



Lanpher Memorial
LIBRARY

Lanpher Memorial Library
Policy Statement

Updated and Adopted April 2023

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Mission Statement

The mission of the Lanpher Memorial Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike. It also serves as a center for sharing skills and ideas and for fostering community spirit.

I. Library Services

The Library provides materials and resources for information, entertainment, intellectual development, and enrichment for the people of the community. The Library should endeavor to:

- A. Select, organize, and make available books and materials.
- B. Provide guidance and assistance to patrons.
- C. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- D. Cooperate with other community agencies and organizations.
- E. Secure information beyond its own resources when requested, using interlibrary loan and other resource sharing methods provided through the system and state.
- F. Lend to other libraries upon request.
- G. Develop and provide services to all patrons.
- H. Maintain a balance in its services to various age groups.
- I. Cooperate with, but not perform the functions of, school or other institutional libraries.
- J. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
 - 1. The Library will be open to the public at least 17 hours each week, including at least 5 hours after 5 PM or on weekends.
 - 2. The Library will be closed the following days: New Year's Day, Town Meeting Day, Memorial Day, Juneteenth (June 19), Independence Day (July 4th), Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.
- K. Regularly review Library services being offered.
- L. Use media and other public relations mechanisms to promote the full range of available Library services.

II. Patron Responsibilities and Conduct

- A. All persons are welcome in the Library.
- B. If a person's behavior is perceived to threaten the safety of others or to disturb other patrons, s/he may be asked to leave the Library premises or police may be called.
- C. The use of the Library may be denied for due cause. Such cause may be failure to return Library materials or to pay penalties, destruction of Library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on Library premises.
- D. The Library encourages visits by young children, and it is our desire to make these important visits both memorable and enjoyable for children. Library staff is not expected to assume responsibility for the care of unsupervised children in the Library.
 - 1. It is Library policy that all children under age eight must be accompanied by a parent or designated responsible person while in the Library.
 - 2. If the young child is attending a Library program, we require the parent/responsible person to remain in the Library throughout the program.

III. Board Trustee Responsibilities and Authorities

The responsibilities and authorities of the Board of Trustees are outlined in the Bylaws of the Lanpher Memorial Library.

IV. Materials Selection/Collection Development Policy

A. Objectives

1. The purpose of the Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.
2. Because of the volume of publishing, as well as the limitations of budget and space, the Library must have a selection policy with which to meet the community interests and needs.
3. The materials/collection development policy is used by the Library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.
4. The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Lanpher Memorial Library Board of Trustees and are integral parts of the policy.
5. The materials selection/collection development policy, like all other policies, will be reviewed and /or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of Library materials rests with the Director who operates within the framework of the policies determined by the Board of Trustees. This responsibility may be shared with other members of the Library staff; however, because the Director must be available to answer to the Board of Trustees and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials are:
 - a. Relevance to the needs and interests of the community.
 - b. Price, availability, and the Library's materials budget
 - c. Date of Publication
 - d. Suitability of the format for library circulation
 - e. Current or historical significance of the author or subject
 - f. Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted through the editing and publishing industry
 - g. Relevance to the existing collection's strengths or weaknesses
 - h. Local significance of the author or subject
 - i. Extent of publicity, critical reception, and anticipated demand

2. Reviews are a major source of information about new materials. The primary source of reviews is Booklist.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is given to requests from Library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

1. Because of limited budget and space, the Library cannot provide all materials that are requested. Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this Library's collection.
2. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Lanpher Memorial Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

E. Weeding

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions.
2. This ongoing process of weeding is the responsibility of the Director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

V. Circulation Policy

A. Registration

1. All borrowers must be registered and must have a valid Library card to borrow Library materials.
2. Patrons must fill out an application form to register for a Library card.
3. Identification is required. A driver's license or student ID is preferred; however, any other official ID or recent non-personal piece of mail may be acceptable.
4. Applicants under 13 years of age may have their own Library account but must have an adult guarantor.

B. Loan Periods

1. 3 weeks for books, audio, and CDs
2. 1 week for DVDs and periodicals
3. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
4. Interlibrary loans are due the date indicated by the lending Library.
5. Books may be renewed if there is not a waiting list for the title.
6. The Director may establish the loan period for materials added to the collection which are in a new format.
7. There is no limit on the number of items a patron can borrow at one time.

C. Reserves may be placed by patrons either in person or over the phone. Patrons will be notified when the materials are available.

D. Fines and Charges

1. If the material is not returned within 4 weeks, a bill will be sent for the material with the cost of replacement of the material.
2. If materials are damaged so as to be judged by the Library as being unsuitable for the collection, the patron must pay the replacement cost.
3. There is no charge for placing a reserve or for interlibrary loan services.

E. Confidentiality of Library Records

1. It is the policy of the Lanpher Memorial Library, in accordance with Vermont Statutes, that all records relating to the identity of Library patrons or the identity of Library patrons in regard to the circulation of materials are to be kept confidential. All borrowers are entitled to privacy in their use of the Library and its services, therefore Library usage records containing personally identifiable information are maintained for the sole purpose of effectively managing Library resources such as, but not limited to, registration for a Library card or collection of overdue materials.
2. Such registration and circulation records may be released pursuant to a court order, which includes a search warrant, served upon the Library by a sworn law enforcement officer.

VI. Equipment Use Policy

A. Printer/Copier

1. A printer/photocopier is available.
2. Up to 10 copies/printed-pages are free of charge. A fee of 0.10 per copy/printed-page will be charged for additional copies/printed-pages.
3. Printer/copy-machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

VII. Displays and Exhibits Policy

- A. The exhibitor must complete, sign, and return the Exhibitor and Displays Contract, outlining the dates of the exhibition and reception, if held, and agreeing to the policies.
- B. If a reception is held, it must be open to the public. Refreshments may be provided by the exhibitor, but alcohol is not permitted. A Library liaison must be in attendance during the reception.
- C. Method of Display: The way works are displayed must be approved in advance by the Library Director. Picture molding and molding hooks will be provided by the Lanpher Library. Any additional materials must be provided by the artist. Nails are not permitted in the walls. Labels affixed to the walls must be placed and removed so as to prevent damaging the paint.
- D. Publicity
 - 1. The exhibitor shall provide the Library Director with a brief statement regarding personal and artistic history and details about the work to be displayed. Photographs are also welcome.
 - 2. The Lanpher Memorial Library will help promote the exhibit.
 - 3. Invitations to the exhibit are the responsibility of the exhibitor.
 - 4. Flyers or posters can be prepared by the exhibitor, subject to the approval of the Library Director. The Library photocopier may be used to duplicate a reasonable number of flyers.
- B. Sale of Art

The Library will not be responsible for the sale of any art displayed at the Library. A price-list and additional artist's information may be duplicated and placed in the Library. Prospective purchasers must contact the artist directly. Items sold may be marked as such but should remain on display throughout the exhibit. The Library requires no commission, but donations are welcome.
- C. Security
 - 1. The Lanpher Memorial Library is open Monday 12-7; Tuesday, Wednesday and Friday 10-5; and Saturday 10-1. During this time, Library staff are on duty in the building. However, the Library is a public building and the staff and/or Board of Trustees cannot be held responsible in the event of damage or loss.
 - 2. The exhibitor/artist is responsible for providing the Library with an inventory of displayed pieces.

Exhibitor and Displays Contract

We are pleased to welcome you as an exhibitor. Please examine this contract carefully, then sign and return it.

1. **Exhibit Dates** Your work will be exhibited in the Lanpher Memorial Library:

From _____ To _____

2. **Reception** Must be open to the public. Reception will be held on:

Date _____ Start Time _____ End Time _____

Refreshments are to be provided by the artist. No alcohol, please.

A Library liaison must be in attendance for the reception.

3. **Method of Display** The way you display your work must be approved in advance by the Library Director. Picture molding and molding hooks will be provided by the Lanpher Library. Any additional materials must be provided by the artist. Nails are not permitted in the walls. We ask you to be careful when affixing or removing labels not to damage the paint on the walls.

4. **Publicity** Please provide the Library Director with a brief statement concerning your personal and artistic history and details about the work to be displayed. You may also submit a photograph of yourself and/or your work.

The Lanpher Memorial Library will help promote the exhibit.

Invitations to the exhibit are the responsibility of the artist.

Flyers or posters can be prepared by the artist, subject to the approval of the Library Director. The Library photocopier may be used to duplicate a reasonable number of black and white print flyers.

5. **Sale of Art** The Lanpher Library will not be responsible for the sale of any art displayed at the Library. A price-list and additional artist's information may be duplicated and placed in the Library. Prospective purchasers must contact the artist directly. Items sold may be marked as such, but should remain on display throughout the exhibit. The Library requires no commission, but donations are welcome.

6. **Security** The Lanpher Memorial Library is open Monday 12-7, Tuesday 10-5, Wednesday 10-5, Friday 10-5 and Saturday 10-1. During this time, Library staff

are on duty in the building. However, the Lanpher Memorial Library is a public building and we cannot be responsible in the event of damage or loss.

The artist is responsible for providing the Lanpher Library with an inventory of displayed pieces.

Exhibitor's Name: _____

Mailing Address: _____

Telephone: _____

Email address: _____

I certify that I have read and agree to abide by the terms set forth in this contract. I agree to exhibit my work in the Lanpher Memorial Library.

Signature _____ Date _____

VIII. Cell Phone Use Policy (4-16-13)

- A. The Library allows the use of cell phones in compliance with the following:
1. When entering the Library, phones should be turned to vibrate, or off.
 2. Conversations should be kept short and voice lowered when using a cell phone.
 3. If a computer is being used but is left for an extended phone call, the remaining time at the computer may be forfeited if another patron is waiting to use it.

IX. Food and Drink Policy (2013)

A. Permitted Food & Beverages

1. Beverages are allowed in the Lanpher Memorial Library if they are in a container with a secure lid or a plastic bottle with a screw top.
2. No alcoholic beverages are allowed inside the Library building or on Library property unless covered under the Facility Use Policy.
3. Consumption of food is limited to dry foods that are consumed by the individual and will not leave stains on Library furniture.

B. Restrictions

1. Food and drinks are not permitted while using Library computers, printers or other electrical equipment.
2. Other areas of the Library are designated as “no food or drink zones” such as when in use of or near archival newspapers, the Vermont Collection, the reference collection and displays.

C. Special Events

1. Food and drink are permissible for special functions in the Library meeting room, or Library sponsored programs as authorized by the Library. Rules for food and beverages are detailed in the Facility Use Policy.

D. Waste & Spills

1. Any waste generated from food and beverages must be disposed of in the trash or recycling receptacles located throughout the Library.
2. Any spills must be reported to Library staff.

X. Bulletin Board Policy

The Lanpher Memorial Library maintains bulletin boards for the posting of materials, and designated areas (such as literature racks) for the passive distribution of information.

- A. Some bulletin boards, literature racks, countertops and tables are reserved for the exclusive use by the Library to post and distribute materials about Library services, programs and events.
- B. A bulletin board and distribution area are available within the Lanpher Library for the posting and passive distribution of materials from other entities. The Library Director or designee must authorize all posting and distribution before it occurs. Authorization will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the entities or the viewpoints expressed in the materials. Posting or distribution of any such materials in the Library does not indicate Library endorsement of the ideas, issues, or events promoted by those materials.

The amount of such bulletin board and distribution area space is limited. In order to provide Library visitors with the opportunity to review materials from non-profit organizations that they might not otherwise have the opportunity to review, the following rules apply:

- **Bulletin Boards Event Announcements**
Bulletin board space is provided for announcements of dated events whose principal sponsors are non-profit organizations. The Lanpher Library may give priority to announcements for events scheduled to take place in a geographic area near the Library.
- **Distribution Areas**
Non-profit organizations may provide dated materials related to their not-for-profit purpose for passive distribution only in areas designated for that purpose. Passive distribution means leaving the materials with Library staff for Library visitors, if they so choose to review and/or take with them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging Library visitors to review or take any materials with them.
- **Petitions**
Because the nature of petitions is not consistent with passive distribution of materials, the Lanpher Library may not be an ideal place to post a petition. However, the Lanpher Library allows petitions to be posted in the designated area of the Library as long as it complies with the policy and other applicable Library regulations or guidelines, including the terms of use listed below.
 1. Petitions are the responsibility of the individual who gains authorization from the Library Director or designee to post the petition in the designated space for a designated amount of time.

2. The Lanpher Library Director will have the authorization to put restrictions on the posting of petitions as long as the restrictions are consistent and neutral.

C. General Prohibitions

Materials that support or oppose any current or pending ballot measure or political candidate may not be posted on the bulletin boards or left in the materials distribution areas. Official election information may be made available within the Library.

D. Terms for Use

All materials posted or distributed must comply with this policy and any other applicable Library regulations or guidelines. No other materials may be posted or distributed.

To ensure equitable access to limited display space available, the Library Director, or designee may establish criteria regarding posting and distribution of material, including:

- the maximum size of material to be posted or distributed;
- the maximum length of time materials may remain posted or displays;
- the maximum amount of time before or after an event a posting may occur;
- the frequency with which material may be posted or displayed by the same non-profit organization; and
- consistent methods for allocating space should the amount of material exceed the space available for posting or distribution.

All posting and placement of materials in distribution areas shall be done by personnel from the Lanpher Memorial Library. Individuals requesting posting or distribution must have authorization from the Library Director or designee to post or leave materials in distribution areas.

Materials left for posting or distribution without authorization from the Library may be discarded.

The Lanpher Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.

