

THE RICHARDS LIBRARY



The Board of Trustees Meeting Agenda

Tuesday, August 2, 2022 @ 10:00 AM

In the Jeffrey M. Levine Community Room

- I Call to Order and Roll Call of Members
- II Consent Agenda
 - Approval of Mtg. Agenda
 - Approval of Prior Mtg. Minutes
 - Treasurer's Report: Financials
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: SWDC Acceptance Letter
- V Director's Report: *See attached*
- VI Committee Reports
 - a. Personnel: n/a
 - b. Budget & Finance: n/a
 - c. Building & Grounds: Walk-through with Ed Ostberg
 - d. Ad Hoc: n/a
 - e. Outreach: John
 - f. Policy: Sexual Harassment Prevention Policy- *review and approve*, Collection Development Policy/Binder- *in progress*
- VII Old Business
 - FY2022-2023 State Aid for Library Construction- *progress update, sign assurances, Payee information forms, Paul Mays-October(?)*
- VIII New Business
 - Electrical survey- *received, invoice coming*
 - PCC Contracting Chimney Cap estimate- *see attached*
 - PR & Advocacy Trustee Training
- IX Other Business
 - Report from Thurman Town Board Meeting (7/20).
 - Sue attending Warrensburg Town Board Meeting (8/10 @ 7:00p). Need volunteer for Thurman Town Board Meeting (9/15 @ 5:00p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, August 16, 2022
- XII Next Board Meeting: Tuesday, September 6, 2022 *with Sara Dallas*
- XIII Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, July 5, 2022 @10:00 am

Present: Esther McTague, John Schroeter, Sarah Gebbie-Measeck, Suzanne Glebus, Susan Matzner, Gina Colburn, Mary Beadnell, Becky Lawler, and Shelby Burkhardt, Library Director

Meeting called to order at 10:05am

Question regarding financials answered. Consent agenda approved. Motion made by John and seconded by Suzanne and approved by board.

Public Expression: None

Correspondence: 3 community room requests. People requesting use of room to access wifi for personal use.

Director's report:

- CPR training/AED training completed
- Juneteenth display
- Updated work list for Andy
- Received 2022 Warrensburg School Yearbooks
- Received check from Warren County Aid
- ALA Grant purchases finalized and notice posted
- New hours starting on June 13th
- Programs scheduled for July and August
- Summer Reading Registration – a lot of new kids coming in
- Statistics are up across the board

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: n/a
- Outreach: going well. Still unable to go into facility
- Policy: n/a

Old Business

- Barrier Free Elevators – contract sent, need to schedule.

New Business

- FY 2022-2023 State Aid for Library Construction
 - Try to use this grant money for outside building needs
 - Submit to SALS and then to state
 - Discussed getting estimate to replace aging furnaces
- Adams Foundation Re-Grant for Capital Projects
 - Shelby will attend webinar to get more information on grant

- Looking into door openers, non-slip treads on stairs, changing table for infants, improved signage with braille

Other Business:

- No report from Warrensburg Town Board Meeting (wrong date)
- Esther will attend July Thurman Town Board Meeting
- Sue will attend the August Warrensburg Town Meeting
- John discussed artifacts being discovered
 - May display some of the pottery and artifacts

Public Expression: none

Next Board Workshop: July 19, 2022 At 10:00am

- Will focus on construction grant needs

Next Board Meeting : Tuesday, August 2, 2022 at 10:00am

Meeting adjourned at 11:07am (Motion by Susan, seconded by Mary).

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
July 2022

Accrual Basis

	Jul 22
Ordinary Income/Expense	
Income	
PUBLIC GRANTS	4,871
OPERATING RECEIPTS	230
NON-OPERATING RECEIPTS	133
Total Income	5,234
Gross Profit	5,234
Expense	
OPERATING EXPENSES	4,934
PAYROLL, WAGES, BENEFITS & EX...	16,004
COLLECTION & OTHER CAPITAL EX...	351
Total Expense	21,289
Net Ordinary Income	-16,056
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	1,059
Total Other Expense	1,059
Net Other Income	-1,059
Net Income	-17,115

