THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE FAIRPORT PUBLIC LIBRARY WAS HELD ON TUESDAY, FEBRUARY 9, 2021. THE MEETING WAS HELD VIA ZOOM AND STREAMED TO FACEBOOK.

PRESENT
Chris Mirrione
Jeff Nutting
Liz King
Suzanne Stockman
Dave Giambattista

OTHERS
Carl Gouveia
Lauren Hinett
Lin Macholz
Pat Rapp

The meeting was called to order at 6:33 p.m. by Liz King, President.

REVIEW OF AGENDA

There were no recusals or changes to the agenda.

PREVIOUS MINUTES

A motion was made by Chris Mirrione and seconded by Suzanne Stockman to approve the minutes from the January 2021 Board meeting. Motion carried unanimously.

TREASURER’S REPORT

A motion was made by Jeff Nutting and seconded by Dave Giambattista to accept the Treasurer’s Report for December 2020. Motion carried unanimously.

CLAIMS

A motion was made by Chris Mirrione and seconded by Jeff Nutting to approve Claims as follows:

- Ingram: $15,177.95
- All Other: $23,238.40
- Total of all Claims: $38,416.35

Motion carried unanimously.

DIRECTOR’S REPORT

Mrs. Stockman asked about staff getting vaccinations as they are becoming available. Mr. Gouveia stated that some staff are covered under the age category. However, because we are employees of the school district, all staff members have access to vaccines through this category.
Mr. Gouveia stated that NYLA is advocating at the state level for library employees to be included on the list as frontline workers with the public. Approximately 250-300 people visit the library each day.

Mrs. Stockman asked if staff is allowed to take time off to get vaccinated. Mr. Gouveia stated that staff can use sick time for this. The Governor has not required libraries to give time off for employees to be vaccinated.

Mrs. Stockman asked about Perinton Historical Society’s COVID-19 archive. Mr. Gouveia said he sent the answers to their questions, and he has asked Karrie Bordeau and Pat Rapp to send photos and signage.

Mr. Giambattista asked if there was an update on the bridge. Mr. Gouveia said the latest report is that the bridge will open at the end of April.

Mr. Giambattista asked about unemployment fraud. Mr. Gouveia said three staff members were victims of identity theft and fraudulent unemployment claims were made. The Department of Labor requested information from the school district, who contacted the library to ask about the claims. Staff members reported to the police and continue to monitor their information.

Mr. Nutting asked about expanding Saturday hours. Mr. Gouveia stated that beginning February 20, 2021, the library will be open 10:00 a.m. to 5:00 p.m. on Saturdays. He is also considering staying open until 9:00 p.m. one weeknight beginning sometime in March.

Mr. Gouveia stated that the children’s department will be starting in-person programming on a very limited basis in the near future. This will take place before the library opens, and will likely be only 4-5 families. The programs will repeat throughout the week, and people will only be able to sign up for one session per week. Online programming will continue.

Ms. King asked about the effect of increased hours on the staff. Mr. Gouveia stated that the Main Street doors are still closed, so this allows for fewer staff members at the desks each hour.

Mr. Giambattista asked if staying open until 9:00 p.m. considering the cold weather and the pandemic. Mr. Gouveia said he will be looking at the number of visitors as this rolls out, and also he said from a staffing perspective, it makes more sense for a staff member to work 1-9 rather than the midday hours. He said the evening hours will likely be on Thursdays, as Abby DeVuyst is tentatively scheduling Gazebo Concerts on Thursdays beginning in July. If we are open one evening per week, coinciding with the Gazebo Concerts makes sense. He added that a surge in COVID-19 or a change to the state’s “zones” would cause him to pause the reopening plan again.

Mr. Gouveia shared patron feedback with the Board. He received a donation and a note from two patrons who are very avid library users. They stated that the library is very important to them and they appreciate the access to library services during this trying time.
Mr. Gouveia stated that he believes libraries are essential, and he is very glad to be open to the community.

**COMMITTEE REPORTS**

Finance – Mr. Mirrione stated that the committee will meet later this week with the accountant from Bonadio to go through the final draft of the budget. The budget will be presented to the Board and at a public hearing later this month. After the public hearing, the committee will review the budget again before bringing to the Board for a vote at the March meeting.

