, either in letter format or using the Library’s FOIL Application Form. Requests can be:

- Mailed to the Records Access Officer(s) at the following address:

Boston Free Library  
FOIL Records Access Officer  
PO Box 200 Boston, NY 14025; or

- Faxed to (716) 941-0941; or
- 
- E-mailed to the Records Access Officer at [BOS@buffalolib.org](mailto:BOS@buffalolib.org) with the subject FOIL request.

- B. All requests for access to records must include contact information of the requestor, including a telephone number and mailing address.
- C. All requests must include a detailed description of the records that are being sought including, but not limited to, dates, titles, file designations, or any other information that will assist the Library in locating the requested records.

#### **V. The Library Response to Requests for Public Records**

- A. Within five (5) business days of the receipt of a compliant written request, the Library will:
  - 1. Make the record available to the requestor;

2. Furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the information will be made available; or
  3. Deny access in writing, and state the basis for denying access.
- B. A denial of access to any record will be sent in writing, and will summarize the reason for the denial, and provide information on how to appeal such denial.
- C. If the Library does not respond to a request in accordance with Section A, the request should be considered to have been denied.

## **VI. Appealing a Denial of Access**

- A. All appeals of a denial of a request for a Library record must be submitted in writing within 30 days of the denied request, either in letter format or using the Library's FOIL Appeal Form. An appeal may be
  1. Mailed to:  
Boston Free Library  
FOIL Records Access Officer  
PO Box 200, Boston, NY 14025; or
  2. Faxed to (716) 941-0941; or
  3. E-mailed to the FOIL Appeals Officer at BOS@buffalolib.org with the subject FOIL appeal.
- B. The Library's FOIL Appeals Officer shall be the Library Director.
- C. An appeal must include the date of the original FOIL request, a detailed description of the records that are being sought including but not limited to dates, titles, file designations, or any other information that will help the Library to find the requested records, and the reason provided for the denial.
- D. The Library's FOIL Appeals Officer will independently review the withheld records and the basis for withholding them. The Library's FOIL Appeals Officer will respond in writing to the appealing party within ten (10) business days after the appeal is perfected with his or her determination as to whether the requested records were properly withheld or must be released.

- E. Copies of all appeals and the determinations will be sent by the Library to the Committee on Open Government pursuant to Section 89(4)(a) of the Public Officers Law.

**VII. Fees**

- A. The Library reserves the right to charge the requestor for costs in accordance with Sections 87(1)(b)(iii) and 87(1)(b) and (c) of the Public Officers law.
- B. There shall be no fee charged for merely inspecting or searching for records.

Adopted December 6<sup>th</sup>, 2019.

Reviewed February 8, 2022 – no changes.



**BOSTON FREE LIBRARY  
EMERGENCY PROCEDURES PLAN  
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## I. INTRODUCTION

These guidelines are intended to assist staff members in understanding how to respond and what to expect in an emergency situation at the Boston Free Library. These are best practices and may not cover every situation encountered. Please discuss any questions or concerns with the Library Director or Board.

Emergency Procedures:

- Provide employees with basic emergency preparedness and response information.
- Help maintain a safe environment within the applicable laws and regulations set forth by the Town of Boston and Erie County.
- Inform all staff of their responsibilities in preparing for and potentially responding to an emergency.
- Assist in returning to normal operations after an event.

**If an employee has an imminent concern of danger, he/she should contact 911 immediately.**

These procedures will be reviewed by the Library Director annually.



## II. POINTS OF CONTACT

Available to Library Personnel Only

### III. HEALTH AND PERSONAL SAFETY

#### Medical Emergency

- Call 911.
- Be prepared to give as much information as possible:
  - Location of emergency
  - Type of incident and any direct details of emergency
  - Your name
- Render First Aid/CPR if needed and you are properly trained.
- Stay with victim until help arrives OR if the victim is in imminent danger.
- Keep victim still – only move if other dangers are present.
- After the person has been given aid and the incident is over, remain available to help the investigating staff with pertinent information for an incident report or, if applicable, an Employee Injury report.
  - [Library Accident/Incident Report](#)
  - [Employee Injury Report](#)

#### Unruly Patrons

If confronted with an unruly patron:

- Notify person in charge immediately.
- Take note of the following information:
  - A description of the problem
  - Your location (be as specific as possible)
  - Your name and the extension from which you are calling
- Remain calm and keep your composure. Don't argue.
- Walk away if necessary and you can do so safely.
- Allow person in charge or law enforcement (if called) to handle the situation when they arrive.

#### Awareness

- To avoid being in a vulnerable or unsafe position, be observant and aware of your surroundings at all times.
- If you feel uneasy about a strange person or unusual noise or have a concern for your personal safety, notify the person in charge.
- Call 911 if you believe you or someone else are in imminent danger.

## **Suspicious Behavior**

In the event that you notice an individual behaving in an unusual, disorderly, intoxicated, or suspicious manner:

- Notify the person in charge.
- Take note of the following information:
  - A description of the problem
  - Your location (be as specific as possible)
  - Your name and the extension from which you are calling
- Keep a safe distance from the person; do not attempt to talk with or remove the individual yourself.
- Allow a supervisor to handle the situation when they arrive, or law enforcement if contacted.
- Prepare an incident report.

## **Personal Safety**

- When going to a remote area or when leaving the building after hours, use the buddy system.

## **Violent Situation**

We are committed to ensuring a work environment that is free of acts of violence or the threat of violence at all B&ECPL facilities. [Workplace Violence Policy](#)

- Report all physical acts of aggression or verbal threats immediately to: your supervisor and/or Human Resources.
- [Workplace Violence Incident Report](#)
- Call 911 if you feel you or someone else is in imminent danger.
- Keep a safe distance from the situation; do not attempt to interfere.
- Remain calm and keep your composure. Don't argue.
- Evacuate the area if directed or as needed for your safety.
- Take note of the following information:
  - A description of the problem
  - Your location (be as specific as possible)
  - Your name and the extension from which you are calling
- Witnesses to any incidents should identify themselves to law enforcement – “if you see something, say something.”
- Follow any and all directions given by law enforcement.

## IV. HAZARDOUS SITUATIONS

### Suspicious Items

- A suspicious item is any object that is out of place and can't be accounted for by anyone in the area.
- Potential indicators of a suspicious item are threats, placement, and proximity of the item to people and valuable assets.
- Generally anything that is hidden, obviously suspicious, unattended, and not typical should be deemed suspicious.

### Suspicious Package

- Never touch, move, or disturb a suspicious device/package.
  - Ask yourself: Is this item out of place? Does it belong to anyone in the immediate area?
- If you find a suspicious package:
  - Move away from the immediate area and notify the person in charge – if possible use hard-line communication (desk phone). Avoid using radio or cell phones.
  - Contact law enforcement, and apprise responding emergency personnel of the situation.

### Bomb Threat

In the event of a bomb threat:

- Call 911.
- Write down as many details as you can remember.
- Promptly complete a [Bomb Threat Report](#) (available on Intranet and hard copy at desks).
- Be available for interviews with law enforcement.

The person in charge should coordinate with local law enforcement and first responders to ensure smooth handling of Bomb Threat protocols.

# TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> High Pitch <input type="checkbox"/> Deep <input type="checkbox"/> Raspy <input type="checkbox"/> Pleasant <input type="checkbox"/> Intoxicated      _____ <div style="text-align: center;">Other _____</div>	<input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Stutter <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred      _____ <div style="text-align: center;">Other _____</div>	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Foul      _____ <div style="text-align: center;">Other _____</div>
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local <input type="checkbox"/> Not Local <input type="checkbox"/> Foreign <input type="checkbox"/> Region <input type="checkbox"/> Race	<input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Emotional <input type="checkbox"/> Righteous <input type="checkbox"/> Laughing	<input type="checkbox"/> Factory <input type="checkbox"/> Trains <input type="checkbox"/> Machines <input type="checkbox"/> Animals <input type="checkbox"/> Music <input type="checkbox"/> Quiet <input type="checkbox"/> Office <input type="checkbox"/> Voices <input type="checkbox"/> Machines <input type="checkbox"/> Airplanes <input type="checkbox"/> Street <input type="checkbox"/> Party <input type="checkbox"/> Traffic <input type="checkbox"/> Atmosphere

## BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line.  
Choose same line and dial \*57 (if your phone system has this capability).  
Listen for the confirmation announcement and hang up.

Call Police at 911 or 716-941-9300 and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)?  
Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

The following procedures are recommended for specific types of threats:

### **Threat Received By Phone**

- All bomb threats should be considered serious until investigated and proven otherwise.
- Keep caller on line as long as possible to obtain and write down as much information as possible.
- Advise someone to notify the person in charge or 911.
- Utilize Bomb Threat checklist to document all pertinent information.

### **Verbal Threat**

- If the person leaves, make note of which direction they went and be ready to give a detailed description of the person.
- Write down the threat exactly as it was communicated.
- Note the description of the person who made the threat using the [Bomb Threat Report](#).
- Notify the person in charge or 911.

### **Threat Received by Note / Mail**

- Do not handle excessively; do not allow anyone besides law enforcement to handle.
- Item should be placed in a large envelope or folder, whatever is handy to protect the document.
- Document as much information as possible (date, time, location, witnesses, other notable conditions); remember, your notes and incident details are crucial information.
- Notify the person in charge or 911.

### **Threat on Computer**

- Leave the message open on the computer.
- If on a public computer, take steps necessary to avoid automatic log off.
- Take photograph or screenshot of message, including sender if possible.
- Use the checklist on the [Bomb Threat Report](#) to gather as much information as you can.
- Notify the person in charge or 911.

## **Fire**

### **Suspicious Odors or Light Smoke**

- Notify the person in charge immediately.
- The person in charge will indicate whether or not necessary to call 911.

### **Visible Flames or Heavy Smoke**



- Pull fire alarm, if one is visible and you can safely do so without going in direction of the fire.
- Call 911.
- Do not attempt to fight the fire yourself.
- Follow procedures for evacuating the building.

## **Explosion**

In the event of an explosion, immediately evacuate the area of the explosion and notify 911.

Give the following information:

- The location of the explosion (be as specific as possible);
- Your name and the extension from which you are calling;
- Whether any people, collections, or valuable equipment are involved or are in imminent danger.

## **Chemical Spills, Gas Leaks & Suspicious Odors**

All chemical spills and suspicious odors must be reported to the Library Director or Caretaker.

### **Chemical Spills**

- Describe the extent and location of the spill.
- Do not touch or handle spilled materials.
- In the event of strong fumes, staff may be relocated temporarily until the responding party has had an opportunity to assess the spill.

### **Gas Leaks & Suspicious Odors**

- Describe the location and brief description of the odor.
- In the event of strong fumes, staff may be relocated temporarily until the responding party has had an opportunity to assess the cause of the odor.

## CHEMICAL SPILL/BLOOD BORN PATHOGEN

The following are the locations of:

Spill Containment and Security Equipment: Cleaning Closet

Personal Protective Equipment (PPE): Cleaning Closet – gloves, etc.

MATERIAL SAFETY DATA SHEET: Cleaning Closet

*When a Large Chemical Spill has occurred:*

- Immediately notify the Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company:

### **Nature's Way Environmental**

**Western NY Office**

3553 Crittenden Road

Alden, NY 14004

Phone: (716) 937-6527

Fax: (716) 937-9360

- Evacuate building as necessary

*When a Small Chemical Spill has occurred:*

- Notify the Emergency Coordinator.
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

## Carbon Monoxide

## **Carbon Monoxide Detectors**

- Multiple Carbon Monoxide (CO) detectors are installed in the Boston Free Library building.
- These detectors provide an audible alarm from the detector itself. They are not connected to or part of a fire alarm system.

## **Detector Activation**

In the event a Carbon Monoxide alarm is activated, staff should take the following actions:

- Evacuate the immediate area. Move to fresh air immediately.
- Call 911.

## V. EVACUATION

Employees should observe the following procedures to evacuate the Library in case of emergency. All employees should be familiar with the Boston Free Library's Emergency Evacuation Plan including:

- Map of Library (see attached)
- External Assembly Point: Storage Sheds at the rear lawn of the library (if safe and accessible).

It is the responsibility of the Library Director to make sure:

- A person in charge is designated during all open hours.
- A list of employees is readily accessible at the time of evacuation. This may include a means of identifying which staff is in the building each day. (Staff schedule calendar serves as a list of employees in the building).

### **During an Evacuation the Person in Charge should:**

- Take the list of employees and exit the building after checking all areas of the library, if able to do so safely.
- Verify after arriving at the designated assembly point that all assigned employees have evacuated the building.
- Work with the responding fire department.

### **During an Evacuation all employees should:**

- Exit the building through the exit designated in your evacuation plan.
- Use the stairwells to exit from the building.
- Make your way to your designated assembly point.
- Wait for further instruction from the person in charge or responding fire department.

### **Persons in Need of Assistance**

Employees in need of assistance are advised to self-identify if assistance may be needed in the event of evacuation of the building. They should work with their supervisor and

HR to develop a procedure and establish a buddy system with a coworker or other volunteer to assist in the case of any emergency.

Assisting with the evacuation of a person with a disability or injury by yourself should be the last resort. First responders are trained to successfully assist individuals in the case of an emergency.

Consider your options and risks of injuring yourself and others in an evacuation attempt. Evacuation may be difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Do not make an emergency situation worse.

If you determine that it is safe and necessary to do so, the following procedures are suggested for individuals who can safely assist a person with a disability:

- Always ask how you can help before attempting any rescue technique or giving assistance.
- Ask how he or she can best be assisted or moved and whether they have any special considerations that should be taken into account.
- Once you have assisted an individual with an impairment or injury to the designated location for first responders to locate persons needing assistance, it is recommended to evacuate yourself.

#### **Assisting Persons with Hearing Impairment**

- Alert the person with hearing impairment to the emergency and assist with their evacuation.
- A person with a hearing impairment will not need to wait for first responders, unless they also have a mobility impairment.

#### **Assisting Persons with Blindness or Visual Impairment**

- Alert the person with visual impairment to the emergency and assist with their evacuation.
- A person with a visual impairment will not need to wait for first responders, unless they also have a mobility impairment.
- Do not grasp the person's arm; ask if he or she would like to hold onto your arm as you exit.

- Give verbal instructions about the evacuation route using estimated distances and directional terms (ex. twenty feet forward, turn right, etc.)

## **SEVERE WEATHER AND NATURAL DISASTERS**

### *Tornado:*

When a warning is issued by sirens or other means, seek inside shelter. Consider the following:

- Small interior rooms on the lowest floor and without windows,
- Hallways on the lowest floor away from doors and windows, and
- Rooms constructed with reinforced concrete, brick, or block with no windows. Hallway near blackboard at bottom of the stairs

Stay away from outside walls and windows.

Use arms to protect head and neck.

Remain sheltered until the tornado threat is announced to be over.

### *Earthquake:*

Stay calm and await instructions from the Emergency Coordinator or the designated official.

Keep away from overhead fixtures, windows, filing cabinets, and electrical power.

Assist people with disabilities in finding a safe place.

Evacuate as instructed by the Emergency Coordinator and/or the designated official.

### *Flood:*

*If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

*If outdoors:*

Climb to high ground and stay there.

Avoid walking or driving through flood water.

If car stalls, abandon it immediately and climb to a higher ground.

***Blizzard:***

*If indoors:*

Stay calm and await instructions from the Emergency Coordinator or the designated official.

Stay indoors!

If there is no heat:

- Close off unneeded rooms or areas.
- Stuff towels or rags in cracks under doors.
- Cover windows at night.

Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.

Wear layers of loose-fitting, light-weight, warm clothing, if available.

*If outdoors:*

Find a dry shelter. Cover all exposed parts of the body.

If shelter is not available:

- Prepare a lean-to, wind break, or snow cave for protection from the wind.
- Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
- Do not eat snow. It will lower your body temperature. Melt it first.

*If stranded in a car or truck:*

Stay in the vehicle!

Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.

Make yourself visible to rescuers.

- Turn on the dome light at night when running the engine.
- Tie a colored cloth to your antenna or door.
- Raise the hood after the snow stops falling.

Exercise to keep blood circulating and to keep warm.





## VI. ACTIVE SHOOTER

Active Shooter incidents are unpredictable and can evolve quickly. Patrons are likely to follow the lead of employees during crisis situations. The following are tips to help prepare for such an incident:

- Don't assume it will never happen.
- Be aware of your surroundings at all times.
- Know your location.
- Have an escape plan.
- Know where exits in your area are located.
- Identify places where you could shelter in place if you need to hide.
- Determine whether the space you are in can be locked.

In the event of an active shooter situation, quickly establish the most reasonable method to protect your own life. Remember RUN, FIGHT, or HIDE.

### RUN

- If you can safely escape, evacuate the building – have a plan and use it.
- Leave belongings and evacuate even if others choose not to follow.
- Help others, if safe and possible.
- Prevent individuals from entering the building.
- Call 911 as soon as it is safe to do so – be prepared to give as much information as possible about incident.

### HIDE

- If evacuation is not possible, find a place to hide.
- Get out of view/sight.
- Seek shelter – secure doors and barricade entry with heavy furniture if possible.
- Close window coverings and turn off lights – only if safe to do so.
- Silence all electronic devices.
- Remain calm, quiet, and motionless.
- Plan what you will do if the shooter gets into the room. Consider what could be used as a weapon if necessary for self-defense.
- Lay flat on the ground and behind large items.
- Do not open the door.
- Call 911 as soon as it is safe to do so – be prepared to give as much information as possible about incident.

- If you can't safely talk on phone, leave the call open so that dispatcher can listen.
- Remain in location until emergency personnel tell you the situation has been resolved.

## **FIGHT**

- ONLY AS A LAST RESORT and if your life is in imminent danger.
- Aggressively attempt to incapacitate the shooter.
- Assume a survival mindset and know that oftentimes active violence situations are over in a few minutes.
- Commit to your actions - your life could depend on it.

## **When law enforcement arrives:**

- Remain calm and follow instructions.
- Put down any items in your hands.
- Keep hands visible at all times.
- Avoid quick movements toward officers.
- Do not stop to ask officers for help or direction.
- Remember, first responders are there to end the threat NOT render aid.

## **Information you should provide to law enforcement or the 911 Operator:**

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

## VII. LOCKDOWN/ LOCKOUT/SHELTER IN PLACE

### Lockdown

When there is an imminent concern inside of the building requiring the library to take extra security measures, law enforcement or library management may determine that a lockdown is an appropriate response.

A lockdown means staff is secured in designated areas (*See Shelter in Place*) throughout the building and are not allowed to leave until the situation has been resolved.

In the event of a lockdown:

- Comply immediately with the request to lockdown the building.
- Listen for instructions regarding the situation and your actions.
- Remain in designated area or if unable to get to designated area, move to nearest part of the building away from doors and windows.
- Remain alert and listen for updates.
- Remain in location until emergency personnel tell you the situation has been resolved.

The person in charge should coordinate with law enforcement to ensure that lockdown procedures are followed and all staff and patrons are safe and informed.

### Lockout

When there is an imminent concern outside the building requiring the library to take extra security measures, law enforcement or library management may determine that a lockout is the appropriate response.