Richards Library
Monthly Funds Activity Report
July 2022

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
Operating Account - GFNB						
General Journal	07/01/2022	PAYROLL		-MULTIPLE-		5,396.47
Deposit	07/03/2022			Deposit	4,898.00	
Bill Pmt -Check	07/03/2022	6456	GOOD HOUSEKEEPING	1 YEAR		34.97
Deposit	07/10/2022			Deposit	41.00	
Bill Pmt -Check	07/10/2022	6457	BAKER & TAYLOR			229.51
Bill Pmt -Check	07/10/2022	6458	NATIONAL BUSINESS TECHNOLOGIES*	5/30/2022-6/29/2022		67.12
Bill Pmt -Check	07/10/2022	6459	WARRENSBURG WATER DISTRICT	04/01/22-06/30/22		12.00
Check	07/12/2022	A/W	TIME WARNER CABLE #2501	07/04/22-08/03/22		129.98
Check	07/15/2022	A/W	VERIZON	06/22/22-07/21/22		31.99
Check	07/15/2022	A/W	SPECTRUM ENTERPRISE #142279801	06/25/22-07/24/22		93.46
Check	07/15/2022	A/W	NATIONAL BUSINESS LEASING	6/15/22 - 7/14/22 INVOICE #76730953		96.56
General Journal	07/15/2022	PAYROLL		-MULTIPLE-		4,882.90
Deposit	07/17/2022			Deposit	68.00	
Bill Pmt -Check	07/19/2022	6460	BAKER & TAYLOR			38.08
Bill Pmt -Check	07/19/2022	6461	CINTAS			47.82
Bill Pmt -Check	07/19/2022	6462	COMMERCE BANK	#--1705		2,622.78
Bill Pmt -Check	07/19/2022	6463	NEW YORK FIRE & SECURITY	ANNUAL INSPECTION & REPLACE FIRE EXTINGUISHER		174.90
Bill Pmt -Check	07/19/2022	6464	NORTHERN MECHANICAL SERVICES	50% DOWN PAYMENT TO REPLACE INSULATION ON EXISTING LINE SET		1,062.50
Bill Pmt -Check	07/19/2022	6465	SHELBY BURHARDT	REIMBS FOR ENVELOPES, FOIL PAN		11.77
Bill Pmt -Check	07/19/2022	6466	SOUTHERN ADIRONDACK LIBRARY SYSTEM	AUTOMATION FEES - JUNE 2022		368.70
Deposit	07/24/2022			Deposit	94.00	
Bill Pmt -Check	07/26/2022	6467	BRALEY & NOXON			60.74
Bill Pmt -Check	07/26/2022	6468	NEW YORK FIRE & SECURITY	FIRE ALARM SYSTEM INSPECTION		359.40
Bill Pmt -Check	07/26/2022	6469	NORTHERN MECHANICAL SERVICES	REPLACE INSULATION ON EXISTING LINE-SET		1,062.50
Check	07/27/2022	A/W	NATIONAL GRID	06/7/22-7/7/22		397.59
General Journal	07/29/2022	PAYROLL		-MULTIPLE-		5,663.37
Total Operating Account - GFNB					5,101.00	22,845.11
Total GFNB #--6131 -Operat & DF					5,101.00	22,845.11
RESERVE FUNDS						
GFNB Reserve Sav #40392707						
Director's Discretionary Fund						
General Journal	07/07/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	0.82	
General Journal	07/08/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	1.23	
General Journal	07/08/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	1.03	
General Journal	07/08/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	1.23	
General Journal	07/08/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	1.23	
Total Director's Discretionary Fund					5.54	0.00
Total GFNB Reserve Sav #40392707					5.54	0.00
RESERVE FUND CD's @ GFNB						
CD #839682 (1 YEAR LADDER)						
General Journal	07/07/2022	CD #839...		RESERVE CD INTEREST EARNED	0.82	
General Journal	07/07/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		0.82
Total CD #839682 (1 YEAR LADDER)					0.82	0.82
CD #839683 (1 YEAR LADDER)						
General Journal	07/08/2022	CD #839...		RESERVE CD INTEREST EARNED	1.23	
General Journal	07/08/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		1.23

