

CHAPTER 8
PUBLIC USE OF THE MONTAUK LIBRARY
BUILDINGS AND GROUNDS

MEETING ROOM POLICY

Meeting Room Usage

The primary purpose of the Montauk Library's Meeting Room is to serve as a venue for Library sponsored services, programs and activities, which shall have priority over all other activities. Recognizing that libraries serve as limited public forums, the Library reserves the right to use the criteria of the appropriateness of time, place and manner when determining access to community rooms.

Permission to use the Meeting Room may also be granted to community groups, organizations, and individuals whose aims are cultural, educational, and/or civic. Use of the Meeting Room is subject to all applicable federal, state and local laws and regulations, as well as policies promulgated by the Library's Board of Trustees. Preference shall be given to Library District based organizations, and organizations whose membership is primarily composed of Library District residents. Scheduling availability is to be solely determined by the Library. The Library may preempt use of the Meeting Room for Library use by giving three (3) weeks' notice to an organization which had previously reserved the room.

All events in the Meeting Room shall be open to the general public.

The meeting room is not to be used for sectarian religious instruction or as a place of religious worship, except to the extent that non-secular subject matter is presented or discussed from a religious viewpoint as is judicially recognized as constitutionally protected free speech. Further, the meeting room may not be used by political parties or representatives of political agenda or candidacy. The room is not to be used for the advancement of commercial or profit making enterprises. The sale of books, cassettes and other items is permitted only for the benefit of the Library.

Religious and political groups may be permitted to utilize a Meeting Room when the group's purpose is to express a view point on family/societal values or other similar matters; the Library will not discriminate by excluding a certain group from using the Meeting Room based upon the group's free-speech entitlement to possess a view-point when such utilization does not violate the Establishment Clause of the United States Constitution or would support a particular political party seeking to use the Meeting Room for apolitical purposes.

Application for use of the Meeting Room should be made in writing at least one month in advance, using the application form available at the office of the Library Director. The application must be signed by an adult Library District resident. Late applications will be considered on a case by case basis. No application shall be considered officially approved until it is signed by the Library Director or other person designated by the Board of Trustees, and a copy returned to the applicant.

Use of the Library facilities by an organization shall not imply endorsement of the beliefs or program of that organization by the Library or anyone connected with the Library. The Library may only be mentioned as a location in any announcements or publicity relating to a Meeting Room event. The Library's telephone number may not be given to obtain information regarding a non-Library sponsored event. The Library assumes no responsibility for publicizing events, but reserves the right to approve all publicity.

Alcoholic beverages will not be served in the building or on the grounds; neither smoking nor gambling are permitted. No open flames are allowed (E.H. Fire Code). Light refreshments only may be served.

In fairness to the numerous groups in the community, the Library will not accept reservations for regular weekly evening meetings.

Public Order in Use of Meeting Room

No activity may disrupt Library operations. Responsibility for the maintenance of public order and safety at a meeting is that of the applicant. Activities which include minors must be supervised by a minimum of two (2) responsible adults. Larger groups require a ratio of one (1) adult to ten (10) minors.

The Library Director, or designee, is authorized to order the termination of any meeting or activity making use of Library facilities if said activity is in violation of any law or use regulation. The determination by said Library official is final.

The Library Director, or designee, is authorized to call upon appropriate law enforcement agencies to enforce such action if, in the opinion of the Library official, circumstances warrant such action. Further permission to use the Meeting Room may be denied to any group which proves to be disorderly, or violates any law or regulation.

The Meeting room must be left in a neat and orderly fashion. If it is not, a written notice will be given to the applicant stating that a second offense will result in denial of further Meeting Room use. Special furniture arrangement is the responsibility of the applicant, who will also be responsible for either leaving it in place, or taking it down, as directed. No tape is to be used, nor are nails, tacks or adhesives to be used on the Meeting Room walls. Special hooks will be provided by the Library, if needed.

Any damage to the Meeting Room or adjacent areas as a result of the applicant's activities, will be repaired at applicant's expense, and may be considered grounds for withholding permission for future use.