A lockout refers to securing the building so that no one may enter. Staff are secured in designated areas (*See Shelter in Place*) throughout the building and are not allowed to leave until the situation has been resolved.

In the event of a lockout:

- Comply immediately with the request to lockout the building.
- Listen for instructions regarding the situation and your actions.

- Remain in designated area or, if unable to get to designated area, move to nearest part of the building away from doors and windows.
- Remain alert and listen for updates.
- Remain in location until emergency personnel tell you the situation has been resolved.

The person in charge should work with local law enforcement to ensure that lockout procedures are followed and all staff and patrons are safe and informed.

### **Shelter in Place**

A shelter in place is used to temporarily separate people from any incident that may require emergency response. This can be due to a hazardous material incident, or perhaps a weather-related emergency. It could involve closing doors and windows and taking immediate shelter in a readily accessible location until emergency personnel notify you that the situation has been resolved.

It is important to familiarize yourself with the library and areas which may be ideal for you to shelter in place. Individuals unable to safely and quickly get to a designated area should look for a place to shelter away from doors and windows.

## VIII. REPORTING INCIDENTS

Following an incident or accident employees should promptly complete a report.

- Reports including accidents or injuries, calls to 911, involvement of law enforcement or emergency responders, and any other incident deemed an emergency should be emailed to the Chief Operating Officer via email at [doylejm@buffalolib.org](mailto:doylejm@buffalolib.org).
  - [Library Accident/Incident Report](#)
- When an employee is injured, an employee injury report must be completed and forwarded to Human Resources within 24 hours.
  - [Employee Injury Report](#)

## IX. OTHER

### **Power Interruption**

- **Power Outage**- In the event of a power outage, locate the flashlights behind the front desk. If the duration is short, remain in place. If an extended power outage is expected, follow closing procedures including turning off all lights and locking the building.

### **Emergency Closing and Service Disruption**

In the event of weather-related closings or other unanticipated service disruptions or emergencies, the following procedures will enable us to ensure safety, minimize inconvenience for patrons and staff, and restore service in a timely and efficient manner.

#### **Determination of Library Closing**

- **The Library Director or designee is responsible for determining if the Boston Free Library will close.**

#### **Notification of Library Closing**

- The director will notify all staff of any emergency closing via phone/text message.
- In the event of an emergency or weather-related closing, the following broadcasters will be alerted: WIVB, WKBW, WIVB and the closure will be posted on Facebook.
- Information Technology staff will send all B&ECPL libraries e-mail notification of closings or service disruptions. IT will be notified of such disruptions by the Library Director or designee. In addition, the information will be posted in a red banner on the website and on the Intranet home page.

### **News Media and Public Inquiries**

Only the Library Director or Board President should coordinate information and information release with law enforcement, emergency medical personnel, and government officials as required.

During and after an emergency situation, you should:

- Refrain from responding to media or public information requests.
- Refer all public and media inquiries and information requests to your library's designated spokesperson.
- Refrain from discussing or speculating on the cause, consequences, events, impact, or personnel involved with the situation. This includes communicating via social media.



## CONFLICT OF INTEREST POLICY

*This policy is for application to the Boston Free Library.*

### **ARTICLE I Purpose**

The purpose of this Conflict of Interest policy is to protect the Boston Free Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, trustee, or Key Person of the Boston Free Library. It provides guidelines for handling perceived, potential or actual Conflicts of Interest and addresses procedures and disclosures of Related Party Transactions. This policy is intended to supplement but not replace any applicable state and federal laws governing Conflict of Interest applicable to nonprofit and charitable organizations.

### **ARTICLE II Definitions**

2.1 **Interested Person.** An Interested Person is any trustee, officer, employee or member of a committee with powers delegated by the Board of Trustees, who (1) has a direct or indirect Financial Interest, as defined below, and/or (2) is a Related Party, as defined below.

2.2 **Disinterested Trustee.** A Disinterested Trustee is any trustee who is not an Interested Person.

2.3 **Relative.** A Relative of an individual means his or her spouse or domestic partner as defined in Section 2994-a of the Public Health Law, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren.

2.4 **Financial Interest.** A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or a Relative:

- (A) An ownership or investment interest in any entity with which the Boston Free Library has a transaction or arrangement;
- (B) A compensation arrangement with the Boston Free Library or with any entity or individual with which the Boston Free Library has a transaction or arrangement, except for compensation payable to a Trustee of the Boston Free Library for service on the Board that is to be made available or provided to all Trustees of the Boston Free Library on the same or substantially similar terms; or



- (C) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Boston Free Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

2.5 Substantial Financial Interest. A Financial Interest in a Related Party Transaction is a "Substantial Financial Interest" if, in the discretion of the Board after giving due consideration to the material facts and circumstances of the Financial Interest as presented, the Board determines that such Financial Interest is substantial.

2.6 Related Party. A Related Party includes:

(A) any trustee, officer or Key Person of the Boston Free Library or any Affiliate of the Boston Free Library or any other person who exercises the powers of trustees, officers or Key Persons over the affairs of the Boston Free Library or any Affiliate of the Boston Free Library;

(B) any Relative of an individual described in clause (A) of this section;

or

(C) any entity in which any individual described in clauses (A) and (B) of this section has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

2.7 Key Person. A Key Person means any person, other than a director or officer, whether or not an employee of the Boston Free Library, who:

(A) has responsibilities, or exercises powers or influence over the Boston Free Library as a whole similar to the responsibilities, powers, or influence of directors and officers;

(B) manages the Boston Free Library, or a segment of the Library that represents a substantial portion of its activities, assets, income or expenses; or

(C) alone or with others controls or determines a substantial portion of the Boston Free Library's capital expenditures or operating budget.

2.8 Affiliate of the Boston Free Library. An Affiliate of the Boston Free Library means any entity controlled by or in control of the Boston Free Library.

2.9 Related Party Transaction. A Related Party Transaction means any transaction, agreement or any other arrangement in which a Related Party has a Financial Interest and in which the Boston Free Library or any Affiliate of the Boston Free Library is a participant, except that a transaction shall not be a Related Party Transaction if:

- (A) the transaction or the Related Party's Financial Interest in the transaction is de minimis;
- (B) the transaction would not customarily be reviewed by the board or boards of similar organizations in the ordinary course of business and is available to others on the same or similar terms; or
- (C) the transaction constitutes a benefit provided to a Related Party solely as a member of a class of beneficiaries that the Boston Free Library intends to benefit as part of the accomplishment of its mission, which benefit is available to all similarly situated members of the same class on the same terms.

2.10 Conflict of Interest. A Conflict of Interest exists if an outside interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impair the individual's ability to perform his or her responsibility in the best interests of the Boston Free Library.

### **ARTICLE III Disclosure**

3.1 Initial Disclosure. Prior to the initial election of any trustee, officer, or member of a committee with powers delegated by the Board or hiring of any Key Person, the prospective trustee, officer, committee member, or Key Person shall complete, sign and submit to the Chair of the Governance Committee a written Disclosure Statement, attached as Appendix A, identifying, to the best of his or her knowledge, the following information:

- (A) any entity of which such prospective trustee, officer, committee member, or Key Person is an officer, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the Boston Free Library has a relationship; and
- (B) any transaction in which the Boston Free Library is a participant and in which the prospective trustee, officer, committee member, or Key Person might have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction.

3.2 Annual Disclosure. Each trustee officer, member of a committee with powers delegated by the Board of Trustees, and Key Person shall annually submit to the Chair of the Governance Committee the written Disclosure Statement, attached as Appendix A, in which such person:

- (A) identifies, to the best of his or her knowledge, the information specified in Paragraphs (A) and (B) of Section 3.1 of this Article;
- (B) affirms that he or she has received a copy of the Conflict of Interest policy, read and understands the policy, agrees to comply with the policy, and understands the Boston Free Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

3.3 Continuing Duty to Disclose. In connection with any actual or possible Conflict of Interest or Related Party Transaction which may arise in the ordinary course of the year and within Board or committee meetings, an Interested Person must disclose the existence of the

Financial Interest and be given the opportunity to disclose all material facts to the Board of Trustees or the Governance Committee. Such disclosure may be made in a written statement or orally at a meeting of the Board, provided that such oral disclosure must be documented in the minutes of the meeting at which such disclosure is made and given to the Governance Committee for review in accordance with Article IV, Section 4.2.

#### **ARTICLE IV General Procedures**

##### **4.1 General Prohibitions.**

- (A) An Interested Person is precluded from being present at or participating in any Board or committee deliberation or vote related to the transaction or arrangement giving rise to a Conflict of Interest or Related Party Transaction. Notwithstanding the foregoing, the Board of Trustees or the Governance Committee, may request that an Interested Person present information to the Board or Governance Committee prior to the commencement of deliberations or voting relating thereto.
- (B) An Interested Person shall not directly or indirectly attempt to influence improperly the deliberation or voting on the transaction or arrangement giving rise to the conflict.

##### **4.2 Determining Whether a Conflict of Interest or Related Party Transaction Exists.**

- (A) After the Interested Person's disclosure of the existence of and all material facts relating to his or her Financial Interest as required under Article III, and after any discussion among the remaining members of the Board of Trustees or the Governance Committee and the Interested Person regarding the facts and circumstances of the Financial Interest, the Governance Committee shall discuss and make a recommendation to the Board as to each of the determinations required by Paragraphs (C) and (D) of this Section 4.2. Alternatively, if the existence of the Financial Interest initially arises at a meeting of the Board of Trustees, then the Board of Trustees can directly make the determinations required without seeking recommendations from the Governance Committee, provided the Interested Person leaves the meeting while the remaining members of the Board of Trustees discusses the information disclosed.
- (B) Upon due discussion and consideration of the Governance Committee recommendations, the Board shall make each of the determinations required by Paragraphs (C) and (D) of this Section 4.2.
- (C) Upon discussion, the remaining Board members shall decide and document in the meeting minutes if the transaction or arrangement constitutes a Related Party Transaction as defined in Article II, Section 2.9. If so, then the Board of Trustees must also determine and document in the meeting minutes whether the Related Party has a Substantial Financial Interest, as defined in Article II, Section 2.5, in the proposed Related Party Transaction. Regardless of whether or not the Financial Interest is a Substantial Financial Interest, a Related Party Transaction is subject to the procedures set forth in Article V.

- (D) If the transaction or arrangement does not constitute a Related Party Transaction as defined in Article II, Section 2.9, then the remaining Board members in their discretion shall decide if a Conflict of Interest, as defined in Article II, Section 2.10, exists nonetheless, after giving due consideration to the material facts and circumstances presented. If the Board determines that the transaction or arrangement involves a Conflict of Interest, then such transaction or arrangement is subject to the procedures set forth in Article V.

## **ARTICLE V Procedures for Addressing Conflicts of Interest & Related Party Transactions**

### **5.1 Consideration of Alternatives.**

- (A) If the transaction or arrangement is a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then consideration of alternatives in accordance with this section is mandatory. For Conflicts of Interest, consideration of alternatives is within the discretion of the Board of Trustees. After disclosure and discussions with the Interested Person, the Board of Trustees may appoint a Disinterested Trustee or committee of Disinterested Trustees to investigate alternatives to the proposed transaction or arrangement. Alternatives must be presented to the Board of Trustees and must be documented in the minutes of the meeting at which the determination is made.
- (B) If alternatives are investigated and presented to the Board, then after exercising due diligence and giving due consideration for any such alternative transactions presented, the Board of Trustees shall determine whether the Boston Free Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest or Related Party Transaction.

### **5.2 Board Decision.**

- (A) If alternatives are considered, whether mandatory or discretionary, and if the Board of Trustees determines that a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest or Related Party Transaction, the Board of Trustees shall determine by a majority vote of the Board whether the transaction or arrangement is in the Boston Free Library's best interest, for the Boston Free Library's own benefit, and whether it is fair and reasonable.
- (B) In conformity with the above determination, in accordance with the Boston Free Library's bylaws, the Board of Trustees shall make its decision as to whether to enter into the transaction or arrangement.
- (C) If the transaction or arrangement involves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then a majority of the Board members present at the meeting is required to approve such transaction.

5.3. **Documentation Required.** In connection with all actual or possible Conflicts of Interest and Related Party Transactions, the Board of Trustees shall document in the minutes of the meeting at which such determinations are made the following:

- (A) The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible Conflict of Interest or Related Party Transaction, the nature of the Financial Interest, any action taken to determine whether a Conflict of Interest or Related Party Transaction was present, and the Board's decision as to whether a Conflict of Interest, Related Party Transaction or Substantial Financial Interest in a Related Party Transaction in fact existed.
- (B) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussions at the meeting regarding the proposed transaction or arrangement, including the alternatives to the proposed transaction or arrangement considered, if any.
- (C) The determination as to whether the transaction or arrangement is fair, reasonable and in the Boston Free Library's best interest.
- (D) The determination as to whether to enter into the transaction or arrangement which gives rise to the Conflict of Interest or Related Party Transaction. If the Board of Trustees approves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then the minutes must also including the basis for such approval.
- (E) A record of any votes taken in connection with the proceedings.

## **ARTICLE VI Oversight & Reviews**

6.1 Oversight Responsibility. The designated Governance Committee of the Board, as defined in the Boston Free Library's bylaws, shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest policy in accordance with the procedures contained herein and within the process and authority granted under the Bylaws.

### 6.2 Violation of the Conflict of Interest Policy.

- (A) If the Governance Committee has reasonable cause to believe a trustee, officer or Key Person has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.
- (B) If, after hearing the response of the trustee, officer or Key Person and after making further investigation as warranted by the circumstances, the Governance Committee determines that the trustee, officer or Key Person has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall recommend to the Board appropriate disciplinary and corrective action, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a trustee, pursuant to New York State Education Law Section 226.

6.3 Periodic Reviews. To ensure the Boston Free Library operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its

tax-exempt status, the Board shall conduct periodic reviews. The periodic reviews shall, at a minimum, include the following subjects:

(A) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

(B) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Boston Free Library's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible or excessive benefit.

6.4 Use of Outside Experts. When conducting the periodic reviews as provided for in Article VI, Section 6.3, the Boston Free Library may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Trustees of its responsibility for ensuring periodic reviews are conducted.

Adopted by Boston Free Library Board of Trustees at a public meeting September 2014

Reviewed Annually.

Amended June 2019

Amended February 9, 2021

Amended February 8, 2022.

**Appendix A**  
**DISCLOSURE STATEMENT**  
**OF**  
**THE BOSTON FREE LIBRARY**

The undersigned, being a trustee, officer, or Key Person of the Boston Free Library, hereby acknowledges and confirms the following:

1. I have received, read and understand the Boston Free Library's Conflict of Interest Policy in effect as of the date written below, and I agree to comply with the Conflict of Interest Policy.

2. I understand that the Boston Free Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

3. **Personal Interests & Relationships.** I am an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Boston Free Library has a relationship: *[If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership].*

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4. **Interests & Relationships of Relatives.** A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Boston Free Library has a relationship: *[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership].*

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5. **Transactions.** The Boston Free Library is a participant in the following transactions in which I or my Relative may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. *[If none, please write "None." If such transaction(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.]*

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I certify that the above statements are true and correct to the best of my knowledge.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Amended June 2019  
Amended February 9, 2021  
Amended February 8, 2022





## ETHICS POLICY

*This policy is for application to the Boston Free Library and Buffalo & Erie County Public Library System functions.*

The Boston Free Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and Key Employees, as defined in the Bylaws, conduct business on behalf of the Boston Free Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

### **Guiding Principles:**

- Board members and Key Employees shall uphold the integrity of the Buffalo & Erie County Public Library and shall perform their duties impartially and diligently.
- Board members and Key Employees shall not engage in discrimination of any kind including that based on gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law.
- Board members and Key Employees shall protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and Key Employees shall not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or Key Employees.
- Board members and Key Employees shall not use or attempt to use their position with the Boston Free Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and Key Employees shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and Key Employees shall not denigrate the organization or fellow Board members or Key Employees in any public arena.
- Board members shall distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- Board members and Key Employees shall respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

- Board members and Key Employees shall be prepared to support to the fullest, the efforts of librarians in resisting censorship of library materials by special interest groups or individuals.
- Board members who accept appointment to a library board are expected to perform all the functions of library Board members.
- Board members and Key Employees shall act in accordance with the Conflict of Interest Policy adopted and amended by the Board.

**Compliance:**

If any Board member appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the Governance Committee to discuss the issue. The Governance Committee will make a recommendation to the full Board based on the findings. Key Employees who are or appear to be in conflict with the "Guiding Principles" will be asked to meet with the Governance Committee, in consultation with the Library Director as appropriate, who will make a determination as to discipline or termination based on his or her findings.

Adopted by Boston Free Library Association Board of Trustees at a public meeting September 5, 2017. Amended February 9, 2021.



## **OPEN MEETING POLICY DRAFT**

*This policy is for application to the Boston Free Library.*

### **I. STATEMENT OF POLICY**

In accordance with New York State's Open Meetings Law, members of the public are welcome to attend the Boston Free Library Board of Trustees meetings. Library Board meetings are for the conduct of library business. New York State's Open Meetings Law confers upon the public the right to observe the performance of public officials and to attend and listen to the deliberations and decisions that go into the making of public policy.

The Boston Free Library recognizes its duty as a public entity to perform public business in an open and public manner and to enable the public to be fully aware of and able to observe the performance of the Board. The Boston Free Library shall abide by Article 7 of the New York State Public Officers Law when conducting public business.

**Adopted by the Boston Free Library Board February 9, 2021.**

**Finances and Donated Funds Accountability Policy**  
(As adopted April 9, 2019)

The finances of the Boston Free Library consist of two types of monies:

## **1. Operational Funding**

a. Operational funding is arranged through an annual contract for services with the Buffalo and Erie County Public Library (B&ECPL). The administration of these funds is delineated by the contract between Boston Free Library and B&ECPL.

## **2. Donated Funding**

- a. The accounts held by the Boston Free Library Association consist of donated monies and grants.
- b. Donated Funding is from fundraising (on-going book donations, summer fundraiser, raffles), donations, memorials, Association membership dues, or other sources and managed by the Board of Trustees of the Boston Free Library. Donated money may be used for any purpose approved by the Board of Trustees, and may be retained from year to year.
- c. Grant funds will be administered according to the budget and stipulations of the awarded grant.
- d. Funds raised by the Friends of the Library (annual book sale) are administered separately.

The Association Account is divided into encumbered (grants or donations with specifications), unencumbered and investing moneys.

1. Encumbered money is kept in a checking account and spent for the purpose designated by the donor. The Library Director handles this money, its use is reported to the Board in the Librarian's and Treasurer's Financial Reports. It is limited to short term spending and includes:

- a. Memorial & Group gifts with specific requests – usually designated for library materials, furniture, equipment or repairs
- b. Grants

2. Unencumbered money includes unrestricted donations, raffle profits, and petty cash. The Board designated the 'profit' from candy bars and ongoing book donations as well as the donation jar to be spent for the incidental needs of the library.

3. Investment Funds

- a. By the determination of the Board of Trustees and by recommendation of the treasurer, unencumbered money can be transferred to investment accounts including certificates of deposit, money markets, and savings accounts.
- b. Investment Funds may be used for any library needs but are generally kept for capital improvements.

