A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF THE FAIRPORT PUBLIC LIBRARY WAS HELD ON TUESDAY, MAY 18, 2021. THE MEETING WAS HELD IN ZOOM AND THE RECORDED VIDEO WAS POSTED TO FACEBOOK.

PRESENT
Dave Giambattista
Jeff Nutting
Liz King
Suzanne Stockman
Chris Mirrione

OTHERS
Carl Gouveia
Lin Macholz
Pat Rapp

The meeting was called to order at 8:09 p.m. by Liz King, President.

NEW BUSINESS

Due to new state regulations set to take effect on May 19, 2021, Mr. Gouveia said modifications need to be made to the Code of Conduct Policy regarding the use of masks by individuals who are not vaccinated against COVID-19.

A motion was made by Dave Giambattista and seconded by Jeff Nutting to approve the Code of Conduct Policy, as amended. (See attachment.)
Motion carried unanimously.

ADJOURNMENT

A motion was made by Chris Mirrione and seconded by Dave Giambattista to adjourn at 8:50 p.m.
Motion carried unanimously.

Pat Rapp, Clerk to the Board

Attachments:
Code of Conduct Policy
100-01 — Code of Conduct

Statement of Purpose
To fulfill our mission, the Fairport Public Library has adopted policies with respect to patron behavior and conduct to ensure proper use of the library's collection, facilities, and programs by all patrons. It is intended to promote the comfort and security of patrons and library staff and to protect and preserve the library and its collections.

Code of Conduct
- Be respectful and courteous to others.
- Library property and equipment must be used for its intended purpose.
- Proper attire, including shirt and shoes, and personal hygiene are required.
- Adjust headphone volume so that others are not disturbed. Talk in moderate tones.
- Non-alcoholic beverages in covered containers are allowed in most areas of the library; no other food or beverages are allowed unless as part of a library program or a preapproved use of the community room.
- Accompany and supervise young children at all times.
- Use the library restrooms for their intended purpose—no bathing, shaving, or laundry allowed.
- Service animals are permitted in the library; pets are not allowed.
- Library entrances, exits, stairways, and aisles may not be blocked. Personal items may not prevent others from using the resources of the library.
- Unattended backpacks, luggage, and packages are subject to search and possible seizure.
- Bicycles, skateboards, and rollerblades are not permitted in the library.
- Unlawful behavior, or behavior that disrupts library use or that threatens library patrons or staff is prohibited.
- Smoking on any device is prohibited.
- Distribution of political information inside the library for purposes of public advertising or political campaigning is prohibited.
- Only current library staff are permitted behind service desks and in staff office areas. All others must be accompanied by a current staff member.

In general, behavior that violates the law, behavior that interferes with the use and enjoyment of the library by others, and behavior that interferes with library employees in the performance of their duties, is prohibited.

Consequences of Misconduct
Any person who refuses to adhere to the Rules of Conduct Policy will be asked to leave library premises. Law enforcement officials may be called to enforce compliance with such a request. Incident reports will be completed to document any violations of library policies.

A violator of this policy will be barred from entry into all library facilities for a period of time commensurate with the nature of the violation, at the sole discretion of the library director or the
director's designee. A person will be considered in violation of this policy if he or she refuses to comply with the directions of the staff, or if he or she repeatedly demonstrates behavior that is not permitted in the library.

The following penalties will be generally imposed, subject to the discretion of the library director or the director’s designee:

- First Offense: excluded for the remainder of the day.
- Second Offense: excluded for up to one week
- Third Offense: excluded for up to one month

The library director may exclude a habitual or severe offender for a longer period of time, or permanently.

**Responsibilities**

*Unattended Personal Belongings*

Patrons are responsible for safeguarding their personal belongings, which should not be left unattended at any time. Personal belongings may not obstruct aisles, walkways, or seating for other patrons.

*Supervising Children's Behavior*

It is the Library's policy that parents or legal guardians must assume responsibility for the behavior of their children and for deciding what library resources are appropriate for their children. Parents and legal guardians are expected to supervise their children while in the Library. There will be some resources that parents may feel are inappropriate for their children. Parents should let their children know if there are materials that they do not want them to use.

The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

**COVID-19 Safety Measures**

**Statement of Purpose**

The Fairport Public Library is committed to serving its community during hard times and good. The year 2020 has brought unprecedented challenges to our nation, state, and our community.

To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the below Temporary Safety Practices Policy.

The board's authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. We also consider it our duty to develop these measures to keep our services accessible at this time.

Staff at the Fairport Public Library have the authority to enforce these measures like any other of the Library's Rules. Concerns about this policy should be directed to Carl Gouveia, the Library Director.
Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the library.

**Scope of Temporary Safety Measures**

The Fairport Public Library operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant Orders.

**Safety Practices**

Until the board votes to revoke this temporary policy, the library will require that all people (except under the age of 3), who are not fully vaccinated against COVID-19, on the premises to abide by the following safety practices:

- To maintain Social Distancing by keeping at least 6 feet away from other patrons and staff who do not share a household with you
- To wear a cloth or fabric mask over the nose and mouth while within the facility.

**ADA**

In the event any safety requirement is not practicable on the basis of a disability, please contact Carl Gouveia, the library director, to explore a reasonable accommodation.

**Communication**

To aid the community in honoring these requirements, the Library will transmit this policy through social media, and use a variety of health authority-approved, age-appropriate, multi-lingual and visual means to transmit this message in a manner consistent with our mission and our identity as a welcoming and accessible resource to the community.

**Code of Conduct**

Adherence to these practices shall be enforced as a requirement of the Library's Code of Conduct until such time as this temporary policy is revoked.

**Adopted:** August 1996  
**Reviewed:**  
**Revised:** August 12, 1997; April 10, 2001; February 14, 2017; April 17, 2018; June 9, 2020; August 11, 2020; May 18, 2021