

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF MAY 18, 2023

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday, May 18, 2023.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 10:01am. Also present were Margaret Hartough, Jacqueline Elsas, Michelle Glennon, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice was Georganne White.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Hartough moved to approve the agenda, seconded by Mrs. Elsas and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETINGS

Mrs. Glennon moved to approve minutes of meeting of April 20,2023 as amended, seconded by Mrs. Hartough and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$230,415.87, page 4325, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$364,200.56, page 4326, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$238,871.57, page 4327, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$253,371.17, page 2355, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve payroll of \$185,624.11, page 2356, seconded by Mrs. Hartough and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATION

No Communications to Discuss

VIII. DIRECTOR'S REPORT

Opioid Overdose Prevention Training was provided to all interested staff. This training included how to recognize the signs of an opioid overdose and how to administer Naloxone (Narcan).

A notice to bidders is being published for the East Northport building Skylight Replacement Project.

The Town of Huntington has approved the purchase and installation of a Solar Charging Pole in the John Walsh Memorial Park. This will be similar to the unit recently installed at our Northport building.

Adult and Teen Services

The standard WiFi hotspot cables were replaced with bright green versions to help distinguish them from other cables patrons may have at home. This should reduce the number of mismatched cables that have often been returned with the hotspots.

Sixty-three patrons came to speak with representatives from local organizations that were actively seeking volunteers.

A Seed Library was established in both buildings and its popularity has been growing ever since.

Patrons properly disposed of 32 flags in the *American Legion Drop Box* at Northport and 56 flags at East Northport.

Children and Family Services

Class visits from *Ocean Avenue Elementary School* provided 56 young patrons a tour of the library. Upon entering the reading room, the children noticed a giant plush Minion inside the adult reference office who was waving at them with our staff. The children were so excited they did not stop talking about the Minion for the entire visit.

Our new *Family Place Libraries* clings have arrived and are on display at each of the Children's Room entrances and in the window overlooking the *John Walsh Memorial Park*.

The *Graphic Novel Club* had the largest participation yet with 13 children in attendance.

Our Children's Librarian Trainee was presented the Barbara Flescher Scholarship at the *Children's Librarians Association of Suffolk County (CLASC) Annual Dinner*.

Community Services

The group leader for *Page Turners* (book discussion group), Donna Diamond, will not be able to continue with this program due to health concerns. Thankfully, the leader for one of our other discussion groups, *Novel Ideas*, was able to cover with short notice.

Montauk Historical Society presented the true story of the *Pelican*, an "open" fishing boat that launched from Montauk on Labor Day weekend, 1951. Sixty-two sportsmen and women were on board when a freak squall capsized the *Pelican* about a mile from shore. Forty-eight patrons in attendance learned about this local tragedy, its effects on the community, and the subsequent safety regulation changes.

The *Red-Hot Mamas*, ranging in age from 55-85, have been dancing and kicking up their heels in the New York area for the past 25 years. This senior performing tap company shared its large repertoire including selections from Broadway shows, old-time favorites, and modern, popular music with 104 patrons who were tapping their feet to the music.

The hours of the Library Café have been restored to what they were pre-COVID. Cafés will stay open an additional hour in the evening, until 8pm on weekdays, and until 4pm on Saturdays. This will provide improved service for patrons attending evening programs at the library.

Customer Service and Materials Management

Baker & Taylor's Sustainable Shelves service has helped to responsibly repurpose unwanted books while reducing waste and providing a credit to our account of almost \$400.

Network and Systems

The library catalog terminals have been upgraded with larger screens, new keyboards, and new mice.

The air conditioner compressor on the unit designed to cool the Northport server room has been replaced following weeks of unreliability.

IX. PERSONNEL REPORT

Mrs. Hartough moved to approve "C. Resignation" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve "E. Other" the personnel report, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve "C. Resignation" in the personnel report addendum, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve "E. Other" in the personnel report addendum, seconded by Mrs. Glennon and unanimously carried.

X. NON-CONTRACT STAFF SALARIES

Mrs. Hartough move to approve Non-Contract Staff Salaries (see attached), seconded by Mrs. Elsas and unanimously carried.

XI. REVISION OF THE SEXUAL HARASSMENT POLICY

Mrs. Elsas moved to approve Revision of the Sexual Harassment Policy as amended, (see attached), seconded by Mrs Glennon and unanimously carried.

XII. OTHER BUSINESS

Mr. Olney spoke of a meeting the Library Directors in the Town of Huntington had with a representative from *Family Service League* to develop a joint initiative that would provide access to licensed Social Workers at the library.

Mr. Olney informed the Board of an upcoming Trustee Training to be held at the South Huntington Public Library.

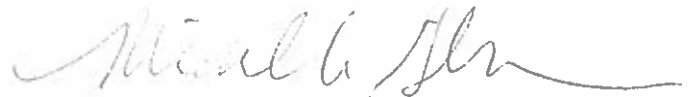
XIII. FUTURE MEETINGS

Thursday, June 15, 2023	10:00am	Regular Board Meeting
Thursday, July 13, 2023	6:30pm	Trustee Training
Thursday, July 20, 2023	9:30am	Reorganizational Meeting
Thursday, July 20, 2023	10:00am	Regular Board Meeting

XIII. ADJOURNMENT

Mrs. Glennon moved to adjourn the meeting at 11:25am, seconded by Mrs. Hartough and unanimously carried.

Respectfully Submitted



Michelle Glennon
Secretary



Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313
www.nenpl.org

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, May 18, 2023, at 10:00 AM** in the Board Conference Room.