The following policy statement will govern the acceptance, safekeeping, investment and utilization of the donated funds.

### **Cash Procedures:**

- a. Petty Cash.
  - i. The Board of Trustees of the Boston Free Library establishes a petty cash fund for the purpose of paying small cash amounts. Use of the fund must be pre-approved by the Library Director. The fund will be drawn from the income from candy bar and ongoing book donations as well as annual deposits from the donation jar. It will be established at \$300.00. This amount will be evaluated at least annually by the Library Director in January, and any increase or decrease will be approved by the Board of Trustees.
- b. Checking Accounts.

- i. All monies should be held in accounts established at a federally insured commercial bank within the library service area as selected by the Board of Trustees. The Board of Trustees authorizes the Library Director or Treasurer to make deposits and to transfer funds from checking account to savings account and back as necessary.
  - ii. No withdrawals or expenditures shall be made from these accounts without the express authorization of the Board of Trustees. The treasurer, one additional trustee designated by the Board and the Library Director (or acting Director) will be authorized to sign checks. All checks require two signatures, the Library Director (or acting Director) and either the treasurer or the designated trustee. All payment authorizations should be initialed by the director or the director's designee before signing the checks.
  - iii. Bank statements and monthly bank reconciliations must be reviewed and approved by the Claims Auditor. This must be an individual who does not prepare checks for signature. Segregation of duties is especially important.
  - iv. The donated funds accounts may be audited at such frequency and by such person or organization as the Board of Trustees from time to time deem appropriate. The treasurer shall make reports to the Board as to activity in the donated accounts.
- c. Donations
- i. Every effort will be made to ensure that recognition of the donors is timely, meaningful to the donor, and appropriate and equitable, unless the donor wishes to remain anonymous. Gifts on which a donor places restrictions or special conditions will be accepted only if those restrictions or conditions are accepted by the Boston Free Library Board of Trustees or its designee. If the conditions placed on the donation by the donor are such that the donation should be used for long term purposes of the library, such funds shall be invested with such financial institution as prudent in the circumstances.
  - ii. All donations will be acknowledged in such a manner which fulfills the requirements under the laws in effect for public charities at the time of the donations.
- d. Investments
- i. Since the objective of investment account assets is to maintain liquidity and principle guarantee, the funds can only be deposited into FDIC (Federal Deposit Insurance Corporation) money markets, certificates of deposit and U.S. Treasury instruments.

These policies are determined by the Board of Trustees, and are subject to review and revision at the discretion of the Board. Appeals to any policy may be submitted to the Board of Trustees in writing.



Gift and Donor Recognition Policy  
Boston Free Library

## I. General Statement of Policy

A. The Boston Free Library (Library) actively encourages and welcomes gifts and contributions which will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to New York State applicable laws as well as the Library's existing policies and guidelines.

The purpose of a formal recognition program is to thank donors, encourage others to give, and build healthy, long-term relationships between the Library and its donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate, and equitable.

B. Monetary gifts as well as library and other materials in good condition may be donated to the Library.

C. All gifts (designated and undesignated) are subject to the terms of this policy. Undesignated gifts will be utilized at the discretion of the Boston Free Library Board of Trustees (Board) or its designee in accordance with this policy and/or the B&ECPL Collection Development Policy.

D. The Library will make every effort to honor the wishes of donors. Gifts on which a donor places restrictions or special conditions will be allowed only if those restrictions or conditions are accepted by the Board or its designee.

## II. Gifts

A. Monetary gifts in any amount including but not limited to one-time or recurring financial donations, bequests, memorials, stock options, and legacy gifts are accepted year-round.

B. Gifts of traditional library materials will be accepted with the understanding that the Library reserves the right to add items to the collection, distribute to other libraries, sell, donate, or discard them. Any items added to the collection will be evaluated and judged according to the selection standards in the B&ECPL Collection Development Policy.

C. Personal property, real property, antiques, and all other gifts will be accepted at the discretion of the Library Director or his or her designee. The Director may enlist the feedback of the Board depending on the item or offer.

D. An acknowledgement letter will be sent to the donor provided contact information is given. The Library will not appraise or estimate the value of gift donations. The responsibility for such appraisal lies with the donor.

E. The Library may consider individual plaques, paving stones, or equivalent acknowledgement for substantial donations at the discretion of the Board. Donations may also be designated for such items at the time of donation. The Library reserves the right to name or re-name designated facilities (with proper permissions), resources, or collections if the terms of a donation are not honored, if the term (duration) of a donation expires, or

if the Board determines that continued association does not support the mission or image of the Library.

F. The Library shall maintain donor confidentiality when requested by the donor, subject to disclosure upon request for consent of the donor or pursuant to subpoena, court order, or where otherwise required by law.

*Adopted by the Board of Trustees 6-6-2017*

### **Book Sale Procedures**

The Board of Trustees has established the following procedures for the conduct of Library Book Sales:

1. Date and site shall be agreed upon by the Director and any other group (i.e. Friends) that may be involved.
3. Announcements and advertising will be placed in the local media: the Springville Journal, Springville Times, Hamburg Sun, the Pennysaver, local radio stations, Facebook, local events calendars online, etc.
4. Dates and sites for collection of donations must be agreed upon in consultation with the Library Director.
5. Donated materials may be appraised to establish if they are of exceptional value.
6. At the end of the sale, any remaining books will be donated to other non-profit organizations that hold book sales, or will be otherwise disposed of. Only books that may have exceptional value may be held over for a future sale.

*Adopted by the Boston Free Library Board of Trustees, December 10, 2019*



### **Boston Free Library Investment Policy**

#### **I. SCOPE**

This investment policy applies to all moneys and other financial resources available for deposit and investment by the Boston Free Library, hereafter referred to as Library, on its own behalf or on behalf of any other entity or individual.

## II. OBJECTIVES

The primary objectives of the Library's investment activities are, in priority order:

- To conform with all applicable federal, State and other legal requirements (legality);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity) and
- To obtain a reasonable rate of return (yield).

## III. DELEGATION OF AUTHORITY

The Library board's responsibility for administration of the investment program is delegated to the treasurer who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

## IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Library to operate effectively.

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.



V. DIVERSIFICATION

It is the policy of the Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The Library board shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

VI. INTERNAL CONTROLS

It is the policy of the Library for all moneys collected by any officer or employee of the Library to transfer those funds to the treasurer within 7 days of deposit, or within the time period specified in law, whichever is shorter.

The treasurer is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management’s authorization, properly recorded, and managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies that are authorized for the deposit of moneys, and the maximum amount which may be kept on deposit at any time, are:

<b>Depository Name</b>	<b>Maximum Amount</b>	<b>Officer</b>
Evans Bank	100%	Treasurer

VIII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, “deposits”) made by officers of the Library that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by:

A pledge of “eligible securities” with an aggregate “market value” (as provided by the GML Section 10) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of “eligible securities.”

## IX. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of the Library shall be held by (the depository *or* a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities (or the pro rata portion of a pool of eligible securities) are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities (or pro rata portion of a pool of eligible securities) held may be sold, presented for payment, substituted or released and the events of default which will enable the Library to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Library or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the Library in the securities (or the pro rata portion of a pool of eligible securities) as set forth in the security agreement.

The custodial agreement shall provide that pledged securities (or the pro rata portion of a pool of eligible securities) will be held by the custodial bank or trust company as agent of, and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall also include all other provisions necessary to provide the Library with a perfected security interest in the eligible securities and to otherwise secure the Library's interest in the collateral, and may contain other provisions that the Library board deems necessary.

## X. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, the Library Board of Trustees authorizes the treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York.

All investment obligations shall be payable or redeemable at the option of the Library within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the Library within two years of the

date of purchase. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VIII and IX herein.

Except as may otherwise be provided in a contract with bondholders or note holders, any moneys of the Library authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the Library within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

## XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the Library transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or the dealer capable and qualified to transact business with the Library. The treasurer shall evaluate the financial position and maintain a listing of proposed depositories, trading partners, and custodians. Recent Reports of Condition and Income (call reports) shall be obtained for proposed banks, and security dealers that are not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

## XII. PURCHASE OF INVESTMENTS

The treasurer is authorized to contract for the purchase of investments:

1. Directly, from an authorized trading partner
2. By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5-G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

All purchased obligations, unless registered or inscribed in the name of the Library, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Library by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law Section 10(3)(a). The agreement shall provide that securities held by the bank or trust company, as agent of, and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the Library's perfected interest in the securities, and the agreement may also contain other provisions that the Library board deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the Library with a perfected interest in the securities.

The treasurer, where authorized, can direct the bank or trust company to register and hold the evidences of investments in the name of its nominee, or may deposit or authorize the bank or trust company to deposit, or arrange for the deposit of any such evidences of investments with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show, at all times, the ownership of such evidences of investments, and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held by the bank or trust company pursuant to a written custodial agreement as set forth in General Municipal Law Section 10(3)(a), and as described earlier in this section. When any such evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominee with respect to such evidences of investments.

### XIII. COURIER SERVICE

The treasurer may, subject to the approval of the Library board by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service shall be required to obtain a surety bond for the full amount entrusted to the courier, payable to the Library and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

The Library may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the Library in transporting items for deposit through a courier service. Any such reimbursement agreement shall apply only to a specified deposit transaction, and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the Department of Financial Services or other federal or State authority.

#### XIV. PRIOR RESOLUTIONS RECINDED, ANNUAL REVIEW, AND AMENDMENTS

This policy replaces any and all prior policies or resolutions with respect to moneys and other financial resources available for deposit and investment by the Boston Free Library. The Boston Free Library shall review this investment policy annually, and it shall have the power to amend this policy at any time.

#### XV. DEFINITIONS

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 1.

At the meeting of the Board of Trustees of the Boston Free Library (BFL) on February 2, 2016, the following resolution was proposed and approved by the board:

RESOLUTION:

WHEREAS, the Board of Trustees of the Boston Free Library (BFL) has been advised to adopt a written investment policy to guide the investment activity of the BFL, and

WHEREAS, the policy provides that the BFL Board of Trustees shall review this policy and procedures annually, now therefore be it

RESOLVED, that the Board of Trustees of the Boston Free Library adopts the Boston Free Library Investment Policy, and be it further

RESOLVED, that the updated policy supersedes any previously adopted policy and the investment related stipulations of all previously adopted Board resolutions.

*Adopted February 2016.*

*Reviewed and updated February 8, 2022.*

BOSTON FREE LIBRARY  
PROCUREMENT POLICIES AND PROCEDURES AS REQUIRED UNDER  
GENERAL MUNICIPAL LAW SECTIONS 103 and 104-B.

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## STATEMENT OF PURPOSE

The purpose of these policies and procedures is to protect taxpayers by assuring that competition is sought in a reasonable, cost-effective manner for all BOSTON FREE LIBRARY (BFL) procurements where practicable and required by law. Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner to assure the prudent and economical use of public moneys, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost and to "guard against favoritism, improvidence, extravagance, fraud and corruption" as required by New York State General Municipal Law (GML) §104-b.

*The BFL at its discretion may utilize the services of the Buffalo & Erie County Public Library Public Library Business Office, following Buffalo & Erie County Public Library Procurement Policies, to undertake procurement on behalf of the BFL for some or all of the situations addressed in this policy. The policies and procedures below apply when the BFL itself undertakes a procurement activity.*

## PROCUREMENT PROCEDURES

(REF., GML §§ 103,104,104-b)

### **Bidding Procedures**

When analyzing a request for acquisition of goods and services, an initial determination must be made as to whether a particular procurement is subject to competitive bidding. Some preliminary issues should be considered: Is the proposed procurement a purchase contract or a contract for public work? Is the amount requested above the applicable limit provided by law? Do any exceptions apply (e.g. state contract, sole source, and/or public emergency)? If the amount requested is less than the bidding limits required, what procedures apply that promote competition and maintain a level of efficiency consistent with Boston Free Library requirements?

### **Bidding Guidelines**

NYS GML §103 requires advertised bidding for procurements over \$20,000 for general commodities/services (Purchase Contract), and \$35,000 for public work. Although not defined in GML §103 the Office of the State Comptroller has expressed the opinion that the term "purchase contract" applies to the procurement of commodities (e.g. equipment, materials, supplies, and some services), while the term "contract for public work" encompasses contracts for services, labor and construction (see 1987 Opns St Comp No. 87-46, p 70: 1979 Opns St Comp No. 79-762, p160). If it is determined that competitive bidding (GML §103) is not applicable for an acquisition, documentation must justify how the decision was reached.

For procurements less than \$5,000, verbal, telephone, e-mail, fax, written, or single source quotations may be used. Procurements of commodities/services between \$5,000 and \$20,000 and contracts for public work between \$5,000 and \$35,000 are subject to the informal bid process. Procurements under \$2,500 may be undertaken using the Library requisition for equipment and non-stock items process.

Consideration must be given to acquisitions made of the same or similar items over the course of the fiscal year where the aggregate value may exceed the competitive bidding threshold. Orders that may exceed \$5,000 over the course of the year must follow the informal bid process unless those purchases are made off current available County, State, Federal or other Municipal contracts or for other reasons bidding is not practical. Multiple purchase orders to one vendor will be allowed if that vendor has an existing Contract with the BFL/covering said purchases. All others need to comply with the applicable procedures herewith.

### **Formal Competitive Bid Process**

On purchases of \$20,000 and greater for commodities/services, and contracts for public work greater than \$35,000, the formal sealed bid process must be used. Bid specifications are prepared by the requesting unit and the BFL Manager. Each formal bid is advertised in a newspaper with a circulation of 50,000 or greater covering the BFL's chartered service area. In addition, all formal bids are advertised on the Internet and can be downloaded by interested parties and prospective bidders accordingly.

In determining the necessity for competitive bidding, the aggregate amount to be expended in a fiscal year for an item or commodity to be purchased, or for the same type or similar public work, must be considered. It is established that the purpose of the bidding statutes may not be frustrated or avoided by artificially splitting or breaking up contracts into lesser agreements, or entering into a series of agreements, for sums below the bidding limitations. As a general rule, items or work of the same or similar nature which are customarily provided by the same vendor or contractor should be treated as a single item for the purposes of determining whether the dollar threshold will be exceeded (see, e.g., 1992 Opns St Comp No. 92-46, p115).

### **Informal Bidding Process**

Purchases of commodities and/or services between \$5,000 and \$20,000 and contracts for public work between \$5,000 and \$35,000 will be procured by the BFL's Manager using bids first obtained from three sources where practical. Deviations from this policy must be approved by the Manager in writing, which shall become part of the purchase documentation. Purchase requisitions and/or inquiry bid files or items within this threshold will include a notation indicating the names of at least three vendors who were contacted, the name of the individuals quoting for the firm, the date contacted, and the prices quoted by the vendors. A contract award will be to the lowest responsible bidder. Informal bids may be sealed (written), facsimile (fax), or telephone quotes at the Manager's discretion. Any exceptions to this process must be documented pursuant to the *Responsibilities/Exceptions* section of this policy.

### **Special Purchase Situations**

In other instances where it is determined competitive bidding is not required, such as emergencies, sole source procurements, or professional services, written justification must be



attached to the file. The following is a description of procedures for making these types of procurements.

Sole Source (No-Bid) Contracts: When circumstances are presented to the Manager, which serves the public interest indicating valid reasons that a request can be met by only one qualified vendor, the Manager may waive the bidding requirement. Goods and services, which may be procured from only one source, are defined as "sole source" items. It is important to note that there must be a single supplier of the item or service and there are no substantial equivalents. Sole source situations generally exist when an item is manufactured by only one firm, and a vendor has the exclusive franchise or distributorship for an item.

To initiate a sole source purchase, Manager's staff must be confident that conditions exist in the marketplace such that the requested goods or services are available from only one supplier and no substantial equivalents exist. In making these determinations, the Manager will document the unique benefits to the BFL of the item or service as compared to other products available in the marketplace. (See, gen.,1988 Opns St Camp No. 88-35, p 65)

Even though there is only one source of supply, the Manager's staff must still obtain a quotation for the vendor. Upon receipt of the properly executed quotation (written, fax, e-mail), the staff will then proceed to write the purchase order.

Since market conditions change over the years, a previously substantiated sole source may find new entrants to a formerly monopolized market. All sole sources should be verified. It can be a situation where the staff knows the marketplace has changed or it simply may be the need to verify the marketplace has not changed. It is understood that the mere likelihood that only one firm will bid is insufficient to justify sole source procurement. {1983 Opns St. Comp. No 83-124, p156)

Emergencies: GML 103(4), provides that purchases may be made without competitive bidding in the event that a public emergency arises due to an accident or other unforeseen occurrence.

Emergencies do not include situations caused by a lack of planning on the part of the BFL unit. While it will be the BFL unit that requests an emergency purchase, the BFL Manager with approval of the BFL's legal counsel will determine if it qualifies as an actual emergency. BFL legal counsel will determine if the statutory criteria are met on a case-by-case basis. If approved, the BFL Manager may issue an emergency declaration.

When circumstances support an emergency procurement, the requesting unit must submit the required written emergency declaration for the BFL Manager or his/her designee. The requesting unit and/or Manager's staff must then locate a source for the required goods or service. The goal must always be to obtain the lowest price from the vendor who can best meet the delivery requirements. If the item is included in a BFL and/or Buffalo & Erie County Public Library or Erie County contract listing, the contract vendor should be contacted first. Once the sources and price have been established, an emergency purchase order will be processed. It should be noted that in the event of a contract for services, the emergency contract will not exist for a term beyond the reasonable limits of the existence of the emergency situation. Similarly, in

the case of an emergency involving the acquisition of commodities, the quantity acquired will be no more than needed to address the emergency situation at the time.

The procurement procedure will be the same as a routine informal or formal bid except that advertising and bidding is not required. The purchase order must state "Emergency purchase approved by (Name), INSERT BFL Manager." A copy of the BFL Manager's written emergency declaration must be attached to the purchase order.

Professional Services: Professional, technical or consulting services are not the type of services which may properly be the subject of competition based solely on the compliance with the objective, uniform standards of the bid specification, pursuant to a bid being awarded to the lowest responsible bidder. The determination of whether the professional service exemption is applicable must be made on a case-by-case basis, examining the particular services needed. Generally professional services include, but are not limited to, the specialized expertise of interpreters, consultants, attorneys, engineers or architects.

Contracts for professional, technical or other consultant services having a value of \$25,000 or more are procured by the use of Requests for Proposals (RFP). The BFL Manager's staff, subject to the review and approval of the Manager, shall advertise the Request for Proposals (RFP), and designate a committee of three to review the proposals and choose a vendor. RFPs are distributed to interested parties and are advertised on the Internet and can be downloaded by interested parties and prospective proposers accordingly. Though not required, the BFL may also advertise in trade publications. The review committee or staff designee will select a vendor from the responses received and create a proposal to submit to the BFL Manager for review and recommendation to the BFL Board of Trustees, which upon review and by Resolution may provide approval to contract.

Contracts for legal counsel and professional, technical or other consultant services related to the BFL legal issues having a value of \$25,000 or more shall be subject to review by the BFL Manager, who may utilize an RFP process or submit written justification for the contract which shall be reviewed by the BFL Board of Trustees, which upon review and by Resolution may provide approval to contract.