XI. Facility Use Policy (Revised July, 2021)

This policy applies to the Community Room and the Upper Level Meeting Space at the Lanpher Memorial Library Facility at 141 Main Street, Hyde Park, VT

I. Purpose Statement

The Lanpher Memorial Library has a Community Room and an Upper Level Meeting Space, henceforth referred to as the Library Facility, for public use. Capacity of the Library Facility is limited to 30 people. The Library Facility is available to the Library community at large and use of the Library Facility should reflect the educational, cultural, social and recreational role of the Library. The Lanpher Library is available to any community group, regardless of that group's political, religious, or social views, subject to the following:

II. Availability and Application for Use

- A. The Lanpher Memorial Library reserves the right to host Library sponsored events in the Library Facility. All other groups and organizations will be booked on a first-come, first-served basis according to the date the application was received.
- B. Use of the Library Facility by any group, organization, or individual does not in any way constitute an endorsement of the group's policies or beliefs by the Library or Town of Hyde Park.
- C. Written application for each date must be signed and returned to the Library for approval at least two weeks prior to the requested date. Application may be obtained through mail, email, or at the Library during Library hours.
- D. Use of the Library Facility that takes place when the Library is closed will require a key to the building. The key is checked out just like any other Library material, and applicants are encouraged to have a Library account for this purpose. The key must be checked out during Library hours and returned on the circulation desk at the end of the meeting. If a group is using the Library Facility when the Library is closed, the person signing this agreement will be held responsible for ensuring the Library doors and windows are locked before leaving the Library.
- E. Use of Library equipment, such as projector, screen, microphone, or laptop, is allowed only with prior permission and training for proper use.
- F. The Library Facility may be reserved in advance by an individual, or group for use during the hours that the Library is open. If an individual, or small group would like to use the Library Facility when the Library is open, and if the space is

available, this may be done without advance notification and with permission from Library Director, or Library Staff.

- G.** Occasionally, there may be other meetings, programs or events happening in other parts of the Library Facility. Applicants will be made aware of the schedule and the need to share parts of the Library Facility.
- H.** If requested as part of the application, applicant shall provide a Certificate of Insurance before use.

III. General Rules and Limitations

- A.** Use of the Library Facility is limited to the designated lower level Community Room, or the Upper Level Meeting Space as designated on the Facility Use Application and Agreement, with the exception of the restroom on the main level, and the elevator if it is needed. When the Library is not open, entrance and exit to the Library Facility will be limited to the back door of the Library. It is the responsibility of the organization using the Library Facility to make sure those attending meetings are aware of the designated areas.
- B.** Organizations are responsible for leaving the Library Facility as it was upon arrival and should turn off lights, place chairs and tables in original positions, close windows, turn heat to 60 degrees, replace all equipment, etc. If the Upper Level Meeting Space kitchen area is used, it should be cleaned, and utensils put away.
- C.** Any trash generated during the use of the Library Facility must be removed.
- D.** Each organization is responsible for any costs arising from damages or loss during the use of the Library Facility.
- E.** The Library assumes no responsibility for personal belongs of persons attending meetings, or individuals, groups and organizations using the Library Facility.
- F.** Groups may not store materials at the Library.
- G.** Materials shall not be affixed to the walls.
- H.** No person or group may charge an attendance fee for meetings or workshops held in the Library Facility. Charges to cover costs of materials may be charged with advance permission from the Library Director.
- I.** Alcohol may not be served as part of a non-Library sponsored program unless permission is given in writing by the Lanpher Memorial Library Trustees and that applicable State of Vermont Department of Liquor Control Laws are followed. When requesting use of the Library Facility when alcohol is to be consumed onsite, the request must be made 3 months or more in advance so

the proper procedures for approval may be followed. In this case, alcohol may only be served by a licensed caterer or certified server trained under Vermont DLC rules. If alcohol will be furnished, served or consumed at the event, Applicant agrees to the following additional terms:

- 1) An additional security deposit of \$200.00 is due at the signing of this Agreement.
 - 2) Applicant shall contract with a caterer or other third party to furnish or serve alcohol at the event, such caterer or third party shall procure and maintain at its sole cost and expense comprehensive general liability insurance with combined single limit coverage of \$1,000,000 per occurrence, and \$1,000,000 in the aggregate, and liquor liability coverage insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. The Town of Hyde Park shall be named as additional insureds. Applicant will furnish the Lanpher Memorial Library Board of Trustees with a certificate of such insurance prior to the event which will be given to the Town of Hyde Park to be kept on file.
 - 3) Host liquor liability coverage may be substituted when alcohol is consumed and not sold at the Facility with the prior written approval of the Board of Trustees of the Lanpher Memorial Library. The Town of Hyde Park shall be named as an additional insured on the host liquor liability insurance.
 - 4) Applicant and/or Applicant's guests shall not provide alcohol to persons under the age of 21 or to persons who are already intoxicated or are apparently intoxicated. Applicant and/or Applicant's guests shall require proof of age of all persons prior to serving them with alcohol.
 - 5) Applicant acknowledges that the Lanpher Memorial Library does not condone the irresponsible use of alcoholic beverages by Applicant's guests.
- J.** Smoking and open flames are not permitted anywhere inside the Library Facility.
- K.** Refreshments may be served. Each group must provide its own supplies such as: coffee, sugar, napkins, cups, paper towels, etc.
- L.** Groups using the Library Facility are responsible for proper supervision and for assuring that the event does not disrupt Library services.
- M.** No private parties will be considered for use of the Library Facility.
- N.** Failure to comply with this policy may result in revocation, or restrictions of use of the space.

**Lanpher Memorial Library
Facility Use Application and Agreement**

Name of Organization _____

Title of your meeting, or program with a brief description

Date and Time Requested (Please include set up and clean up time)

Number of people expected _____

Equipment Needed (if any) _____

Other special requirements _____

Is your group non to profit? (Please circle one)	YES	NO
Will this meeting be open to the general public?	YES	NO
Will refreshments be served?	YES	NO
Do you plan to serve/sell alcohol?	YES	NO

Library Use If YES, Applicant had provided: _____ **Certificate of Insurance**
_____ **\$200.00 Security Deposit**

Name of authorized representative for the program _____

Address/City/State/Zip _____

Telephone _____ email _____

Requesting Use Of: Community Room
 Upper Level Meeting Space

The person signing this form is to be in attendance at the event(s) and is responsible for the observance of the Lanpher Memorial Library Facility Use Policy. Signing this form is an agreement that the applicant has read and will comply with all the rules and regulations of said policy and have been instructed on elevator use, key/lock up procedures, and of equipment use, if applicable.

_____ Signature of Authorized Representative	_____ Library Approval Signature
_____ Printed Name	_____ Printed Name
_____ Date	_____ Date

Library Use _____ COI if needed

XII. Gift Policy

The Lanpher Memorial Library is grateful for gifts, and its collection has been enriched by donations as well as monetary contributions. Through donors, the Library has been able to acquire materials that the Library might not have been able to purchase otherwise. The Library staff can supply, upon request, a list of needed materials for consideration by the donor.

Donation of Books and Audio Visual Materials In accepting a gift of materials, the Library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials that citizens so generously give, a considerable number can be used. Some, however, cannot, because any material, though of value in itself, may be: (1) a duplicate of an item of which the Library already has a sufficient number; (2) outdated (i.e., interesting but not of sufficient present reference or circulating value to the Library); and/or (3) in poor condition, which would not justify the expense of processing it (i.e., cataloging and preparing it for circulation). The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Lanpher Memorial Library accepts the gifts of books with the understanding that books that are useful to the collection will be retained; books not considered useful will be handled in whatever manner the Library Director deems best. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to Library standards for the best public service.

Gift Book Program The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. The Library Director will determine the best way to acknowledge the gift.

Donation of Art Objects and Related Materials Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Library Board of Trustees.

Other Types of Donations The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is our policy to expend cash gifts on materials, equipment, or a project that is acceptable to the donor. Although it is uncommon, there may be occasions in which the restrictions set by a donor make it impossible for the Library to accept the contribution. All donations are subject to the approval of the Library Director with the backing of the Library Board of Trustees.

Recognition of Gifts For memorial books to the Library, the Library may place within the book the name of the donor, if desired.

Use of Gifts All gifts that are accepted will be done so with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the Library. The Library cannot commit itself to perpetually housing a donation.

Income Tax Statements The Library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the Library as a governmental unit qualify as tax-deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

Restrictions If a gift has a restriction, the Library Director and/or the Board of Trustees will review the restriction(s) and accept or deny the gift as best befitting the Library.

XIII. Intellectual Freedom Policy and Request for Reconsideration of Materials

1. The Lanpher Memorial Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.
2. Parents, guardians, and caregivers of children should assume responsibility for the borrowing and reading of their own children. The Library cannot restrict anyone's borrowing. Selection of Library materials will not be inhibited by the possibility that materials may come into the possession of children.
3. Library materials will not be marked or identified to show approval or disapproval of their contents, and no Library material will be sequestered except where the preservation or security of a particular item is vulnerable.
4. The Library welcomes patron comments and questions about the collection development process. The procedure for requesting reconsideration of any material is as follows:
 - a. The Director will discuss the policy, material questioned and reconsideration with anyone upon request.
 - b. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the Library's mission statement, Materials Selection/Collection Development Policy, a Request for Reconsideration Form, and the Library Bill of Rights.
 - c. To make a formal request for reconsideration, a Request of Reconsideration Form must be completed by a resident of Hyde Park and submitted to the Library Director. The Lanpher Library Board of Trustees will be notified once a reconsideration form has been received.
 - d. A Committee including Trustees, the Director, and two objective community members will review the material and the written request for reconsideration of materials form to consider whether its inclusion in the collection follows the criteria stated in the Materials Selection/Collection Development Policy. The Reconsideration committee will follow the operational [guidelines](#) as outlined by the American Library Association:
<https://www.ala.org/tools/challengesupport/selectionpolicytoolkit/committees>
 - e. While request for reconsideration is under consideration, the material in question shall remain in circulation in the Library collection.
 - f. The Library Director shall make a written response to the concerned patron within twenty-one (21) days of the date that the reconsideration form was submitted, informing the patron of the Committee's progress and timeline for the decision and reasons for the decision.
 - g. If the individual is not satisfied with the committee decision, they must submit a written appeal to the Board of Trustees within ten (10) business days.
 - h. The Board of Trustees shall notify the individual when and where the Board will meet to review the request.
 - i. The Board of Trustees reserves the right at such a meeting to limit the length of public comments by the individual and the public.

- j. The decision of the Board of Trustees is final. The material in question shall remain in circulation and in the Library collection until this process is complete.

Reconsideration Committees

Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries

Guidelines

Under the best professional standards, reconsideration policies ask those charged with reviewing a challenged book or other resource to set aside their personal beliefs and evaluate the work in light of the objective standards outlined in the Library's materials selection policy. Listed below are some best practices for Reconsideration Committee members:

- Bear in mind the principles of the freedom to read and base your decision on these broad principles rather than in defense of individual materials. Based in the First Amendment, the freedom to read is essential to our democracy.
- Read or view all materials referred to you, including the full text of the material in question, available reviews, and notices of awards, if applicable.
- Review the Library mission statement, materials selection and reconsideration policies, and professional guides such as the Intellectual Freedom Manual.
- The general acceptance of the materials should be checked by consulting standard evaluation aids and your institution's selection policies.
- Challenged materials should not be removed from the collection while under reconsideration.
- Passages or parts of the work in question should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
- In order to prevent a tie vote, the Library director (public and academic libraries) or principal (school libraries) should recruit an odd number of members for the committee.
- While it may be prudent to state what area/role a committee member represents in the makeup of the committee (i.e., teacher, librarian, community member, administration, parent, etc.), the personal identification of each member should remain anonymous to protect the objectivity of the deliberation.
- The reconsideration committee meeting may be closed depending on state law and local practice. While public comments may be useful, these comments should be directed to the principal, director or governing body.
- The committee's recommendation is to be an objective evaluation of the material within the scope of a Library's selection policy.
- The committee's report, presenting both majority and minority opinions, should be presented to the governing body or administrator (as directed in the reconsideration process) with a recommendation to retain the material in its original location, to relocate the material, or to remove the material. The report may differ depending on the type of resource that is being challenged, such as Library material, display, curriculum, reading list etc.

- Establish a procedure for communicating the committee's recommendation to the governing body or administrator and to the person who made the formal reconsideration request. For example, the committee communicates its decision to the director or principal, who then communicates the decision to the person who make the challenge as well as to the institution's governing board.
- "Reconsideration Committees", American Library Association, December 26, 2017.

<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/committees>
(Accessed March 21, 2022)

Document ID: 82720be7-41cf-405c-bef4-50dcf371d05c

Request for Reconsideration Form (2023)

The Trustees of the Lanpher Memorial Library have established a Materials Selection Policy and a form for receiving requests for reconsideration. If you wish to request reconsideration of a resource, you must first complete this form and return it to the Library Director.

Date: _____

Name: _____

Address: _____

City _____ State/Zip _____

Do you represent self? _____ Or an organization? _____

Name of Organization: _____

1. Resource on which you are commenting:

_____ Book _____ Movie _____ Magazine _____ Audio Recording
_____ Digital Resource _____ Newspaper _____ Other

Title: _____

Author/Producer _____

Publisher/Distributor _____

2. Did you read/review/listen to the entire work? If not, which parts did you review?

3. What concerns you about the item/resource? Please be specific and cite pages where appropriate.

4. Have you read any published reviews of this item? _____

If yes, please give name and date of publication:

5. What, if any, resource(s) do you suggest that provide additional information and/or other view points on this topic?

6. What action by the Lanpher Memorial Library are you requesting?

Signature/Date of Library Staff Member Receiving Request for Reconsideration Form

XIV. Internet Use Policy (2012)

The Lanpher Memorial Library is providing access to the Internet as a means to enhance the information opportunities for the citizens of the Library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the Library's Internet service. All users must sign the log-in chart prior to beginning their session.