Liability

A certificate of insurance must be provided prior to approval of use of the facility. The Library insurance only covers Library and Friends of the Library functions; all other groups must provide their own insurance or be sponsored by an insured organization. The applicant will be responsible for payment of any royalties for the use of any copyrighted materials.

The Library is not responsible for the safeguarding or the damage or loss of any supplies, equipment or other items owned by the applicant or by persons attending the applicant's activity. The Library will not store materials for any applicant. The Library is not responsible for receiving materials or shipments sent to the Library for an organization or program.

Fees

There shall be no charge for Meeting Room use during the regular hours the Library is open. Use outside the regular hours of operation will incur a charge of \$25 per hour, or fraction thereof, that the applicant uses the Meeting Room. This amount is to cover the custodial fees, as the Library must provide a custodian. The charge may be waived under certain circumstances.

No admission fees may be charged by the applicant/user.

Capacity

The number of persons in the Meeting Room shall not exceed 100.

Advertising

Outside signs on Library property advertising an event shall be limited to the day of the event, subject to the approval of the Director, and shall be removed promptly after the event. A special bulletin board will be set up inside the upper lobby for display of upcoming Meeting Room events.

Cancellations

In the event the Library must close because of weather or other emergencies, the Director will notify the applicant, who will, in turn, be responsible for notifying those attending of the cancellation.

The final and sole interpretation of the policy rests with the Library's Board of Trustees. Implementation and enforcement are delegated to the Library Director.

Scheduling

In order to avoid conflicts, all performances, events, displays or exhibits scheduled for the meeting room and display area must be entered on the master schedule, held at the front desk, as far in advance as possible. Regularly scheduled and reoccurring events must be included in this schedule. Responsibility for entering this information on the schedule falls to the Program Director, Friends' representative, Children's Librarian, or Art Display Advisory committee representative. The entry should indicate the total time needed, including equipment set up or take down, rehearsal time, etc. Long scheduled and regularly scheduled events will be given priority, if possible. Any conflicts that occur should be brought to the attention of the Director.

The Director must be given copies of all contracts and applications as soon as they are submitted.

**MONTAUK LIBRARY
MEETING ROOM EQUIPMENT LIST**

Stand Alone Media Center
Projector Screen (ceiling mount)
DVD Blue-Ray Player
VHS Player
HD Projector (ceiling mount)

Power Point- lectern with Power Point Laptop

Live Performance/ Program Equipment
DAT Recording Deck
Performance class multi-channel mixer

Double Sided Rolling Display Board

Steinway Grand Piano (Director must be consulted for use of piano)

1 Blackboard (portable)
1 Lectern
Upholstered chairs
Tables

Kitchenette Equipment: Refrigerator, Microwave, Sink, Stove
1 Coffee urn

Set-up Needs:

Chairs: yes _____ no _____ # needed _____

Tables: yes _____ no _____ #needed _____

NB: If any special type of configuration is needed, please draw a diagram on the back of this sheet.

Set-up for program should be completed on (Date) _____
by (indicate time) _____

**MONTAUK LIBRARY
MEETING ROOM CHECK LIST**

- ___ Trash is to be put in proper containers.
- ___ No dirty dishes are to be left in kitchenette or serving areas.
- ___ The exhaust and stove fans are to be turned off.
- ___ Tables and chairs are to be left as agreed.
- ___ The floor is to be left clean.
- ___ The restrooms are to be left clean.
- ___ All lights are to be turned off, including restrooms and kitchenette.
- ___ All doors are to be closed.
- ___ No equipment or supplies are to be left in the Meeting room, storage areas or kitchenette.
- ___ No posters shall be affixed to the walls.
- ___ All keys must be returned to the Library Director or custodian.
- ___ Failure to comply with these requirements can result in cancellation of permission to use the facilities.

The undersigned responsible individual attests to the fact that all of the above conditions have been met at the close of the

(name of organization or group)

Activity at _____ am/pm On _____

Signed _____

Phone # _____

**MONTAUK LIBRARY
APPLICATION FOR USE OF MEETING ROOM**

Please submit completed application to: Director, Montauk Library, P.O. Box 871, Montauk, New York 11954.
PLEASE PRINT.

