

Board of Trustees of the Upper Sandusky Community Library

Minutes

August 13, 2020

The Upper Sandusky Community Library Board of Trustees convened on Thursday, August 13, at 12:00 p.m. via Zoom virtual electronic meeting according to the provisions of Amended Substitute House Bill 197, which include temporary changes to Ohio's Open Meetings Act, effective until the end of the declared [COVID-19] emergency or Dec. 1, 2020. The changes allow library boards to have the option of meeting via electronic means. The following members were present in the Zoom meeting: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Ms. Dianne Grafmiller, Ms. Laurie Scheck, Mr. Todd Leightey, Ms. Jill Logsdon and Ms. Ann Kemerley. Director Kathleen Whitt and Brian Hemminger of the *Daily Chief-Union* were also present.

President Jenny Romich asked for public comments. Hearing none, she asked if there were corrections or additions to the distributed minutes of the July meeting. Hearing none, Ms. Romich declared that the minutes stand as distributed.

Next on the agenda was ratification of payment of the bills. Ms. Romich asked if there were any questions about the bills. Hearing none, the motion was made and seconded to ratify the payment of bills; in a roll call vote, all present approved the bills.

There was no old business.

Under new business, Ms. Whitt submitted a Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor. The motion to adopt the Resolution was moved and seconded, and in a roll call vote, all present approved the motion.

Next on the agenda was consideration of making several laptop computers available for circulation. Ms. Whitt said that the library had purchased six laptops a couple of years ago for use in programming. Since we are at this time not offering live programming, she suggested that these might be made available to the community to help with the increased need for online access in current conditions – especially with students returning to school in a few weeks. The lending conditions would be the same as for the Adventure Central collection: laptops could be checked out for one week, with a one-week renewal if no other patrons are waiting. Since patrons may only check out one Adventure Central item at a time, it was suggested that an exception be made to allow patrons to borrow a Wi-Fi hotspot together with a laptop to provide access to the internet. The motion to allow the laptops to be circulated was moved and seconded; all present approved the motion.

The board next considered a revision to the Sick Leave Donation Policy adopted in July. The policy had been modeled on that in place at other libraries and included a provision stating, “The maximum number of hours that may be donated by an employee is a total of 40 hours per calendar year.” Since the policy as adopted stated that a donor must retain a combined leave balance of at least 75 hours, the limit of 40 hours per year was found to be unnecessary. The motion was made and seconded to revise the Sick Leave Donation Policy, striking the line limiting donations to 40 hours per calendar year. All present approved the motion. The policy is attached to these minutes.

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The last item on the agenda was discussion of the library's current operating status. Ms. Whitt reported that the library continues to be open from 9:00 a.m. to 6:00 p.m. weekdays, and 9:00 to 1:00 p.m. on Saturdays. We continue to see only 50-70 visitors a day – the average in normal times would be about 400. There has been no push from the community for the library to return to normal hours (closing at 8:30 Monday-Thursday), and it would be difficult to staff these additional hours with the staff still working in pods in order to avoid the spread of infection if a staff member or a member of their household were to become ill. It cannot be foreseen when these conditions might change, and the situation might worsen again when schools reopen. The Board said that, this being the case, the library's website should be updated to reflect the change in open hours in a more permanent manner, either in the site's footer or in a fixed block on the home page.

Related to this was consideration of restricting visitors during the after-school hours. In recent years, this has been a very busy time in the library, with sometimes more than 60 patrons in the building. In order to prevent this kind of crowding, students will only be allowed to use the library for homework or study, or to borrow library materials. They may not use the library as a social space to hang out with friends or play games. Computers and study tables will be made available and arranged to permit social distancing. Tutors who are accustomed to using the library to meet with students should contact the library to inquire whether space is available.