Expectations

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings

The Internet is a decentralized, unmoderated global network; the Lanpher Memorial Library has no control over the content found there. The Library will not censor access to material nor protect users from offensive information and it is not responsible for the availability and accuracy of information found on the Internet.

The Library cannot assure that data or files downloaded by users are virus-free. The Library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the Library's Internet service.

The use of the Internet and Email is not guaranteed to be private. Messages and viewing relating to or in support of illegal activities will be reported to the proper authorities.

Responsibility of Lanpher Memorial Library Internet Users

*Users may use the internet for research and the acquisition of information to address their educational, vocational, cultural and recreational needs.

*Users may use the Internet for the receipt and transmission of electronic mail (Email) as long as they use a free Email service which will establish and maintain an account for them; the Library is unable to manage Email accounts for any organizations or individuals.

*Computer use is offered in thirty (30) minute sessions on Library computers on a first come, first-served basis. Each user is allowed a longer session if there is no patron waiting for the service at the end of the computer service.

*Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.

*Users will respect the rights and privacy of others by not accessing private files.

*Users agree not to incur any costs for the Library through their use of the Internet.

*Users shall not create and/or distribute computer viruses over the Internet.

*Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.

*Privacy in using the Internet in the Library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. Users are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. The Lanpher Memorial Library reserves the right to ask users to move to a less visible area.

Access, use or dissemination of information via the Internet in the Library is the responsibility of the patron. It is illegal to use the Library's computers to access, view, print, distribute, display, send, or receive images or graphics of material that violates state or federal laws, including those relating to child pornography.

XV. Snowshoe Equipment Lending Policy

The Lanpher Memorial Library has a variety of different-sized snowshoes for patrons to borrow.

1. Check-out is for a maximum of seven days.
2. The snowshoes may be checked out by current Lanpher Memorial Library patrons with a Library card in good standing.
3. The snowshoes must be returned inside the Lanpher Library building during the Library's regular hours.
4. If the snowshoes are lost, stolen or damaged while checked out, the patron who borrowed the snowshoes is responsible for the cost of repair or replacement.
5. The snowshoes should be returned clean and dry.
6. The Library should be notified of any problems or missing parts.
7. The Lanpher Memorial Library Snowshoe Lending Program Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement, and the Lanpher Memorial Library Lending Policy must be read and signed before snowshoes are borrowed.

Patrons under the age of 18 must have a parent or legal guardian sign on their behalf.

LANPHER MEMORIAL LIBRARY SNOWSHOE EQUIPMENT LENDING CONTRACT

The following are conditions for the use of the snowshoes:

1. Checkout is for a maximum of 7 days.
2. The snowshoes may be checked out by current Lanpher Memorial Library patrons with a Library card in good standing.
3. The snowshoes must be returned inside the Lanpher Library building during the Library's regular hours.
4. If the snowshoes are lost, stolen or damaged while checked out to you, you are responsible for the cost to replace them.
5. Return the snowshoes clean and dry.
6. Notify the Library of any problems or missing parts.
7. The Lanpher Memorial Library Snowshoe Lending Program Release of Liability, Waiver of Claims, and Assumption of Risk and Indemnity Agreement must be read and signed before borrowing snowshoes.

If the patron is under the age of 18, the parent or legal guardian must sign on their behalf.

I HAVE READ AND UNDERSTAND THE RELEASE OF LIABILITY & WAIVER OF CLAIMS, ASSUMPTION OF RISK & IDEMNITY AGREEMENT and AGREE TO THE CONDITIONS FOR THE USE OF THE SNOWSHOES.

Name	Signature	Date

Snowshoe Equipment Lending Program

**RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION
OF RISK & INDEMNITY AGREEMENT**

**WARNING: PLEASE READ CAREFULLY BEFORE SIGNING! THIS IS A RELEASE
OF LIABILITY & WAIVER OF CERTAIN LEGAL RIGHTS INCLUDING THE RIGHT
TO SUE OR CLAIM COMPENSATION**

1. I understand that each person participating in the Activity is a "Participant." I am signing this on my own behalf and, if a Participant is under the age of 18, I am signing as that Participant's parent or legal guardian.
2. I understand that certain recreational activities, including but not limited to snowshoeing, bicycling and other recreational activities, (the "Activities") CAN BE HAZARDOUS AND PRESENT A RISK OF PHYSICAL INJURY OR DEATH.
3. I understand that all Activities carry certain risks, inherent and otherwise, including but not limited to, injury or death caused by: falling or loss of balance; loss of control; high speeds; strenuous activity; equipment failure (including unexpected loss of braking or handling) or improper use; the natural rugged environment; wildlife; and the negligence of the activity operator, instructor, or other participants. In addition, each Activity carries certain unique risks, which include but are not limited to, injuries or death caused by: (a) collisions or entanglements with other people, ropes/cables, equipment and natural or manmade objects, (b) forest growth/downed timber, rocks, loose gravel, streams, creeks, holes, potholes, debris and other rugged, steep, slippery, or otherwise dangerous terrain, (c) high altitude and extreme weather, (d) open water, capsizing, swimming, drowning, and cold water immersion, (e) vehicle collisions, driver error and rollovers, (f) other natural or constructed features, such as bike park terrain features, bridges, ramps, berms, and bumps, (g) trail configuration, unmaintained or unmarked trails/roads, or trail obstructions. I understand that the description of the risks in this agreement is not complete and voluntarily choose for participant to participate in and EXPRESSLY ASSUME ALL RISKS AND DANGERS OF THE ACTIVITY AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE AND LOSS resulting therefrom, whether or not described here, known or unknown, inherent or otherwise.
4. I expressly acknowledge that: (a) Participant has been informed of and understands all rules and regulations of participation in the Activity; (b) Participant is responsible for understanding and complying with all signage; (c) equipment and obstacles may be encountered at any time; (d) falls and collisions occur and that injuries are a common and ordinary occurrence of the Activity; (e) PARTICIPANT ASSUMES THE RISK OF ALL COURSE AND VENUE CONDITIONS.
5. I agree to accept any equipment "AS IS" and WITH NO WARRANTIES, expressed or implied. I agree that the Participant listed on this form will be the only person using the equipment and will not use it until Participant has received and understands instructions on its use and function.
6. Additionally, in consideration for allowing the Participant to participate in the Activity, I AGREE, to the greatest extent permitted by law, TO WAIVE ANY AND ALL CLAIMS AGAINST AND TO HOLD HARMLESS, RELEASE, INDEMNIFY, AND AGREE NOT TO SUE the Town of Hyde Park, the Lanpher Memorial Library, the equipment manufacturer, Activity organizer, Activity promoter, and each of their

respective officers, directors, managers, board members, agents, employees, successors, permitted assigns and insurance companies or the Property and Casualty Intermunicipal Fund, (each a "Released Party") FOR ANY INJURY, INCLUDING DEATH, LOSS, PROPERTY DAMAGE OR EXPENSE, WHICH I OR PARTICIPANT MAY SUFFER, ARISING IN WHOLE OR IN PART OUT OF PARTICIPANT'S PARTICIPATION IN THE ACTIVITY, INCLUDING, BUT NOT LIMITED TO, THOSE CLAIMS BASED ON ANY RELEASED PARTY'S ALLEGED OR ACTUAL NEGLIGENCE OR BREACH OF ANY CONTRACT AND/OR EXPRESS OR IMPLIED WARRANTY OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING IN BRITISH COLUMBIA ANY DUTY OF CARE UNDER THE OCCUPIERS LIABILITY ACT. I UNDERSTAND THAT NEGLIGENCE INCLUDES FAILURE ON THE PART OF ANY RELEASED PARTY TO TAKE REASONABLE STEPS TO SAFEGUARD OR PROTECT AGAINST THE RISKS, DANGERS AND HAZARDS OF THE ACTIVITY.

In further consideration for allowing Participant to participate in the Activity, I FURTHER RELEASE AND GIVE UP ANY AND ALL CLAIMS AND RIGHTS THAT I MAY NOW HAVE AGAINST ANY RELEASED PARTY AND UNDERSTAND THIS RELEASES ALL CLAIMS, INCLUDING THOSE OF WHICH I AM NOT AWARE, THOSE NOT MENTIONED IN THIS RELEASE AND THOSE RESULTING FROM ANYTHING WHICH HAS HAPPENED UP TO NOW.

7. I ALSO AGREE TO PAY ALL COSTS, INCLUDING ATTORNEYS' FEES, INCURRED BY ANY RELEASED PARTY IN DEFENDING AN INVESTIGATION, CLAIM OR LAWSUIT BROUGHT BY OR ON PARTICIPANT'S BEHALF WHETHER ARISING IN WHOLE OR IN PART FROM PARTICIPANT'S PARTICIPATION IN ANY ACTIVITY OR FROM ANY MISREPRESENTATIONS OR FRAUDULENT EXECUTION OF THIS AGREEMENT.
8. I represent that Participant is in good health and that there are no special problems associated with Participant's physical or mental condition. I authorize a licensed physician or other medical care provider to carry out any emergency medical care for Participant which may be necessary and agree to be fully responsible for any associated costs.
9. I agree that any and all claims for loss, injury and/or death arising from the Participant's participation in the Activity shall be governed by the law of the State of Vermont and that exclusive jurisdiction of any such claim shall be in a court of competent jurisdiction in the Vermont Superior Court, Civil Division, Lamoille Unit.
10. If a minor/child/infant Participant is participating in the Activity, I represent that I am the minor/child/infant Participant's parent or legal guardian and that I VOLUNTARILY GRANT PERMISSION FOR HIM/HER TO TAKE PART IN THE ACTIVITY. I acknowledge that I am signing this release on behalf of the minor/child/infant and that THEY SHALL BE BOUND BY ALL THE TERMS OF THIS RELEASE. If my child is participating, I also acknowledge that: (a) I have spoken to my child about the Activity; (b) my child understands and appreciates the risks of participating in the Activity; and (c) my child is voluntarily participating in the Activity. By signing this agreement without a parent or guardian's signature, I represent that I am at least 18 years old. I AGREE TO INDEMNIFY THE RELEASED PARTIES FOR ALL LIABILITY AND CLAIMS, INCLUDING ATTORNEYS' FEES, arising from any misrepresentations in or fraudulent execution of this agreement.

11. USE OF A HELMET IS STRONGLY RECOMMENDED. I understand that A HELMET IS IN NO WAY A GUARANTEE OF SAFETY and that no helmet can protect the wearer against all foreseeable impacts to the head, and that snowshoeing and other activities can expose the user to forces that exceed the limits of protection provided by a helmet.
12. I understand that this Agreement will apply for each and every day Participant engages in any Activity during the applicable operating season. If any part of this release is deemed to be unenforceable, the remaining terms shall be an enforceable contract between the parties. This release shall be binding upon my and my child's assignees, subrogors, distributors, heirs, next of kin, executors and personal representatives.

XVI. Management Policy

The Lanpher Memorial Library Board of Trustees

1. The Board of Trustees shall select, appoint and - when necessary for valid reasons - dismiss the Director of the Library.
 - a. A Trustee may not serve as Director.
2. The Board of Trustees shall establish all other positions and all wage and benefit levels for all Library staff.
3. The Board of Trustees shall provide an effective orientation for new Directors to assure that the Director understands:
 - a. The policies and processes related to the daily operation of the Library
 - b. Reporting and budgetary requirements that assure accountability and compliance with the law
 - c. The expectations of the Board of Trustees regarding administrative processes and protocol, particularly as they relate to conducting effective and efficient Board meetings
 - d. Rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification
4. The Board of Trustees shall conduct an annual appraisal of the Director's performance, at which time personal and management goals can be discussed and negotiated.

The Library Director

1. The person appointed as Director shall be charged with the sole administration of the Library. (Refer to "Lanpher Memorial Library, Library Director Job Description")
2. The Director is responsible for the direction and supervision of the Library and any staff and volunteers, and for the preparation of reports.
3. Volunteers are encouraged and shall be trained in Library policies and procedures.
4. The Director may hire Library staff as needed with the approval of the Board of Trustees.

XVII. Programming Policy

A. Objectives

1. The Lanpher Memorial Library supports its mission by developing and presenting programs that provide additional opportunities for education, information, culture, and recreation for the entire community in an atmosphere that is welcoming, respectful, and professional, while serving as a center for sharing skills and ideas.
2. Programming is an integral component of library service that;
 - a) Expands the Library's role as a community resource
 - b) Introduces patrons and on-library users to Library resources
 - c) Provides entertainment
 - d) Provides opportunities for lifelong learning
 - e) Expands the visibility of the Library.

B. Responsibility for Programming

1. Responsibility for programming at the Library rests with the Director. The Director is supported in this task by the Board of Trustees of the Library, the Assistant Director and other Library personnel as needed.

C. Criteria for Selection

1. The main points considered in making decisions about program, topics, speakers, and accompanying resources
 - a) Community needs and interests
 - b) Availability of program space
 - c) Presentation quality
 - d) Presenter qualifications in content area
 - e) Budget
 - f) Relevance to community issues
 - g) Historical or educational significance
 - h) Connection to other community programs, exhibitions, or events
 - i) Relation to Library collection, resources, exhibits, or programs
2. In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views.

Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

3. All Library programs are open to the public. No fees may be charged to people attending Library programs except with the approval of the Library Director (ex. Program supplies, etc.). The Library's philosophy of open access to information and ideas extends to programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the view expressed by participants, and program topics.

XVIII. Personnel Policy

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Section 1 - Name of Administrative Rules and Authority

These rules shall be known as the Lanpher Memorial Library Personnel Policy (referred to herein as the "Policy"). The Board of Trustees of Lanpher Memorial Library hereby adopts this Policy, to be effective upon adoption, pursuant to the provisions of Title 22, Vermont Statutes Annotated, Section 105 (Trustees: General Powers). This policy replaces prior Library personnel policies.

Employment with the Lanpher Memorial Library is not for any definite period or succession of periods and may be terminated either by the employee or by the library trustees at any time without notices, except as provided by this Policy. Wages or salary and any accrued and unused leave time allowable under this Policy to be paid, shall be due to the employee only to the day and hour of termination.

This Policy shall be administered by the Board of Trustees. Amendments to this Policy shall be by majority vote of the Board of Trustees occurring at a public meeting of the Board warned for that purpose.

Diversity and Inclusion Statement:

The Lanpher Memorial Library recognizes and values diversity as a vital characteristic of the town of Hyde Park. Hyde Park celebrates the diversity of the community it serves and the individuals it employs, embracing the differences in race, color, religious creed, national origin, ancestry, gender, age, disability, gender identity, sexual orientation, and military background.

Lanpher Memorial Library believes it has a responsibility to capitalize on the strength emanating from these differences and has a duty to ensure its employees, patrons, vendors, and the members of the general public are treated with dignity and respect in all of their duties and dealings with the Lanpher Memorial Library. Lanpher Memorial Library believes a workplace that attracts and retains diverse personnel will allow it to serve its citizenry more creatively, strategically, and productively. Awareness of and consistent action toward successfully including diverse people in Lanpher Memorial Library decision-making and daily operations will ensure these objectives, goals, and priorities are maintained.

"We may have all come on different ships, but we are all in the same boat now."
Martin Luther King, Jr.

Section 2 - Persons Covered

This Policy shall be applicable to all persons employed by Lanpher Memorial Library, including Committees and Commissions, persons employed in a professional capacity to make special and temporary studies, investigations and/or inquiries and other positions to which no compensation is attached. Notwithstanding the above, all members of boards, committees and commissions are expected to adhere to the same conduct rules as for employees under Section 10, **Conduct of Employees**, of this Policy. For purposes of this Policy, a full-time employee is an employee who works at least 40 hours per week on a regular and continuing basis. A part-time employee works fewer than 40 hours per week on a regular and continuing basis.

Section 3 - Administration

This Policy shall be administered by the LML Board of Trustees or Library Director. Amendments to this Policy shall be by majority vote of the LML Board of Trustees occurring at a public meeting warned for such purpose.

Equal Employment Opportunity:

The policy of the Lanpher Memorial Library is to provide equal employment opportunity to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, ancestry, age, national origin, citizenship, disability, health coverage status, HIV status, genetic information, military or veteran status, crime victim status, pregnancy or pregnancy-related condition, or any other category under local, state, or federal law.

Accommodations:

As required by State and Federal laws, the Lanpher Memorial Library will provide a reasonable accommodation for a qualified individual with a disability, and for an employee with a pregnancy-related condition, unless such accommodation creates an undue hardship for LML. Employees' questions or concerns should be referred to the LML Board of Trustees Chair.

Fair Labor Standards Act (FLSA):

FLSA is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state and local governments. This policy is intended to meet or exceed the mandated and minimum requirements and where this policy is found to not be in conformance then FLSA requirements shall govern.

Section 4 - Recruitment

Applications for positions will be posted internally for at least 5 business days before the LML Board of Trustees solicits external candidates to provide current employees an opportunity to request promotion or transfer before external candidates are interviewed.

As part of the pre-employment procedure, former supervisors; employers; and references provided by the applicants shall be checked as a precaution against obtaining undesirable employees. Reference checks made by personal, or telephone contact shall be documented. These reference checks shall be completed prior to an offer of employment and the information shall be made part of the application file.

When an emergency appointment situation is declared by the LML Board of Trustees, any or all of the application process requirements may be waived to ensure provision of continuous LML services to its citizens.

Section 5 - Selection

All appointments to positions in the service of the Lanpher Memorial Library, paid and volunteer, shall be made based on merit and fitness. Education, experience, aptitude, knowledge, skills, character, physical fitness (where necessary for the essential functions of the position) personality, and all other qualifications deemed necessary for the satisfactory performance of the duties of the position to be filled shall be considered with weights assigned to each factor as may be deemed proper by the LML Board of Trustees or its authorized representative or such advisory selection committee as may be appointed.

Section 6 - Appointment/Probationary Period

A. Type of Appointments

Regular Employees:

1. Full-Time: A full-time employee works at least 40 hours per week on a continuing basis (indefinite term). The full-time employee is subject to all rules and regulations and receives all benefits and rights as provided by the Policy.
2. Part-time Employees: Are employees who work less than 40 hours per week and are not eligible for employee benefits, except that the LML Board of Trustees may grant leave time, including holiday pay, based on the terms and conditions of the position and the employee shall use or lose all leave time by the end of each fiscal year. **State law requires that part-time employees averaging 18 or more hours per week be eligible for paid time off (or Earned Time Off) in an amount equal to or exceeding their average weekly hours.**

Special Appointments:

3. Student Appointments: Student appointments have the purpose of affording students of public administration or other professional areas an opportunity to gain actual work experience and provide service to the Library. Such appointments are for a definite period of time, not to exceed 12 months, and require approval of the LML Board of Trustees or its authorized representative and may be paid or non-paid. Student appointees shall not be eligible for employee benefits but shall be subject to all personnel rules pertaining to performance and conduct.
4. Emergency Appointments: To prevent stoppage of public business or loss or serious inconvenience to the public, appointment of employees on a temporary basis may be authorized by the Supervisor with the approval of the LML Board of Trustees or its authorized representative in accordance with these rules for a period not to exceed sixty (60) days. Such appointees shall not be eligible for employee benefits.
5. Limited-term Appointments: Limited term appointments are made when a special project requires the addition of employees for a specific time, or to fill a position of an employee on a leave of absence. Such employees shall be subject to all rules and regulations and receive all benefits and rights as provided by this Policy, as applicable, during their term of employment.
6. Seasonal Employee Appointments: Are employees hired for a specific project or job duty for a specific duration and are not eligible for employee benefits, except that the LML Board of Trustees may grant leave time, including holiday pay, based on the terms and conditions of the position and the employee shall use or lose all leave time by the end of each seasonal period.
7. On-Call Status: On-call employees are not compensated unless classified as Waiting to be Engaged. Employees that are ready to be called into service but are not “engaged to wait” for a call to report for work may refuse to respond for a valid reason. Currently, the Library has no employees that are “engaged to wait” for a call to service. For example, a “major storm” requiring all Library resources, could be classified as engaged to wait and be compensated per agreement with the LML Board of Trustees. Being designated as an “On-Call” employee means the employee has completed all necessary paperwork to be an active employee but has no requirement to report

to work if called and has no expectation of minimum work hours in any week. Examples would be election workers or grounds maintenance worker. On-Call employees may be required to be accessible by phone or pager, but this does not change their on-call status which is not compensated in any way.

State and Federal laws may require the Library to offer certain benefits to full and part-time employees not covered in this Policy.

B. Probationary Period

All appointments for greater than ninety (90) days shall be made with a minimum probationary period of ninety (90) days. A letter of hire or a supervisor may extend the probationary period with the written approval of the LML Board of Trustees or its authorized representative. The total probationary period shall not exceed six (6) months. New employees may be paid at a probationary rate during this period. During the probationary period, the Supervisor may remove an employee who is unable or unwilling to perform the duties of the position satisfactorily, or whose performance and dependability do not merit continuance in the service of the Library.

C. Proof of Work Authorization

All Library employees: regular and special appointments, must provide the LML Board of Trustees or its authorized representative, at the time of hire or when requested, with proof of authorization to work in the United States in conformance with federal law on or prior to the first day of work. Failure to provide such proof shall result in non-hiring or immediate dismissal.

Section 7 - Promotions

Promotions are at the discretion of the LML Board of Trustees or its authorized representative.

Section 8 - Evaluations, Discipline and Dismissal

A. Evaluations

All regular employees of Lanpher Memorial Library will ideally be evaluated a minimum of once a year, generally in March. Annual reviews will be documented by filing a written report in the employee's personnel file.

Any annual evaluation with a rating of less than satisfactory may result in a sixty (60) to ninety (90) day probationary period; See Section 6, B, **Probationary Period**. Improved performance and subsequent evaluation can result in the probationary status concluding. Failure to improve during the probationary period may result in suspension with pay or termination. During the probationary period there will be no reduction in pay or loss of fringe benefits.

B. Discipline and Dismissal

1. General Policy

Lanpher Memorial Library exists to provide services to its citizens and therefore has a responsibility to perform these services in the most effective and efficient manner possible. The same is required of all Library employees. Discipline and/or discharge will result from any action or inaction resulting in anything less than satisfactory performance. All employees will be fairly and consistently subject to the disciplinary and discharge procedures, given the facts of the individual case.

2. Employee Actions or Inactions Resulting in Disciplinary Action and/or Dismissal

- a. Under the Library's progressive discipline process, an employee may be subject to disciplinary action, up to and including termination, for violation of the provisions of this personnel policy and/or failure to maintain an acceptable level of performance. The Library may take prior disciplinary action into consideration when disciplining or terminating an employee. Violations of different rules may be treated as repeated violations of the same rule for purposes of progressive discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance, or violation of the Library's policies, practices, or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. The Library also reserves the right to impose discipline for off-duty conduct that adversely impacts the legitimate interests of the Library. The Library reserves the right in its sole discretion to bypass progressive discipline and to take whatever action it deems necessary to address the issue at hand. This means that more or less severe discipline, up to and including termination, may be imposed in a given situation at the Library's sole discretion.

The Library also retains the right to unilaterally eliminate positions or reduce the work hours of a position or positions due to economic conditions, shortage of work, organizational efficiency, and changes in Library functions, reorganization or reclassification of positions resulting in the elimination of a position or for other related reasons.

Probationary employees are not subject to the Library's progressive discipline process. Notwithstanding any other provision of this policy, an employee terminated during the

probationary period will have no right to appeal such termination. The Library will normally adhere to the following progressive disciplinary process but reserves the right to bypass any or all steps of progressive discipline when it determines - in its sole discretion - that deviation from the process is warranted: (1) verbal warning; (2) written warning; (3) suspension; and (4) termination.

Employees are prohibited from engaging in conduct listed below and may receive discipline, up to and including termination, for doing so. The below list has been established to provide examples of behavior that could warrant a range of disciplinary sanctions. Appropriate levels of discipline may be based on the severity of employee conduct.

This list of prohibited conduct is not exhaustive:

- Refusing to do assigned work or failing to carry out the reasonable assignments of a Supervisor or LML Board of Trustees.
 - Being inattentive to duty, including sleeping on the job.
 - Falsifying a time card or other record or giving false information to anyone whose duty is to make such record.
 - Being repeatedly or continuously absent or late, being absent without notice or satisfactory reason or leaving one's work assignment without appropriate authorization.
 - Conducting oneself in any manner that is offensive, abusive or contrary to reasonable community standards and expectations of public employees.
 - Engaging in any form of harassment including sexual harassment.
 - Misusing, misappropriating, or willfully neglecting Library property, funds, materials, equipment or supplies.
 - Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or drugs when on the job or subject to duty.
 - Fighting, engaging in horseplay or acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence.
 - Stealing or possessing without authority any equipment, tools, materials or other property of the Library or attempting to remove them from the premises without approval or permission from the appropriate authority.
 - Marking or defacing walls, fixtures, equipment, tools, materials or other Library property, or willfully damaging or destroying property in any way.
 - Willful violation of Library rules or policies.
- b. Other violations of Library work rules or these Personnel Rules or employee actions or inactions, including those listed as follows shall result in a vocal or written reprimand, suspension with pay, suspension without pay or dismissal as detailed below: abuse of earned time off, failure to request leave in advance,

leaving without permission, unexcused absences, chronic absenteeism, unexcused and/or excessive lateness; carelessness, negligence, short cuts, horseplay, gambling, sleeping on duty, theft, disregard for safety rules, possession of firearms or dangerous weapons on duty without supervisor's permission, willful damage to company property and falsifying work records. This list is not inclusive and is exemplary only.

C. Oral and Written Reprimands

1. For the first violation or any violation immediately following six months of no disciplinary actions against the employee of any rule, inaction or prohibited action as defined above not, in the opinion of the Supervisor or LML Board of Trustees serious enough for dismissal, the Supervisor or LML Board of Trustees may issue an oral reprimand to the offending employee. The Supervisor or LML Board of Trustees may put a written record of oral reprimand in the employee's personnel folder.
2. A violation of any rule, inaction or prohibited action within six (6) months of an oral reprimand or where more severe initial action is warranted, can result in the Supervisor or LML Board of Trustees issuing a written reprimand to the offending employee. The reprimand will be issued to the employee in conference with the Supervisor or LML Board of Trustees with a witness present and shall detail the incident necessitating the action and the rule or rules violated. A written record of oral reprimand signed by the Supervisor or LML Board of Trustees and conference witness shall be entered in the employee's personnel folder.