Contracts for professional, technical or other consultant services having a value of less than \$25,000 shall be subject to review and approval by the BFL Manager, who may, within the limits of the appropriations provided therefore, contract for said services.

True Lease: Leases for real property shall not be considered a purchase or contract. True lease agreements are neither purchases nor contracts for public works and, thus, are not subject to competitive bidding under GML 103 (Exley v Village of Endicott, 21NY2d 426, 434 NYS2d992). Lease agreements require the BFL Manager's authorization before any procurement activity can begin. Documentation for the leasing versus purchasing decision should be made and should include a cost benefit analysis. Final approval to authorize entering into a lease with an annual value of under \$20,000 shall be by the BFL Manager. Final approval to authorize entering into a lease with an annual value of \$20,000 or more shall be by Resolution adopted by the BFL Board of Trustees. The competitive bidding statutes cannot be circumvented by casting an agreement which is truly a purchase or a contract for public work in terms of a lease.

Insurance: Insurance requirements for vendors are to be reviewed and approved by the BFL's legal counsel on a periodic basis. The purchase of insurance is to be conducted through the BFL Manager or her/his designee in consultation with the BFL's legal counsel.

Second Hand Equipment acquired from other government agencies: The requesting BFL unit must have approval from the appropriate outside government official as well as budgetary approval from the Manager before the purchase of surplus and second hand supplies, material or equipment is initiated. The BFL Manager will verify that the purchase price is fair through market price comparisons via industry publications and other procurement sources. Competitive bidding is not required according to GML §103 (6) (21 Opns St comp, 1965, p 615).

### **Single Source Purchases (\$2,500 to \$5000)**

For purchases between \$2,500 and \$5000, the BFL Manager has the option to award a purchase order to a single source vendor, usually recommended by the requesting unit. It is the Manager's responsibility to ensure that the purchase price is fair through price comparisons from available sources. If there is reason to believe that the price quote is not within an acceptable range for the product or products in question, the Manager may request an informal quote or bid using the Informal Bidding Process.

### **Exempted from GML 103, 104-b**

Procurements from Industries for the Blind or Industries for the Disabled (NYSID - See also State Finance Law, §162), New York State Correctional Industries (CORCRAFT - See also Correction Law, §§ 184,186), and Federal, State, or Local contracts are exempted from GML 103 competitive bidding and GML 104-b purchasing policies. Although General Municipal Law exempts these types of purchases from the requirements of written or verbal quotations, use of the exemption must be documented with relevant information and/or copies of Federal, State or Local contracts.

### **Responsibilities/Exceptions**

The Manager is the responsible Purchasing Agent for the BFL. The Manager and BFL staff are responsible for following the policies and procedures described herein and all relevant laws as they pertain to competitive bidding. (GML §104-b (2)(f)). If an award is made to a vendor other than the lowest price offered, written documentation stating the basis for such award and a justification that the award is in the best interest of the BFL, must be provided to and retained by the BFL Manager.

### **Updating Policies and Procedures**

The BFL Board of Trustees shall review this policy and procedures at least annually and shall solicit comments from the BFL Manager (GML §104-b (3),(4)).

### **Unintentional Failure to Comply**

The unintentional failure to comply with the provisions of GML 104-b shall not be grounds to void action taken or give rise to a cause of action against the Boston Free Library or any officer or employee thereof. (GML §104-b (5))

## DOCUMENTATION PROCEDURES

QUOTES – MINIMUM INFORMATION REQUIREMENTS - At a minimum, all quotations should include the date, item description, name of the vendor and vendor's representative, vendor contact information.

VERBAL/TELEPHONE QUOTES - The information is recorded on the purchase order and becomes part of the purchasing document.

SINGLE SOURCE QUOTES - The Manager, or his/her designee, will solicit one written, faxed, or verbal quotation. Written or faxed quotations are attached to the file copy of the purchase order. All verbal quotations will be documented on the purchase order in accordance with the above verbal/telephone quotes procedure.

WRITTEN QUOTES - When utilizing written quotes, where practicable a minimum of three quotations should be solicited and documented. "Request For Quotation" or "Informal Bid Request" forms will be used and attached to the file.

FAX/EMAIL QUOTES – Fax/email quotes may be accepted for any quotation under \$20,000 for commodities/services and under \$35,000 for contracts for public work.

PRICE VERIFICATION - Manager's staff is required to verify New York State contract pricing when applicable and practical. If price lists are not available through NYS OGS and/or the respective cooperative purchasing agreement sponsor, BFL staff must receive pricing from the vendors and shall include some written affidavit of price validity.

BID LANGUAGE (Extensions/ Alternate submissions) - When bids are to be used in multiple time periods and/or for multiple orders requiring the vendor to hold pricing, it is mandatory that language in the bid document states the intention to do the same. The language must be clear and concise and should leave no doubt with respect to its intended use. The same holds true for the alternative bid submissions. The language must be clear and if the alternates are to be accepted, the Manager should make every effort to notify all potential vendors of our acceptance of the same.

POST BID NEGOTIATIONS - Post bid negotiations are the responsibility of the Manager or his/her designee. BFL units are not permitted to assume this responsibility.

REQUEST FOR PROPOSALS - RFPs are used for obtaining professional, technical and consulting services (which may or may not include legal services). The requesting BFL unit is responsible for submitting specifications to the BFL Manager for review. If it is determined that the service is not biddable, the BFL Manager may proceed in accordance with State and local laws. Evaluations are conducted in accordance with process described in the *Professional Services* section of this policy.

Approved Month, Day, Year per Resolution February 2, 2016. This policy supersedes the procurement related stipulations of all previously adopted Board resolutions.

Reviewed/ Amended February 8, 2022 per Resolution 2022-01



## BOSTON FREE LIBRARY

### **CLAIMS AUDIT POLICY** ESTABLISHMENT AND FUNCTIONS OF CLAIMS AUDITOR

The Boston Free Library Board of Trustees is responsible for establishing an adequate system of internal controls over processing claims to ensure taxpayer moneys are safeguarded.

The Board of Trustees may, by resolution, establish the position of a Claims Auditor. The Board may appoint the Claims Auditor at its annual Organizational Meeting or whenever the appointment becomes necessary. The Claims Auditor shall hold the position subject to the pleasure of the Board and report directly to the Board on the results of audits of claims approved and released for payment. The Claims Auditor may be required to work with the Treasurer for administrative matters such as work time, attendance and the creation of reports for the Board. The Board of Trustees shall review this claims audit policy as necessary, and it shall have the power to amend this policy at any time.

#### **Qualifications**

The Claims Auditor must have the necessary knowledge and skills to effectively audit claims. The Claims Auditor is a voluntary appointment and will not receive compensation. The Claims Auditor is not required to be a resident of the Library's service area.

No person shall be eligible for appointment to the position of Claims Auditor who shall be:

- A member of the Board who has any involvement in the library's accounting, procurement and/or check signing.
- An employee or volunteer responsible for procurement or accounting.
- The individual or entity responsible for the internal audit function (the Internal Auditor).
- The External (Independent) Auditor responsible for the external audit of the financial statements.
- A close or immediate family member of an employee, officer, or contractor providing services to the library. A "close family member" is defined as a parent, sibling or nondependent child; an "immediate family member" is a spouse, spouse equivalent, or dependent (whether or not related).
- An individual with an interest in any other contracts of the library and/or who provides any goods or services to the library.

#### **Duties**

The Claims Auditor shall certify that claims against the Library listed on the warrant were audited and payment is authorized. The Claims auditor shall:

1. Examine all claims to determine they are valid claims against the library.
2. Inspect receipts/packing slips to ensure goods or services were received by the library and that an appropriate staff member has confirmed receipt of goods and services.
3. Meet such other requirements as may be established by the Regulations of the Commissioner of Education and/or the Comptroller of the State of New York.

Only claims certified by the Claims Auditor pursuant to this policy shall be paid unless exempt by NYS law.

### **Review of Claims**

Claims for payment must be accompanied by the following:

- Purchase orders or order forms listing goods purchased.
- Receipts and/or packing slips verifying underlying goods or services have been received.
- A sequentially numbered claim form initialed by appropriate staff member verifying goods or services have been received.

All claims submitted for approval will be summarized on an abstract of claims presented with above documentation, to the Board, or its appointed claims auditor, for audit.

#### Payments Not Requiring Pre-Audit

- Fixed salaries of officers or employees regularly engaged at agreed- upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings.
- Principal or interest payments on debt.
- Payments made pursuant to a court order.
- Amounts due upon lawful contracts for periods exceeding one year.
- Retirement contributions by a participating employer in the New York State and Local Retirement System as billed by the State Comptroller.

These types of payments should not be included on the abstract of audited claims.

#### Payments Allowed in Advance of Audit

- The Board of Trustees may, by resolution, authorize payment in advance for public utility services, emergency maintenance expenses, postage, freight, and express charges.
- Payments discharged from petty cash.

### **Approval of Claims**

Upon completing the review of claims, the Claims Auditor may approve said claims for payment. At its regular monthly meeting or special meeting, the Board shall review the payment of claims approved and paid pursuant to the signed recommendation of its Claims Auditor. All claims, including supporting documentation and the abstract, approved by the Claims Auditor will be available for Board inspection at each meeting.

### **Absence of Claims Auditor**

The Board of Trustees will audit all claims in the event that the Claims Auditor position is vacant or unavailable. Such audit by the Board will be completed at a regular bi-monthly meeting or special meeting.

Approved: April 9, 2019

## **Boston Free Library Petty Cash Fund Policy**

The Board of Trustees of the Boston Free Library establishes a petty cash fund policy for the purpose of providing funds to be spent on the incidental needs of the Library. Items purchased will be charged back to the appropriate account.

- Petty cash will be drawn from the ongoing book sale shelf and 3D printing surplus.
- Petty cash fund will be reimbursed at least once a year from appropriate accounts.
- The petty cash amount will be maintained at no more than \$300.
- It will be the responsibility of the Library Director to maintain accountability for these funds.

### **Procedures:**

- Use of petty cash must be pre-approved by the Library Director.
- When an item is purchased utilizing petty cash, the receipt and change will be returned to the fund.
- All expenditures must have original receipts.
- Receipts must have complete documentation.

- Vendor Name*
- Date*
- Item Purchased*
- Purpose*

- A list of purchases and reimbursements will be kept on file along with all purchase receipts.
- All purchases made on behalf of the library are tax exempt.

- **Allowable Transactions**

These transactions are allowable using petty cash funds:

- Purchases for small dollar needs
- Purchases for which the goods are received at the time of purchase
- Typical allowable transaction types include office supplies, programming supplies, and minor maintenance supplies.

Approved by the Board of Trustees of the Boston Free Library on December 6, 2016.

Updated February 8, 2022.



## **Boston Free Library Purchase Policy**

The Boston Free Library establishes this purchase policy in order to comply with generally accepted auditing standards and cost containment.

The materials, equipment, supplies, and services to be purchased shall be of the quality and quantity required to serve the functions of the Library in a satisfactory manner.

### **1. Authority, Responsibility and Accountability**

Only the Library Director, or another agent designated by the Board of Trustees, is responsible for purchases made on behalf of the Library. The Library Director may delegate purchases to staff members only within predetermined budgetary limits consistent with the library's operating budget and subject to the Director's oversight.

For all purchase decisions, the Library Director or another agent designated by the Board of Trustees shall have the final authority, and will be accountable to the Board of Trustees.

Consistent with the guidelines established by the Board of Trustees, the Library Director shall be responsible for establishing procedures for the proper and cost-effective documentation, approval and execution of payment for all purchases, invoices, and pre-payments.

### **2. Library Materials**

Where possible, books, magazines, audiovisual (AV), and other such materials intended for patron use and using private funds will be purchased from vendors offering the best price and accepting the Library's tax-exempt status.

### **3. Contracts**

The Library Director shall obtain the prior written approval of the Board of Trustees for any contract obligating the library to expenditures for goods or services to be provided more than twelve months after the date of the contract

### **4. Purchase Amounts**

The following schedule is related to capital or one-time purchases on non-library materials. For further information, please refer to the Procurement Policy.

- Up to \$1,000. Discretion of the Library Director



- \$1,000-\$3,000. Informal Bid Process: Minimum of three documented telephone quotes approved by either the Treasurer or the President prior to purchase and reported to the Board of Trustees.
- \$3,000-\$20,000 (commodities/services) or \$3,000-\$35,000 (contracts for public work). Minimum of three written quotes approved by the Board of Trustees
- Over \$20,000 (commodities/services) or \$35,000 (contracts for public work). Formal bid process approved by the Board of Trustees.

## **5. Insufficient Appropriations**

Purchases for items for which insufficient funds have been appropriated – in operating budget lines or by some other means approved by the Board of Trustees – shall require approval of the Treasurer.

Any Transfer of funds outside the limits established by the Board shall require prior approval by the Board of Trustees. All transfers of funds shall be reported to the Treasurer on a monthly basis.

## **6. Purchasing**

Prior to payment from library funds, all purchases shall be approved in writing by the Library Director. Upon receipt of the invoices, they will be reviewed for accuracy by the Director and verified by the Claims Audit Officer. All receipts and necessary paperwork will be attached to the invoice.

The Library will make all due haste to get an invoice paid in a timely manner to avoid interest and/or late charges.

Formal consent from the Board of Trustees is required for any payment instrument (such as a debit card, buyer's account, or PayPal account) that draws on the library's funds without the prior approval of the signatories to the library's bank account over \$1,000. Such consent will be granted only in exceptional cases and documented in Board minutes. All purchases, regardless of amount, made under such accounts will be reviewed by the Library Director and Claims Audit Officer.

## **7. Emergencies**

In the event of an emergency requiring an expense of more than \$3,000 to secure the immediate safety of the staff, public, or major library assets, the Library Director will, if possible, obtain three verbal quotes and inform the Treasurer and the President in writing of the quotes obtained.

*Adopted by the Board of Trustees 2/11/2020*



## **Disposal of Obsolete or Surplus Property Policy Boston Free Library**

### **Purpose:**

The purpose of the policy is to ensure that obsolete or surplus property is disposed of to obtain the best possible price and in a way that makes it accessible to all on an equal basis.

### **Procedure:**

1. Library materials in the collection in fair or better condition deemed to be no longer needed by the library will be removed from the collection and sent to the BECPL for use in their discarded book sale.
2. When patrons donate books or other materials, these may be added to the collection, or given to the Friends of the Boston Library for sale at the book sale, at the discretion of the Director. Excess books left after the Book Sale will be donated to a non-profit or charitable organization or disposed of.
3. Any property deemed to be in poor or bad condition may be destroyed and thrown away.
4. A list of other property deemed obsolete (computers, furniture, equipment etc.) including recommended sale prices will be presented to the Board of Trustees by the Director to be certified by the Board.
5. Property purchased with funds from the County and marked with a county property sticker will follow Erie County's guidelines for disposal.
6. For property purchased with private funds, an attempt should be made to see if other non-profit agencies in the community could use the equipment.
7. In the event that a sale is held, notice of the sale will be given to the public either through the newspaper or through the newsletter.
8. The sale may be conducted as follows:
  - a. Prices for items comparable to those being offered will be obtained from the internet.
  - b. Items will be priced in relation to those found.
  - c. A record of the prices from the internet and the sale prices will be kept for proof of compliance.
9. All sales are final.
10. In case of dispute, the decision of the Director will be final.

Adopted by the Board of Trustees: December 10, 2019



Fixed Assets Policy  
Boston Free Library

**For items owned by the Boston Free Library Association:**

The Boston Free Library shall maintain a fixed asset inventory. The inventory shall be regularly updated and reported on the prescribed forms. The inventory system shall be maintained to ensure the availability of adequate insurance coverage, to provide an inventory control, and to guarantee accountability. Library materials (books, audio material, software, etc.) are inventoried separately and therefore excluded from this fixed asset inventory. Whenever possible, fixed assets shall be labeled with the library name and fixed asset number.

**Responsibility:**

The Library Director and Treasurer of the Boston Free Library Association Board of Trustees are responsible for maintaining the fixed asset inventory. Assets are added and deleted on a regular basis throughout the year.

**Criteria:**

The Fixed Assets Inventory shall record all items purchased or donated over the value of \$1,000. Property and equipment are stated at cost, or in the case of donated assets, at the estimated fair market value as of the date the donation is received.

Amounts over \$5,000.00 that have a useful lifespan exceeding one (1) year are capitalized. Individual items which, together with other similar items, constitute a set may be considered as one (1) item. Expenditures for maintenance, repairs and renewals under \$5,000.00 are charged to operations as they are incurred. Additional and major renewals are capitalized.

An inventory of these assets is maintained and updated on a continual basis in a Capital Assets Log. An inventory schedule is prepared annually.

The Board of Trustees approves a Capital Assets Log and a Depreciation Schedule at the close of each fiscal year.

**Removal:**

When assets are no longer usable or needed, they are discarded according to library policy and marked with a discard date on the fixed asset inventory.

**Storage:**

The fixed asset inventory is stored in the following manner:

- A current database stored on library staff computer, in email, and on flash drive
- Annual hard copies or computer files are generated and stored in the on-site fire safe

*Adopted by the Boston Free Library Association Board of Trustees: February 9, 2021*



## Debit Card Policy Boston Free Library

This policy facilitates library purchases and establishes guidelines for the use of debit cards issued by the library. The use of a debit card is a form of payment; all use must be in compliance with the Boston Free Library Policies, in particular, the Boston Free Library's Procurement Policy. This policy provides internal controls to ensure that employees comply with all applicable laws.

Debit cards may be issued to staff for the purchase of goods or services for the official business of the Library as determined by the Director and the Board of Trustees. This is decided on a case by case basis. All employees issued a debit card must sign an acknowledgement form recognizing their responsibility to comply with the Library policy regarding debit cards.

The Library Board must approve the debit card application. Each debit card bears the cardholder's name, but is the property of the Library and will be issued under the name of the Library, and must be returned to the employee's supervisor upon termination of employment with the library.

Library debit cards shall have spending limits determined by the Director and the Board of Trustees.

A list of staff members with debit cards and their debit limit will be maintained.

The cardholder is responsible for ensuring that:

- Charges are authorized within his/her approved budget
- Sufficient funds are available within that budget

Use of the debit card should be limited to purchases from companies, stores, and vendors that do not invoice or accept purchase orders; orders placed over the Internet; and other purposes approved by the Library Director. A reasonable tip or gratuity is allowed when service is provided.

For all debit card purchases made, the cardholder must submit documentation in the form of receipts detailing the goods or services purchased, the cost of those goods or services, and the date of purchase. All documentation of approved debit card transactions must be forwarded to the Director for submission to the board at the following board meeting.

Each staff member issued a Library debit card is responsible for its protection and custody and shall immediately notify the issuing bank, then the Director if the debit card is lost, stolen or used by unauthorized persons. Written documentation of the event should follow the report as soon as possible detailing the date and circumstances of the theft or loss.

All debit cards shall be returned immediately upon request or termination of employment to the Director. The Library may suspend or cancel cardholder privileges at any time for any reason.