In the Director's Report, Ms. Whitt reported that:

1. Miss Jill has set up an outside story walk for families to enjoy. One page of the story is posted in the window of downtown businesses that agreed to participate in this community reading activity. The story walk starts at the library, and each station directs families to the next one where they can continue the story.
2. Resource sharing with other SEO member libraries resumed on July 20. Delivery of materials that had been caught in transit and warehoused since March resumed the week of June 29. As materials come in from other libraries, we are quarantining them for four days, as we are currently doing with materials that are returned by our patrons. This was increased from three days in accordance with results from research which showed that COVID-19 can linger on some typical library materials for up to four days. We hope to be entirely caught up on backlogged materials requests by the end of this week (August 14).
3. Traffic by library visitors remains low, but fairly steady. The average number of visitors for July was 61.4 per day. Monday is our busiest day. Most of our visitors come in to check out materials, but some come in to use computers, make copies or faxes, or just use the restrooms or ask for directions. Although we are offering curbside service, very few patrons have requested this service.
4. The Ohio Department of Taxation (ODT) posted the August 2020 PLF distribution of \$42,189,054 – which is \$11 million (+ 35%) above ODT's original estimate that was issued in July 2019. The distribution came in at \$5.4 million (+ 14.68%) above ODT's latest estimate that was just issued at the end of June. This is what OLC expected and shared with us in May; most of this overage is due to the delay in income tax filing from April to July.
5. We learned recently that Ohio's public libraries will receive \$18.3 million through the Federal Coronavirus Relief Fund under the Coronavirus Aid, Relief, and Economic Security

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(CARES) Act. The funds were approved on July 27 by the Ohio Controlling Board. This new appropriation will be used to provide a \$25,000 grant to each Ohio public library building. The funding will be used to assist libraries in operating safely during the COVID-19 public health emergency, including supporting increased sanitation costs, maintaining social distancing, purchasing personal protective equipment (PPE) and other necessary costs to comply with public health orders, local health department recommendations, and best practices. The Ohio Library Council is currently working on guidance to help libraries apply for the grant funding.

6. Due to current constraints on in-person meetings, the Wyandot County Budget Commission has decided not to meet with representatives of the libraries this year. Instead, each library will submit a written statement outlining their current operations as well as any repairs / replacements foreseen for 2021, as well as their projected 2021 budget by August 21, 2020.
7. Memorial/Honor/Donations June-July 2020:

In memory of:

Joel Christensen
Elliot Frey
Dorothy Gottfried
Lucinda Swartz

Leah Jean Wolf

Donor(s):

Kan Du Group
Brad & Susy Frey
Teresa Smalley-Stark & Family
Jackie Fout
Bev Patterson & Luke VanHorn
Lee & Cindy Constien
Dave & Angie Schwab
Cliff & Jessica Constien & Family

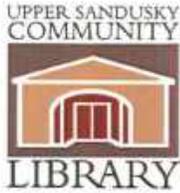
Not on the agenda was discussion of the library extending WiFi coverage to areas in the county where it may not be easily accessible – especially those where Upper Sandusky EVS students may be in need of it. Suggested areas were Kirby, Marseilles, Harpster, and housing developments near the Wyandot County Fairgrounds. Ms. Whitt will look into the costs of this possibility.

There were no further Items Not on the Agenda.

Ms. Romich asked if there were any other items for discussion. Hearing none, the motion was made and seconded to adjourn; the meeting was adjourned at 12:40 p.m.

President

Secretary



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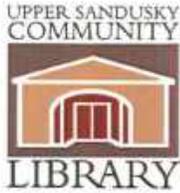
SICK LEAVE DONATION POLICY

Adopted by the Board of Trustees

Date: 07/09/2020; Revised 8/13/2020

Employees of the Upper Sandusky Community Library may donate paid sick leave to a fellow employee who is otherwise eligible to accrue and use sick leave. The intent of the leave donation program is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to the serious illness or injury of the employee or a member of the employee's immediate family.

1. Definitions:
 1. Immediate Family – shall be the same definition as provided in the library's paid leave policy.
 2. Serious Illness or Injury – injury, illness, impairment or physical condition that requires hospitalization and/or a prolonged absence from work. The medical condition must be verified by a licensed physician. Normal pregnancy, childbirth and/or childcare are not considered to be serious illnesses or injuries for the purpose of this policy.
2. An employee may be paid with donated leave at a rate not to exceed the maximum number of hours the employee is scheduled to work each pay period, provided that the employee:
 1. Has a serious illness or injury, or has an immediate family member who has a serious illness or injury;
 2. Has exhausted all available paid leave;
 3. Has provided all necessary medical documentation to the Library Director;
 4. Has applied for any paid leave, workers' compensation or other paid benefits for which the employee is eligible; and
 5. Has submitted an "Application to Request Donated Leave" form to the Library Director.
3. An employee may donate leave to a co-worker provided that the donor:
 1. Voluntarily elects to donate leave;
 2. Understands that the leave will not be returned and that the donor is not entitled to any compensation for the leave;
 3. Donates a minimum of 4 hours, in whole hour increments;
 4. Retains a combined leave balance of at least 75 hours; and
 5. Submits a "Leave Donation Form" to the Library Director.
4. An eligible employee may receive a maximum of 900 hours of donated leave per calendar year.
5. The leave donation program shall be administered on a pay period by pay period basis. An employee should submit the "Application to Request Donated Leave" form and supporting documentation prior to the employee's expiration of all leave. Employees donating leave must submit their "Leave Donation Form" at least 7 days prior to the beginning of a new pay period in order for the leave to be applied and used in the next pay period.