D. Suspension Without Pay or Suspension With Pay

A violation of any rule, inaction or prohibited action, or any other behavior warranting disciplinary action within six (6) months of an oral reprimand or where more severe initial action is warranted, can result in the Supervisor or LML Board of Trustees suspending an employee without pay or with pay and for a term to be determined by the LML Board of Trustees. Such suspended employee shall be immediately notified of such action in writing during a conference with the Supervisor or LML Board of Trustees and with a witness present. The written notification will include a description of the incident necessitating the action and/or the rule or rules violated. A copy of the written notification signed by the suspending officer and the conference witness shall be entered in the employee's personnel folder.

The LML Board of Trustees or its authorized representative may immediately dismiss any employee whose actions or inactions violate this Policy.

E. Dismissal

The Library has adopted an employment termination process. Most often, employee conduct that warrants termination results from unacceptable behavior, poor performance, or violation of the employer's policies, practices, or procedures. However, termination may result from conduct that falls outside of those identified areas. The Library need not utilize this termination process but may take whatever action it deems necessary to address the issue at hand.

Probationary employees are not subject to this termination process. Notwithstanding any other provision of this policy, an employee terminated during the probationary period will have no right to appeal such termination.

An employee being considered for termination will be provided with a written notice. The notice will contain a brief statement of the reasons termination is being considered and the date, time, and place of a pre-termination meeting with the Library Director.

At the pre-termination meeting, the employee will be afforded an opportunity to present the employee's response to the reasons for termination. If the employee declines to attend the pre-termination meeting, the employee may submit written response to the pre-termination notice not later than the scheduled date of the meeting. Within seven days of the date of the meeting, the Library Director will provide the employee with a written notice informing the employee whether they have been terminated. If the employee has been terminated, the notice will provide the general reasons therefore and will also inform the employee of the opportunity to request a post-termination hearing before the LML Board of Trustees by giving written notice of such request to the Library Director within seven days. The employee will be informed that the employee's failure to make a timely request for a post-termination hearing will result in such hearing being waived.

If a request for a post-termination hearing is made, the LML Board of Trustees will provide the employee with a notice informing the employee of the date, time, and place of the post-termination hearing before the LML Board of Trustees. The notice will inform the employee of their right to be represented by counsel and union representation if the employee is a member of the union, to present and cross-examine witnesses and to offer supporting documents and evidence. The notice of will also inform the employee of their right to have the hearing conducted in executive session in accordance with 1 V.S.A. § 313.

At the post-termination hearing, the employee will be afforded the opportunity to address the basis for termination by hearing and examining the evidence presented against the employee, cross-examining witnesses, and presenting evidence on his/her behalf. The LML Board of Trustees will make such determinations as may be necessary in the event of evidentiary objections or disputes. When the hearing is adjourned, the LML Board of Trustees will consider the evidence presented in the hearing in deliberative session. The LML Board of Trustees will render a written decision within fourteen days after close of the hearing, unless otherwise agreed upon by the parties.

Section 9 - Grievances

A. Grievance Policy

It is the intent of Lanpher Memorial Library to address grievances informally and the Library Director as well as employees are encouraged to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances, which will be resolved only after a formal appeal and review. When this is the case, the procedure listed hereunder will be followed.

A grievance is any matter considered by the employee as ground for complaint, except in the case of personnel action arising out of discipline, dismissal, demotion, or suspension.

B. Grievance Procedure

An employee who believes that inequitable treatment has been received because of some conditions of employment may personally or through representative appeal for relief from that condition. The employee is expected to initially discuss any grievance with the immediate supervisor.

An employee who has a grievance may present it verbally or in writing to the Library Director within ten (10) business days of the occurrence which prompts the grievance. The Library Director shall meet with the employee and give a written answer within five (5) business days of the oral or written presentation of the grievance.

If the matter cannot be settled at that level, the employee may elect to discuss the matter with the LML Board Chairperson who will then bring the concern to the LML Board of Trustees in a timely manner. The Board will respond to the employee in a timely manner with either a Board solution or strategy.

If the Library Director has a grievance, they should present it to the LML Board Chairperson who will then bring the concern to the LML Board of Trustees in a timely manner. The Board will respond to the employee in a timely manner with either a Board solution or strategy.

Section 10 - Conduct of Employees

A. Hours of Service

The LML Board of Trustees shall prescribe the number of hours per day and per week of expected attendance for all employment positions appointed by the LML Board of Trustees. The LML Board of Trustees shall prescribe the number of hours per day and per week for the Library to be open for public service. The hours so established shall be construed as the normal workday or work week. Overtime is discouraged for employees not involved in emergency response duties but may be approved from time to time for any employee by the Library Director within the constraints of the Library budget.

Work Shift Breaks - All employees are allowed two paid "rest breaks" per shift for no more than 10 minutes each which are not reported as leave time. Additional rest breaks may be approved on a case-by-case basis by the Library Director. Employees are allowed one 30 - minute paid meal break per work shift. Employees that are not free to leave the work site or who perform any work duties while eating a meal shall be paid. The Library Director must give prior approval for any paid mealtime in order for that time to not be deducted from the work shift.

Closing of LML

The Library Director, after consulting with the Chair of the LML Board of Trustees, may close the Library for a portion of the normal workday, or for the entire workday, for training purposes or inclement weather. However, if the Governor orders no travel on state highways, the Library shall be automatically closed for the same period of time as set by the Governor for state highways. The employee shall be paid for the entire workday following a decision to close the Library if such decision is made after the beginning of the normal business hours. If the Library is closed at least 30 minutes before the beginning of a normal workday, the employee is not paid for that day or any consecutive days of closure. Hours not worked are counted as unpaid leave by the employee or submitted for pay as Earned Time Off (ETO) hours, if available.

B. General Obligations

Every employee shall fulfill to the best of their ability the duties and responsibilities of the employee's position. The employees shall, during their hours of duty, be subject to such other laws, rules and regulations that pertain thereto, devote their full-time attentions and efforts to their office and employment. Employees shall not use their positions to secure privileges or exemptions for the employee or others. Employees shall not use Library property or equipment without authorization from the LML Board of Trustees or the Library Director for the employee's private use or for any use other than that which serves the public interest. Compliance with the LML Conflict of Interest Policy is integral to effective and transparent Library operations and is applicable to all employees and volunteers. Employees and volunteers will be provided a copy when hired or appointed, and when the policy is amended.

Resignation

An employee who resigns their employment with the Library shall be deemed to be terminated in good standing if he or she gives reasonable notice to the LML Board of Trustees or its authorized

representative of the employee's intention to resign and if other circumstances of the termination are such as to justify good standing. Reasonable notice shall be defined as at least two weeks.

Outside Employment

Employees are allowed to work for themselves or others if their job duties and responsibilities with the Lanpher Memorial Library are not negatively impacted. The primary occupation of all full-time employees shall be to the Library. Employees may not engage in any outside business activities during their normal working hours. Employees are prohibited from undertaking outside employment that interferes with their job performance or constitutes a conflict of interest. Prior to accepting any outside employment, employees will disclose their intent in writing and obtain prior clearance from the Library that such employment does not constitute a conflict of interest. A conflict of interest for the purposes of outside employment means a direct or indirect personal or financial interest of an employee, their close relative, household member, business associate, employer or employee. A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law, and sibling-in-law.

Nepotism

The Library - in recognition of the potential for a conflict of interest to occur in the workplace where a close relative is responsible for supervising or evaluating the work performance of another close relative - prohibits the hiring or transferring of relatives, when doing so will result in a close relative supervising or evaluating another close relative, or a close relative supervising or evaluating the immediate supervision of another close relative. A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law, and sibling-in-law.

C. Attendance

No employee of Lanpher Memorial Library shall be absent from duty without permission. Any absence of an employee from duty, including the absence of a single day or a part of a day, which is not authorized under provisions of these Rules, shall be investigated by the Library Director, and shall be reported to the LML Board of Trustees or authorized representative for action. Any such absence may be cause for disciplinary action by the Library Director. Any non-exempt employee who shall absent himself or herself without authorization shall forfeit all compensation for that period of such absence. For a period not exceeding four hours, and for proper cause, the Library Director shall be able to excuse a subordinate from reporting or being present for duty. The 4-hour unpaid leave provision expands the minimum leave rights granted by the State; see Section 13, **Parental and Family Leave** in this Policy.

D. Political Activity

An employee shall not use their official authority for the purpose of interfering with or affecting the nominations or election of any candidate for public office in the Lanpher Memorial Library. This rule is not to be construed to prevent a Library employee from becoming or continuing to be a member of any political party or from attending political meetings or signing petitions for a candidate for public office.

E. Receipt of Gifts

No person in the service of the Lanpher Memorial Library shall either directly or indirectly give, render, pay or receive any service or other valuable thing for or on account of or in connection with any appointment, proposed appointment, promotion, or proposed promotion.

F. Dress Code

Lanpher Memorial Library has established a casual business attire policy; therefore, we ask that employees dress and be groomed in a manner that is appropriate for the job being performed and not distracting to other employees or visitors. Remember that employees of Lanpher Memorial Library are Library representatives and we expect all employees to present themselves accordingly. The nature of the work environment and the services we perform are taken into consideration in the following guidelines:

Employees are required to wear relaxed business attire or uniforms. Business casual is defined as middle ground between business formal wear and street wear. Tattered jeans, short-shorts, halter tops, or shirts with spaghetti straps, or torn, ruffled, or dirty appearing clothing are not permitted. There are instances where the dress policy will be revised because an activity the staff person is involved in requires different dress and the Library Director will inform any potentially affected persons of this temporary modification to the dress code. Uniforms shall be consistent in design and color for the Library. The Library Director may notify an employee that their clothing is unsafe for the task and offer specific correction measures to the employee to take before attempting or completing a task, including leaving the work site without compensation for the time away from the work site.

If the Library Director feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action and pay will be withheld for the time spent away from the workplace to change attire. An employee may elect to grieve the Library Director's decision but shall first leave work and return when properly attired and/or groomed or the specific safety issue with the clothing is corrected.

G. Use of Library Equipment and Library Computer System

The use of Library equipment or property for personal use is strictly prohibited.

The Library computer system is to be used by employees for the purpose of conducting Library business. Occasional, brief, and appropriate personal use of the Library computer system is permitted, provided it is consistent with this Policy and does not interfere with an employee's job duties and responsibilities.

Employees should have no expectation of privacy regarding anything created, sent or received on the Library computer system. The Library may monitor any and all computer transactions, communications and transmissions to ensure compliance with this Policy and to evaluate the use of its computer system. All files, documents, data and other electronic messages created, received or stored on the Library computer system are open to review and regulation by the Library and may be subject to the provisions of Vermont's Public Records Law.

Employees may not introduce software from any outside source on the Library's computer system without explicit prior authorization from the Library Director. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Library computer system.

Employees who have a confidential password to access the Library's operating system should be aware that this does not mean the computer system is for personal confidential communication, nor does it suggest that the computer system is the property of that person.

Transmission of electronic messages on the Library computer system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. The following are examples of uses of the Library computer system which are prohibited:

- Communications that in any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening;
- Communications of sexually explicit images or messages;
- Transmission of chain letters or solicitations for personal gain, commercial or investment ventures, religious or political causes, outside organizations, or other non-job-related solicitations during or after work hours;
- Access to Internet resources, including web sites and news groups, that are inappropriate in a business setting;
- Any other use that may compromise the integrity of the Library and its business in any way.

Email messages that are intended to be temporary, non-substantive communications may be routinely discarded. However, employees must recognize that emails sent, received, or stored on the Library computer system are subject to Vermont's Public Records Law and may be covered by the State of Vermont's retention schedule for Library records. See Attachment 3 to the Policy, **Social Media and Digital Device Policy**, for additional standards and procedures.

For purposes of this section, computer system means all computer-related components and equipment including, but not limited to, host computers, file servers, workstation terminals, wireless devices, laptops, software, internal or external communication networks, the world wide web, the Internet,

commercial online services, bulletin board systems, backup systems and the internal and external e-mail systems accessed via the Library's computer equipment.

H. Employment Harassment and Discrimination

The Library is committed in all areas to providing a work environment that is free from unlawful harassment and discrimination. Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, ancestry, place of birth, disability, age, pregnancy or pregnancy-related condition, genetic information, crime victim or veteran status, any other category of person protected under federal or state law. It is also unlawful to retaliate against employees or applicants who have alleged employment discrimination.

Sexual harassment in the workplace is unlawful. Harassment because of a person's sex, gender, race, sexual orientation, or the other categories described above, is a form of discrimination and can include name-calling, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or discriminatory nature when:

- (1) Submission to that conduct is made either explicitly or implicitly a term or condition of employment; or
- (2) Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- (3) The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of unlawful harassment include, but are not limited to, the following, when such acts or behavior come within one of the above definitions: insulting comments or references based on one of the characteristics noted above; aggressive bullying behaviors based on one of the characteristics noted above; inappropriate physical contact or gestures, physical assaults or contact; either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on sexual favors; regularly telling sexual jokes or using sexually vulgar language or language that is derogatory, particularly if it is known or should be known that the person does not welcome such behavior; or retaliation against an employee for complaining about the behaviors described above or for participating in an investigation of a complaint of harassment.

Petty slights, annoyances, and isolated incidents (unless serious) will not rise to the level of illegality. To be unlawful, the conduct must meet one of the above definitions.

The Library will not tolerate unlawful harassment based on a person's race, color, religion, sex, gender identity, national origin, age, pregnancy, genetic information, crime victim or veteran status, disability, sexual orientation, ancestry, HIV status, place of birth, or membership in a classification protected by law. Likewise, the Library will not tolerate retaliation against an employee for filing a complaint of harassment or for cooperating in an investigation of harassment.