No personal expenditures are allowed by staff members with the Library debit cards, even if the intent is to repay the Library at a future time. A Library debit card may not be used for cash withdrawal or cash advance.

Any misuse of a Library debit card shall result in no less than the debit card in question being revoked. Any disciplinary measures for misuse of Library debit will be at the discretion of the Director in consultation with the Library Board as appropriate.

The treasurer is responsible for balancing the receipts with the monthly statement and reporting any discrepancies to the Director or Library Board.

Before being issued a library debit card, employees must complete and sign the acknowledgement form stating that they understand and will comply with the library's debit card policy.

Adopted by the Board of Trustees: December 10, 2019

Updated November 14, 2023

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**BOSTON FREE LIBRARY Debit Card Policy Employee Acknowledgement**

I hereby acknowledge that I have received a copy of the Boston Free Library's Debit Card Policy and the protocols for its use. I have read the policy and protocols and clarified with my supervisor any questions regarding its provisions. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy and that the library will require restitution if the debit card is used improperly.

Employee: Lydia Herren

Signed: \_\_\_\_\_

Date: 11/14/2023

Debit Limit: \$250

Board of Trustee Approval: Suzanne Borowicz

Signed: \_\_\_\_\_

Date: 11/14/2023



## **Boston Free Library Fund Balance and Reserve Funds**

The Boston Free Library may have more than one accounting fund.

- The *Operating Fund (Contract Account)* is the account from which the library's day-to-day income and expenses are received and disbursed and is usually the account through which most receipts pass. This is the primary fund for the library's annual budget.
- The *Association Account* is a separate account established for donations and moneys specifically for the use of the Boston Free Library. Some of these funds may have been designated for specific use at their donation.
- The *Capital Fund* is a separate account established for special one-time, unusual, and usually high-cost activities such as construction, renovation, or major equipment purchases that cannot be completed through the Association account.
- The *Endowment Fund* is a separate account whose purpose is to generate supplemental revenue for the library. Often such funds are designated for specific purposes.

The library board may establish other special purpose funds for accounting and planning purposes. Monies may be transferred into and out of such funds only with formal board approval at an open meeting. It is common for the library to maintain an *undesignated fund*, or *fund balance* to meet the cash flow requirements of the organization.

Having acquired funds from local government, community taxpayers, or other sources, the board has an obligation to spend the money. Although a reserve fund is prudent and appropriate, the library should not hold excessive amounts of money. There should be justification, based in reality, for all reserve funds.

Each fund must be defined in the Library's Reserve Fund Policy and its purpose understood by every trustee. There is no limit to such reserve funds in law or regulation, but recent State Comptroller's audits have questioned extraordinary reserves (i.e. in excess of the library's annual budget) when not designated for specific purposes.

Funds in excess of regularly needed operating costs in unrestricted or private accounts may be kept in CDs.

**BOSTON FREE LIBRARY ASSOCIATION**  
EXPENSE REIMBURSEMENT REQUEST

VOUCHER # \_\_\_\_\_

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

ATTACH RECEIPTS FOR ALL REIMBURSEMENTS

<u>Items or Services Purchased</u>	<u>Cost</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

I certify that this purchase was (these purchases were) made entirely for the benefit of the Boston Free Library.

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Attach receipts and place completed form in Association file for payment..

Date of Approval \_\_\_\_\_ Check No. \_\_\_\_\_





## WHISTLEBLOWER POLICY

*This policy is for application to the Boston Free Library.*

The Boston Free Library is committed to upholding the highest standards of ethical, moral and legal business conduct, and transparency through open communication. Accordingly, all trustees, officers, employees and volunteers are required to comply with applicable federal, state and local laws, and must faithfully implement and adhere to the Boston Free Library's own policies and procedures in conducting their duties and responsibilities.

This policy provides an avenue for all trustees, officers, employees, former employees, independent contractors and volunteers to report any suspected or actual conduct contrary to these standards without the fear of intimidation, harassment, discrimination or retaliation.

### **ARTICLE I Reporting Responsibility**

Section 1.1. Duty to Report. It shall be the Boston Free Library's policy that all trustees, officers, employees, former employees, independent contractors and volunteers of the Boston Free Library have a responsibility to report known or suspected violations in accordance with this Whistleblower Policy. This includes reporting any action or suspected action taken by or within the Boston Free Library that is illegal, fraudulent or in violation of any policy of the Boston Free Library, which the reporter has either actual knowledge of or has a reasonable good faith belief that same occurred. Suspected or actual wrongful action(s) regarding Boston Free Library finances and governance, include but are not limited to the following:

- (A) Incorrect financial reporting;
- (B) Unlawful activity;
- (C) Activities that are inconsistent with Boston Free Library policies; and
- (D) Activities which otherwise amount to serious improper conduct.

### **ARTICLE II Procedure**

Section 2.1. Oversight. The Governance Committee of the Board comprised solely of Independent Trustees, as defined in the Bylaws, shall oversee the adoption, implementation of, and compliance with this Whistleblower Policy.

Section 2.2. Compliance Officer. The Compliance Officer shall be the Chair of the Governance Committee. Should the Compliance Officer be the subject of the report, then the Governance Committee shall appoint another member of the Committee to perform the Compliance Officer's role regarding the allegations. The Compliance Officer shall be responsible for administering the Whistleblower Policy, overseeing an investigation, and reporting to the

Governance Committee. The Compliance Officer shall report to the Board at least annually on compliance activity.

Notwithstanding anything to the contrary in this Policy, trustees who are employees of the Boston Free Library may not participate in any Board or Committee deliberations or voting relating to administration of this Whistleblower Policy.

Section 2.3. Reporting Violations. All reports should be made using the *Whistleblower Reporting Form*, attached as Appendix A, which will be available on the Buffalo & Erie County Public Library website and Intranet. Trustees, officers, employees, former employees, independent contractors and volunteers should promptly report alleged violations to the Compliance Officer. If reporter deems it inappropriate to file the report with the Compliance Officer, the report may be submitted to the President or Vice President of the Boston Free Library Board of Trustees. Any such reports received by the President or Vice President of the Boston Free Library Board of Trustees, or designee, including the completed *Whistleblower Reporting Form* shall be forwarded to the Governance Committee, subject to the restrictions of Section 2.2.

Section 2.4 Email Reporting. As an alternative to the reporting procedure specified in Section 2.3, trustees, officers, employees, former employees, independent contractors and volunteers may submit the *Whistleblower Reporting Form* via email to [whistleblower@buffalolib.org](mailto:whistleblower@buffalolib.org). Submissions to said email account will be reviewed by the Governance Committee of the Buffalo and Erie County Public Library Board of Trustees at its monthly meeting.

Section 2.5 Anonymous Reporting. With the exception of a person's report of his or her own violation, the reporter shall not be required to provide his or her name on said form. However, anonymous reports must include sufficient information, including but not limited to, the name of the person against whom the report is being made, the date of the incident, and a description of the incident, in order that an investigation can be conducted.

Section 2.6 Handling Reports.

- (A) The Governance Committee shall provide the reporter a timely acknowledgement of receipt of the report, whether submitted in person, electronically, or otherwise. All reports submitted will be placed on the agenda for the next scheduled meeting of the Governance Committee of Boston Free Library Board of Trustees. An appropriate investigation will be undertaken by the Governance Committee, or legal counsel or other designee if deemed appropriate by the Governance Committee. A report summarizing the findings will be given to the reporter within 10 business days of the Governance Committee's meeting, if a name is provided on the Whistleblower Reporting Form. If more than 10 business days from the date of the Governance Committee's meeting are needed to complete a thorough investigation, the reporter will be notified in writing of an estimated date when the investigation will be completed.
- (B) The person who is the subject of a whistleblower complaint shall not be present at or participate in any Board or Committee deliberations or vote on the matter relating to

such complaint, provided that nothing in this subparagraph shall prohibit the Board or Committee from requesting that the person who is subject to the complaint present information as background or answer questions at a Committee or Board meeting prior to the commencement of deliberations or voting relating thereto.

Section 2.7. Results of Investigation. If the investigation establishes that a violation of law, external regulation or Boston Free Library policy has occurred, then the Governance Committee shall determine the appropriate action based upon law and Boston Free Library policy and make a recommendation to the Board. Civil or criminal prosecution will be pursued when warranted. If the investigation establishes that no violation of law, external regulation or Boston Free Library policy has occurred, then the Governance Committee shall report to the Board its findings and determination. The investigation is closed when the Compliance Officer has deemed the investigation is complete and the Governance Committee has approved a recommendation for a resolution and/or corrective action to the Board

Section 2.8. Documentation. The Compliance Officer shall document the investigation and explain the rationale for any recommended resolution and/or corrective action. All documentation relating to the investigation, including the *Whistleblower Reporting Form*, and the resolution and/or corrective action taken shall remain in the Boston Free Library's records in the Human Resources Department and/or Governance Committee records for at least five years.

Section 2.9. Confidentiality. All violations or suspected violations may be submitted on a confidential or anonymous basis. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and prevent or correct suspected action(s). The Compliance Officer shall disclose information relating to a report with those who have a need to know so that the Governance Committee can conduct an effective investigation and determine what action to take based on the results of any such investigation. In appropriate cases, the investigation documents will be shared with law enforcement personnel. Disclosure of reports to individuals not involved in the investigation shall be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination or civil lawsuits.

Section 2.10. Protection against Retaliation. Any Boston Free Library trustee, officer, employee, former employees, independent contractors or volunteer who reports a suspected or actual violation(s), in accordance with this policy shall not suffer intimidation, harassment, discrimination or other retaliation including adverse employment action or threats of such action that would adversely impact current or future employment, or threatening to contact or contacting United States immigration authorities or otherwise reporting or threatening to report suspected citizenship or immigration status or the suspected citizenship or immigration status of a family or household member to a federal, state, or local agency.

### **ARTICLE III Regulations**

Section 3.1. Discipline for Retaliatory Conduct. Retaliation is a serious violation of this policy and should be reported immediately to the Chair of the Governance Committee of the Boston

Free Library Board of Trustees. Depending on the nature and seriousness of the offense, the Boston Free Library will impose appropriate discipline against any trustee, officer or employee found to have engaged in any form of retaliatory conduct against an individual reporting suspected or actual wrongful action(s) in accordance with this policy, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law Section 226. Former employees, independent contractors, and volunteers that engage in any such conduct will not be permitted to engage in Boston Free Library activities.

Section 3.2. Good Faith Reporting. Any Boston Free Library trustee, officer, employee, former employee, independent contractor or volunteer who files a report concerning a violation or suspected violation must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation under this policy. The Boston Free Library will impose appropriate discipline against any trustee, officer or employee found to have knowingly made a report/complaint in bad faith, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law section 226. This includes, but is not limited to, giving false information or making a report in retaliation. Former employees, independent contractors or volunteers that engage in any such conduct will not be permitted to engage in Boston Free Library activities.

#### **ARTICLE IV Applicability and Distribution of Policy**

This policy shall apply to all trustees, officers, employees, former employees, independent contractors and volunteers of the Boston Free Library. A copy of this Whistleblower Policy shall be made available to all trustees, officers, employees and independent contractors and to volunteers who provide substantial services to the Boston Free Library via the Boston Free Library's website or at the Boston Free Library in a conspicuous location accessible to employees and volunteers.

Adopted by Boston Free Library Board of Trustees at a public meeting April 9, 2019

Amended February 8, 2022. Amended February 7, 2023.



**Boston Free Library**

**Appendix A**

**WHISTLEBLOWER REPORTING FORM**

Date of Report: \_\_\_\_\_

<b>REPORTER'S CONTACT INFORMATION: <i>Not required if being submitted anonymously.</i></b>	
Name	Position/Title
Dept./Location	Work #
Home Address	Home/Cell #
Best time to reach you	Email
Preferable method of communication:	

<b>Person against whom the report of actual or suspected wrongful conduct is being made: <i>If more than one, please complete additional form(s).</i></b>	
Name	Position/Title
Dept/Location (if applicable)	Phone # (if known)

<b>Witness(es) to actual or suspected wrongful conduct: <i>Attach additional sheets if necessary.</i></b>	
Name	Position/Title
Dept/Location (if applicable)	Phone # (if known)
Name	Position/Title
Dept/Location (if applicable)	Phone # (if known)



# Boston Free Library

## Personnel Policies

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**SUBJECT: Telecommuting Policy (Compensation for Work from Home)**

**EFFECTIVE DATE: 12/2020**

*This policy is for application to the Boston Free Library.*

### I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library (B&ECPL) and the Boston Free Library (BFL) consider telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. For the purposes of this policy, telecommuting is defined as a remote-access arrangement wherein employees will be compensated for work completed outside their regularly assigned work location for at least part of the work week on a regular basis, or on a temporary basis as the result of extenuating circumstances.

The BFL recognizes that not every job is suited for telecommuting; most jobs within the BFL are not suitable because the BFL is a public service organization, and providing service to patrons within library buildings is core to the BFL's mission. Further, telecommuting is a privilege, which may be granted under appropriate circumstances to eligible employees, and is not a universal employee benefit.

### II. ELIGIBILITY

- A. Full-time and regular-part-time (RPT) employees, or part-time employees where practicable, may apply for participation in a telecommuting arrangement.
- B. The majority of telecommuting arrangements will be the result of extenuating circumstances requiring remote working arrangements in response to a short-term situation.

### III. GUIDELINES

- A. In all cases, telecommuting schedules are subject to approval by the Board of Trustees of the BFL and Library Director.
- B. Requests for a telecommuting arrangement as an accommodation must be made in accordance with the B&ECPL Personnel Policy and Procedures Manual, Chapter VII, Section 3 Reasonable Accommodations.
- C. Telecommuting employees must be accessible, within reason, via telephone and email during their agreed working hours.
- D. Employees must abide by all B&ECPL Personnel Policies and Procedures while telecommuting, including but not limited to those contained in Section V, Hours of Work and Break Periods and Section VII, Types of Leave.
  - 1. Failure to abide by B&ECPL policies will result in disciplinary action.
  - 2. Abuse of telecommuting arrangements may result in termination of the agreement.
- E. The employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities and security at the telecommuting work location, and shall not be reimbursed by the BFL for these or related expenses.
- F. The BFL is not required to provide equipment for the telecommuting work location. However, with proper approval, the employee may be provided with B&ECPL-owned equipment necessary to perform work assignments.
  - 1. All B&ECPL-provided equipment must be returned promptly upon termination of the telecommuting arrangement.
  - 2. Files and documents must be protected from unauthorized disclosure or damage and returned safely to the regularly assigned work location immediately upon request.
  - 3. B&ECPL information stored on an employee's personal computer is subject to public disclosure requirements.



- G. Telecommuting is not intended to enable employees to conduct personal or non-BFL business while on BFL time.
- H. An employee's participation in a telecommuting plan is entirely voluntary.
- I. Either the employee or their supervisor may terminate the telecommuting arrangement at any time.

#### IV. PROCEDURES

- A. If the employee and job are deemed suitable for a remote work arrangement, the employee and supervisor must complete a Telecommuting Agreement specifying the terms, conditions, and rationale for the remote work. The Agreement is subject to approval by the Board of Trustees and Library Director.
- B. The employee and director must agree upon use of any B&ECPL-owned equipment to be used in the telecommuting arrangement.
- C. The Information Technology Department must be advised of the arrangements as they relate to use of B&ECPL-owned or personal equipment.
- D. A Telecommuting Work Plan must be included as part of the Telecommuting Agreement. The Telecommuting Work Plan must include at a minimum the following:
  - 1. Specific description of the duties to be performed;
  - 2. Established workdays and work hours;
  - 3. Explanation as to how supervision will be provided; and
  - 4. Explanation as to how work products and outputs will be reviewed, monitored and measured.

## Rules of Conduct

The Boston Free Library serves as a center for information, education and entertainment. Under applicable provisions of the New York State Education Law, including Article 5, Section 262 of such law, the Board of Trustees of the Boston Free Library Association has adopted these Rules of Conduct to ensure a safe and welcoming environment for all library patrons.

Library patrons are expected to:

1. Respect other patrons and library staff.
2. Respect library property and property of others.
3. Obey the law and all library policies
4. Comply with all lawful directives and requests from library staff.

Failure to comply with these Rules of Conduct or any other established library policy, rule or regulation, or violations of local, state or federal law, may result in immediate suspension of library privileges, including removal from library property, and/or, where necessary, civil liability and/or criminal prosecution. Persons who enter or refuse to leave library property after being removed may be charged with trespassing.

The following are examples of prohibited conduct at the Boston Free Library:

1. Engaging in disorderly conduct, fighting or challenging another person to fight, or provoking others to violence;
2. Deliberately disturbing or annoying other patrons, staff or volunteers, including by engaging in noisy or boisterous activities, playing any audio device without earbuds;
3. Interfering with staff or volunteers in the performance of their duties or interfering with another patron's use of library materials or facilities, including persistent, unwelcome attention; obscene or threatening gestures, or following another person on or around the premises;
4. Carrying weapons of any kind;
5. Vaping, smoking, or otherwise using tobacco or marijuana products inside of the library or within 100 feet of any entrances, exits or outdoor areas of the Library property (in accordance with New York State Public Health Law Section 1399-O);
6. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs;
7. Engaging in sexual conduct, lewd behavior (e.g., exposure, offensive or inappropriate touching) or sexual harassment of another patron, staff member or volunteer;
8. Harassment or discrimination in violation of the B&ECPL Equal Employment Opportunity and Anti-Harassment Policy;
9. Damaging, destroying, or stealing any Library property or the property of another patron, staff or volunteer;
10. Bringing animals or pets into the library except those required to assist persons with disabilities or those involved in library programs;
11. Selling and/or soliciting; petitioning;
12. Distributing or posting materials/literature that have not been approved by the Library;
13. Eating or drinking in designated restricted areas;
14. Making unreasonable use of the restrooms including bathing;

15. Sleeping or lying down;
16. Absence of shirts and/or shoes
17. Impairing the ability of patrons or staff to enter or exit the library; and
18. Skateboarding, rollerblading, roller-skating, bike riding, or other potentially dangerous or destructive activities.

No children under six years of age may be left unattended in any library at any time. Library staff will not be responsible for children who have been left without adult supervision. Adult patrons who are not engaged in library activities that require materials from the children's area may be asked to relocate to other areas of the library. The staff reserves the right to seek the intervention of appropriate law enforcement or social services agencies, as required by individual circumstances.

Persons whose actions violate these rules will be advised of their infraction(s). Failure to comply with the Library's established policies, rules and regulations or violations of local, state or federal law may result in immediate suspension of library privileges and, where necessary, civil liability and/or criminal prosecution.