A G E N D A

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public Expression
- V. Minutes of previous meeting (Motion required)
- VI. Financial Secretary & Treasurer's Report
 - A. Approval of warrants (Motion required)
 - B. Acceptance of payroll registers (Motion required)
 - C. Review of monthly expenditures
 - D. Review of statistical summary
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Non-Contract Staff Salaries (Motion required)
- XI. Revision of the Sexual Harassment Policy (Motion required)
- XII. Other Business
- XIII. Date of next library board meetings:
Thursday, June 15, 2023, 10:00 AM – Regular Meeting
Thursday, July 20, 2023, 9:30 AM – Reorganizational Meeting
Thursday, July 20, 2023, 11:00 AM – Regular Meeting
- XIV. Adjournment

LIBRARY BOARD MEETING
MAY 18, 2023

ACCOUNTS PAYABLE

4325 4/26/23	\$230,415.87	Two Hundred & Thirty Thousand Four Hundred and Fifteen Dollars & Eighty Seven Cents
4326 5/10/23	\$364,200.56	Three Hundred Sixty Four Thousand Two Hundred Dollars & Fifty Six Cents
4327 5/18/23	\$238,871.57	Two Hundred Thirty Eight Thousand Eight Hundred and Seventy One Dollars & Fifty Seven Cents

PAYROLL REGISTER

2355 4/28/23	\$253,371.17	Two Hundred Fifty Three Thousand Three Hundred and Seventy One Dollars & Seventeen Cents
2356 5/12/23	\$185,624.11	One Hundred Eighty Five Thousand Six Hundred and Twenty Four Dollars & Eleven Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
May 18, 2023

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Angelina Singotiko	Page/\$15.30 hr.	Adult & Teen Svcs	07/01/2023
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D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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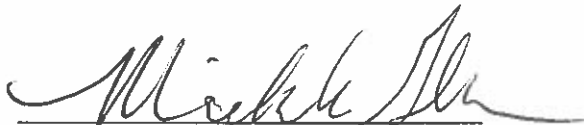
Promotion

Kathryn Heaviside	Librarian II/Step 9	Community Services	05/22/23
James Garvey	Librarian II/Step 3	Adult & Teen Services	05/22/23
Sarah Safonte	Library Clerk/Step 1	Customer Svc & Mtrls	07/03/23

Request for Leave of Absence

Nicholas Crafa	Page/\$15.30 hr.	Children & Family Svcs	04/25/23-06/01/23
Barbara Cressy	PT Library Clerk/Step 1	Customer Svc & Mtrls	08/04/23-08/14/23
Lynn Murray	Café Worker/\$15.80 hr.	Community Services	06/04/23-06/24/23

Report approved by Board of Trustees


Secretary

PERSONNEL REPORT ADDENDUM

Approval of the Following Personnel Matters
May 18, 2023

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Leonardo Eng	Page/\$15.30 hr.	Children & Family Svcs	06/02/2023
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D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Seasonal Pages

Sarah Monroy	Page/\$15.30 hr.	Children & Family Svcs	06/12/23-08/25/23
Zarrah Razi	Page/\$15.30 hr.	Children & Family Svcs	06/12/23-08/25/23
Jennifer Steffan	Page/\$15.30 hr.	Children & Family Svcs	06/12/23-08/25/23

Report approved by Board of Trustees


Secretary

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
NON-CONTRACT STAFF SALARIES**

<u>Job Title</u>	Starting Hourly Salary							<u>Merit Amount</u>
	<u>As of 07/01/22</u>	<u>Effective 07/01/23</u>	<u>Effective 07/01/24</u>	<u>Effective 07/01/25</u>	<u>Effective 07/01/26</u>	<u>Effective 07/01/27</u>	<u>Effective 07/01/28</u>	
Page	15.30	15.80	16.40	17.00	17.50	18.00	18.50	0.70
Café Worker	15.80	16.30	16.90	17.50	18.00	18.50	19.00	0.70
Security	20.00	20.80	21.70	22.60	23.40	24.20	25.00	1.00

Pages, Café workers and Security Guards will be eligible to receive a merit increase in July. Those hired after January 1 are not eligible for a merit increase until the following July.

Pages will receive a differential rate of \$4.00 per hour over current salary for time worked on Sundays and Holidays.

Café Workers and Security Guards will receive a differential rate of \$6.00 per hour over current salary for time worked on Sundays and Holidays.

Eligible Café Workers and Security staff will receive three paid holidays: July 4. Thanksgiving and Christmas. To be eligible, a staff member must have worked a minimum of ten days during the two months preceding the paid holiday.



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SEXUAL HARASSMENT POLICY

The Northport-East Northport Public Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Northport-East Northport Public Library's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the Northport-East Northport Public Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

1. The Northport-East Northport Public Library's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, and non-employees², regardless of immigration status, with the Northport-East Northport Public Library. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Northport-East Northport Public Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the Northport-East Northport Public Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Director of the Northport-East Northport Public Library. All employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Northport-East Northport Public Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

5. The Northport-East Northport Public Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Northport-East Northport Public Library will keep the investigation confidential to the extent possible. Effective corrective action will be determined whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Northport-East Northport Public Library will provide all employees with a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Director of the Northport-East Northport Public Library.
8. This policy applies to all employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name calling.

Who can be a target and/or perpetrator of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects all employees. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer-sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Northport-East Northport Public Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Director of the Northport-East Northport Public Library. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Director of the Northport-East Northport Public Library.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually-harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Director of the Northport-East Northport Public Library.

In addition to being subject to discipline if they engaged in sexually-harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Northport-East Northport Public Library will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Director of the Northport-East Northport Public Library will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If they refuse, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Northport-East Northport Public Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Northport-East Northport Public Library, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney

is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Northport-East Northport Public Library does not extend your time to file with DHR or in court. One year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8307 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination

is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.