



UPPER HUDSON LIBRARY SYSTEM

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Administration Committee

January 9, 2019

PRESENT: Antonio Booth, Chair; Herb Hennings; Tara Ricard; Michael Poost; Yvette Terplak

UHLS Staff: Jona Favreau

Excused: Matt Graff

Meeting called to order at 4:10PM by J. Favreau.

I. REVIEW OF PROPOSED UHLS SEXUAL HARASSMENT POLICY FOR STAFF MANUAL

J. Favreau stated that NYS has now mandated that every employer adopt a sexual harassment prevention policy. An employer that chooses not to adopt the model policy provided by the State must ensure that the policy that they adopt meets or exceeds the minimum standards published on their website. J. Favreau used the model policy provided by the State and made changes as needed (contact information). The previous policy in the UHLS Staff Manual was 1 page; this new proposed policy is 13 pages including a complaint form.

M. Poost stated that he has a problem with the non-employees being included in the policy. J. Favreau used TBS (HVAC contractor) as an example. As an outside vendor that UHLS conducts business with, if a report of sexual harassment comes forward against this vendor while in the building, it is the responsibility of UHLS to investigate and take necessary action. And UHLS employees should not harass outside vendors. UHLS is liable for the actions of their employees toward non-employees, including member library staff or vendors.

A. Booth shared that this policy is thorough and sets the tone for the environment / cultural of the workplace. The suggestion was made to review the policy every couple of years and to add "Approved by the Board on:" for accountability purposes. J. Favreau stated that employers are also required to provide training on an annual basis, so this will help encourage the organization to review the policy and make changes as State regulations change. She will be reaching out to KnowBe4 for further training details.

MOTION: Y. Terplak moved to recommend the proposed UHLS sexual harassment policy for the Staff Manual to the Board of Trustees for approval. M. Poost seconded. Unanimous.

Meeting adjourned at 4:31PM.

J. Favreau 01/28/19