Personnel – No update.

Long Range Planning – No update.

Facilities & Services – Mrs. Stockman stated that the committee has not met in person but has been reviewing policies.

**NEW BUSINESS**

A motion was made by Dave Giambattista and seconded by Jeff Nutting to accept the hiring of Amy Higgins as substitute clerk, effective February 12, 2021.
Motion carried unanimously.

A motion was made by Suzanne Stockman and seconded by Dave Giambattista to approve the Collection Development Policy.
Motion carried unanimously.

A motion was made by Jeff Nutting and seconded by Dave Giambattista to approve the FOIL Policy, as modified.
Motion carried unanimously.

A motion was made by Suzanne Stockman and seconded by Dave Giambattista to approve the Public Participation Policy.
Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Chris Mirrione to approve the Retiree Health Insurance Policy.
Motion carried unanimously.
Draft – These minutes have not yet been approved by the Board of Trustees.

PRESIDENT’S COMMENTS

Ms. King stated that she had attended the Zoom meetings for Senator Samra Brouk and Assemblyperson Jennifer Lunsford. Ms. King said it was great to see the community come out in support of libraries and that both representatives are very supportive of the library’s mission. Mr. Nutting recognized Mr. Gouveia and the staff for being leaders at those meetings, saying the community was highly represented.

ADJOURNMENT

A motion was made by Suzanne Stockman and seconded by Jeff Nutting to adjourn at 7:28 p.m.
Motion carried unanimously.

_________________________________
Pat Rapp, Clerk to the Board

Attachments:
  Treasurer’s Report – December 2020
  Claims
  Collection Development Policy
  FOIL Policy
  Public Participation Policy
  Retiree Health Insurance Policy
Fairport Public Library
Monthly Treasurer's Report

For the period from December 1, 2020 to December 31, 2020

Total cash balance as reported at the end of preceding period: $4,010,921.22

RECEIPTS DURING THE MONTH:

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Total Receipts 32,808.57

TOTAL RECEIPTS AND BEGINNING BALANCE: $4,043,729.79

DISBURSEMENTS FOR THE MONTH: $195,356.71

CASH BALANCE* AS SHOWN BY RECORDS: $3,848,373.08

*INCLUDES:
- Checking $237,549.60
- Cash on Hand $50.00
- Money Market Savings $3,610,773.48

Total $3,848,373.08

FUND BALANCE RECONCILIATION:

FUND BALANCE @ 11/30/2020 $2,344,652.99
DUE FROM OTHER FUNDS ($19,744.90)
YTD REVENUES 2,686,608.74
YTD EXPENSE (1,163,143.75)

Total @ 12/31/20 $3,848,373.08

This is to certify that the above
Cash Balance is in agreement
with the Bank Statements as
reconciled.

Treasurer
Fairport Central School District
INVOICE APPROVAL SHEET
BOARD MEETING
February 9, 2021

INGRAM: $15,177.95

ALL OTHER INVOICES: $23,240.40

GRAND TOTAL: $38,418.35

APPROVALS:

[Signatures]
INVOICE APPROVAL SHEET
BOARD MEETING
February 9, 2021

INGRAM: $15,177.95

ALL OTHER INVOICES: $23,238.40

GRAND TOTAL: $38,416.35

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201-01 — Collection Development

Statement of Purpose
The Collection Development Policy provides guidance to staff for the development and management of well-balanced, high quality print, non-print, and digital collections that meets the needs of the community within the limits imposed by funds and space. The Library recognizes that individuals within the community have diverse interests, backgrounds, cultural heritages, social values, and needs. The Library realizes that expanding areas of knowledge, changing social values, technological advances and cultural differences require flexibility, open-mindedness and responsiveness in the selection, evaluation, and reevaluation of all library resources. The Library will deliver free, open, and equal access to ideas and information for all residents, regardless of national origin, age, background, or personal beliefs.

The Library believes that while anyone is free to reject for themselves materials of which they do not approve, this cannot be exercised to restrict freedom of others to read or inquire.

Selection Responsibility
The Fairport Public Library is chartered by the New York State Board of Regents and governed by a Board of Trustees. The Board of Trustees retains the power and duties of Trustees and Institutions, as prescribed by the New York State Education Law.