All employees, including the supervisor and other management personnel, are expected and required to abide by this policy. Employees who are found to have engaged in harassment may face disciplinary action up to and including termination. Any individual who believes that she or he has been the target of this type of harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Any employee who wishes to report harassment should file a complaint with:

- Library Director
- LML Board of Trustees Chair
- A LML Board of Trustees member, if the complaint relates to one of the above individuals.

If the Library receives a complaint of unlawful harassment, or otherwise has reason to believe that unlawful harassment is occurring, a prompt, thorough and impartial investigation will be conducted. The Library may be required by law to take action if it learns of potential harassment, even if the aggrieved party does not wish to formally file a complaint. Every Library Director is required to promptly respond to any complaint or suspected acts of unlawful harassment and promptly report them to the Library Director.

The Library will try to keep any investigation of a complaint as confidential as possible. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action which affects the working environment of any person involved. It is also unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation conducted pursuant to this policy.

If it is determined that unlawful harassment has occurred, the Library will take immediate and appropriate corrective action. Both the complaining person and the accused will be informed of the results of the investigation, and the Library will take steps to make the offending behavior stop and to prevent retaliation. No person will be adversely affected in employment with the Library as a result of bringing a complaint of unlawful harassment.

Complaints of harassment or retaliation may also be filed with:

Civil Rights Unit

Vermont Attorney General's Office 109 State Street Montpelier, VT 05609-1001 Tel: (802) 828-3657 (voice)

(888) 745-9195 (Toll Free VT)

(802) 828-3665 (TTY)

Fax: (802) 828-2154

Email: ago.civilrights@vermont.gov

Online: <http://aao.vermont.gov/about-the-attorney-general's-office/divisions/civil-rights/>

Equal Employment Opportunity Commission JFK Federal Building 475

Government Center Boston, MA 02203 Tel: 1 (800) 669-4000 (voice)

1 (800) 669-6820 (TTY)

1 (844) 234-5122 (ASL Video)

Fax: 617-565-3196

Email: Info@eeoc.gov

Online: www.eeoc.gov

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe unlawful harassment occurred, they may take a case to court. Although employees are encouraged to file their complaint of harassment through the Library's complaint procedure, an employee is not required to do so before filing a charge with these agencies.

I. Social Media Policy

All employees and volunteers are required to read and follow the guidance for use of social media as detailed in the LML Social Media Policy, which is an addendum to this Policy.

Section 11 - Hospitalization, Medical and Dental Insurance and Short-Term Disability Insurance

Library employees eligible for health and retirement benefits will be covered under the Town of Hyde Park (Town) benefit plans:

- a. Eligibility will be the same as for Town employees as set forth in the Town's Personnel Policy.
- b. Enrollment in the Vermont Library Employees Retirement System is mandatory for all qualified employees hired on or after July 1, 2005.
- c. Application to enroll in these plans must be made through the Town Clerk's Office.

Employees or elected officials regularly working 30 hours per week or more for 20 or more consecutive weeks will become eligible for group health coverage as then offered by the Library. Health and dental coverage eligibility is set forth in the employee's letter of hire and generally will begin on the first day of the month following the date of hire. While health coverage premiums are paid at the same amount for all eligible employees, dental coverage for employees is only eligible to employees regularly working at least 32 hours per week and less than 40 hours per week on a pro-rated basis. For example, 40 hour employees will have dental insurance paid at 100% for the employee, while an employee working 36 hours per week (90% of a 40-hour work week) will have 90% of the premium paid by the Town of Hyde Park and the employee must contribute the remaining 10%. The health and dental benefit plan, if offered by the Library or another agency, may be changed by the Town at any time. Application to enroll in this plan must be made through the Town Clerk's Office.

Extended Health Benefit: Extended health benefits (not including dental) for employees are available under COBRA (where the employee pays 100% of the premium after termination of Library employment), however for long-term employees that have been continuously enrolled in the Library's health insurance for the 5 years prior to termination, defined below, the Town of Hyde Park will pay some of the employee's health care premium cost on the following schedule:

<i>Length of Service (from date of hire)</i>	<i>Town Pays</i>	For # of Months
10 years to 19 years	89%	2 months
20 years to 29 years	89%	4 months
30 years or more	89%	6 months

Section 12 - Retirement and Life & Disability Insurance

Retirement - The Lanpher Memorial Library participates in the Social Security Program and all employees are required to participate in this program. Enrollment in the Vermont Library Employees Retirement System is mandatory for all qualified employees hired on or after July 1, 2005. All employees are eligible to participate in the State of Vermont 457 Retirement Plan, per the requirements of that Plan currently administered by Prudential. Further information is available from the Town Finance Director.

Life and Disability Insurance - After one year of continuous service, employees averaging 30 or more hours per week (calculated on an on-going basis to confirm eligibility) are eligible to receive a life insurance and disability insurance paid by the Town of Hyde Park for an amount and terms approved by the Town. Life insurance benefits may be continued after termination, if paid by the former employee and not the Town. The Town allows employees to participate in the AFLAC insurance (125 Plan) at 100% employee cost.

Section 13 - Parental and Family Leave

A. Any employee as defined in 21 VSA Section 471, who works over 30 hours per week, shall be entitled to take unpaid leave as allowed by 21 VSA 472 for a period not to exceed twelve (12) weeks during the employee's pregnancy and following the birth or adoption of their child.

B. Any employee as defined in 21 VSA Section 471, who works over 30 hours per week, shall be entitled to take unpaid family leave as allowed by 21 VSA 472 for a period not to exceed twelve (12) weeks to care for a seriously ill spouse, child, stepchild, ward, foster child, parent, or parent of employee's spouse.

C. Any employee as defined in 21 VSA Section 471, who works over 30 hours per week, shall be entitled to take short-term unpaid leave as allowed by 21 VSA 472(a) not to exceed four hours in any 30-day period and not to exceed 24 hours in any 12-month period to:

- 1.) To participate in preschool or school activities directly related to the academic educational advancement of the employee's child, stepchild, foster child or ward who lives with the employee, such as a parent-teacher conference.
- 2) To attend or to accompany the employee's child, stepchild, foster child or ward who lives with the employee or the employee's parent, spouse or parent-in-law to routine medical or dental appointments.
- 3) To accompany the employee's parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being.
- 4) To respond to a medical emergency involving the employee's child, stepchild, foster child or ward who lives with the employee or the employee's parent, spouse or parent-in-law.

D. Employees may take crime victim leave as defined in 21 VSA 472.

E. Accrued earned time off (ETO), consistent with existing policy, may be used by the employee during parental leave, family leave and crime victim leave. In significant times of need, Library employees with accrued ETO hours but have insufficient hours to cover parental, family or crime victim leave, may ask the LML Board of Trustees to borrow future hours which will then be earned or repaid to the Library on the employee's accrual rate until paid back in full or at termination.

F. The employer shall continue employment benefits for the duration of the leave. Written notice of intent to take parental leave shall be given the employer, including date of leave expected to commence and estimated duration of the leave, six weeks prior to the anticipated commencement of the leave. Upon approval by the LML Board of Trustees or its authorized representative, an employee may return from leave earlier or later than estimated.

G. Upon return from parental leave, the employee shall be offered the same or comparable job at the same level of compensation, employment benefits, seniority or any other term or condition of employment existing on the day leave began. 21VSA 472.

H. Except for serious illness, an employee who upon completion of family leave does not return to the employment of the Lanpher Memorial Library, will have to return to the Library the value of any compensation paid to or on behalf of the employee during the leave except payments for accrued earned time off (ETO).

Sections 14 - Leaves of Absence

A. General Policy

The following types of leaves of absences are officially established: holiday, earned time off (ETO), civil, jury, and military leave, bereavement, and leaves of absence without pay. All leaves may be granted by the Library Director in conformance with rules established for each type of leave. The Town Clerk's Office shall maintain permanent records of any absence from duty of their employees, and these shall be given to the Town Treasurer who is the official timekeeper. Leave benefits shall be given annually at the beginning of the fiscal year, July 1st. Any carry-forward from year to year shall be as specifically allowed in this Policy.

B. Holidays

The following holidays shall be official holidays together with any other day so proclaimed by the LML Board of Trustees and shall be used on the designated day, except for Floating Holidays, which may be used on any regular workday with prior approval of the Library Director. Holiday hours not utilized within the fiscal year of July 1 to June 30 are lost and are not compensable if not utilized by June 30 and may not be carried forward to a subsequent fiscal year.

Paid employees will be paid for the regular hours they would have worked on a given holiday.

Official Library Holidays:

- a. New Year's Day (January 1)
- b. Town Meeting Day (1st Tuesday in March) - FLOATING HOLIDAY
- c. Memorial Day (last Monday in May)
- d. Juneteenth (June 19)
- e. Independence Day (July 4)
- f. Labor Day (1st Monday in September)
- g. Thanksgiving Day (4th Thursday in November)
- h. Day After Thanksgiving (4th Friday in November)
- i. Christmas Eve (December 24)
- j. Christmas Day (December 25)
- k. New Year's Eve Day (December 31)

C. Earned Time Off (ETO)

Annual time off (ETO) is based on continuous service and shall be granted and available for use each July 1st, on the following basis for all regular employees.

However, if the employee terminates employment prior to the end of the fiscal year, the Town Administrator shall calculate the value, if any, of ETO and any other earned benefits to be paid upon termination. Such calculation shall be confirmed by the payroll clerk and reviewed by the employee. For example, if an employee is granted 100 hours of ETO on July 1, then uses 40 hours by December 31 (50% of the fiscal year), which is also the last day of work, then employee would be owed for 10 hours of untaken but earned ETO, even though the payroll records may show 60 hours of ETO available for use in the remaining fiscal year.

From the employee's hire date to the next July 1st, all leave time shall be specifically detailed in the employee's letter of hire, typically pro-rated based on 40 hours of work per week and the remaining months of the fiscal year. The LML Board of Trustees may elect to not allow time off within the first 90 days of the date of hire.

ETO SCHEDULE

At hire (No paid time off unless agreed by LML Board of Trustees)	by agreement
At completion of probation; annually on July 1 through Year 4	150 hours 200
At Year 5	hours 250 hours
At Year 10	

An employee may use ETO for any of the following reasons:

- Vacation
- Personal time and extended Bereavement Leave
- The employee's own illness or injury.
- The employee's own professional diagnostic, preventive, routine, or therapeutic health care.
- To care for an employee's sick or injured parent, grandparent, spouse, child, sibling, parent-in-law, grandchild, or foster child, including helping that person to obtain diagnostic, preventive, routine, or therapeutic care.
- Accompanying the employee's parent, grandparent, spouse, or parent-in-law to an appointment related to long-term care.
- Arranging for social or legal services or obtaining medical care of counseling for the employee or for the employee's parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of domestic violence, sexual assault, or stalking.
- Caring for a parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, because the school or business where that individual is normally located during the employee's workday is closed for public health or safety reasons.

Employees must make a reasonable effort to schedule routine or preventative health care appointments outside of regular work hours. An employee must notify the Library Director as soon as practicable of his or her intent to use leave time.

Earned Time Off (ETO) utilized will be calculated as hours worked in a typical workday and thus ETO hours shall count toward the minimum 40 hours required to be worked before overtime pay is required. ETO may only be utilized following a request to the Library Director; the Library Director may utilize ETO following a request to the Board Chair. The request for use of ETO may only be denied if the Library Director determines that the absence of the employee will unduly disrupt the operations of the Library. All Earned Time Off (ETO) days may be used in any increment, such as 1 hour, 4 hours, 8 hours, etc. Accrued but unused ETO shall carry over from year to year but shall only accrue to a maximum of 300 hours. ETO hours will be lost and shall not accrue in excess of 300 hours. ETO hours will be paid in full at termination at a rate not less than average regular rate of pay received by the employee during the last three years of employment or the employee's final regular rate of pay, whichever is higher, and will not be paid in cash prior to termination.

If approved by the Board Chair, the Library Director can access ETO hours not yet earned, carrying a temporary negative ETO balance. If approved by the Library Director, LML staff can access ETO hours not yet earned, carrying a temporary negative ETO balance.

Leave Time Bank : The LML Board of Trustees allows any employee to donate some or all their ETO hours to the ETO Bank. The ETO Bank will hold those hours for use by any employee that is eligible to earn ETO. An eligible employee, or the employee's agent, may request use of available ETO Bank hours if 1) they have no ETO available, 2) are under a physician's care who has provided written documentation of the employee's estimated return to work date, and 3) the employee is not under Library suspension. The maximum number of ETO hours to be held in the Leave Time Bank is 200 hours.

D. Civil Duty and Jury and Military Leave

All full-time employees entitled to vote in national, state, and Library elections shall, when necessary, be allowed sufficient time off with pay to exercise this right. Approval of such leaves shall be given by the Library Director.

Should any full-time employee be called for jury or military duty within any state or federal judicial court or for any division of the military, the Library shall pay to the employee the difference between the employee's Library wage and that received from the court or through military pay for each hour spent on jury or military duty. The employee is responsible for submitting documentation and a contact person sufficient for the Town treasurer to verify the amount paid by the court or military. This compensation is limited to payment of up to 40 hours per Library work week and no more than 120 hours per fiscal year. Civil duty, Jury and Military leave hours do not count toward the calculation of overtime.