***Statement from the B&ECPL:***

*Public libraries are a limited public forum. Constitutional protection of a Library patron's right to enter and use a public Library is afforded only to those express activities that are consistent with the mission and purpose of the Library. These activities include receiving information and accessing Library resources. Other activities, such as photography, filming, petition-gathering, assemblies and public speeches, may be regulated by the Library using time, place and manner restrictions that are reasonable and viewpoint neutral.*

*The Buffalo and Erie County Public Library and the Boston Free Library adhere to the American Library Association's (ALA) Library Bill of Rights, ALA Code of Ethics and New York State law protecting privacy and confidentiality of Library users' records and information. The reason behind these laws and policies is to protect patrons' right to privacy when using the public Library and allow patrons use of the Library free from potential harassment and/or intimidation.*

***See [Filming and Photography Guidelines Policy](#) for additional information.***

Amended 9/10/2019, Amended 2/8/2022, Amended 11/14/2023, Amended 2/11/2025



**BOSTON FREE LIBRARY**  
**Community Meeting Room Policy**

*This policy is for application to the Boston Free Library, a contracting member library of the Buffalo & Erie County Public Library.*

For the purposes of this policy, Community Meeting Room covers the actual meeting room and any other Library property, inside or outside the building. In this document, the Boston Free Library will be referred to as the Library.

The Community Meeting room at the Boston Free Library is intended for:

1. Activities conducted or sponsored by the Library, and
2. Organizations engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community.

***All meetings must be open to the public. No admission fee, required donation or goodwill offering shall be charged to people attending a meeting.***

**Availability:** The Community Meeting Room can only be reserved during regular open library hours. Programs should be planned so that the Community Meeting Room is vacated 15 minutes prior to closing time. There is no charge for use of the building during normal Library hours.

Programs planned by the Boston Free Library take precedence over meetings of outside groups.

1. The Community Meeting Room may be reserved by non-profit as well as for-profit organizations.
2. The library reserves the right to pre-empt the use of meeting space for library purposes upon two (2) weeks' notice to the organization which had requested that space.
3. Reservations are taken not more than two (2) months in advance.
4. As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group. Reservations may be limited in frequency to ensure fairness to the numerous community organizations requesting space.

No products, services, or memberships may be advertised, solicited, or sold. However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs:

1. Fund raising to benefit the Library and/or sponsored by the Library Association, Friends of the Boston Library, or other Library-related groups.
2. The sale of books, media, and other items by authors and artists as part of a Library program.

Permission to use the meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location, the name of the Library may not be used in any publicity relating to the use of the Community Meeting Room.

**Application:** Formal application for the use of any meeting room is made with the Library Director. An individual responsible for the meeting must complete and sign an application form. Reconfirmation of the meeting must be made with Library Director at least two weeks prior to the meeting. Cancellations or change of meeting dates also must be cleared with Library Director.

### *General Rules of Use*

1. Meeting spaces are available for use only during the Library's normal hours and dates of operation.
2. Meetings should be planned so that meeting space will be vacated 15 minutes before closing time.
3. Meetings must be conducted in such a way as not to disturb library operations. The applicant is responsible for managing orderly behavior of all attendees. Adult (over the age of 18) supervision is required for any group of minors. Applicants and program participants are expected to conform to the Library's **Rules of Conduct**, copies of which are available on request.
4. Smoking, cigarettes, pipes, smokeless electronic cigarettes, vape pens or using tobacco products, or consumption of alcoholic beverages is not permitted. No games of chance may be played.
5. No refreshments may be served without approval of the Library Director.
6. Groups planning to use craft materials must receive special permission from the Library Director.
7. Meeting rooms may not be used for sales promotion or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sales of merchandise is strictly prohibited.
8. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, purely partisan political purposes or meetings closed to the public. Meetings or events held by elected officials or candidates for elected positions during the 30 days prior to any general, primary or special election or any applicable referendum shall be presumed to be for purely partisan political purposes unless the applicant demonstrates otherwise.
9. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The Library location may be publicized as the location of the meeting, but the Library telephone number may not be included in publicity, as the Library is not a

source of information concerning the event. Neither the name nor the address of the Library may be used as the official address or headquarters of an organization. No deliveries are to be made unless the sponsor or applicant is present to accept them.

10. Meeting rooms must be left in orderly, un-littered condition. Tables and chairs should be returned to the positions in which they were found.
11. Groups using the Community Room may have use of the Library's audio-visual equipment if Library patrons do not need it, but the Library cannot provide personnel to operate such equipment.
12. Library personnel will not move or rearrange heavy equipment.
13. The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
14. The applicant accepts liability for any damage to library facilities or loss of library property.
15. The library does not discriminate on the basis of disability in any of its programs and services, and organizations using the Library's Community Meeting Room are required to assume responsibility for providing reasonable accommodations for persons with disabilities (e.g. assistive listening devices, interpreters, etc., when and if possible) as required by the Americans with Disabilities Act.
16. Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations.
17. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.
18. Maximum capacity for the Community Room is 50.

*Meeting room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Appeals to any of these policies may be submitted to the Board of Trustees in writing.*

Approved April 14, 1993  
Updated June 6, 2017 & November 14, 2023  
Boston Free Library Board of Trustees



**Boston Free Public Library**

9475 Boston State Rd. - P.O. Box 200 - Boston, NY 14025

Phone: 716-941-3516 Email: bos@buffalolib.org

**Meeting Room Application**

Complete all sections below. Use back for additional information.

**Organization Information**

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

**Applicant Information**

Name & Title of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Meeting Information**

Date requested \_\_\_\_\_ Day of week \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Does your organization require any special accommodations? No Yes- Use back to describe

**I have read and understand the "Community Meeting Room Policy Rules" and agree to abide by them.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

*Library use: Please initial each line you fill in*

*Date received: \_\_\_\_\_ Decision: \_\_\_\_\_ Notified applicant: \_\_\_\_\_*

*Any after meeting notes:*





**Boston Free Library****Filming and Photography Guidelines  
And  
Permission Form for Photography:**

This information governs the Boston Free Library's policy on Photography and Recording on Library Premises.

**Photography and Recording by the Library:** The Boston Free Library staff must have the consent of each individual photographed. Photo Release Forms will be kept on file at the Library. Group shots without identifying characteristics are exempt from consent forms.

**Photography and Recording by the Public:** Photography and video or audio recording by visitors to the Library are generally permitted if it is strictly for personal use. Permission must first be obtained from the Library Director (or designee) prior to taking photos. The Permission form is at the end of this document. The name and contact information of the photographer will be kept on file at the Library. Photos/videos are limited to the Library building and/or inanimate objects for personal use. Taking photos/videos of other patrons or staff without their permission is not permitted.

**News Media Photography:** The Library allows news media, photographers and reporters who are doing stories or projects that directly involve the Library and its programs. Advance authorization for such photography is necessary and may be obtained from the Library Director at 716-941-3516. Media outlets filming or photographing on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. Media are subject to the Rules of Conduct and may not disturb the normal operations of the Library.

**Commercial Photography/Filming:** The Library does not permit commercial photography on or in its facilities. This includes but is not limited to, using the Library buildings, grounds or interiors as a stageset for portraiture, model photography, product photography, or photography or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.

While the Library is a public space, the Boston Free Library is an Association Library, and as such is considered a private, non-governmental entity. Employees of an Association Library are not generally considered public employees.

Under no circumstances may the public or members of the media take photographs or record video or audio without the express permission of any Library patron or staff member who would be included within the composition. In the case of minors, permission must come from the parent or legal guardian.

Contact info: 716-941-3516, [bos@buffalolib.org](mailto:bos@buffalolib.org)

## Permission form for Photographer

I understand that casual amateur photography and videotaping is permitted in the Library provided I follow the guidelines below:

1. I certify that I have read the "Filming & Photography Guidelines" policy and have received permission from the Library Director (or designee) prior to taking photos. My name and contact information will be on file with the Library.
2. I understand that photos/videos are limited to the Library building and/or inanimate objects for personal use. I also understand that taking photos of other patrons and staff without their permission is not permitted.

Print Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Library Staff Approval by: \_\_\_\_\_

*Original signed form to be retained by the Library.*

*Provide a copy to the photography. The signed form is valid for the day(s) listed above.*

## Boston Free Library - BULLETIN BOARD POLICY

*Library bulletin boards are available for the posting of notices related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Posting of notices does not indicate Library endorsement of the ideas, issues or events promoted by those notices.*

- Library bulletin boards are not intended as a forum for the expression of the views or opinions of individuals or groups.
- Any notice to be considered for posting must be submitted to Library management for approval. Only authorized Library personnel may post or remove notices. Notices posted without authorization will be removed.
- In fairness to numerous community groups, the Library may limit the frequency with which notices may be posted by the same organization.
- All notices posted on the Library bulletin board must contain the name and contact information of the sponsoring agency and/or its authorized representative.
- Notice size (physical dimensions) may be restricted to maximize available space.
- Notices will be removed when they are no longer timely or when space is required for more current items.
- The Library assumes no responsibility for the preservation or protection of any materials delivered for posting. Materials will not be returned.

The following will not be accepted for posting:

- Materials endorsing or opposing the election of any candidate for public office
- Materials endorsing or opposing the adoption of federal, state or local legislation
- Materials promoting commercial products or services

Posting authorization is based on the provisions of this policy and not on the content, viewpoints, beliefs or affiliations of the organizations permitted to post notices. Failure to comply with this policy may result in denial of posting privileges.

Adopted May 18th, 2006  
Reviewed June 11<sup>th</sup>, 2019

## **Exhibits and Displays Policy**

*This policy is for application to Boston Free Library.*

*Boston Free Library (Library) display cases and exhibit space are intended for exhibits or displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of exhibits or displays does not indicate Boston Free Library's endorsement of the ideas, issues or events promoted by those exhibits or displays.*

1. Potential exhibitors must complete the Exhibits and Displays Application and Release Form a minimum of 7 days in advance for consideration by the Boston Free Library management.
2. The Library reserves the right to review the content of any exhibit or display before it is displayed to ensure compliance with this Policy and the Library's Rules of Conduct.
3. The duration of any approved exhibit/display is subject to the discretion of the Library's management. The needs of the library take precedence over those of exhibitors. Should the Library require a display case or exhibit space for its own use, the Library reserves the right to pre-empt such space upon written notice to the exhibitor.
4. In fairness to numerous community groups, the Library may limit the frequency with which exhibits/displays may be mounted by the same organization.
5. Exhibits/displays that are not removed on or prior to the date established by Library management will be removed by the library. Any expense for such removal becomes the responsibility of the exhibitor.
6. Exhibits/displays must be installation-ready. Installation and removal of the exhibit/display will be under the guidance of Library personnel. Expenses incurred for insurance, installation, materials, mounting, removal or security are the sole responsibility of the exhibitor.
7. Exhibits/displays should be appropriate in scale, material, form and content for the library environment.
8. Neither the Library nor the Boston Free Library Association Board of Trustees accepts responsibility for loss or damage to any exhibit/display.
9. Exhibit/display space may not be used for commercial purposes.
10. Permission to mount an exhibit/display is based on the provisions of Library policies and not on the content, viewpoints, beliefs or affiliations of the organizations

responsible for those exhibits/ displays. Failure to comply with Library policies may result in denial of exhibit/ display privileges.

11. Requests pertaining to permanent exhibits/ displays are evaluated on a case-by-case basis by the director or their designee and must follow the provisions of the Boston Free Library's Gift and Donor Recognition Policy.

Adopted September 5, 2017

Amendment on December 6, 2022 per Res 2022-03, Revision on February 11, 2025 per Res 2025-01

## Exhibits and Displays Application Release Form

*Boston Free Library (Library) display cases and exhibit space are intended for exhibits or displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of exhibits or displays does not indicate Boston Free Library's endorsement of the ideas, issues or events promoted by those exhibits or displays.*

***I agree that I have read and will abide by the rules of the Boston Free Library Exhibits and Displays Policy. I hereby release, indemnify and hold harmless the Boston Free Library and the Boston Free Library Board of Trustees from any claim, suit, or loss related to this exhibit/display.***

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description and Title of the Exhibit/Display: \_\_\_\_\_

Number of Items to be Displayed: \_\_\_\_\_

Exhibit/Display Format: circle all that apply

Tabletop

Freestanding Panels

On Easels

Separate 3-dimensional objects

Framed Artwork

Prints

Other: \_\_\_\_\_

Library Name: \_\_\_\_\_

Location in the Library: \_\_\_\_\_

Exhibit Set Up Date: \_\_\_\_\_ Exhibit Take Down Date: \_\_\_\_\_

Approval by: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Library Phone: 716-941-3516

*The signed original form should be kept with the library. A copy of the signed form should go to the exhibitor  
Adopted by the Boston Free Library Board February 11, 2025.*



**BOSTON FREE LIBRARY  
Pavilion Use Policy**

*This policy is for application to the Boston Free Library, a contracting member library of the Buffalo & Erie County Public Library.*

For the purposes of this policy, the Pavilion covers the actual structure and any other Library property, inside or outside of the structure. In this document, the Boston Free Library will be referred to as the Library.

The Pavilion at the Boston Free Library is intended for:

3. Activities conducted or sponsored by the Library, and
4. Organizations engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community.

***All meetings must be open to the public. No admission fee, required donation or goodwill offering shall be charged to people attending a meeting.***

**Availability:** The Pavilion can only be reserved during regular open library hours. Programs should be planned so that the Pavilion is vacated 15 minutes prior to closing time. There is no charge for use of the building during normal Library hours.

Programs planned by the Boston Free Library take precedence over meetings of outside groups.

5. The Pavilion may be reserved by non-profit as well as for-profit organizations.
6. The library reserves the right to pre-empt the use of meeting space for library purposes upon two (2) weeks' notice to the organization which had requested that space.
7. Reservations are taken not more than two (2) months in advance.
8. As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group. Reservations may be limited in frequency to ensure fairness to the numerous community organizations requesting space.

No products, services, or memberships may be advertised, solicited, or sold. However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs:

3. Fund raising to benefit the Library and/or sponsored by the Library Association, Friends of the Boston Library, or other Library-related groups.
4. The sale of books, media, and other items by authors and artists as part of a Library program.

Permission to use the Pavilion does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location, the name of the Library may not be used in any publicity relating to the use of the Pavilion.

**Application:** Formal application for the use of the pavilion is made with the Library Director. An individual responsible for the meeting must complete and sign an application form. Reconfirmation of the meeting must be made with Library Director at least two weeks prior to the meeting. Cancellations or change of meeting dates also must be cleared with Library Director.

### *General Rules of Use*

19. Meetings must be conducted in such a way as not to disturb library operations. The applicant is responsible for managing orderly behavior of all attendees. Adult (over the age of 18) supervision is required for any group of minors. Applicants and program participants are expected to conform to the Library's **Rules of Conduct**, copies of which are available on request.
- 20. The Pavilion is available for use only during the Library's normal hours and dates of operation.**
21. Meetings should be planned so that pavilion will be vacated 15 minutes before closing time.
22. Smoking, cigarettes, pipes, smokeless electronic cigarettes, vape pens or using tobacco products, or consumption of alcoholic beverages is not permitted. No games of chance may be played.
23. No refreshments may be served without approval of the Library Director and no onsite cooking or food preparation is permitted.
24. Groups are responsible for removing any garbage associated with their time using the pavilion.
25. Groups planning to use craft materials must receive special permission from the Library Director.
26. The Pavilion may not be used for sales promotion or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sales of merchandise is strictly prohibited.
27. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, purely partisan political purposes or meetings closed to the public. Meetings or events held by elected officials or candidates for elected positions during the 30 days prior to any general, primary or special election or any applicable referendum shall be presumed to be for purely partisan political purposes unless the applicant demonstrates otherwise.
28. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The Library location may be publicized as the location of the meeting, but the Library telephone number may not be included in publicity, as the Library is not a



source of information concerning the event. Neither the name nor the address of the Library may be used as the official address or headquarters of an organization. No deliveries are to be made unless the sponsor or applicant is present to accept them.

29. The Pavilion must be left in orderly, un-littered condition. Tables, chairs or benches should be returned to the positions in which they were found.
30. Library personnel will not move or rearrange heavy equipment.
31. The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
32. The applicant accepts liability for any damage to library facilities or loss of library property.
33. The library does not discriminate on the basis of disability in any of its programs and services, and organizations using the Library's Pavilion are required to assume responsibility for providing reasonable accommodations for persons with disabilities (e.g. assistive listening devices, interpreters, etc., when and if possible) as required by the Americans with Disabilities Act.
34. Library personnel must have free access to the Pavilion at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations.
35. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.
36. No skateboarding, rollerblading, or motorized vehicles are allowed in the pavilion.

*Pavilion Use Policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Appeals to any of these policies may be submitted to the Board of Trustees in writing.*

Approved February 11, 2025  
Boston Free Library Board of Trustees



## Boston Free Public Library

9475 Boston State Rd. - P.O. Box 200 - Boston , NY 14025

Phone: 716-941-3516 Email: bos@buffalolib.org

### Pavilion Use Application

Complete all sections below. Use back for additional information.

#### Organization Information

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

#### Applicant Information

Name & Tilt of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Meeting Information

Date requested \_\_\_\_\_ Day of week \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Does your organization require any special accommodations? No Yes- Use back to describe

**I have read and understand the "Pavilion Use Policy Rules" and agree to abide by them.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Library use: *Please initial each line you fill in*



# 3D Printing Request Form

The Library is happy to offer patrons the ability to submit projects to be printed on the Library's 3D printer. The 3D printer can create a physical object based on a design supplied as a digital file. These can be designs you've created yourself, or designs you've obtained from another source and have permission to use.

First and Last Name: \_\_\_\_\_

Preferred Contact Info (phone or email): \_\_\_\_\_

File name to be printed: \_\_\_\_\_

Link to item to be printed (if needed): \_\_\_\_\_

Material PLA or ABS: \_\_\_\_\_

Color preference (granted based on availability): \_\_\_\_\_

## Boston Free Library 3D Printing Policy

1. The Library's 3D printer may be used for lawful purposes only. The public will not be permitted to use the Library's 3D printer to create material that is:
  - a. Prohibited by state, local, or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer).
  - c. Obscene or otherwise inappropriate for the Library environment.
  - d. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce a material that is subject to copyright, patent or trade mark protection.
2. The Library reserves the right to refuse any 3D printing request.
3. Cost: The cost is \$0.05 per gram of filament used (including supports). The Library Staff reserves the right to change the cost as needed.
4. 3D printing staff will notify the patron if their object will cost more than \$5.00 to print. If an object will cost less than \$5.00 it will be printed without further approval from the patron.
5. The patron will be responsible for the full cost of a successful print.
6. Each piece must require less than 8 hours to print. Multi-piece requests or pieces requiring more time to print will be considered on a case-by-case basis.
7. Only designated Library Staff and approved patrons will have hands-on access to the 3D printer.
8. The Library reserves the right to review all files before printing and to refuse scanning and/or producing any content at any time at the discretion of the Library Staff.
9. Schedule and access to the 3D printer will be determined by Library Staff. A 3D Printing Request Form must be filled out and returned to the library before printing can be scheduled.

I agree to the Boston Free Library's 3D Printing Policy which includes the costs involved.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

To be filled out by staff:

Printing Time: \_\_\_\_\_

Cost: \_\_\_\_\_



**Boston Free Library  
Library of Things Borrower Information**

**Responsibility:**

- This policy applies to the Library of Things and Yard Games available at the Boston Free Library.
- By checking out items for the Boston Free Library's Library of Things collection, as the registered borrower listed on your Buffalo & Erie County Public Library card, you are responsible for all use of the library card, fines, fees, lost or damaged items, and the condition of materials returned.