The responsibility for the collection rests with the Library Board. Responsibility for the selection of library materials rests with the Director, who is accountable to the Library Board of Trustees. That responsibility is delegated by the Director to his or her staff, who shall carry out this policy. By tradition and practice, the task of selecting library resources lies with professional librarians within each age level and specialty; however, because the Director must answer to the Library Board for actual selections made, the Director has the authority to reject or select any item contrary to the recommendation of staff. Recommendations from our patrons are welcome and will be evaluated with the same criteria used for the selection of other materials.

Material Selection
The Library collection will represent a comprehensive range of interests, tastes, viewpoints, values, and levels of ability. The Library seeks to provide access to print, non-print, and digital resources for people of all ages.

General criteria for selecting library materials are listed below. An item need not meet all the criteria in order to be acceptable.

- public demand, interest, or need
- contemporary significance, popular interest, or permanent value
- attention of critics and reviewers
- prominence, authority, and/or competence of author, creator, or publisher
- timeliness of material
- relation to existing collections
• statement of challenging, original, or alternative point of view  
• authenticity of historical, regional, or social setting  
• accessibility for multiple users of electronic formats  

Duplicate titles are purchased as demand, space, and budget permit. Replacement copies of significant titles are purchased whenever possible. Textbooks are only selected if they provide the best or most useful coverage available in their subject area; however, they are not purchased to support any particular curriculum.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Selection of library materials will not be made because of anticipated approval or disapproval, but solely based on this policy's guidelines. Library materials will not be marked or identified to show approval or disapproval of their contents.

**Book and Media Displays**
The Library staff will create book and media displays to promote new additions to the collection, to highlight certain sections of the collection, and to satisfy current interests. These displays tend to be of nonpolitical topics, but if a political topic is covered, attempts will be made to ensure a balanced representation of that topic is presented. Please keep in mind that as patrons remove titles to peruse or borrow, that balance maybe become skewed.

Displaying of materials by the Library does not indicate the Library's endorsement of the issues or events promoted by the collection of materials being displayed.

**Website and Social Media**
The Library website and its social media accounts provide links to the online catalog of materials and to a variety of resources. The website also offers links to subject-focused websites recommended by professional staff. In linking other websites on its pages, the Library follows the selection criteria cited above. Beyond this, the Library has not participated in the development of these other sites/accounts and does not exert any editorial or other control over these sites/accounts. Any link from the Library's website to another website or a shared post is not an endorsement from the Library.

The Library does not warrant that its website, the server that makes it available, its social media accounts, or any links from its site to other websites or shared posts are free of viruses or other harmful components.

**Gifts**
Gifts are accepted with the understanding that they will be evaluated with the same criteria used for purchased resources. If they do not meet these standards, they may be conveyed to the Friends of the Fairport Public Library for the benefit of the Library or disposed of if condition warrants. For more information, please refer to the Library's policy “800-07 Gifts and Donations.”
Collection Evaluation and Maintenance

In order to maintain a vital, appealing, and current collection which meets the needs and interests of the residents of the Fairport Central School District, the Library continually evaluates its collection. Resources are withdrawn (weeded) on a systematic and continuing basis when they are judged to be dated, inaccurate, seldom used, in poor condition, or otherwise no longer appropriate.

The Library reserves the right to dispose of resources withdrawn from the collection in ways consistent with state and municipal laws including book sales, donations to other appropriate organizations, and waste or recycling.

Intellectual Freedom and Reconsideration

The Library shares with all other American public libraries the responsibility of defending the individual’s right to free and open access to information and a commitment to the principles of intellectual freedom.

In the interest of protecting the individual’s right to have access to materials, the Library supports the following documents:

- The First Amendment of the U.S. Constitution (Appendix A)
- The Library Bill of Rights (Appendix B)
- The Freedom to Read Statement (Appendix C)
- The Freedom to View Statement (Appendix D)
- MCLS Policy: Collection Development for Overdrive (Appendix E)

Patron Request for Reconsideration of Materials

It is inevitable that a public institution serving a diverse people will be unable to please all those people all the time. Not all materials will be suitable for all members of the community. Selection of materials will not be made based on anticipated approval or disapproval, but solely based on the principles stated in this policy. The Library also encourages parents or legal guardians to take an active role in helping their children make their reading, viewing, and listening choices; parents have the primary responsibility to guide and direct their own minor children. A work will not be excluded from the Library’s collection because it presents an aspect of life honestly or because of frankness of expression.