NAME OF ORGANIZATION: _

ADDRESS: _

PHONE: _

NAME OF PERSON MAKING APPLICATION: _

DATE OF REQUESTED USE: _

TIME: FROM _ AM/PM _ TO: _ AM/PM

TYPE OF ACTIVITY: _

NAME OF PERSON IN CHARGE OF EVENT: _

APPROXIMATE NUMBER OF PEOPLE EXPECTED. ADULTS: _ CHILDREN: _

REFRESHMENTS: YES/NO. IF YES, WHAT TYPE? _

_

LIBRARY EQUIPMENT REQUESTED: (SEE LIST) _

PERSON RESPONSIBLE FOR USING EQUIPMENT: _

REHEARSALS: _ _ DAY/DATE: _ LENGTH: _

I AGREE THAT THE BUILDING WILL BE USED ONLY FOR THE STATED ACTIVITY AND THAT NO ADMISSION WILL BE CHARGED. I have read the Montauk Library Meeting Room Policy and I am authorized by the organization named on this application to accept the responsibility of this policy. I agree that no alcohol will be served. The undersigned applicant agrees to hold harmless the Montauk Library, its Board of Trustees, and its employees, from any liability or claim action or loss arising from the applicant's use of the meeting room to include the cost of legal fees, costs, or expenses incurred by the library in connection with defending any claim arising from the applicant's use. The undersigned applicant further agrees to be responsible for payment of any royalties for the use of any copyrighted material.

Signature of Presiding Officer

Signature of person making application

Address and phone number

Address and phone number

Date of Application

Date of Approval

Signature of Library Director

NOTE: Any change in the application must be approved by the Library, and cancellation of the activity must be reported to the Library.

FEE (IF APPLICABLE) ENCLOSED: AMOUNT: _____

MEETING ROOM ART / DISPLAY POLICY

Purpose of Displays

The purpose of the Montauk Library's display facilities is to increase public awareness of the resources of the Montauk Library and to support its mission as an educational, informational, cultural and recreational center for the community it serves. Exhibits/displays using these facilities shall promote one or more of these purposes:

- 1) to promote Montauk Library services, collections or programs
- 2) to highlight current issues, events or other subjects of public interest
- 3) to display arts, crafts, photographs, writings or collections when they promote or compliment the mission of the Montauk Library

The Montauk Library's Meeting Room is an all purpose room, belonging to the Montauk Community, open to the public for both adult and children's events; hence, there may be occasion when programs or workshops for both adults and /or children will be utilizing the same space as the art/display during the same period. Easels and standing sculpture, for example, may have to be moved to allow these functions.

Art Exhibit Advisory Committee

The Board of Trustees shall form an Art/Exhibit Advisory Committee charged with screening submitted exhibition materials and recommending proposed Library exhibits, and lending support before, during and after an event or exhibit as needed.

The Committee shall be diverse in terms of subject knowledge, administrative expertise, and with community ties.

The Committee shall be appointed by and responsible to the Library Board of Trustees.

The Committee shall review all applications on a regular basis.

The Committee's recommendations shall be submitted to the Board of Trustees for final approval.

Application for Art Display

Applications for displays, along with appropriate illustrated material, must be submitted to the Montauk Library Art Exhibit Advisory Committee for approval. Each exhibitor must execute an exhibit agreement with the Montauk Library prior to display.

When a person wants to present an exhibit, he/she must receive (either from the circulation desk or from a committee member) a packet consisting of the following:

- 1) a copy of this Art/Exhibit Display policy
- 2) a floor plan of the lower level designating exhibit areas
- 3) an application form
- 4) a release form

After the application is submitted, and all criteria have been met, the chairman of the Art/Exhibit Advisory Committee will notify the applicant of its decision in writing on Library letterhead. The Director shall receive a copy of all completed applications as soon as they are submitted. The event must be entered in the Master Schedule, held at the front desk.

