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**MISSION STATEMENT, FREEDOM OF INFORMATION, CODE OF ETHICS,
RECORDS RETENTION & DISPOSITION, WHISTLEBLOWER POLICY**

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Rev.: 01/21/92, 12/16/08

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I. MISSION STATEMENT

It is the mission of the Huntington Public Library to collect, preserve and make available Library materials in print and in electronic formats to serve the recreational, informational, educational, and professional needs of the community.

In order to accomplish this mission, the Board of Trustees and the staff will make serving the community their highest priority. As the needs and interests of our diverse community grow and change, the Library will endeavor to provide the technology, services and materials to meet these changes.

The Huntington Public Library is committed to promoting and supporting a lifelong enjoyment of reading and learning.

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II. FREEDOM OF INFORMATION POLICY
(Access to Public Records)

The amended Freedom of Information Law, which took effect on January 1, 1978, gives citizens the right to access many public records. The following rules govern the access of records generated and maintained by the Huntington Public Library.

The Library Director is the custodian of all Library records and serves as the “Records Access Officer.”

The Minutes of the Library’s Board of Trustees Meetings and the Library’s Policies and Procedures Manual are available for viewing at any time the Library is open to the public.

Requests to view any other records must be made in writing to the Library Director. Written request should include the name and mailing address of the requestor, as well as a reasonable description of the records being sought.

The Library Director will respond to all written requests within five (5) business days.

If a request is granted, the requestor may gain access to the records in one of two ways:

1. Records may be viewed at the Library from 10:00 am – 4:00 pm Monday – Friday
2. Photocopies of the records can be made for a fee of 25 cents per page.

If a request is denied, the Library Director will inform the requestor in writing of the reason for the denial and inform the requestor of their right to appeal.

All appeals will be heard by the Board of Trustees at the next regularly scheduled meeting.

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III. CODE OF ETHICS

Pursuant to the provisions of Section 806 of the General Municipal Law, the Board of Trustees promulgates these rules of ethical conduct for the officers and employees of the Library. These rules shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

Definitions

1. "Officer" or "employee" means an officer or employee of the Library, whether paid or unpaid, including members of the Board of Trustees and their appointees;
2. "Interest" means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

Standards of Conduct

Every officer and employee of the Library shall be subject to and abide by the following standards of conduct:

1. Gifts

An officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonable be inferred that the gift was intended to influence him/her in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

However, nothing herein should be construed as prohibiting the traditional exchange of holiday gifts provided discretion is used to ensure that gifts of value are not accepted by staff employees or officers. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

2. Confidential Information

An officer or employee shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.

3. Representation Before the Board

An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered, or the buying and selling of products, in relation to any matter before the library which creates a conflict of interest.

4. Representation Before the Board for a Contingent Fee

An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the library, whereby the compensation is to be dependent or contingent upon any action by the library with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

5. Disclosure of Interest in Matters Before the Board

To the extent that he/she knows thereof, a member of the Board of Trustees and any officer or employee of the library whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such matters.

6. Investments in Conflict with Official Duties

An officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his/her official duties.

7. Private Employment

An officer or employee shall not engage in, solicit, negotiate for or promise to accept private interests when that employment or service creates a conflict with or impairs the proper discharge of his/her official duties.

8. Future Employment

An officer or employee shall not, after their termination of service or employment with the Board appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he/she personally participated during their period of his/her service or employment or that was under his/her active consideration. This shall not bar or prevent the timely filing by a present or former officer or employee of any claim, account, demand or suit against the library on his/her own behalf or on behalf of any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

9. Family Members as Employees

A member of the Board of Trustees who is an immediate family relative to an employee of the Huntington Public Library must abstain from sitting in on any action directly relating to said employee, such as contract negotiation, or any act specifically involving said employee.

Distribution of Code of Ethics

The Library Director shall cause a copy of the Board's Code of Ethics to be distributed to every officer and employee of the library. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment. In addition, the Library Director shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the library's jurisdiction in a place conspicuous to the library's officers and employees.

Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's Code of Ethics may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Adopted: 11/19/02

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IV. RECORDS RETENTION & DISPOSITION

Huntington Public Library adopts the *Records Retention and Disposition Schedule MI-1* prepared and issued by the State Archives and Records Administration (SARA), New York State Education Department, pursuant to Section 57.25 of the Arts and Cultural Affairs Law, and Part 185, Title 8 of the *Official Compilation of Codes, Rules and Regulations of the State of New York* (referred to as 8NYCRR) containing the minimal length of time that library records must be retained.