No materials will be excluded from the Library solely because of the race, nationality, political, religious, or social views of the author. The only acceptable form of censorship is self-censorship. Individuals are free to reject materials for themselves. They cannot, however, restrict the freedom of others.

The Library does, however, recognize the right of residents to question library materials. After speaking with the age-appropriate Librarian or Director about their concerns, a patron may then file a reconsideration request (see Appendix F “Reconsideration of Library Materials” form).

Reconsideration of Library Materials Procedure

- Patrons wishing to express their opinion on suitability of library material shall be referred to the appropriate age-level librarian.
- If the patron is not satisfied, the staff member will provide the patron with instructions on how to register a formal complaint and notify the Library Director.
To register a formal complaint, the patron must be a resident of the Fairport Central School District. They must complete (in its entirety) and submit a Library Materials Reconsideration form (Appendix F).

Upon receipt of this form, the Library Director shall notify the Library Board and lead a committee of two other staff members to read/listen to/view the challenged material **in its entirety**. The Committee shall

- consider the specific objections to the material voiced by the resident,
- weigh the values and faults of the material as a whole,
- refer to the Library’s Collection Development Policy and book reviews, if any,
- where/when appropriate, solicit advice or opinion from other library directors/staff, the Monroe County Library System, the American Library Association Office of Intellectual Freedom, and/or the New York State Intellectual Freedom Committee,
- and issue a written decision within forty-five (45) days of receiving the form, indicating the committee’s decision, which will indicate the action to be taken and reasons for or against the request.

The Director will include the action taken in his/her monthly report to the Board of Trustees.

If the patron is not satisfied with the committee’s decision, a written appeal may be made to the Board of Trustees who shall create an Appeal Committee of the Corporation to read/listen to/view the challenged material **in its entirety**. The Committee shall

- consider the specific objections to the material voiced by the resident,
- weigh the values and faults of the material as a whole,
- refer to the Library’s Collection Development Policy and book reviews, if any,
- where/when appropriate, solicit advice or opinion from the Library Director, the Library staff, other library directors, the Monroe County Library System, the American Library Association Office of Intellectual Freedom, and/or the New York State Intellectual Freedom Committee,
- and issue a written recommendation to the full Board of Trustees indicating the committee’s conclusion, which will indicate the action to be recommended and reasons for or against the request.

The Board of Trustees shall approve or reject the Committee’s recommendation and issue a written decision within ninety (90) days of receiving the form, indicating the Board’s decision, which will indicate the action to be taken and reasons for or against the request.

The Board of Trustees decision shall be final.

An item will only be evaluated for reconsideration once in a two-year period.

Until such review takes place and a decision is made, no removal or restriction of the questioned item shall take place.

**Adopted:** December 8, 1981

**Reviewed:***

**Revised:** November 10, 1987; January 10, 1989; June 10, 2003; March 20, 2018; November 10, 2020; February 10, 2021
Appendix A — First Amendment of the U.S. Constitution

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Passed by Congress September 25, 1789. Ratified December 15, 1791.
Appendix B — Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, age, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.


Inclusion of “age” reaffirmed January 23, 1996.
Appendix C — The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.
The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and
teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties and deserves of all Americans the fullest of their support.
We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.


A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression

The Association of American University Presses

The Children’s Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression
Appendix D — The Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public’s freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council
Appendix E — MCLS Policy: Collection Development for Overdrive

Mission of MCLS
The Monroe County Library System is a coalition of member libraries that provides materials and programs to meet the informational, educational, and recreational needs of individuals, member libraries, and local governments through 1) collaborative ventures in cost effective delivery of quality library services; 2) centralized delivery of selected services; and 3) the fostering of fast, accurate access to materials and services in a seamless, consistent, and uniform manner.