Rules Governing Art Displays

A member of the Art Exhibit Advisory Committee or a representative from the Library must be present when an exhibit is being mounted. This person will serve as liaison with staff to facilitate the exhibit/display. The artist/exhibitor must coordinate the display with other library events which might need to make use of the meeting room or display area during the scheduled exhibit time. A Master Schedule of library activities is available at the front desk. The artist/exhibitor must concede use of the meeting room to these other scheduled activities unless written permission has been given at the time of application. All display areas must be open to the public and the staff.

The group or individual providing the display must supply any labor and/or equipment (except hooks-see below) necessary to mount the display. Artwork may only be hung from the wooden molding which runs along the walls of the Community Room and Foyer. Special hooks will be provided by the Library for this purpose and must be returned to the Library when the exhibit is removed. Monofilament line is preferred, as wire may scratch walls. Free standing easels, provided by the artist/displayer, may also be used at the entrance of the exhibit to announce the theme and/or artist/displayer's name. Artwork displayed on pedestals, easels, etc. must be approved by the Art Exhibit Advisory Committee. No tape is to be used, nor are any nails or tacks to be used to hang displays. Piano, music stands piano benches are not to be used for display purposes. The rear wall of the Gosman room is not to be used for display of artwork. Labels for exhibited items must be furnished by the artist/exhibitor. Labels must be neat and attractive, not taped on walls or exhibited on cases. Prices may not be included on labels.

All exhibits must be dismantled and removed promptly at close of the exhibition. The Library will not be responsible for any items not removed.

The Montauk Library assumes no responsibility for publicizing exhibits, but reserves the right to approve all publicity. The library requests that the artist/exhibitor provide two(2) posters, no larger than 11x17, to be displayed on the main and lower library lobby areas. These may contain short biographical/art background details as well as an introduction to the exhibit. Scheduling should be done as far in advance as possible. No verbal alterations to this policy will be honored.

The Library's Board of Trustees shall serve as the final judge of what may be considered appropriate displays.

Liability

The Library is not responsible for the security of the displayed items. All items are understood and acknowledged to be displayed at the exhibitor's risk. The Montauk Library is relieved of all liability for mutilation or damage or loss of exhibit from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such coverage.

USE OF DISPLAY CASE
(Located in the lobby of the lower level)

Displayed material may be determined by the library director, the archivist, the executive committee of the Friends or by the Art Exhibit Advisory committee. All displays and the length of time that they are shown must be authorized by the director of the library. The Board of Trustees reserves the right to veto any display.

The director shall hold the keys to the display case and the case shall be locked at all times except when shows are being changed. No shelves may be moved without the permission of the director nor may any tape be used on the shelves.

Any individual other than the director or archivist wishing to display objects in the display case must fill out an Art/Exhibit Display application form and submit it to the director for approval. The director may or may not ask the Art Exhibit Advisory Committee for help in determining the material shown in the display case.

Receptions

A reception in conjunction with the exhibit may be considered provided space and time are mutually agreeable between the Library and the artist/exhibitor. Use of Meeting Room Application Form must be submitted in this case.

Restriction on Sales

No sale transactions are allowed on the Library premises, but the artist/exhibitor's telephone number and a short biographical sketch may be posted. If the telephone number is not posted, the Library will not provide it to the public without permission of the artist/exhibitor.

Public Viewing

The Montauk Library is a public building and as such, its functions must be open to the general public. Viewing/participation cannot be limited by invitation. Library staff and visitors may view the exhibit at any time. The artist/exhibitor will not have exclusive rights to the meeting room or display area. Every effort will be made to facilitate smooth interaction between the exhibitor, staff and the public.

MONTAUK LIBRARY

871 Montauk Highway
Montauk, NY 11954
631 668 3377
contact@montauklibrary.org

APPLICATION FOR ART EXHIBIT/ DISPLAY CASE SPACE

To request art exhibit or display case space, please provide us with the following information:

Name : _____ Today's Date _____

Local Address: _____

Other Address: _____

Phone: _____

email Address: _____

Website: _____

Biographical information (education, exhibitions, publications, etc.)