**Circulation:**

- Things must be checked out with an adult library card, by an adult, 17 years of age or older. The library card must be in good standing.
- Things circulate for 7 days with one renewal.
- Hold fee is \$1.00 – Items must be picked up at the Boston Free Library only.
- The Boston Free Library is not responsible for instruction on how to use the Things.
- A limit of 3 Things can be checked out on one library card at a time.

**Returning:**

- Use the provided checklist to be certain all parts are accounted for.
- Ensure that all Things are clean and neatly packed up to return as when checked out.
- Return Things only at the front desk of the Boston Free Library.
- Things cannot be returned in the book drop or left outside of the library building.
- If possible, charge Things back up before returning.

**Fees:**

- Overdue fees are \$1.00 per day late.
- A replacement fee may apply if a Thing is returned broken/with missing parts.
- If a Thing is lost, discuss Procedure for Replacements for Lost or Damaged Items, or paying for the Thing. A \$5.00 processing fee applies.

**Adopted by the Boston Free Library Board on February 9, 2021**

## **Boston Free Library Social Media Policy**

### **Purpose:**

The Boston Free Library encourages the use of carefully chosen social media tools to enhance communication and information exchange between the Library staff and the community we serve. This policy establishes the guidelines for the selection, management and use of social media. Social media tools will be used by the library for the following purposes:

Programming publicity, community outreach, basic library information (closings, hours, etc.)

Informing the community of library resources

Reference and reader's advisory services

To share articles of local interest or educational purposes

The primary goal of the library's social media presence is to increase awareness of library resources, programs, and services and to create a sense of community beyond our physical building. The library's social media postings should create a welcoming and open environment that encourages community participation. User feedback should be encouraged as a way to engage the community in an open conversation about the library and its services.

### **Procedures**

1. The library will focus on utilizing Facebook as its main social media presence but will evaluate on a continual basis other options.
2. Posting will be done by the library director, but will take in to consideration photo submissions and posting ideas from other staff and patrons.
3. Posts will be made to Facebook on a regular basis.
4. Where possible the social media postings will provide links back to our main webpage.
5. When posting to the Boston Free Library social media pages:
  - a. No statements will be made about patrons and nothing will be posted that would violate the Confidentiality of Library Records Policy followed by the Boston Free Library.
  - b. No political or religious activities will be posted.
  - c. Photo Release forms must be completed for any photos that include faces or clearly identifiable individuals.
6. Comments will be monitored by the library director. Comments will be responded to where appropriate, but the director reserves the right to remove comments including the following materials:
  - a. Plagiarized material
  - b. Comments containing explicit, profane or offensive language
  - c. Derogatory comments about individuals or groups
  - d. If a comment is removed for one of these reasons, the page will reflect the reason the comment was removed.
7. At this time the library will pay to advertise events or boost posts for our biggest events.
8. The Buffalo and Erie County Core Values of Respect, Integrity, Helpfulness, Teamwork, Dependability, and Excellence along with the system's A+ Customer service values will be taken into consideration as the guiding force for the Boston Free Library's social media presence.

This policy will be revisited on a regular basis.

Social media effectiveness will be monitored regularly. The library directory will keep track of the number of Likes, Shares, Reviews and Comments on the library's Facebook page. If certain types of posts are consistently underperforming, these types of posts will be evaluated to decide if they are worth continuing. If particular posts are showing a great deal of popularity, the library will strive to include more of these types of posts.

Adapted from Anderson Public Library Social Media Policy and City of Seattle Social Media Use Policy.

Adopted by the Boston Free Library Association, December 10, 2019  
Updated November 14, 2023





## COVID-19 REOPENING SAFETY PLAN

This PLAN follows the New York Forward Safety Plan Template and is applicable to the Boston Free Library).

**NAME of BUSINESS:** Boston Free Library  
**INDUSTRY:** Public Library  
**ADDRESS:** 9475 Boston State Road  
Boston, NY 14025  
**CONTACT:** Lydia Herren, Director  
**OWNER/MANAGER:** Boston Free Library Board of Trustees  
**HUMAN RESOURCES:** Judy Fachko, Human Resources Manager

### I. PEOPLE

**A. Physical Distancing** – The Boston Free Library will ensure 6 feet (6’) distance between personnel and patrons, unless safety or core function of the work activities requires a shorter distance. Facial coverings will be worn at all times if personnel are less than 6’ apart:

- a. All staff will be provided reusable facial coverings;
  - i. All staff will wear facial coverings when in public areas;
    1. Staff will be provided with Centers for Disease Control and Prevention Guidelines (CDC) *Use of Cloth Face Coverings to Help Slow the Spread of COVID-19*  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>;
  - ii. All staff will wear facial coverings in workrooms/offices when less than 6’ of separation is available;
  - iii. All patrons over the age of 2 entering and remaining in the building will be required to wear facial coverings;
  - iv. Signage will be placed at library entrance and throughout the building requiring facial coverings for all persons over the age of 2 to be worn at all times;
- b. Social distancing signage will be placed throughout the library;

- i. Floors will be marked with 6' increment markers in areas such as the circulation desk and reference desk; one way traffic flow will be denoted where practicable;
  - ii. Seating will be spaced so as to encourage social distancing - seating will be removed;
  - iii. Computers will be spaced so as to encourage social distancing.
  - iv. Patrons will not be allowed to socially gather;
  - v. Industry specific physical social distancing:
    - 1. Programs will not be scheduled until such time as social gatherings are permitted under New York Forward;
    - 2. Meeting rooms will not be made available for public use until such time as social gatherings are permitted under New York Forward;
- c. Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing facial coverings;
  - i. If occupied by more than one person, the occupancy will be kept under 50% of maximum capacity;
  - ii. Employee break rooms, staff lounge, etc. will be at 50% capacity;
- d. Floors will be marked with 6' increment markers in areas such as circulation desk; reference desk; self-checkout machines; and workrooms where practicable;
- e. Teleconferencing or videoconferencing will be used for meetings;
  - i. If in-person meetings must be held, they will be held in open, well ventilated spaces with appropriate social distancing among participants;
- f. Pick-up and deliveries:
  - i. Common situations that may not allow for 6' of distance:
    - 1. Receipt of goods/materials
      - a. Facial coverings and gloves will be worn when receiving vendor deliveries, USPS, FedEx, United Parcel Service and working with library materials;
      - b. Facial coverings and gloves will be worn when receiving/sorting library materials;
      - c. Hand washing protocols will be in place with notices posted;
- g. WALK-UP and CURBSIDE SERVICE - Customer (patron) engagement:
  - 1. Facial coverings and gloves will be worn by staff at all times when providing walk-up and curbside pickup;
    - a. WALK-UP and CURBSIDE SERVICE protocols will be followed.

## II. PLACES

- A. Protective Equipment** – Staff at the Boston Free Library will be provided reusable facial coverings:
- a. The B&ECPL has, in stock as of 5/18/2020, 2,000 **reusable** facial coverings from Erie County Emergency Services. These reusable facial coverings will be distributed to each library within the B&ECPL System;
    - i. The B&ECPL has ordered an additional 1,000 **reusable** facial coverings from DIVAL Products with an estimated date of arrival as 5/19/2020;
  - b. The B&ECPL has 1,000 **disposable** facial coverings in-stock as of 5/18/2020;
    - i. The B&ECPL has ordered an additional 1,000 **disposable** facial coverings from AMAZON.com with an estimated date of arrival as 5/27/2020;
  - c. Reusable facial coverings must be stored properly between use, cleaned/washed regularly and replaced when damaged;
    - i. Staff will be provided with CDC guidelines regarding cleaning/washing face masks <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>;
    - ii. Staff will be provided with an individual sealable plastic bag for storing their reusable mask;
      1. Staff will be instructed to label the plastic bag with their name;
    - iii. Staff will be instructed to inform their supervisor if/when their reusable mask needs replacing;
    - iv. Staff will be provided with a disposable mask if a reusable mask is not available or if the staff member does not have their reusable mask at the start of their shift;
  - d. Sharing of objects – Staff will be provided gloves and instructed to wear during materials handling procedures;
    - i. Staff will be instructed to not share such items as pens, pencils, utensils, etc. whenever practicable;
      1. If shared items are handled, staff will be instructed to wash hands frequently in accordance to CDC recommended hand washing guidelines <https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>;
    - ii. Staff will be instructed to frequently wash hands while in the workplace;
      1. CDC recommended hand washing guidelines will be posted in all staff restrooms and where sinks are located;
    - iii. Staff will be trained on these protocols.

- B. Hygiene and Cleaning** – The Boston Free Library will adhere to hygiene and sanitation requirements from the CDC [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening\\_America\\_Cleaning\\_Disinfection\\_Decision\\_Tool.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf) and Department of Health (DOH) [https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning\\_guidance\\_general\\_building.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf) and maintain cleaning logs on site that document date, time and scope of cleaning:
- a. Maintenance staff at the Boston Free Library will be responsible for maintaining cleaning logs for regular cleaning schedules;
    - i. The logs will be kept in the maintenance “office” or in a designated area at each location, when the “office” is not easily accessible;
  - b. Staff and patrons will have access to:
    - i. soap, water, paper towels/electric hand dryers;
    - ii. hand sanitizer containing 60% or more alcohol;
  - c. Cleaning – regular cleaning/disinfecting will occur daily in the following areas:
    - i. High transit areas;
    - ii. Restrooms – public and staff;
    - iii. Common areas including but not limited to tables and chairs;
  - d. Cleaning – cleaning/disinfecting will occur after every use of the following, where practicable, in shared staff and public areas and will be the responsibility of all staff members:
    - i. Reference desks;
    - ii. Circulation desks;
    - iii. Self-checkout machines;
    - iv. Public access computers – including keyboards and surface areas of computer desks;
    - v. Staff computers – including keyboards and surface areas of computer desks;
    - vi. Staff telephones;
  - e. The B&ECPL System will provide cleaning and disinfecting products that have been identified as effective against COVID-19 by the Environmental Protection Agency (EPA);
  - f. Staff will be instructed to wash hands frequently in accordance to CDC recommended hand washing guidelines <https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>.

**C. Communication** – The Boston Free Library will:

- a. Post signage throughout the libraries to remind staff to adhere to proper hygiene, social distancing rules, appropriate use of personal protective equipment (PPE) and cleaning and disinfecting protocols. Signage will include but is not limited to:

- i. CDC recommended hand washing guidelines  
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>;
  - ii. CDC *Use of Cloth Face Coverings to Help Slow the Spread of COVID-19*  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>;
  - iii. CDC *How to Remove Gloves*  
<https://www.scribd.com/document/455417646/CDC-Poster-How-to-Remove-Gloves>;
  - iv. *Social Distancing is in Effect at this Library – General*];
  - v. *Social Distancing is in Effect at the Library – Computers*;
  - vi. *Wearing a Mask is Required in this Library*;
  - vii. “Stand Here” floor markings;
  - viii. Other signage as required;
- b. Cleaning and disinfecting protocols will be provided to Maintenance staff:
- i. Information pertaining to cleaning and disinfecting of surfaces as listed in Section B (d) will be made available to staff;
- c. Communication plan for employees, visitors and customers with a consistent means to provide updated information:
- i. Employees -
    - 1. Information will be distributed to staff during initial return to work and subsequently through inner-office delivery and via email to those employees utilizing such;
      - a. Supervisors will be held accountable in the continued distribution and dissemination of up-to-date information;
      - b. Information will be placed on the B&ECPL Staff Intranet under COVID-19 Information  
<http://intranet.buffalolib.org/covid-19-information>;
      - c. Signage will be posted in staff workrooms, breakrooms, restrooms, etc.
  - ii. Visitors – for the purposes of this section, visitors shall constitute vendors, delivery personnel, contractors, contractors, performers, and other non-library patron visitors;
    - 1. Pertinent information pertaining to social distancing, required facial covering, hand washing, etc. will be posted at entrances associated with visitors, i.e. Shipping Docks, staff entrance(s), etc.;
      - a. Information will be updated as new information is disseminated;
- d. Visitor Logs – for the purposes of this section, visitors shall constitute vendors, delivery personnel, contractors, consultants, performers and other non-library patron visitors;
- i. All visitors will report to:
    - 1. Boston Free Library Front Desk

- ii. Visitor logs will be kept by:
  - 1. Boston Free Library Director
- e. If a Boston Free Library employee identifies as having tested positive for COVID-19, the Human Resources Department will:
  - i. Notify the New York State Health Department;
  - ii. Notify the Erie County Department of Health;
  - iii. Cooperate with contact tracing efforts including:
    - 1. Notification of potential contacts such as workers or visitors who had close contact with the individual;
    - 2. All information will be kept confidential pursuant to state and federal laws and regulations.

### III.PROCESS

- A. **Screening** – The Boston Free Library will:
  - a. Follow the B&ECPL Personnel Policies and Procedures: *Protective Measures to Reduce Risk of Exposure to COVID-19*;
  - b. Implement daily mandatory health screening for all employees prior to the beginning of the respective employees work day that includes:
    - i. Temperature check;
      - 1. The Temperature will be taken by staff member;
      - 2. Temperature will be noted as either: a) below 100.4 OR b) above 100.4;
    - ii. Completion of the B&ECPL *Pre-entry Questionnaire – COVID-19 Assessment*;
    - iii. Temperature logs and questionnaires shall be reviewed daily by the Director;
      - 1. All information will be kept confidential and secure pursuant to state and federal laws and regulations;
  - c. Person/persons conducting the temperature checks and distributing and collecting questionnaires shall be supplied with facial coverings and gloves.
- B. **Contact tracing and disinfection of contaminated areas** – The Boston Free Library will:
  - a. Disinfect any/all areas determined/identified to have been used by a staff member who has been identified as testing positive for COVID-19;
    - i. The B&ECPL System will provide cleaning and disinfecting products that have been identified as effective against COVID-19 by the EPA;
  - b. The Human Resources Department will confidentially interview the staff member identified as testing positive for COVID-19 seeking the following:
    - i. Work place location;

- ii. Where the staff member traveled in the work location;
  - iii. With whom the staff member came in contact;
  - iv. All information will be kept confidential pursuant to state and federal laws and regulations;
- c. The Human Resources Department will work with the Erie County Department of Health to notify staff and visitors that they may have been exposed to COVID-19 from the staff member identified as testing positive.

#### **IV. Other**

- A. Materials Handling** - The Boston Free Library will follow the B&ECPL's *Handing Materials During COVID-19* procedures.



## REOPENING PLAN BOSTON FREE LIBRARY

### THE BOSTON FREE LIBRARY REOPENING PLAN

The Boston Free Library, a member of the Buffalo & Erie County Public Library System (B&ECPL), has formed a plan and put precautions in place for staff members as well as our community to minimize the risk of infection while strategically scaling operations. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health authorities in the event of an inspection.

#### I. NEW YORK STATE REOPENING PLAN

##### A. New York Forward

Governor Andrew Cuomo of the State of New York has developed *New York Forward: a Guide to Reopening New York & Building Back Better* as a plan which focuses on getting people back to work and easing social isolation, without triggering renewed spread of the Coronavirus (COVID-19). He has indicated New York will reopen on a regional basis as each region meets the criteria necessary to protect public health. A *New York Forward* Reopening Advisory Board has been created with representatives from Western New York.

Once the criteria has been met regionally, businesses may be able to open following the strategies as determined by the State of New York as set forth below:

1. **Centers for Disease Control and Prevention (CDC) Guidelines:** Based on CDC recommendations, regions must experience a 14-day decline in hospitalizations and deaths on a 3-day rolling average. Regions with few COVID-19 cases cannot exceed 15 new total cases or 5 new deaths on a 3-day rolling average. A region must have fewer than 2 new COVID-19 patients admitted per 100,000 residents per day.
2. **Phasing Strategy in Accordance with the Governor of the State of New York (5/4/2020):**
  - **Phase One:** Construction, manufacturing and wholesale supply chain, select retail using curbside pickup only;



- **Phase Two:** Professional services, finance and insurance, retail, administrative support, real estate and rental leasing;
  - **Phase Three:** Restaurants and food service, hotels and accommodations;
  - **Phase Four:** Arts, entertainment and recreation, education.
3. “Business Precautions” per New York State as of 5/4/2020: Each business and industry must have a plan to protect employees and consumers, make the physical work space safer and implement processes that lower risk of infection in the business.
- Adjust workplace hours and shift design as necessary to reduce density in the workplace;
  - Enact social distancing protocols;
  - Restrict non-essential travel for employees;
  - Require all employees and customers to wear masks if in frequent contact with others;
  - Implement strict cleaning and sanitation standards;
  - Enact a continuous health screening process for individuals to enter the workplace;
  - Continue tracing, tracking and reporting of cases; and
  - Develop liability processes.

B. Other Considerations

*Western New York, per Governor Andrew Cuomo, may enter Phase I of New York Forward, effective 5/19/2020.*

In addition, it must be noted that a multitude of studies have been released in an effort to provide guidance for reopening based on “science-driven data.” On 4/18/2020, the Johns Hopkins Center for Health Security issued a report offering science-based guidance for state officials including governors on how to safely reopen communities. The report offered a risk assessment for various types of businesses and public spaces, with advice on how to best ease out of social distancing without creating a spike in coronavirus cases. The 4/18/2020 report listed libraries as a “low risk” entity for the spread of the coronavirus. This report was amended on 4/20/2020 stating that “libraries that incorporate social activities or community gatherings into their services should refer to the ‘community centers’ category” which subsequently changed the risk factor to moderate.

## II. B&ECPL GUIDELINES FOR REOPENING

### A. Pre-opening Planning

The first priority of the B&ECPL toward reopening is the health and safety of staff and patrons.

#### 1. **ALL libraries within the B&ECPL System will:**

- Follow guidelines as set forth in New York State's *New York Forward* plan;
- Develop Business Reopening Safety Plan;
- Make available (post) for public and staff;
- Follow additional/supplemental guidelines, beyond New York State as set forth by the County of Erie;
- Follow additional/supplemental guidelines, beyond New York State and the County of Erie, as set forth by local municipalities where applicable;
- Develop a plan for staged reopening in accordance with Federal, State, County and local guidelines;
- Following screening and reporting protocols as set forth in the B&ECPL's *Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19*;
- Follow *Handling Materials During COVID-19* (effective 5/13/2020) as set forth by the B&ECPL System; and
- Follow public computer guidelines set forth by the B&ECPL System.

#### 2. **The B&ECPL System will provide the following to all B&ECPL and Contract Libraries prior to reopening:**

- Hand sanitizer;
- Tissues;
- Disposable gloves for employees;
- Disposable masks for employees;
- Reusable masks for employees;
- Reusable face shields – priority for employees working with the public;
- Cashier-style protective shields for public service desks – up to 4 per library;
- Touchless thermometers;
- Health screening questionnaires and privacy notices for employees;
- Social distancing floor signage;
- Social distancing “Enforced Here” signage;
- “Masks required upon entry” signage; and

- Cleaning/sanitizing products in accordance with recommended CDC standards.
3. **The B&ECPL System recommends a staged approach for returning staff to onsite work and for reopening library operations to the public. Timeframes for each of the STAGES are dependent upon continued expansion of *New York Forward* and authorization from the County of Erie. Prior to STAGE 1 the System will:**
- Monitor *New York Forward* requirements, seek guidance and authorization from the County of Erie and report results to Contract Library Directors.
  - Seek permission from County of Erie to determine if libraries may operate under the auspicious of Phase One of the *New York Forward* plan and provide walk-up and/or curbside services.