Purpose of the MCLS Digital Resources Collection Development Policy
This collection development policy seeks to clarify criteria that staff will follow through the acquisition and withdrawal of digital materials specifically purchased for the Monroe County Library System. Our aim is to provide materials for all age levels and interests which will educate, entertain, enlighten, and enrich library users.

The Monroe County Library System will strive to support:

- the American Library Association Library Bill of Rights
  (http://www.ala.org/advocacy/intfreedom/librarybill/)
- the American Library Association Freedom to Read Statement
  (http://www.ala.org/offices/oif/statementspols/frststatement/freedomreadstatement)
- the American Library Association Freedom to View Statement
  (http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview)

Selection of Material

Scope
The Monroe County Library System aims to achieve its stated objectives through a carefully selected collection of digital materials, chosen to reflect the diverse backgrounds and interests of the community, within limits of budget and availability. MCLS does not promote particular beliefs or views; rather it attempts to provide a balanced representation of many viewpoints.

Responsibility
Each member library is responsible for contributing to the Monroe County Library System Digital Resources Collection. Selection of digital materials rests with library staff chosen by each library's director.

Criteria
All titles selected with meet at least one of the following criteria:

Quality
The literary and educational merit, recency of information, accuracy, effectiveness of presentation and comparison with other published materials of the same subject is considered, as seen in professional reviews or by examination of a librarian. Judgment will be based on the material as a whole, and not on the presence of individual words, scenes, or images alone.
Balance
All sides of an issue will be represented, within budget limitations and availability of materials. No material will be excluded because of race, gender, nationality, political or social views or the personal beliefs of the author.

Demand
We consider expressed interest by the community while remaining consistent with budget restrictions and collection balance.

Suitability for age level
Selection criteria for children, young adult, and adult materials differ; however, any patron (valid card holder) may access and/or borrow from the entire collection. The Monroe County Library System does not restrict items based on age level, material type, or subject matter.

Self-published works
Self-published works will be decided on a case-by-case basis

Weeding
To maintain the quality and usefulness of digital materials, library staff will systematically re-evaluate the existing collection.

Complaints
Though the Monroe County Library System purposely selects materials for diversified readership, the patron does have a right to address his/her concerns to the MCLS Office.

Approved by Directors' Council March 6, 2013
Appendix F — Library Materials Reconsideration Form

A patron with a concern regarding library materials in the collection must complete this form in full. It will be forwarded to the Library Director, who will respond to the request in writing within 45 days of receipt of the form. If the patron is not satisfied with the Director's decision, they may appeal to the Library Board of Trustees. The patron must be a resident of the Fairport Central School District.

Title: __________________________________________ Format of Material: ______________

Author/Artist: ____________________________ Publisher/Producer: ______________

Your Name: ____________________________ Library Card: 29077 ______________

Address: ____________________________________________________________________________

Telephone: ______________ E-mail: ________________________________

Do you represent:  Yourself ☐
An organization ☐ Name: ________________________________

What concerns do you have about this work? Please be specific. __________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Are there specific pages/sections to which you object? __________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Did you read, listen to, or view the entire work?   a) Yes   b) No

Have you seen/heard any promotions or read any reviews about this work? If so, please identify. __________________________________________
__________________________________________________________________________________________

Are there any additional comments you would like to make? __________________________________________
__________________________________________________________________________________________

Signature ____________________________ Date __________________

STAFF USE ONLY:  This form was received by: __________________________ Date/Time: __________________

Action taken: ____________________________________________________________________________________
Statement of Purpose
In compliance with Public Officers Law, Article 6, and Executive Law, §206-a [1§] §208, the Board of Trustees of Fairport Public Library adopts this Freedom of Information Law (FOIL) policy.

Records Access Officer
The Administrative Clerk or Office Clerk II, 1 Fairport Village Landing, Fairport, New York 14450 is designated as Records Access Officer of the Library.

The Records Access Officer shall:

- Respond to all inquiries relating to the availability to the public of the library's records pursuant to the Freedom of Information Law within five business days (Monday–Friday, excluding holidays) following receipt of the request. An extension of an additional 15 working days may be necessary to properly respond, and if so, the reason for this extension will be explained.
- Receive and process requests for access to records in the manner prescribed by law.
- Maintain a current list of records, indexed according to subject matter, for public inspection.
- Comply with these and all other duties as itemized in Section 50.3 of the law.