Theme/ Topic of Exhibit: _____

Date (month. year) requested: _____

Monetary value of your exhibit: _____

Please provide us with jpgs or photos of your artwork for consideration: include how many items, dimensions and medium. Email to: contact@montauklibrary.org

If your application is approved, you will be required to sign the Montauk Library's Exhibitor's Agreement and release form and to provide a copy of Certificate of Insurance for our files.

Applicant's signature

Date

**MONTAUK LIBRARY
EXHIBITOR'S AGREEMENT AND RELEASE**

In consideration of my permitting my property to be exhibited at the Montauk Library, I hereby agree that neither the Library nor its Trustees, agents or employees shall be liable for: (1) any theft or damage, by whomever or however caused, or failure to exhibit, store, move or remove said property; or (2) any injury which I or others may sustain to any degree attributable to, or in any way relative to, the exhibition.

I represent that the exhibition of my property is not prohibited or restricted in any way, and that title to said property shall not be transferred before its removal from the Library. I agree to indemnify and hold harmless the Library, its Trustees, agents, and employees concerning any claim or action against any of them because of my property and/or its exhibition.

By signing this Exhibitor's agreement and release, I acknowledge having read the Montauk Library Art/Exhibit Display Policies and Procedures, and hereby agree (without reservation) to comply with all its terms and conditions.

DELIVERY DATE _____ REMOVAL DATE _____

DATES OF EXHIBIT _____ TO _____

(Signature)

(Print name)

(Address)

(Phone)

Email Address _____

I hereby acknowledge that I have withdrawn my exhibit from the premises of the Montauk Library.

(Date)

(Signature)

PROGRAM POLICY

Payment

All program presenters (i.e. guest performing artists, organizations or speakers) should submit: an **invoice** requesting payment as soon as a date and time for their program has been set by the Montauk library program director(see enclosed sample invoice). Invoices should be sent to: The Montauk Library, PO Box 700, Montauk, NY 11954. A copy signed by the Program Director and/or Library Director will be returned to the presenter.

Non-Profit Status

ALL organizations requesting payment as a Non-Profit organization must present evidence of 510(c)(3) status.

IRS Compliance

All presenters will complete an IRS FORM W9 to be kept on file in the library.

Workman's Compensation Board

Any program presenter who appears at the Montauk Library *two or more* times per calendar year (01/1-12/31) must present a Workman's Compensation Insurance Form copy for our files.

Certificate of Liability Insurance

Any program presenter or organization that appears *two or more* times per calendar year(01/1-12/31) must present a Certificate of Liability Insurance listing "Montauk Library" as an added insured.

Cancellations

In the event unforeseen difficulties arise that might prevent a scheduled program from taking place, presenters must contact the Library immediately. The Library will make every effort to reschedule to a mutually agreeable date and time.

Property Loss or Damage

All equipment, instruments, props, costumes, and personal belongings used in performances are the sole responsibility of the Artist/ Guest/Performer. The Artist/Guest/Performer must provide written confirmation that they assume responsibility for all equipment and personal property used on the library premises. Proof of insurance for replacement or repair of such equipment and property may be required. The Montauk Library does not assume liability for any personal injury or property loss or damage incurred during a performance or during transit to and from an appearance at the Library.

Sale of Merchandise or Services

By law, being a school district library, the Montauk Library cannot allow sales or offers for sale of merchandise or professional services on the premises (including driveway and parking lot).

