**EJ Cottrell Memorial Library**

**Supervised Visits Memorandum of Understanding**

RESOLUTION

WHEREAS the Steuben County Social Services agency uses the Library as a place to arrange supervised visits; and

WHEREAS the Library and the County desire to ensure such use is as inclusive, welcoming, and safe as the Library strives to be on a regular basis; and

WHEREAS the Library is aware that such use can be a time of stress for those people participating in it, and for the Library employees providing services at such time; and

WHEREAS the Library does not wish to bar such use, but does want to take positive steps to ensure it can be as consistent with the Library’s mission as possible;

BE IT RESOLVED that the Library President shall send the attached letter to the County, requesting a Memorandum that provides for 1) notice of pre-arranged visits, 2) regulated usage, and 3) a process for promptly addressing concerns.

COVER LETTER

Steuben County Social Services

3 East Pulteney Square

Bath, NY 14810

RE: Use of Library Space for supervised visits

To the County:

The EJ Cottrell Memorial Library is a welcoming and safe space for the entire community it serves.

This commitment to inclusion and safety extends to those families your agency is serving during Social Services-supervised visits at the Library.

In that spirit, this letter requests that your agency consider entering into the attached Memorandum of Understanding with the Library.

We trust that your review of this letter will show that the details we are asking you to address with us relate to ethical, safe, and positive use of the Library for the purposes of your agency.

Thank you for considering this request. Please contact [NAME] with any questions about the Memorandum.

Appreciatively,

Rob Harder

President, Library Board of TrusteesS

MEMORANDUM OF UNDERSTANDING  
(Proposed memorandum of understanding between   
library and county regarding supervised visits)

The Steuben County Social Services (the “County”) and the EJ Cottrell Memorial Library (the “Library”) (together, the “Parties”), agree:

That the County uses the Library as one of the places where it arranges visits supervised by Social Services; and

The Parties desire to ensure such use is as inclusive, welcoming, and safe as the Library strives to be on a regular basis; and to that end

Enter into this Memorandum of Understanding (this “MOU”) providing for 1) notice of pre-arranged visits, 2) regulated usage, and 3) a process for promptly addressing concerns.

**Notice**

To the degree possible, the County shall provide the Library with at least seven days notice of pre-arranged visits.

Notice shall be given by an email from the County to the Library Director at 3 Beecher St., Atlanta, NY 14808

No names or private information shall be provided; the notice shall simply be an opportunity for the Library to consider the usage when developing staffing lists for that date and time.

**Regulating usage**

Mindful of the Library’s overall capacity, the County shall not arrange more than [#] supervised visits per week.

If the County finds it needs to increase the amount, it shall first notify the Library, who will assess of the Library has adequate and appropriate staffing.

**Procedures for addressing concerns**

1. In the event there is an incident at the Library that, in the sole determination of the Library, disrupts Library operations, the County shall not use the Library for the site of supervised visitations for at least a month. The Library will send written notice to the County to address this concern.

2. In the event there is an incident at the Library that, in the sole determination of the Library, warrants barring a person from the Library, the County shall not use the Library for the site of supervised visitations for that person for the duration they are barred. The Library will send written notice to the County to address this concern.

3. In the event a Library employee is subpoenaed in relation to an occurrence at the Library, the County shall bear in mind that libraries and library employees are ethically obligated to keep library user information private, and cannot release library records without a release or a subpoena, unless in furtherance of library business (CPLR 4509).

**Respect**

The Library shall train all staff to be respectful of and sensitive to the supervised visitation process; all visitors to the Library are met with the Library’s commitment to follow the Library Bill of Rights.

***Adopted by the EJ Cottrell Memorial Library Board of Trustees 07/17/2025***