Subject Matter List
The Records Access Officer shall maintain and make available for public inspection and copying a correct list, by subject matter, of all records maintained by the library. “Records” are defined as any information kept, held, filed, produced, or reproduced by, with, or for the Library in any physical form. This includes, but is not limited to, reports, statements, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters (including emails), microfilms, or computer tapes or discs. The Library shall not be required to create or compile records in order to comply with a request. The subject matter list shall be updated no less frequently than twice per year and shall be available to the public within thirty (30) days of passage of this policy.

FOIL Requests

- Shall be submitted to the Records Access Officer (see Appendix A – Form) and shall specify whether the petitioner wishes to see and read the requested item or receive a copy. Email requests for records submitted to the Library shall be made using the following email address: FOILRequests@fairportlibrary.org. Email requests for records received by the Records Access Officer after 4pm Monday – Friday, on weekends, or when the library is closed shall be considered to have been received on the next business day.
- Shall be answered within five business days (Monday–Friday, excluding holidays) of the date the form is received. If the document/information is not immediately available, the Records Access Officer shall notify the requesting individual when and how the record(s) will be available.
- Shall be sufficiently detailed to identify the specific document requested.
- Shall include the name, mailing address, and telephone number of the requesting individual.
- May require payment for copies or any other costs incurred by the Library.
Inspection and/or copying records
When access to records is granted, records may be inspected by the public at the library in the presence of the Records Access Officer or his/her designee during regular hours of library operation, as arranged in advance by the Records Access Officer. If the original of the record includes information, details, and/or particulars requiring deletion, the individual requesting shall only be permitted to inspect a copy of the record with deletions.

Copying of the record will be performed by the Records Access Officer upon payment of the fee established by the Board of Trustees.

No original record may be removed from the Library or custody of the Records Access Officer or his/her designee.

Denial of Requests
Under NYS Public Officers Law, Article 6, §87 - Freedom of information Law, the Library may deny access to records or portions thereof that:

- Are specifically exempted from disclosure by state or federal statute;
- If disclosed, would constitute an unwarranted invasion of personal privacy.
  - The Library may, from time to time, disclose PII (Personally Identifiable Information) from records, if satisfied as to the authorized representatives’ legal authority to obtain such information, the library may alternatively opt to redact PII (Personally Identifiable Information) to the extent permitted by law.
- If disclosed, would impair present or imminent contract awards or collective bargaining negotiations;
- Are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise;
- Are compiled for law enforcement purposes and which, if disclosed, would
  - Interfere with law enforcement investigation or judicial proceedings,
  - Deprive a person of a right to a fair trial or impartial adjudication,
  - Identify a confidential source or disclose confidential information relating to a criminal investigation, or
  - Reveal criminal investigative techniques or procedures, except routine techniques and procedures;
- If disclosed, would endanger the life or safety of any person;
- Are internal library materials which are not
  - Statistical or factual tabulations or data;
  - Instructions to staff that affect the public; or
  - Final Library policy or determinations; or
  - External audits, including but not limited to audits performed by the comptroller and the federal government;
• If disclosed, would jeopardize the capacity of an agency or an entity that has shared information with an agency to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.

Should a particular FOIL request be denied, it may be appealed, in writing, to the President of the Board of Trustees at fpltrustee@gmail.com, within 30 days from the date of the denial.

Fees
Fees for copies and the cost of reproducing records will be charged in keeping with Public Officers Law, Article 6, and Executive Law, §206-a [1§] §208. As provided by that law, the fee is $0.25/page for letter or legal size black & white copies; additional charges for color, oversized, or digitally scanned materials are based upon the cost incurred by the Library to copy materials; payment by cash or check is required prior to providing the materials.

If copies are not needed, there is no cost associated with viewing or photographing the documentation.

In determining the actual cost of reproducing a record, the Library may only include:

• An amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record;
• The actual cost of the storage devices or media provided to the person making the request in complying with such request;
• The actual cost of engaging an outside professional service to prepare a copy of a record, but only when the Library's information technology equipment is inadequate to prepare a copy; and
• Preparing a copy shall not include search time or administrative costs and no fee shall be charged unless at least two hours of Library employee time is needed to prepare a copy of the record requested. A person requesting a record shall be informed of the estimated cost of preparing a copy of the record if more than two hours of an employee’s time is needed, or if an outside professional service would be retained to prepare a copy of the record.