Publicity

The Library provides in-house editing and design as well as printing and dissemination of materials to the media through its established networks. Posters designed by the Montauk Library may be reproduced and distributed by program presenters, but they must be displayed intact without highlighting or marginalia. They may not be displayed on the internet without permission. Distribution must conform with local ordinances governing dimensions, posting and removal of handbills. (*See East Hampton Town Code 167*). Publicity generated by the Library is intended to inform residents of Montauk and surrounding communities of events and services sponsored by the library. Program presenters who wish to publicize their appearances at the Montauk Library through professional marketing services may do so at their own expense. In this case, the PR materials may be submitted to the Montauk library Director for approval **six weeks in advance**. ... **“The Montauk Library presents..”** must appear followed by names of the Guest Artists/Speaker. The library's address must be prominently displayed:

The Montauk Library
871 Montauk Highway
Montauk, New York 11954
631-668-3377

Information pertaining to publicity is due **8 weeks in advance**. Program details and inserts must be submitted two weeks ahead of each event. Emails, pdfs, jpegs, documents, etc., sent via internet must be identified with **program name**. (Do not use “Montauk” or “Library” in the document title.)

Identification of Participants in Library events

Any publicity photos or other media publicity, before or after an event, which include children under the age of 21, will not identify those children by name.

Media Equipment

The library's equipment is used by different organizations; for this reason, it must be tested a week in advance to allow time for adjustments. Upon arrival at the library on the day of the scheduled program, allow an additional hour for your tech rehearsal. Library staff will not operate equipment during your presentation.

A performer/presenter who wishes to use their own equipment with attachment to the library's equipment must advise the program director in advance, meet with the program director (and technician if deemed necessary) in advance of the program date, and fully test adaptability to library equipment and functioning of media(eg: disc, DVD, etc.)The library will not undertake expense for adaptability.

Personal Assistants

Program presenters are responsible for interviewing, hiring and supervising technical assistants, stage managers and/or page turners.

Recordings

Recordings of performances at the Montauk Library may be made for archival purposes only. The statement **“Recorded at the Montauk Library Suzanne Koch Gosman Room”** must appear on all labels.

The use of recording devices by audience members is prohibited. Permission is not granted for the commercial sale of audio or visual recordings made at the Montauk Library unless affirmed by signed agreement with representatives of the Montauk Library Board of Trustees and/or Director. Payment of a licensing fee or royalties may be required.

Sample Invoice
(Should be reproduced on stationery of Guest/Artists/Performer)

REQUEST FOR PAYMENT

To: Program Director
Montauk Library
PO Box 700
Montauk NY 11954

From: Professional Name of Artist/ Group/Performer/Speaker

Program Contact person: _____

email: _____

Cell Phone: _____ **Day Phone :** _____

Title of Program: _____

Date of Program: _____

Amount Due: _____

Check payable to : _____

Mailing Address: _____

Soc. Sec. # _____ **or Tax ID** _____
(attach if directed)

_____ **IRS letter of 501 © (3) non-profit status**

_____ **Workman's Comp Form Certificate of Liability Insurance**

The undersigned has read the Montauk Library Program Policy and agrees to the terms cited therein.

Signature; _____

Date: _____

BULLETIN BOARD

The primary use of the bulletin boards will be for library purposes. As a center for information, the library will cooperate with government and non-profit civic, cultural, recreational, and educational organizations by displaying their materials if the following criteria are met:

1. Exhibit materials to be displayed must be submitted for approval to the library director or designee who will see to its posting. Materials are subject to review by the library director and the library board or their designee.
2. No organization or individual shall be permitted to display or exhibit any materials which advocate the election or defeat of any candidate for public office, or which advocates any affirmative or negative vote for or against any proposition.
3. Materials for posting must be of a non-religious nature.
4. Due to limited display space, the library reserves the right to restrict the size, number, and location of display materials. The time span during which materials are exhibited will be determined by the library.
5. The library assumes no responsibility for the content of the notices or materials, nor for the possible damage or theft of materials.
6. Items posted are done so for informational purposes only. Posting does not imply an endorsement by the library.
7. Soliciting funds, except for library purposes, is not permitted. No organization or individual shall be permitted to place in the library any box, receptacle, or cannister which solicits donations, except with the permission of the library board.
8. Posters announcing fund-raising programs sponsored by any local nonprofit organization may be displayed providing there is space available. Organizations may be requested to submit a copy of their Tax Exempt Certificate.
9. Petitions may not be posted in the library
10. Since display space is limited, priority will be given first to library needs, the Board of Trustees, and the Friends of the Library, then to Montauk community organizations.
11. Materials for posting must have a name and telephone number to be contacted for further information or clarification.