B. Boston Free Library Stages of Reopening

1. **STAGE I (recommend 25% - 50% staff)**

*Western New York, per Governor Andrew Cuomo, may enter Phase I of New York Forward, effective 5/19/2020. Per the State of New York, a maximum 50% workforce restriction is in place.*

During STAGE I, Boston Free Library will remain closed to the public. The Boston Library will provide walk-up/curbside services (See STAGE I WALK-UP and CURBSIDE SERVICE).

- **STAGE I Building Preparation:**
  - ✓ Thoroughly clean building with hospital grade disinfectant cleaners - including all surfaces, door handles, restrooms, telephones, copy machines, computers, printers, etc.;
  - ✓ Develop procedures for continued disinfectant cleaning;
  - ✓ Confirm supply of cleaning/disinfecting products, hand sanitizer, tissues, gloves, masks, face shields for employee use;
  - ✓ Install cashier-style protection shields at public service desk(s);
  - ✓ Denote proper social distancing using System-provided floor and other signage denoting social distancing will be enforced in both public and staff areas;
  - ✓ Remove chairs, rope/block off areas where social gathering typically occurs, arrange seating and computer access to employ social distancing;

- ✓ Remove all toys/games/puzzles OR remove all stuffed animals and any toys/games/puzzles that cannot be cleaned using disinfectant cleaners;
  - ✓ Confirm supply of hand sanitizer and tissues for public and staff areas;
  - ✓ Review/implement cleaning/disinfecting protocols; and
  - ✓ Other as determined required by State, County and local mandates.
- **STAGE I Operational Preparation:**
    - ✓ Develop *Business Reopening Safety Plan*;
    - ✓ Determine if Boston Free Library can provide walk-up/curbside operations (if yes, see also WALK-UP and CURBSIDE SERVICE);
    - ✓ Review employee schedules:
      - Determine shift design;
      - Determine work location – remain at home/return to library;
    - ✓ Develop/determine/modify work processes to meet required social distancing guidelines;
    - ✓ Review/implement health screening processes for employees per *Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19*;
    - ✓ Review/implement *Handling Materials During COVID-19 (effective 5/13/2020)*;
    - ✓ Open drop box (if closed);
    - ✓ Begin materials ordering;
    - ✓ Resume delivery of supplies/materials;
    - ✓ Continue Virtual/Online Program Offerings;
    - ✓ Inform staff of requirements to operate businesses under *New York Forward*;
      - Post and inform staff of *Business Reopening Safety Plan*;
    - ✓ Inform staff of schedules, work location, new workflows (if applicable); and
    - ✓ Follow all State, County, local COVID-19 guidelines pertaining to employee health and safety.
  - **STAGE I WALK-UP and CURBSIDE SERVICE:**

Walk-up service will begin at the Boston Free Library 6/8/2020. Curbside service will also begin on this date, at this location.

- ✓ Should a local library determine it wishes to proceed in opening WALK-UP and CURBSIDE SERVICE, the local library:
  - Should secure permission from local authority (Board of Trustees) regarding traffic flow;
  - Must inform the System of the intent to provide walk-up/curbside operations;

- Must update their respective portion of the B&ECPL website and open/closed calendar to denote hours of operation for WALK-UP and CURBSIDE SERVICE;
- Must follow guidelines as set forth by B&ECPL regarding processes associated with WALK-UP and CURBSIDE SERVICE
- Must follow *Handling Materials During COVID-19 (effective 5/13/2020)* as set forth by B&ECPL; and
- Must follow all State, County and local COVID-19 guidelines pertaining to employee health and safety.

## 2. STAGE II (Recommend 50% staff)

In STAGE II, physical libraries are open to the public – for limited services (see Operational Preparation). This stage should occur only when allowable by *New York Forward* and the County of Erie.

The System will continue to monitor *New York Forward* requirements, seek guidance and authorization from the Erie County Executive and report results to Contract Library Directors.

The Boston Free Library will observe an abundance of caution during STAGE II, and may continue to provide walk-up and curbside service. However, at the discretion of the Boston Free Library Board of Trustees and Director, following the entry of Erie County to Phase II of *New York Forward*, the building may be deemed ready to open to the public for modified hours and limited services with an anticipated date of 6/22/2020.

- **STAGE II Building Preparation:**

- ✓ See STAGE I

- **STAGE II Operations and Operational Preparation:**

- ✓ See STAGE I;

If the Boston Free Library opens for modified hours and limited services:

- Determine Hours of Operation;

- Transactional services begin i.e. circulating materials;
- Public access computers/laptops open (limited) – social distancing and cleaning after every use required;
- No group gatherings;
- Develop/determine/modify work processes to meet required social distancing guidelines;
- Determine location to quarantine returns for 72 hours. All returns will be back-dated 3 days when discharged;
- **STAGE III (75% staff)** Review/implement health screening processes for employees per *Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19*;
- Review/implement *Handling Materials During COVID-19 (effective 5/13/2020)*;
- Review/implement building clean/disinfecting protocols in public areas;
- Begin materials ordering;
- Inform staff of requirements to operate businesses under *New York Forward*;
  - Post and inform staff of *Business Reopening Safety Plan*; and
  - Inform staff of schedules, work location, new workflows (if applicable).

In STAGE III, physical libraries are open to the public – library services expand beyond transactional. This stage should occur only when allowable by *New York Forward* and the County of Erie.

- **STAGE III Building Preparation:**

- ✓ See STAGE I

- **STAGE III Operations:**

- ✓ See STAGE I and STAGE II;
  - ✓ Hours of operation reinstated to meet New York State Minimum Standards for Public Libraries\*\*;
  - ✓ Reinstatement meeting room use\*\*\*;
  - ✓ Reinstatement programs/programming\*\*\*;
    - Children’s programming such as story times might not yet resume due to the difficulty of enforcing distancing protocols with this age group.
  - ✓ Reinstatement gathering\*\*\*; and
  - ✓ Reinstatement outreach\*\*\*.

\*\* System should be notified if library is unable to meet New York State Minimum Standards for Public Libraries.

\*\*\* Operation may occur pursuant to any social distancing and/or gathering restrictions as set forth by New York State and the County of Erie.

#### **4. STAGE IV (100% staffing reinstated within budgetary limits)**

In STAGE IV, physical libraries are open to the public – unrestricted library services reinstated.

### **III. SCALING DOWN SERVICES OR SECOND CLOSURE SCENARIO**

The Boston Free Library could return to STAGE III, II, or I, or revert to a full-scale closure depending on the recommendations by New York State and the County of Erie Officials. If a person who has been diagnosed with COVID-19 has been in the building, the Library will close for two days to be cleaned and sanitized.

#### **Scaling Down Preparation:**

- See STAGES I-III

#### **Second Closure Preparation:**

- The Boston Free Library Board of Trustees will meet with Director to pass a resolution to close the building;
- Inform B&ECPL administration of decision;
- Notify all employees of closure and advise to check e-mails for updates;
- Follow Emergency Closing Procedures;
- Instruct for building to be thoroughly cleaned and sanitized

#### **Second Closure Off-Site Operational Preparation:**

- Essential staff work remotely and onsite at the designation of the Director
- Assign employee(s) to take care of building, mail, financials, and book drop if applicable;

- Enlist staff to offer online/virtual programming;
- E-mail, phone, text hold meetings via online platform to communicate with staff and delegate tasks
- Use social media and news media to connect with community
- Remind patrons to manage their accounts by going to the library website
- Encourage patron usage of free digital databases, resources, and downloadable eBooks, eAudiobooks, music, and more at [www.buffalolib.org](http://www.buffalolib.org)
- The B&ECPL as well as the Director and Trustees of the Boston Free Library will monitor the situation, prioritizing the health and safety of employees as patrons.
- When sanctioned by the State of New York and the County of Erie, the Boston Free Library will begin the phased reopening process again, following guidance from the B&ECPL. See STAGES I-IV.



**COVID-19 MICRO-CLUSTER PLAN**  
*Continuation of Operations for the Boston Free Library*  
*Adopted 1/04/2021*

NAME of BUSINESS: Boston Free Library (BFL)  
INDUSTRY: Public Library  
ADDRESS: 9475 Boston State Road  
Boston, NY 14025  
CONTACT: Lydia Herren, Director  
OWNER/MANAGER: Boston Free Library Association Board of Trustees  
HUMAN RESOURCES: Judy Fachko, Human Resources Manager

I. STATEMENT OF PLAN

A. Purpose

In an effort to identify small geographic areas where the spread of the Novel Coronavirus (COVID-19) has reached levels requiring additional State action, the State of New York (NYS) has put in place a *Micro-Cluster Strategy (Strategy)*. This *Strategy* contains five key processes: Monitor Data; Identify Area of Concern & Create Specific Geographic Focus Areas; Implement Cluster Zone Focus Area to Control the Virus; Review Data; and Adjust Restrictions.

Further, NYS has developed a *Micro-Cluster Approach*, whereby cluster identification is more targeted and identifies data in a small geographic area where COVID-19 spread has reached levels requiring additional State action. This approach is based on a variety of factors including: Testing, Hospitalizations, Geographic Considerations, and Other Epidemiological Factors as defined by the NYS Department of Health.

Areas experiencing a concerning increase in COVID-19 spread may be designated as requiring placement into a *Micro-Cluster Focus Zone*: Red Zone, Orange Zone, or Yellow Zone.

The Boston Free Library (BFL) recognizes its responsibility to have a COVID-19 MICRO-CLUSTER PLAN to address library operations if its service area becomes a designated *Micro-Cluster Focus Zone*.

Due to modifications of the *Micro-Cluster Approach* from NYS, and at the request of Erie County Executive Mark Poloncarz, the Boston Free Library reviewed and modified the original micro-cluster response plan to allow for in-house operations if the library is located in a designated Orange Zone. Working with the County Executive, a new metric has been developed whereby data provided by the Erie County Department of Health (ECDOH) by zip code will be used to inform levels of library services.

The Boston Free Library's Micro-Cluster Plan has therefore been modified to reflect the changes in the NYS *Strategy* through the development of this metric-based approach, using data provided by the ECDOH, further defining levels of library services to be provided within Zones based on the data associated with the library's service area zip codes 14025 and 14033.

This PLAN has been reviewed and approved by the Boston Free Library Association Board of Trustees on January 4, 2021.

B. Applicability

This PLAN is applicable the Boston Free Library only.

C. BFL PLAN

If the BFL, as set forth in Section B of this document, falls within a *Micro-Cluster Focus Zone*, the BFL will respond accordingly. For the purposes of implementing this PLAN, BFL shall be identified as a *Business* under the *Micro-Cluster Type of Activity*.

The BFL COVID-19 REOPENING SAFETY PLAN shall continue to be enforced under all *Micro-Cluster Focus Zone* levels.

The BFL will cooperate with New York State, Erie County and local government officials.

The BFL shall implement the following:

## RED ZONE:

1. If located in a Red Zone, the BFL shall be closed.
  - a. Staff may, as determined by the Library Director, be assigned to work remotely; staff deemed essential will continue to report for designated duties and schedules
  - b. Material “holds” will be redirected.
  - c. Due dates for materials checked out at the BFL while it is a designated Red Zone will be extended.
  - d. Drop box will remain open and be emptied as necessary by essential staff following proper *Handling Materials During COVID-19 Procedures*;
  - e. Signage will be placed on doors.
  - f. Website will be modified to reflect changes.
  - g. Media will be notified.
2. Maintenance staff will report to a library in a designated Red Zone only to conduct essential cleaning and disinfecting and required maintenance.
3. Shipping department will cease deliveries to the BFL while it is a designated Red Zone.

## ORANGE ZONE/YELLOW ZONE:

Service operations of the BFL in a designated Orange or Yellow Zone shall be determined on a continuous basis. Efforts will be made to maintain services to the public at the highest level as well as protecting the safety of patrons and staff. The 7-day equalized rate of COVID-19 cases shall be determined by the ECDOH and distributed to the BFL on a weekly basis. The BFL shall determine operations (Level I or Level II) based on the trends observed from the metrics on a weekly, bi-weekly, or monthly basis.

*The BFL recognizes that its chartered service area population is small leading to the appearance of large fluctuations in the 7-day equalized rate of COVID-19 cases while the actual number of cases per week may not vary significantly. Due to this limitation, the 7-day equalized rate will be utilized to inform the BFL of trends in the community that could lead to a change in operations and service levels.*

1. LEVEL I Operations - When the 7-day equalized average of new daily cases per 100,000 is trending less than or equal to ( $\leq$ ) 70, the library shall operate under the guidelines for services set forth below.

2. LEVEL II Operations - When the 7-day equalized average of new daily cases per 100,000 is trending greater than (>) 70, the library shall operate under the guidelines set forth below.

LEVEL I Operating Guidelines:

1. Library operations and in-house services shall continue under the following restrictions:
  - a. Computer sessions will be limited to 30 minutes with the possibility of extension based on demand and building capacity.
  - b. Facial coverings (fully covering the nose and mouth) must be worn at all times.
    - i. A patron will not be allowed entry to the BFL or be allowed to remain in the library if they do not comply with facial covering regulations.
    - ii. Social distancing will be strictly enforced at all times and in all areas - public and staff. Staff is authorized to limit service if social distancing is not maintained.
    - iii. No Meeting Room Use
    - iv. 1:1 tutoring is permitted for limited appointments - no more than 1 hour.
  - c. No food or beverages may be consumed in public areas.
    - i. Staff will be limited to food/beverages at their personal workstations/offices.
  - d. Drop box will remain open.
2. Walk-up/curbside services will continue.
3. Hours of operation may be modified, if deemed necessary. If hours are modified:
  - a. Signage will be placed on doors.
  - b. Website will be modified to reflect changes.
  - c. Media will be notified.
4. Guidelines are subject to change.

LEVEL II Operating Guidelines:

1. In-house operations shall cease.
2. Walk-up and/or curbside service will continue.
  - a. Staff may report to the library or may, as determined by the Library Director, be assigned to work remotely.
  - b. Library Services will be offered as per the BFL's COVID-19 MICRO-CLUSTER WALK-UP AND CURBSIDE SERVICE PLAN.
  - c. Drop box will remain open.
  - d. Signage will be placed on doors.
  - e. Website will be modified to reflect changes.
  - f. Media will be notified.

3. Hours of operation may be modified if deemed necessary.
4. Guidelines are subject to change.

All parts of this PLAN are subject to change and will reflect the State of New York, Erie County Department of Health and B&ECPL Administration's guidelines and recommendations.



## COVID-19 SAFETY PLAN

*This PLAN is applicable to the Boston Free Library. Updated 2/10/2022*

**NAME of BUSINESS:** Boston Free Library  
**INDUSTRY:** Public Library  
**ADDRESS:** 9475 Boston State Road  
Boston, NY 14025  
**CONTACT:** Lydia Herren, Director  
**OWNER/MANAGER:** Boston Free Library Board of Trustees  
**HUMAN RESOURCES:** Judy Fachko, Human Resources Manager

### V. PEOPLE

- B. Physical Distancing** – The Boston Free Library will ensure 6 feet (6') distance between personnel and patrons, unless safety or core function of the work activities requires a shorter distance.
- a. All staff will be provided facial coverings;
    - i. All staff will wear facial coverings when in public areas;
    - ii. All staff will wear facial coverings in workrooms/offices when less than 6' of separation is available;
    - iii. Patrons over the age of 2 entering will be encouraged to wear a mask through the use of signage and freely available masks;
    - iv. Signage will be placed at library entrance and throughout the building encouraging the use of facial coverings for all persons over the age of 2;
  - b. Social distancing signage will be placed throughout the library;
    - i. Seating will be spaced so as to encourage social distancing;
    - ii. Computers will be spaced so as to encourage social distancing.
  - c. Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing facial coverings;
  - d. Teleconferencing or videoconferencing will be used for meetings;
    - i. If in-person meetings must be held, they will be held in open, well ventilated spaces with appropriate social distancing among participants;

- e. WALK-UP and CURBSIDE SERVICE - Customer (patron) engagement:
  - 1. Facial coverings will be worn by staff at all times when providing walk-up and curbside pickup;

## VI. PLACES

### D. Protective Equipment -

- a. Staff at the Boston Free Library will be provided N95 or KN-95 facial coverings;
- b. Staff will be instructed to frequently wash hands while in the workplace;
  - i. CDC recommended hand washing guidelines will be posted in all staff restrooms and where sinks are located;
  - ii. Staff will be trained on these protocols.

### E. Hygiene and Cleaning

- a. Staff and patrons will have access to:
  - i. soap, water, paper towels;
  - ii. hand sanitizer containing 60% or more alcohol;
- b. Cleaning - regular cleaning/ disinfecting will occur regularly in the following areas:
  - i. High transit areas;
  - ii. Restrooms - public and staff;
  - iii. Common areas including but not limited to tables and chairs;
- c. Cleaning - cleaning/ disinfecting will occur after every use of the following, where practicable, in shared staff areas and will be the responsibility of all staff members particularly during staff change overs:
  - i. Staff computers - including keyboards and surface areas of computer desks;
  - ii. Staff telephones;
- d. The B&ECPL System will provide cleaning and disinfecting products that have been identified as effective against COVID-19 by the Environmental Protection Agency (EPA);
- e. Staff will be instructed to wash hands frequently in accordance to CDC recommended hand washing guidelines  
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>.

### F. Communication - The Boston Free Library will:

- a. Post signage throughout the libraries to remind staff to adhere to proper hygiene, social distancing rules, appropriate use of personal protective equipment (PPE) and cleaning and disinfecting protocols. Signage will include but is not limited to:

- i. CDC recommended hand washing guidelines  
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>;
  - ii. CDC *Use of Face Coverings to Help Slow the Spread of COVID-19*  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>;
  - iii. Other signage as required;
- b. Cleaning and disinfecting protocols will be provided to Maintenance staff:
  - i. Information pertaining to cleaning and disinfecting of surfaces as listed in Section B (d) will be made available to staff;
- c. If a Boston Free Library employee identifies as having tested positive for COVID-19, the Human Resources Department will:
  - i. Notify the New York State Health Department;
  - ii. Notify the Erie County Department of Health;
  - iii. Cooperate with contact tracing efforts including:
    - 1. Notification of potential contacts such as workers or visitors who had close contact with the individual;
    - 2. All information will be kept confidential pursuant to state and federal laws and regulations.

## **VII. PROCESS**

### **C. Contact Tracing -**

- a. The Human Resources Department will confidentially interview the staff member identified as testing positive for COVID-19 seeking the following:
  - i. Work place location;
  - ii. Where the staff member traveled in the work location;
  - iii. With whom the staff member came in contact;
  - iv. All information will be kept confidential pursuant to state and federal laws and regulations;
- b. The Human Resources Department will work with the Erie County Department of Health to notify staff and visitors that they may have been exposed to COVID-19 from the staff member identified as testing positive.