Public Notice
The Records Access Officer shall cause public notice to be posted on the Library’s website informing the public of the Records Access Officer’s business address and email address.

Freedom of Information Law
Any details not specified in this policy should be located in the actual law, which may be found at http://www.dos.ny.gov/coog/foil2.html.

Adopted: January 12, 2012
Reviewed: 
Revised: February 10, 2021
Appendix A — FOIL Request Form

To: RECORDS ACCESS OFFICER (email to: FOILRequests@fairportlibrary.org)
Fairport Public Library
1 Fairport Village Landing
Fairport, NY 14450

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request record(s) or portion(s) thereof pertaining to:

___________________________________________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________________________________________

(attempt to identify the record(s) in which you are interested as clearly as possible)

Your Name: ___________________________________________ Signature: ___________________________________________

Address: ___________________________________________________________ Date: ____________________________

Telephone: ___________________ E-mail: ___________________________________________

Method: No Copies: ☐ In-person Inspection Covies: ☐ Electronic ☐ Mailed ☐ Pickup

STAFF USE ONLY:

Date Received: __________________________

Approved: ☐

Denied* (for the reasons checked below)

☐ Confidential Disclosure
☐ Part of Investigatory Files
☐ Record of which the Library is legal custodian but cannot be found
☐ Record is not maintained by the Fairport Public Library
☐ Exempted by Statute other than the Freedom of Information
☐ Other _________________________________

Signature (Records Access Officer): _______________________________ Date: __________________________

*Note: If your request is denied, you may appeal that denial to the Fairport Library Board of Trustees, within 30 days: Board President, 1 Village Landing, Fairport, NY 14450 (fpltrustee@gmail.com).
600-02 — Public Participation in the
Library Board of Trustees Meetings

Statement of Purpose
Members of the public are welcome to attend Fairport Public Library Board meetings. Library board meetings are for the conduct of library business.

The New York State Open Meetings Law (OML) was enacted to open the decision-making process of government officials to the public while protecting the ability of government to carry out its responsibilities. Accordingly, it is essential to the legislative and governmental process that the Board of Trustees’ public business be performed in an open and public manner so that the public can attend meetings of the Library Board and listen to the deliberations and decisions that go into the making of public policy for the Library. The people’s right to know the process of the Library Board’s decision-making is essential.

However, the performance of the Library Board’s business in an open and public manner is different from the issue of public participation in Library Board meetings. Such public participation is not required by law except in the case of a public hearing, where comments from the public regarding a particular issue are both encouraged and mandated by law. Every public body has an inherent right to regulate its own procedures. To allow members of the public the opportunity to provide input and comments on library-related issues, the Library Board of Trustees has established the following procedure.

Procedures for Public Comment Period
- A public comment period shall be held at the beginning of every regularly scheduled monthly Library Board meeting and public hearing, but it may not be included as part of the agenda for special meetings or public presentations.
- The public comment period is limited to a total of 30 minutes—in the event that a large number of people have signed up to speak, the 30-minute public comment period may prevent some individuals from being heard. Members of the public acknowledged during this comment period by the presiding officer shall be afforded one opportunity per meeting, not to exceed 3 minutes, to address the board regardless of the number of topics.
- Individuals wishing to address the Board must sign in with the Board Clerk and will be recognized to speak in the order in which they registered. Signups must be completed prior to the meeting being called to order.
- Speakers must be recognized by the presiding officer—no member of the public shall be permitted to address the Library Board until and unless recognized by the presiding officer—after recognition by the presiding officer, speakers must state their name, address, and group/organization affiliation, if any.
- Speakers must speak from the lectern provided unless a speaker has mobility issues, in which case such speaker may speak from his/her seat.
- The subject matter to be addressed must be relevant to the Library Board and its interests—the Library Board has the sole and absolute discretion to determine whether a speaker’s topic and/or
comments are relevant to the Library Board or its interests, and if they determine that it is not, then the presiding officer shall rule the speaker out of order and terminate his/her remarks.