Richards Library
Monthly Funds Activity Report
July 2022

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Total CD #839683 (1 YEAR LADDER)					1.23	1.23
CD #839684 (3 YEAR LADDER)						
General Journal	07/08/2022	CD #839...		RESERVE CD INTEREST EARNED	1.03	
General Journal	07/08/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		1.03
Total CD #839684 (3 YEAR LADDER)					1.03	1.03
CD #839685 (3 YEAR LADDER)						
General Journal	07/08/2022	CD #839...		RESERVE CD INTEREST EARNED	1.23	
General Journal	07/08/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		1.23
Total CD #839685 (3 YEAR LADDER)					1.23	1.23
CD #839686 (3 YEAR LADDER)						
General Journal	07/08/2022	CD #839...		RESERVE CD INTEREST EARNED	1.23	
General Journal	07/08/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		1.23
Total CD #839686 (3 YEAR LADDER)					1.23	1.23
Total RESERVE FUND CD's @ GFNB					5.54	5.54
Total RESERVE FUNDS					11.08	5.54
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	07/17/2022			Deposit	121.00	
Deposit	07/24/2022			Deposit	6.00	
Total Non-Designated Funds - S/A					127.00	0.00
Regina Porter Bequest Funds						
Bill Pmt -Check	07/10/2022	219	BJ'S ARTWORKS FRAMING GALLERY STUDIO	ARCHIVAL RESTORATION		1,059.00
Total Regina Porter Bequest Funds					0.00	1,059.00
Total Special Acc't #5976 - GFNB					127.00	1,059.00
Total TEMPORARY - RESTRICTED BY BOARD					127.00	1,059.00
Total RESTRICTED FUNDS					127.00	1,059.00
TOTAL					5,239.08	23,909.65



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July 25, 2022

Sarah Gebbie-Measeck
Richards Library
36 Elm Street
Warrensburg, NY 12885

Dear Mrs. Gebbie-Measeck,

Thank you for your interest and application in regards to the SWCD's Community Conservation Program, I am pleased to inform you that your application for funding has been approved for \$500 for the purchase of raingarden plants for the expansion of the existing rain garden at Richards Library.

We look forward to providing these funds for the project and seeing the expansion and improvements to the raingarden.

Please contact or Rhonda Jarvis or myself at our office as soon as possible so that we may be able to finalize your request and to get the project moving forward. Please remember that the funds must be expended by the end of this calendar year.

Our office extends best wishes for the success of the project.

Sincerely,

Dean L. Moore
Sr. District Technician

THE RICHARDS LIBRARY



Director's Report

July 30, 2022

- Approved for SWCD Grant
- Received check from SALS
- Northern Mechanical Services will replace condenser line sets in August
- Bev Saunders returned "Girl with Pearls" and was sent with next 2 pieces
- Donation of small exhibit case
- Programs:
 - Trip Photos of Paris, Normandy, and Brittany
 - Build Your Own Tie dye Teddy
 - Computer Basics for Beginners
 - Film: Paw Patrol
 - Story Time & Activity-2
 - Presentation, *Gone But Not Forgotten: Burials & Archaeology*
 - Blueberry Festival at Riverside Farmers' Market
 - Warrensburg Summer Program Library tour and reading (K&1st)
 - Read at Small Tales
 - Take and Make Crafts
 - Tech Help
 - Warren County Historian's Challenge

Upcoming Events & Programs

** Program flyers can be found on The Richards Library website, our Facebook page, or at the Library. **

- Tech Help, Tuesdays & Thursdays, 2:00-5:00p
- New *Take and Make Crafts* each Friday

See attached August events calendar for a full list of upcoming programs

Statistics for the Year

See attached *2022 Monthly Statistics*.

