

1. Disaster Preparedness Policy

Purpose:

To establish procedures for preventing, responding to, and recovering from disasters.


Policy:

The library will maintain an updated disaster preparedness plan, which includes:

- Emergency contact lists
- Evacuation routes and shelter-in-place procedures
- Procedures for fire, weather emergencies, and water damage
- Off-site backups of essential records
- A chain of command for decision-making
- Coordination with local emergency services

Staff will be trained annually on these procedures.

The Otselic Valley Library also serves as the school library for the district and thus we follow the School created District-Wide School Safety Plan as closely as possible.

 District Safety Plan 25-26 (1).docx

2. Financial Controls Policy

Purpose:

To safeguard public funds and ensure responsible fiscal management.

Policy:

- All expenditures must be approved by the Library Director and/or Board Treasurer.
- Dual signatures are required for checks over \$500.

- A monthly financial report will be presented at board meetings.
 - The library will conduct an annual audit or financial review.
 - Cash handling written procedures will be clearly documented and followed.
 - Grant funds will be tracked separately from general funds.
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3. Personnel Policy

Purpose:

To outline employee rights, responsibilities, and conditions of employment.

Policy Highlights:

- All hiring must comply with EEO standards and NYS Civil Service requirements (where applicable).
 - Employees are entitled to sick, vacation, and holiday leave as defined in the employee handbook.
 - Performance evaluations will be conducted annually.
 - Any form of harassment or discrimination will not be tolerated.
 - Disciplinary actions may include verbal warning, written warning, suspension, or termination, depending on severity.
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4. Public Comment Policy

Purpose:

To ensure the public has a structured opportunity to address the Library Board.

Policy:

- Public comment will be permitted at each regular board meeting.

- Speakers must sign in before the meeting begins and will be called in order.
 - Each speaker will be limited to 3 minutes.
 - Comments must be civil and relevant to library matters.
 - The Board is not obligated to respond during the comment period but may follow up as needed.
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5. Public Use of Library Space / Meeting Room Policy

Purpose:

To provide equitable access to public meeting space for community use.

Policy:

- Meeting rooms are available to local nonprofit, civic, or educational groups.
 - Reservations are required 2 weeks in advance and subject to approval by the Library Director.
 - Groups are responsible for setup, cleanup, and any damage.
 - Use of the room does not imply library endorsement.
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6. Whistleblower Policy

Purpose:

To protect individuals who report suspected financial or ethical misconduct.

Policy:

- Employees and volunteers are encouraged to report suspected violations of law, misuse of public funds, or other misconduct.
- Reports may be made anonymously and will be kept confidential to the extent possible.

- The library prohibits retaliation against whistleblowers.
- Reports should be submitted to the Board President.

Adopted 7/15/25