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6. Donated leave shall be deducted from the donating employee's accrued leave balance in the same manner as if it had been used by the donating employee. Donated leave hours shall be converted into an equivalent number of sick time hours, regardless of the difference between the employees' pay rates. Donated leave shall be considered sick leave, but may not be converted into a cash benefit.
7. Employees using donated leave will be considered to be in active pay status and shall accrue their own paid leave and be entitled to any benefits to which they would otherwise receive. Such accrued leave must be used in the following pay period before additional donated leave will be credited.
8. If an employee is using donated leave during his/her probationary period, the donated leave time shall not count toward the employee's probationary period.
9. The Library Director shall not directly solicit leave donations from employees and shall ensure that all leave donations are voluntary.
10. The Library Director shall respect an employee's right to privacy and shall only disclose an employee's critical need for leave after obtaining a completed "Application to Request Donated Leave" form from the employee requesting leave. The Fiscal Officer shall process the applications and leave donations under this policy. The Library Director and Fiscal Officer shall not disclose the medical condition and/or prognosis of the employee or the employee's immediate family member.



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APPLICATION TO REQUEST DONATED LEAVE Upper Sandusky Community Library

TO: Director of Upper Sandusky Community Library

FROM: _____
Name of Requesting Employee

In the space below, please explain your need for donated sick leave:

I agree to comply with the terms and conditions of the Upper Sandusky Community Library Leave Donation Policy and certify as follows:

- I have a serious illness or injury, or have a family member who has a serious illness or injury.
- I have exhausted all eligible paid leave hours provided by the Upper Sandusky Community Library.
- I request the use of _____ hours of donated leave under the Leave Donation Program.
- I anticipate my return to work date to be: _____
- I have attached a signed statement from my physician that verifies my serious illness or injury or the serious illness or injury of my immediate family member.

I hereby certify that the above information is true and accurate. I authorize and approve the Library Administration to inform my co-workers of my need for donated sick leave. I understand that the Library Administration will make notification to my co-workers and I should take no other action to solicit or request donation of leave from co-workers. I have read and understand the limitations of this program.

Employee's Signature

Date Requested

Director's Signature

Date Approved

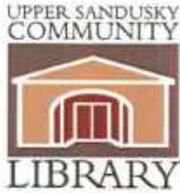
(Space below provided for the Fiscal Officer's accounting purposes)

.....
Number of hours donated: _____
Number of hours used: _____
Number of SLB hours remaining: _____

ACKNOWLEDGED BY:

Fiscal Officer's Signature

Date Acknowledged



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LEAVE DONATION FORM Upper Sandusky Community Library

Donator's Name: _____

Employee's Name to Receive Leave: _____

I agree to comply with the terms and conditions set forth in the Upper Sandusky Community Library Leave Donation Policy and wish to donate the following leave to be used for the benefit of the above named individual:

_____ Sick Leave
Number of hours

After this donation, I will have a combined leave balance of at least seventy-five (75) hours.

I hereby certify that this leave donation is made voluntarily. I was not coerced, intimidated or financially induced into donating leave. By signing, I hereby relinquish all rights to the leave shown above and the benefits accrued to or attached to the same. I understand that the donation of the leave is irrevocable and that no leave will be refunded to me in cash or kind. I have read and understand the limitations of this program.

Donating Employee's Signature

Date

(Space below provided for the Fiscal Officer's accounting purposes)

.....
Sick Leave Balance of Donating Employee: _____
Annual Leave Balance of Donating Employee: _____
Total number of leave hours remaining: _____

ACKNOWLEDGED BY:

Fiscal Officer's Signature

Date Acknowledged