Respectfully submitted,





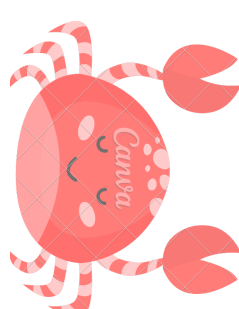

Shelby Burkhardt

Library Director

THE RICHARDS LIBRARY UPCOMING PROGRAMS

& EVENTS AUGUST 2022

- Summer Reading Program, *Oceans of Possibilities*, June 27th to September 5th.
- Events will be held in the Jeffrey M. Levine Community Room.
- Adult Book Club. Call the Circulation Desk for details.
- Bring Your Own Cup (BYOC) for tea during our *Relaxation Hour*. Lid recommended. Coloring supplies, relaxing music, and tea will be provided. Age 12+.
- *Story time* will focus on ages 3-5. Younger is welcome. Supervision required.
- *Intro to Tech Talk* will be hosted by Logan. He will demonstrate how to use this resource.
- *Virtual Underwater Tour of Lake George* will be hosted in-person with live narration by Warren County Soil and Water.
- *Ozobots: Coding Robots* will be hosted by Logan and focus on ages 7-13.
- *Ted Lawrence's Trunkside Tales* will be an interactive story telling experience of Ted's time as a Ringling Clown.
- Popcorn provided for *Dreambuilders*. Please bring water to drink and a comfy blanket.
- *Painting w/Patrice* will focus on Georgia O'Keeffe and Lake George. Painting instruction and supplies will be provided. Limited to 12 spots. Please pre-register.

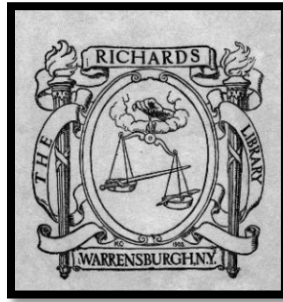
SUN	MON	TUE	WED	THU	FRI	SAT
31 	1	2 4-5p The Richards Library Book Club, discussing, <i>Girl, Woman, Other</i>	3 2-3p <i>Intro to Tech Talk</i> 3:30-4:30p Relaxation Hour	4 2-2:45p Story time	5 10-11a Sand art bracelets and butterflies age 8+	6
7	8	9	10 3:30-4:30p Relaxation Hour	11 10-10:45a Story time	12	13
14	15	16 6-7p <i>Virtual Underwater Tour of Lake George</i>	17 2-2:45p <i>Ozobots: Coding Robots</i> 3:30-4:30p Relaxation Hour	18 2-2:45p Story time 5:30-7p <i>Ted Lawrence's Trunkside Tales</i>	19 10-11a DIY Paper Bag Journals age 10+	20
21	22	23 3-5p Film, <i>Dreambuilders</i>	24 3:30-4:30p Relaxation Hour	25 10-10:45a Story time 3-5p <i>Painting w/Patrice</i> , age 10+	26	27 
28 	29 	30	31 3:30-4:30p Relaxation Hour			

Face mask requirements are based upon the current Warren County Community Level. This is checked weekly at cdc.gov. For information, call the Circulation Desk at (518) 623-3011.

2022 Monthly Statistics

Month	Att Adult	Att Juv	Comp Use Ad	Comp Use Juv	Circ.	Ref	Holds Placed	Holds Sat	Items W/D	Items Acc	WiFi Conn
January	497	46	76	4	1137	20	370	368	1	97	175
February	379	51	73	0	1084	18	373	341	4	106	148
March	631	87	105	1	1332	20	468	436	44	117	196
April	561	85	92	2	1267	12	431	447	2	101	242
May	530	110	89	1	1209	6	351	334	16	67	243
June	611	121	109	0	1362	8	420	387	6	113	317
July	780	189	83	0	1792	11	427	395	12	66	368
August											
September											
October											
November											
December											
2022 TOTALS	3989	689	627	8	9183	95	2840	2708	85	667	1689
	O/A Att 4678		O/A Comp 635		O/A Circ. 9183						

The Richards Library



Sexual Harassment Prevention Policy

Introduction

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

Policy:

1. The Richards Library's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with The Richards Library. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Richards Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of The Richards Library who

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

retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject The Richards Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. The Richards Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Richards Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Richards Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Director.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

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

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

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

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

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

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

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

Examples of sexual harassment

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

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

- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

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

Where can sexual harassment occur?

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

Retaliation

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

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

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

- encouraged a fellow employee to report harassment.

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

Reporting Sexual Harassment

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

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

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

Supervisory Responsibilities

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

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

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

Complaint and Investigation of Sexual Harassment

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

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

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

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

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

- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

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

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

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

State Human Rights Law (HRL)

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

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

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

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

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

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

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

Civil Rights Act of 1964

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

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

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

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

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the Warren County Sheriff's Office at (518) 743-2500.