FURTHER RESOLVED that the Board hereby authorizes the disposition of records in accordance with the legal minimum retention periods set forth in *Records Retention and Disposition Schedule MI-1*.

FURTHER RESOLVED that the Board appoints the Person in Charge of the Business Office of Huntington Public Library as the Records Management Officer (RMO). The RMO is responsible for maintaining and disposing of all library records as per the *Records Retention and Disposition Schedule MI-1*.

Adopted: 06/21/16

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V. WHISTLEBLOWER POLICY

Purpose

Trustees, directors, officers, employees and volunteers of the Huntington Public Library who in good faith reports any action or suspected action taken by or within the library that is illegal, fraudulent or in violation of any adopted policy of the library shall not suffer intimidation, harassment, discrimination or other retaliation, or, in the case of employees, adverse employment consequence. The Board of Trustees recognizes that, in furtherance of this fundamental principle, there is a need for a whistleblower policy.

Definitions

- “Board” means the Board of Trustees of the Huntington Public Library;
- “Library” means Huntington Public Library;
- “Library officer or employee” means a paid or unpaid trustee, director, officer, employee or volunteer of the Huntington Public Library;
- “Policy” means this whistleblower policy.

Applicability

This whistleblower policy applies to the trustees, directors, officers, employees and volunteers of the Huntington Public Library and shall supersede any prior library whistleblower policy. The provisions of this policy shall apply in addition to all applicable State and local laws relating to whistleblowers including, but not limited to, Article 18 of the General Municipal Law and Section 715-b of the Not-For-Profit Corporation Law and all rules, regulations, policies and procedures of the Huntington Public Library.

Reporting Responsibility

It shall be the policy of the Huntington Public Library that all trustees, directors, officers, employees and volunteers of the Huntington Public Library have a responsibility to report known or suspected violations in accordance with this Whistleblower Policy. This includes reporting any action or suspected action taken by or within the Huntington Public Library that is illegal, fraudulent or in violation of any policy of the Huntington Public Library, which the reporter has either actual knowledge or has a reasonable good

faith belief that same occurred. Suspected or actual wrongful action(s) regarding Huntington Public Library finances and governance include but are not limited to the following:

- Incorrect financial reporting;
- Unlawful activity;
- Activities that are inconsistent with Huntington Public Library policies
- Activities which otherwise amount to serious improper conduct.

Reporting and Investigation Procedure

The Board of Trustees of the Huntington Public Library shall oversee the adoption, implementation of, and compliance with this Whistleblower Policy.

The Director of the Huntington Public Library shall be responsible for administering the Whistleblower Policy, overseeing an investigation, and reporting to the Board of Trustees. Any reporting of actual or suspected illegal or fraudulent activity or actual or suspected violations of any adopted library policy shall be made in writing to the Director of the Huntington Public Library.

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

If the investigation establishes that a violation of law, external regulation or Huntington Public Library policy has occurred, then the Director shall determine the appropriate action based upon law and Huntington Public Library policy and make a recommendation to the Board. Civil or criminal prosecution will be pursued when warranted. If the investigation establishes that no violation of law, external regulation or Huntington Public Library policy has occurred, then the Director shall report to the Board its findings and determination. The investigation is closed when the Director has deemed the investigation is complete and submitted a recommendation for a resolution and/or corrective action to the Board.

The Director shall document the investigation and explain the rationale for any recommended resolution and/or corrective action. All documentation relating to the investigation, including the resolution and/or corrective action taken shall remain in the Huntington Public Library's records.

Confidentiality

All violations or suspected violations may be submitted on a confidential or anonymous basis. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and prevent or correct suspected action(s).

The Director shall disclose information relating to a report with those who have a need to know so that he or she can conduct an effective investigation and determine what action to take based on the results of any such investigation. In appropriate cases, the investigation documents will be shared with law enforcement personnel. Disclosure of reports to individuals not involved in the investigation shall be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination or civil lawsuits.

Distribution

The Director of the Huntington Public Library must promptly cause a copy of this policy, including any amendments to the policy, to be distributed to every person who is or becomes a trustee, director, officer, employee or volunteer of the Huntington Public Library.

Every library trustee, director, officer, employee or volunteer who receives a copy of this policy or an amendment to the policy must acknowledge such receipt in writing. Such acknowledgments must be filed in the records of the Huntington Public Library.