• The Library Board will listen to the presentations and may interrupt to ask questions for clarification or information, but it should be noted this is a time for listening, not resolution—while speakers may ask questions of the Library Board, no speaker has the right to demand an answer to a specific question from the entire Library Board or any particular member of the Library Board; responses from the board will occur at a later date after the Library Board has had time to deliberate the issue, to seek more information, and/or to take recommendations from the director. The Board reserves the right to comment after a statement has been completed or to immediately move on to the next speaker.

• No request for a show of hands or a “vote” of persons present at a regular meeting on any matter is allowed—it should be noted that this is a time for listening, not uncontrolled debate.

• All remarks shall be addressed to the Library Board as a body and not to any member thereof nor to other members of the public in attendance.

• It is important to note that a Library Board meeting is a meeting conducted in public, not a public meeting. In other words, the public, and possibly media representatives, are there to watch the board work.

• Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity, and good taste—no person attending a Library Board meeting shall engage in disorderly or boisterous conduct, including without limitation, the utterance of loud, threatening, or abusive language, the display of signs, whistling, boing, handclapping, stamping of feet, or any other acts which disturb, disrupt, or otherwise prevent the business of government or which impede the orderly conduct of the meeting.

• Interested parties or their representatives may address the Board by written communications and a copy of such written statements shall be provided to the Library Board.

• The Library Board reserves the right to suspend the above rules as needed.

To address the Board:

• Please sign in with your name and address with the Board Clerk prior to the meeting being called to order.
• Come to the lectern when your name is called, if physically able.
• State your name and address clearly for the record.
• Make your statement to the Board. You will have three minutes to speak. You will be notified when your time has elapsed.
• Return to your seat when you are finished or when you are informed that your time is up.
• Please keep your comments civil and polite.

Adopted: January 12, 2012
Reviewed: March 1, 2012; February 10, 2021
To aid retired or permanently disabled employees in covering the cost of medical care, our library offers a health insurance program for retired or permanently disabled employees.

ELIGIBILITY
Full-time and part-time employees are eligible for health insurance if they retire after 19,500 hours of employment with the library and were eligible for benefits throughout that time. Full-time and part-time employees are provided retirement health insurance regardless of breaks of employment and must be employees of the library at retirement in order to qualify for this benefit.

Employees must be eligible for retirement with the New York State retirement system in order to qualify for retirement health insurance. If an employee did not join the retirement system, the employee must be at least 55 years old and meet the eligibility for 19,500 hours of service to collect retirement health insurance.

COVERAGE
For employees retiring before age 65, enrollment options will be for the standard health insurance offered to all employees. Once a retiree reaches age 65, coverage will be for a PPO or HMO Medicare supplemental policy.

COST
Our library will assist retired employees with the cost of this insurance by paying a portion of the health insurance premium. The library will contribute up to 50% of the average between the Select Plan and Value Plan’s cost, regardless of Plan enrollment. The retiree’s cost portion will be billed semi-annually in advance.

Such retirees who are married and covered by a family or two-person policy on the date of their retirement will continue to have such coverage until the death, legal separation, or divorce of their spouse, if such occurs prior to the retiree’s death; upon such prior death, legal separation or divorce of a spouse, the policy thereupon will revert permanently to a single coverage for the retiree only.

Portability: if an employee who is eligible for retirement health insurance is not able to receive the benefit because he/she has permanently moved from the coverage area, the library will provide a “portability benefit.” This benefit will be reimbursement to the employee for premiums paid to obtain health insurance. The benefit will not exceed the lesser of (a) the actual cost of the retired employee’s health insurance or (b) the library payment that the employee would be eligible for if still residing in the coverage area. The library will require proof of coverage and payment as a condition of providing this benefit to a retired employee. The library will pay this benefit upon submission of bills, including proof of insurance. Reimbursement payments will be made to retirees in January and July.

The library reserves the right to alter, reduce or terminate any pay practices, policies, benefits, and benefit plans, in whole or in part, without advance notice.
This is intended as a brief introduction to the Health Insurance for Retired or Permanently Disabled Employees Plan. A more thorough explanation of the plan is contained in the Summary Plan Descriptions, plan documents and insurance policies available from the human resources staff.