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

Complaint Form for Reporting Harassment and Discrimination

If you believe that you have been subjected to harassment or discrimination, you are encouraged to complete this form and submit it to the Library Director and/or Compliance Officer. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy of and follow the process outlined in the Sexual Harassment Prevention Policy by investigating the claims as outlined at the end of this form.

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

COMPLAINANT INFORMATION

Name: _____

Job Title: _____

Work Address: _____

Work Phone: _____

E-mail: _____

Selected Preferred Communication Method: ☐ E-mail ☐ Phone ☐ In Person

SUPERVISORY INFORMATION

Supervisor's Name: _____

Job Title: _____

Work Phone: _____

Work Address: _____

COMPLAINT INFORMATION

1. Your complaint of Harassment or Discrimination is made against:

Name: _____

Job Title: _____

Work Address: _____

Work Phone: _____

Relationship to you: ____Co-Worker ____Vendor ____Patron ____Other:_____

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

3. Date(s) harassment or discrimination occurred:

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

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

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

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

Signature: _____ Date: _____

Instructions for Employers

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

An investigation involves:

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

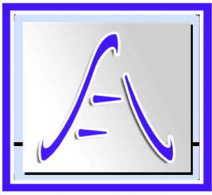
While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

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

Approved by The Richards Library Board of Trustees: October 5, 2018

Reviewed and approved: October 6, 2020

Revised, reviewed and approved:



SAGE ENGINEERING ASSOCIATES, LLP

9 Columbia Circle Albany, NY (518) 453 6091 F (518) 453 6092

Richards Library
36 Elm Street Warrensburg, NY 12855
Electrical Systems Report
Date of Visit: February 8th 2022

Electrical

The building electrical service is a 400 amp 120/240 volt single phase service from National Grid. The electrical service located in the basement electrical room. The service was upgraded as part of the project that added the addition to the existing library building. The electrical power systems are in good condition.

The lighting throughout the building consists of commercial and decorative fluorescent fixtures installed around the time of the addition project. The lighting controls are code compliant for the time period at which they were installed. Emergency lighting consists of stand-alone battery powered units and battery powered exit signs. The lighting is in good condition.

The building has an addressable fire alarm system that consists of smoke and heat detection, pull stations, and audible and visual notification appliances. The system is remotely monitored by a listed supervising station under contract with the library. The elevator is equipped with phase 1 recall connected via the fire alarm system. The fire alarm system is code compliant and in good condition.

Lifespan

- Panels and receptacles – 30 years
- Lights – 25 years
- Fire Alarm – 15 years (manufacturers constantly upgrade and say parts are no longer made if there is a failure)

Recommendations

The deficiency that was noticed is that there are no carbon monoxide alarms installed in the library. At the time the addition was completed code did not require them but now code does require carbon monoxide alarms. It is recommended that the library engage the services of their current fire alarm vendor to install a carbon monoxide detector on the basement and on the first floor of the library and connect those devices to the fire alarm system.





Friday, July 22, 2022

Re: **Exterior Masonry Repair Budget**
The Richards Library
39 Elm Street
Warrensburg, NY 12885

PCC Contracting, Inc. proposes the following for supply of all supervision, labor, material, and equipment necessary to perform the below detailed work for the lump sum of **\$ 18,220.00(Eighteen Thousand Two Hundred Twenty Dollars)**

Scope of Work:

1. Chimney Restoration

- a. Remove existing precast chimney cap.*
- b. Reset chimney cap support stones.*
- c. Set new precast chimney cap.*
 - i. New precast chimney cap will match in size, profile and color.*
- d. Remove and repoint mortar joints on chimney.*
- e. Install new sealant on chimney flashings.*

Qualifications:

Excludes, sales tax, permits, bond fees, MEP relocation/removals, hazardous material, engineering, identification/abatement/removal, temporary heat/enclosures, water usage fees, electrical usage fees, grass and pavement restoration, DBE requirements and anything not specifically included.

Proposal is subject to acceptance within 30 days at the above quoted prices and execution of a mutually acceptable contract. Thank you for the opportunity to present this proposal. Please call me at (518)441-4436 with any questions.

Sincerely,

PCC Contracting, Inc.

Monty Montgomery

Monty Montgomery
Project Manager / Estimator