E. Leave of Absence Without Pay (Benefits)

All requests for leaves of absence without pay shall be submitted in writing to the Library Director and shall set forth the purpose of which the leave is requested. The Supervisor will recommend approval or disapproval of the request to the LML Board of Trustees for their final decision. Approved hours of leave taken without pay do not count toward hours worked for the purposes of calculating overtime and do not affect leave time calculations or level of benefits. The LML Board of Trustees will determine in their decision to allow unpaid leave, including when an employee has no more paid leave benefit hours, whether Library-paid benefits will be at the cost of the employee or Library.

F. Bereavement Policy

Employees shall be granted up to three (3) consecutive days per event for paid bereavement leave to allow the employee to attend services or be with other family members and friends upon the death of a family member or friend, with additional days unpaid days allowed by the Library Director to a maximum of five consecutive workdays. The employee may use their ETO accrued leave time during the extended period

Section 15 - Pay Plan

A. Overtime Pay

In accordance with the provisions of the Fair Labor Standards Act, as amended, it shall be the policy of the Lanpher Memorial Library to pay one and one half (1 1/2) times the hourly rate of pay to all employees (except elected official and exempt employees) for required work performed in excess of forty (40) hours during a given weekly pay period. Each employee shall fill out and sign his/her weekly time sheet and submit same to the Library Director for approval. No employee may work over forty (40) hours in a given week without authorization of the Library Director.

The provisions of these regulations shall prevail except in cases where a contrary written agreement exists between the employee and the LML Board of Trustees.

B. Deductions

Deductions are made from all employees' paychecks as required by law, including, but not limited to, Social Security and Medicare, Federal and State Income Tax and any other court-ordered withholding. In addition, voluntary deductions will be made if requested and documented by the employee in writing. The Library complies with the requirements of the Fair Labor Standards Act and will not make improper deductions from salaries.

If any employee has a question about his or her paycheck, the employee should report the concern to the **Library Director or Chair of the LML Board of Trustees** immediately so that compliance with the law can be assured. The Library will investigate the problem within two (2) weeks and will promptly make any appropriate corrections.

C. Work Hours and Breaks

With only a few exceptions, all of the time an employee is required to be at the premises of the employer is work time. All regular shift time is work time. This includes "breaks" (if there are breaks of 10 minutes or less), and "nonproductive" time (for example, time spent by a truck operator waiting for another employee to return to the work site to then continue the work).

D. Compensatory Time and Flexible Schedules

1. **Compensatory Time:** FLSA allows Library employees to accrue compensatory time (future leave time with pay) in lieu of overtime pay for any hours worked in excess of 40 hours in one pay period. The Library may require that an employee accept compensatory time in lieu of overtime pay or the employee may request use of compensatory time in lieu of overtime pay, per the procedures and terms of this Policy.

In accordance with the Fair Labor Standards Act, the Lanpher Memorial Library compensates all non-exempt employees at the rate of one and one-half hours for each hour actually worked in excess of forty hours in any workweek.

In lieu of overtime cash payment, overtime hours may be taken as compensatory time off ("comp time") subject to the following conditions:

- Comp time is earned at a rate of one and one half hours for each hour worked in excess of forty hours in any workweek. Comp time is posted to the employee's wage summary at one and one-half hours, ex. working 42 hours results in the comp time posting of 3 hours for that pay week carried to the next week.
- Upon termination from employment, an employee will be paid for all unused comp time at the regular rate of pay earned by the employee at the time the employee receives such payment or the average rate of pay for the previous three years, whichever is greater. When using comp time, each hour is paid at the employee's regular rate, ex. if the employee has 5 hours of comp time accrued, then the employee could work 35 hours and use 5 comp hours to total the minimum 40-hour work week, all paid at the employee's regular rate.
- An employee who has accrued the maximum number of comp time hours will be paid at the overtime rate of pay and receive cash compensation for any hours worked.

An employee who has accrued comp time and requests use of comp time will be granted the request if such use of comp time does not unduly disrupt the Library's operations. Requests for use of comp time must be submitted, in writing, to the Library Director, who will have sole discretion to grant or deny the request. Requests for use of comp time will not unreasonably be withheld and the decision shall be written on the employee's written request, with the date of the decision, and filed in the employee's personnel file by the Library Director.

Comp time may not be cashed out by request from the employee. The LML Board of Trustees may choose to cash out comp time at any time and in any amount, by written letter to the Library treasurer. Employees will be paid for accrued comp time at termination at a rate not less than the average regular rate of pay received by the employee during the last three years of employment or the employee's final regular rate of pay, whichever is higher. 29 C.F.R. § 207(o). **Each December**, employees will be paid for any comp hours in excess of 80.

2. Flexible Work Schedule and Work from Home Hours [Telecommuting]

All full-time employees may work intermittent flexible workdays which differ from the "Hours of Service" in Section X, **Conduct of Employees**, of this Policy, as long as 1) the posted public hours of the Library remain adequately staffed, and 2) hours worked when flexible time was used remain at the minimum of 40 hours per week. Flexible hours provide time for employees to take time away from the office during the normal work week, with the approval of the Library Director. For example, an employee that normally works 8 hours per day may elect to work one 10-hour day and one 6-hour day during the same work week. If the employee submits for less than 40 hours worked in any week, the employee's pay for that week will be reduced accordingly. If the use of flexible time results in reduced performance, insufficient work hours being performed or a negative impact on services to the community, then future use of flexible time by the employee or the entire Library may be terminated by the LML Board of Trustees. Flexible work hour arrangements may be agreed to between the Library and employee, in writing, and as long as job duties and public service requirements are met. Working from

home is acceptable in all instances with the prior approval of the Library Director. Improper use of hours not in the office or worksite, include not being available to the public or other employees, failing to complete tasks assigned when out of the office. Improper use of work at home allowance may result in discontinuance of work from home hours, as well as disciplinary action.

E. Training, Education and Licenses

The Library will pay for or reimburse the employee or volunteers for training, education, and license costs as long as funds are provided in the Library budget, when the license and training is deemed applicable to job duties by the Library Director, and the employee receives prior authorization from the LML Board of Trustees prior to enrolling or incurring expenses in excess of \$500.00.

Section 16 - Workplace Health and Safety and Fringe Benefits

A. Vermont Occupational Safety Hazards Act (VOSHA)

In the interest of the safety and well-being of Library workers, all employees shall acquaint themselves with the rules and regulations of the Vermont Occupational Safety Hazards Act (VOSHA). The Library Director shall be responsible for enforcing safety rules as required by VOSHA and/or adopted by the Library.

All employees shall conduct themselves in a safe manner at all times in accordance with these regulations and shall not violate VOSHA regulations. Any defective, unsafe equipment, or practice or any known medical or psychological condition which creates a danger to the worker, a co-employee or the public shall immediately be brought to the attention of the Library Director, LML Board of Trustees or its authorized representative, and use of such unsafe equipment or practice shall cease immediately.

B. Smoking Policy

In accordance with Vermont Statutes Annotated Title 18, Section 1421, et seq., and 1742, the Lanpher Memorial Library is committed to providing a smoke free workplace. Smoking or vaping or other forms of legal or illegal substance use in any form is prohibited in all enclosed indoor places of publicly owned buildings and offices. Upon request of an employee, and with the agreement of other employees, a smoking area may be designated in an unenclosed, outdoor place of the publicly owned building. An employee's failure to comply with the smoking policy shall constitute cause for disciplinary action, and the failure of the Library to implement or enforce the policy shall be grounds for a grievance procedure by an aggrieved employee, and any violations shall be promptly remedied. Marijuana use or entering a Library parcel or building with the obvious aroma of marijuana is prohibited for employees and volunteers. Persons suspected of recently using or being in close contact with marijuana may be asked to leave the property and return when compliance with this policy can be achieved.

C. Drug Testing and Alcohol and Other Drug Use

Reporting to work or working under the influence of alcohol or drugs is strictly prohibited, unless the drug is prescribed and used in the manner prescribed by a duly licensed physician or dentist. Any employee found to be using illegal drugs or alcohol on the job will be subject to immediate dismissal. An employee may be given a drug test if the employer has probable cause that the employee is using or is under the influence of a drug on the job. An employee will not be terminated after a positive test if he or she successfully completes an employee drug assistance program provided by the Library, however an employee may be terminated if, after completion of an employee drug assistance program, a subsequent drug test produces a positive result.

The Drug Free Workplace Act of 1988 requires any federal grant recipient to certify that it will provide a drug-free workplace or lose the grant. Certification requirements adopted by the Library are:

- publishing and providing each employee with a statement notifying them that drug use, possession, or sale is prohibited, and specifying actions to be taken against those who do so;
- establishing an ongoing drug-free awareness program for employees; requiring employees to abide by the statement above and notify the employer of any drug conviction occurring in the workplace within five days;
- notifying the granting agency of such convictions; taking appropriate personnel action, up to and including termination; or requiring the convicted employee to participate satisfactorily in a drug abuse assistance program.
- For more information on the Drug Free Workplace Act, visit the United States Department of Labor's website at: <http://www.dol.gov/elaws/drugfree.htm>

D. Working Conditions Benefits Policy

Non-taxable working conditions apply to all employees.

A working condition benefit is any property or service provided to an employee to the extent that, if the employee paid for the property or service, the payment would be allowable as a trade or business deduction under Internal Revenue Code Section 162, or as a depreciation deduction under Section 167. In order to qualify as a working condition benefit that is excludable from an employee's income, the employer must require the employee to:

1. use the payment for expenses in connection with specific or pre-arranged activity for which a deduction is allowable under Internal Revenue Code Section 162 or Section 167;
2. verify that the payment is actually used for such expenses; and
3. return to the employer any part of the payment not so used.

If all three conditions are satisfied, the payment to the employee is not subject to payroll and income taxes.

Examples of working condition benefits include ss and job-related education provided to an employee.

E. Travel, Rooms and Meals

The Library will reimburse employees for reasonable expenses which they incur as a result of attending conferences, meetings, or while performing official duties on behalf of the Library. Employees will be reimbursed for reasonable and justifiable expenses after submission of the appropriate documentation. As all Library business is conducted with taxpayer funds, it is expected that all Library employees will exercise good judgement when seeking reimbursement and will make every reasonable effort to reduce costs.

1. TRAVEL - Eligibility for Reimbursement. All conferences and other business travel must be directly related to the employee's position, employee development, or possibility of advancement within the Library. Consideration should be given to the costs (monetary and personnel time) of the event or training and how those factors compare to the level of benefit they will provide. If feasible, it is the Library's preference to have the Library, rather than the employee, pay directly for approved expenses (i.e. requesting an invoice for a conference registration). All travel must be approved by the Library Director prior to registration or attendance. If the trip involves an overnight stay, requires travel in excess of 100 miles from the Library, or if the employee will incur an expense eligible for reimbursement of any kind, a request for approval must be submitted in writing to the Library Director. Requests for approval must be acknowledged in writing. Transportation employees should use the most cost effective and practical mode of transportation for official travel. Air travel is discouraged but may be considered by the LML Board of Trustees for trips over 200 miles one way from Burlington, VT and will be reimbursed at coach/economy flight pricing. Flight arrangements should be made as far in advance as possible to take advantage of discounts.
2. LODGING - If an employee is required to lodge while traveling, reimbursement should cover only the employee's cost of lodging and should not extend to any family members or other travel companions. Hotel reimbursement will be for no more than the night before through the last night of the event. Hotel accommodations should be both reasonable and practical. When booking an accommodation, where available, employee should take advantage of special event lodging rate unless another option is more cost effective.
3. MEALS - Employees may claim meal expenses through the actual cost of their meals for breakfast, lunch, and dinner (substantiated with original receipts), not to exceed the amount set forth on October 1st in the Meals and Incidentals Breakdown, Vermont, Per Diem Rates of the US General Services Administration. Employees are not entitled to a meal reimbursement if a conference or event provides a meal, or where meals are provided complimentary as part of hotel accommodations. Any meal expense in excess of the limits stated in this policy will be borne by the employee. Employees who are required to travel for Library business without an overnight stay, may be eligible for a lunch meal reimbursement if the employee is away from his or her home and official duty station for more than ten hours and the reimbursement requests are occasional and non-routine, unless specified otherwise in a collective bargaining agreement.
4. GUIDELINES
 - All reimbursements require approval of the LML Board of Trustees Chairperson or a designee.
 - After-Hours Work: While fulfilling job-related responsibilities, an employee may be required to work late or outside of "normal hours."

This policy is meant to cover the most common types of expenses related to employee travel. The LML Board of Trustees or designee may approve other reimbursements not explicitly covered by this policy if it is in the best interest of the Library to do so.

F. Personal Use of Personal Vehicles by Library Employees

INTRODUCTION:

The operation of vehicles is required in many aspects of local government employment. How each vehicle is handled and maintained directly affects the safety, level of risk, effectiveness, and efficiency of government services. The Library is dedicated to eliminating conditions that adversely affect the well-being of employees and otherwise impact the Library's financial stability through accidents and losses.

PURPOSE:

The purpose of the Vehicle Use and Operation policies and procedures is to ensure that only qualified, authorized drivers operate vehicles on Library business and that vehicles are used across all departments consistent with the Library's objectives for safety and cost-effectiveness.

SCOPE:

This policy applies to those who operate their personal vehicles on behalf of the Library, with no regard to frequency or distance traveled.

DEFINITIONS:

Authorized Driver - Any person operating a motor vehicle or other motorized equipment licensed for road use with the pre-authorization by the Library Director in the service of Library business. This includes those using assigned vehicles, rentals, or their own private vehicles. Drivers may include permanent, part-time, hourly or temporary employees, volunteers, and contractors. Authorized drivers may or may not have job descriptions stating that driving is an essential job function. No driver will be deemed "authorized" if under the age of 18 years. With respect to the operation of vehicles, individuals must be at least 18 years of age and hold a valid Vermont Class 1 driver's license.