SERENITY GARDEN

The purpose of the Serenity Garden is to provide a peaceful and secluded setting in an area of natural beauty for quiet reading, meditation, and moderate cultural activities. It is divided into two amphitheater and the inner garden.

The amphitheater is a suitable spot for Story Hour, oral readings, limited dramatizations, and similar activities. Use of this area by recognized groups of five or more people must be authorized by the Library Director.

The inner garden is a place for quiet meditation, silent reading, contemplation of the beauty of nature, and dreaming great dreams. It is to be maintained as a place of silence and tranquility.

Persons who disrupt the serenity of the garden will be asked to leave, and may be refused permission to use the garden in the future.

This policy statement will be given to persons who are responsible for any activities in the garden.

A small sign is placed at the entrance to the inner garden designating that section with “quiet please” .

The committee shall review all applications on a regular basis.

The committee's recommendations shall be submitted to the Board of Trustees for final approval.

BUILDINGS & GROUNDS PROCUREMENT POLICY

1. All purchases of goods and contracts for public works shall be made in accordance with the provisions of New York State General Municipal Law.

2. Except as otherwise provided by law (e.g. emergency situations) all public works contracts in excess of \$35,000 shall be subject to competitive bidding. All purchase contracts in excess of \$20,000 shall be subject to competitive bidding.
 - a) rejection of a low bid based on an initial determination that the Low Bidder is not “responsible” within the meaning of the General Municipal Law shall be made following notice to the Low Bidder of the Board's intent to so disqualify him/her and providing the Low Bidder an opportunity to submit a written response and proof to the Board or its designee on the issue of his/her qualifications and ability to perform the contract obligations.

3. For public works and purchase contracts which fall below the competitive bidding thresholds stated in the aforesaid Paragraph 2, the following conditions shall apply:
 - a) Whenever possible, price quotations for proposals for goods or services shall be obtained from at least three vendors or service contractors. Such price quotes may be verbal when the purchase contract is less than \$1000, and the public work contract amount is less than \$5000. Price quotations for proposals for purchase contracts and public works contracts in excess of the aforementioned verbal proposal amounts shall be in writing. Three quotes shall be needed for service contracts up to \$35,000 per year. This includes normal maintenance contracts such as lawn mowing, cleaning, etc. For Public Works contracts, written technical specifications must be supplied by the Library to the contractors who submit proposals. For major projects these technical specifications must be formulated by either an architect or engineer.
 - b) Goods or services procured pursuant to New York State or Suffolk County contracts shall be exempt from the comparative price quotation requirement stated in the aforesaid paragraph (a).
 - c) Under normal circumstances, contracts shall be awarded to the vendor or contractor with the lowest price quotation who is deemed responsible. Circumstances under which the contract may not be awarded to the lowest responsible vendor or contractor include, but are not limited to:
 - 1) Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library.
 - 2) Vendor or Contractor's terms for payment are disadvantageous to the Library, e.g. full payment before commencement of work or delivery of goods.
 - 3) Vendor cannot fully comply with the Specifications for goods and services as set forth by the Library.
 - 4) vendor's warranty for goods or services is deemed inadequate by the Library
 - 5) Vendor's post purchase support services are deemed inadequate by the Library.

4. The Vendor or Contractor shall abide by current prevailing wage standards as determined by the Dept. of Labor. The Contractor must submit “certified payroll” sheets with each request for payment to the Library. These must be kept on file with all project documents.

5. No purchase of goods or services shall be made from any vendor in which any member of the Board of Trustees, or the Library Administration, i.e., the Library Director, hold a full or partial interest.

6. All expenditure decisions approved by the Board of Trustees must be accurately recorded in the minutes.
7. Before final payment is approved by the Board of Trustees, the vendor must submit a detailed and complete invoice. Payment cannot be made on an estimated bill.
8. This Procurement Policy shall be reviewed annually.