At a minimum, employees or volunteers must be at least 18 years of age in order to drive any motor vehicle.

Qualified Driver - The Library considers those drivers who meet the following criteria qualified to operate a vehicle on behalf of the Library:

1. Possess a valid Vermont driver's license of the proper class.
2. Capable of passing a physical and/or vision hearing test as required by the class of license.
3. Capable of passing a physical examination relating to ability to drive when a question of fitness to drive arises because of illness or injury.
4. Capable of passing written tests on driving regulations whenever required.
5. Capable of passing a driving test administered by the Vermont Department of Motor Vehicles.
6. Have demonstrated proficiency with the particular type of vehicle or equipment routine subject to determination by the Library Director.
7. Meets Federal Department of Transportation requirements, when applicable to the operation of a vehicle.

A. Operation of Vehicles

1. Seat belts must be always worn while either operating or riding as a passenger when using a personal vehicle for Library business.
2. Use of a cellular phone or any other electronic equipment can interfere with the safe operation of the vehicle. For this reason, the use of electronic devices in vehicles is prohibited while the vehicle is moving, unless hands-free devices are utilized.
3. Drivers should visually inspect the vehicle to assure it is in sound operating condition and report any problems with the vehicle to the Library Director.
4. Employees driving a personal vehicle on Library business must maintain functioning head, tail, and brake lights and turn signals.

B. Mileage Reimbursement

1. Employees using their personal vehicles for authorized Library business are eligible for mileage reimbursement in accordance with Library policies and procedures.

Lanpher Memorial Library

SOCIALMEDIA & DIGITAL DEVICE POLICY

Section 1: Title and Authority

This policy shall be known as the LML Social Media & Digital Device Policy (referred to herein as the "Policy"). The Board of Trustees of Lanpher Memorial Library hereby adopts this Policy, to be effective upon adoption, pursuant to the provisions of Title 22, Vermont Statutes Annotated, Section 105 (Trustees: General Powers). This policy replaces prior Library personnel policies.

The LML Board of Trustees reserves the right to amend any of the provisions of this policy for any reason and at any time, with or without notice. This policy is administered by the LML Board of Trustees or its authorized representative or designee.

Section 2: Purpose

The purpose of this policy is to provide standards and procedures for the appropriate use of Library social media platforms and Library-provided digital devices. This policy gives direction to Library employees, elected officials, volunteers, appointees, public bodies, and other authorized users of Library social media. This policy also creates guidelines for any public user who accesses or posts on the Library's social media.

While this policy generally applies to the most popular platforms (Facebook, YouTube, Instagram, Snapchat, Twitter), we acknowledge that social media is an evolving communications tool and that new platforms may become available over time. The Library (LML) may utilize social media to communicate information related to the business of the Library directly to the public as well as to provide members of the public the opportunity to post content or participate in discussions concerning Library business, including operations and services provided by the Library. The Library encourages the use of social media to further the goals of the Library, the missions of the Library and public bodies, and to contribute to the overall vibrancy of its community and degree of participation by its citizenry, where appropriate.

The Library has an overriding interest and expectation in deciding what is published on behalf of the Library through social media and in establishing guidelines for the use of Library social media by Library officials and the public.

The Library also has certain rights and interests in providing digital devices to employees, staff and elected officials, and expects that Library-provided digital devices will be used for official Library government purposes and not personal use.

Section 3: Definitions.

The following definitions shall apply to this policy:

Content means any post, writing, comment, remark, response, material, document, photograph, graphic, or other information of any kind, regardless of form that is created, posted, shared, distributed, or transmitted via the Library's social media platform.

Designated agent means an individual designated by the LML Board of Trustees to receive and respond to notifications of claimed copyright infringement. Once named, the Library must designate the agent with the United States Copyright Office.

Digital Device means any equipment, tool or electronic device that the Library provides for the conduct of Library government operations.

Library means the Lanpher Memorial Library, Hyde Park, Vermont.

Library electronic equipment means all Library electronic equipment - including computers, cell phones, smart phones, pagers, any associated hardware or software, and any other Library equipment-that may be utilized to send or receive electronic communications.

Library official means an employee of the Library, elected or appointed, or a Library volunteer.

Library social media or **Library social media platform** means the official social media platform of the Library.

Library social media moderator or moderator means an individual designated by the LML Board of Trustees to monitor, manage, and oversee Library social media content.

Library website or **official Library website** means the official website or domain of the Library [<https://www.lanpherlibrary.org/>]

Social media platform or social media means a form of information-sharing platforms (such as Facebook, MySpace, Google and Yahoo Groups, Wikipedia, YouTube, Instagram, Snapchat, Flickr, Twitter, LinkedIn, Zoom, Go To Meeting or other news media, virtual meeting software or content- sharing/blogging service) on which online content and dialogue around specific issues or area of interest are created.

User means a member of the general public who accesses, posts, creates, distributes, shares, or transmits content to a Library social media platform.

Section 4: Conduct of Library Officials

Those persons designated and authorized to utilize Library social media and digital devices do so with the understanding that they represent the Library via social media outlets and must always conduct themselves appropriately. Library officials must also consider content carefully, understanding that it will be widely accessible, not retractable, and retained or referenced for a long period of time. The Library expects its officials to be truthful, courteous, and respectful toward their colleagues, residents, customers, members of the general public, and other persons associated with or who do business with the Library.

Library officials' use of Library social media shall comply with this policy as well as with the Library's personnel and any other relevant policies, its charter provisions, rules, and regulations. This includes any use of Library social media from outside of the workplace.

Library officials who use Library social media in their official capacity, in the scope of their employment or while on duty, whether as an administrator or as a responder to content, must:

- Make the official's name and title available when they post content in their capacity as a Library official. Library officials may only post and respond to content on those matters that fall within their job description or statutory roles and responsibilities.
- Keep postings factual, accurate, and up to date. If a mistake is made, admit to it and post a correction as soon as possible.
- Reply to content in a timely manner when a response is appropriate. When disagreeing with others' opinions or providing content, be sure that the content is meaningful, respectful, and relevant.
- Never post content on anything related to legal matters, litigation, or any parties with whom the Library may be in litigation without prior specific approval from the LML Board of Trustees.
- Library officials are expressly prohibited from disclosing any information via content posted to Library social media that may be confidential.
- Refrain from expressing personal opinions or positions regarding policies, programs, or practices of the Library, its officials, or other public agencies, political organizations, private companies, or non-profit groups. Under no circumstances should a Library official post, or direct another Library official to post, a personal opinion or statement held by an individual Library official.
- Never engage in name-calling or personal attacks or other behavior that may be considered to be demeaning.

Information posted to Library social media is public and is subject to Vermont's Public Records Law, Open Meetings Law, and all other applicable laws, rules, policies, Library charter provisions, and regulations. Library officials should have no expectation of privacy regarding the information posted on Library social media nor in anything created, sent, or received on Library electronic equipment. The Library may investigate and monitor any transaction, communication, and transmission to ensure compliance with this policy and the use of its equipment.

The Library social media moderator will monitor the content posted by Library officials and the public on each of the Library's social media to ensure it complies with this policy for appropriate use, messaging, and branding and that it is consistent with the goals of the Library.

All authorized Library officials must be provided with a copy of this policy and sign the Acknowledgement of Official Use by Library Officials form (see Addendum A) prior to utilizing Library social media.

Section 5: Account Management

Library officials may only establish or use Library social media on behalf of the Library after approval by the LML Board of Trustees. The LML Board of Trustees will review all requests by Library officials to contribute to Library social media and has the sole authority to authorize their use and establish and/or terminate Library social media accounts. In this role, the LML Board of Trustees will evaluate all requests for usage, verify staff authorized to use Library social media tools, and confirm completion of online training for social media, if deemed necessary. The LML Board of Trustees will also be responsible for maintaining a list of all social media platforms in use, the names of all administrators of these accounts, as well as the associated usernames and active passwords.

All Library social media platforms shall be created by a duly designated Library information technology (IT) officer with the approval and under the direction of the LML Board of Trustees. It shall be published using approved Library social networking platform and tools administered by the Library IT officer.

Section 6: Copyright Infringement Notification

The Library complies with the provisions of the Digital Millennium Copyright Act of 1998 (DMCA). Federal law makes it illegal to download, upload, or distribute in any fashion copyrighted material in any form without permission or a license to do so from the copyright holder.

The Library respects the intellectual property of others and requires users of Library social media to do the same. In accordance with the DMCA and other applicable law, the Library may remove content on Library social media that is copyrighted and may deny access to the Library social media users who are deemed to be copyright infringers pursuant to this policy.

The following notification shall be made accessible on all Library social media platforms and on the Library's official website:

If you believe that any material on the Lanpher Memorial Library's official website or Library social media platforms infringes on any copyright which you own or control, or that any link on Library social media directs users to another website that contains material that infringes on any copyright that you own or control, you may file a notification of such infringement with the designated agent as set forth below. Notifications of claimed copyright infringement must be sent to the Lanpher Memorial Library's designated agent, for notice of claims of copyright infringement the Library's designated agent may be reached as follows:

Designated Agent: Hyde Park Library Director, ,Amy Olsen

Amy Olsen Physical Address: 141 Main Street, Hyde Park, VT 05655

Telephone Number: 802-888-4628

Email address: hydeparklibrary@yahoo.com

Section 7: Public Records Law-Compliance

Library social media platforms and their related content are subject to Vermont's Access to Public Records Law. Any records produced or acquired in the course of Library business, including material posted to Library social media, may be a public record. Therefore, there should be no expectation of privacy regarding the information posted on Library social media. Public records, regardless of format, are available for inspection and copying during customary business hours unless there is a specific statute exempting the record from public disclosure in whole or in part. Those records exempt from public inspection and copying are set out at 1 V.S.A. § 317(c).

The official Library website and Library social media shall clearly indicate that any content posted or submitted for posting in whatever format is subject to public disclosure. Content related to Library business shall be maintained in an accessible format so that it can be produced in response to a public records request. Users shall be notified that public disclosure requests must be directed to the proper custodian of public records. The name, title, and contact information for the proper custodian of public records shall be posted on each Library social media platform.

Section 8: Public Records Law - Retention

Library officials must comply with Vermont's Public Records Law when using Library social media. Relevant records retention schedules apply to content on the official Library website as well as to Library social media. Content posted or submitted for posting shall be retained pursuant to Vermont's Public Records Law in its standard format and in accordance with applicable disposition orders and retention schedules as established by the Vermont State Archivist and be available for copying and inspection during customary business hours.

Any content edited or removed by the Library social media moderator must be retained in accordance with the relevant public records retention schedule.

Section 9: Open Meeting Law-Compliance

Library officials must comply with Vermont's Open Meeting Law when using Library social media. All posts by members of the Library's public bodies that relate to Library business are subject to the Open Meeting Law. Members (elected or appointed) of any Library public body should refrain from using Library social media to discuss the business of the public body or to take official action in violation of the Open Meeting Law. A member of a public body who "likes," "shares," "tweets," or otherwise engages in another member's content on Library social media may be communicating Library business and the Open Meeting Law may apply. Furthermore, members of public bodies should refrain from posting content on or responding to inquiries related to quasi-judicial matters within the subject matter jurisdiction of their respective public bodies.

Members of Library public bodies may utilize Library social media for gathering public input and fostering public discussion related to the role with which the public body has been charged by statute or the LML Board of Trustees, provided that the use is authorized in accordance with Vermont law and conforms to this policy.

Information posted by the Library on its social media will supplement, not replace, required notices and standard methods of providing warnings, postings, and notifications required to be made with regard to public meetings and hearings under Vermont law.

Section 10 - Enforcement against Library Officials

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment in compliance with the Library's personnel policy, employment contract, or collective bargaining agreement, as appropriate.

Appointees and volunteers found in violation of this policy may be subject to removal from their respected public posts.

Elected officials found in violation of this policy may be subject to private or public admonishment and/or may be asked to resign their office.

The Library may seek all appropriate legal remedies including damages or a court-ordered injunction to enforce compliance with this policy.

XIX. Revision of Library Policies

- A. The Library Policies will be reviewed by the Board of Trustees for updates and revisions at least every five years.
- B. Individual policies will be reviewed and added as needed.

Severability

If any provision of this Policy or the application hereof to any person or circumstance is held invalid, this invalidity does not affect the other provisions or applications of the policy which can be given effect without the invalid provision or application. For this purpose, this Policy is severable.

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT
OF LANPHER MEMORIAL LIBRARY'S POLICIES**

I, the undersigned, hereby acknowledge receipt of a copy of the Lanpher Memorial Library's Policies.

The contents were reviewed with me by _____,
(Name and Position)

on the _____ day of _____, 20_____.

I have been given an opportunity to ask questions about the Policies and I have been provided with satisfactory information in response to my questions.

I understand that the language used in these Policies is not intended to create, nor should it be construed to create a contract of employment between myself and the Lanpher Memorial Library or the Town of Hyde Park, VT.

I acknowledge that Board of Trustees of the Lanpher Memorial Library reserves the right to add, amend, or discontinue any of the provisions of these Policies for any reason, in whole or in part, at any time, with or without notice.

I acknowledge that I understand the Lanpher Memorial Policies and that it applies to me as a Library employee and I agree that I will comply with all of their provisions.

Employee Signature _____

Printed Name _____

Date Signed _____

Library Director or Board Chair _____

Please sign, date and provide employee with copy of this certification when submitted by the employee.

Library Director or Board Chair's Signature

Date