

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*July 9, 2020*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, July 9, 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 and Ms. Ann Kemerley. Ms. Jill Logsdon was absent. 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 June 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 draft Sick Leave Donation Policy which would allow staff members to donate accrued sick leave to another employee in critical need of leave due to the serious illness or injury of the employee or a member of the employee's immediate family, and who had exhausted their accrued leave balances. Ms. Whitt indicated that several employees had come to her and asked about the possibility of such a policy, as they would like to be able to give some of their accrued leave time to coworkers in need. After discussion of how much leave could be donated or received, and how this would affect the status of an employee in the probationary period, the motion was made and seconded to adopt the Sick Leave Donation Policy as submitted. All present approved the motion. The policy is attached to these minutes.

The next item on the agenda was a discussion of the Wyandot County Community Foundation grant request and what the library needs that the Foundation might want to support. It was suggested that the library could use more Wi-Fi hotspots for circulation to community members who otherwise do not have internet access at home. Ms. Aldridge-Ritchey said the need for these is likely to increase with the new school year and the probability that students will need to do at least some of their work online. She also said that demand should increase as more people learn that the library has hotspots to lend. USCL currently has 7 Wi-Fi hotspots to lend. Ms. Whitt will talk to other library directors to learn how many more might be needed and submit a grant application for the amount needed to pay the service fees for one year.

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

1. The Summer Reading Program "Imagine Your Story" began on June 1, with many opportunities to participate remotely. Participants were able to register online or at the library. We have registered 13 for the Wee Read program (ages birth to 3 years), 101

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elementary school, 19 teen/tween and 45 adults. Considering the difficult times we are going through and the small number of visitors we've had, we are pleased to have been able to serve those who did sign up. Although we usually close SRP registrations at the end of June, this year we are continuing to accept new registrations into July.

2. We are continuing to offer online story times, craft videos, Kids Can Cook and Experiments with Miss Jill, book clubs, etc. Last month, instead of the traditional What's Cookin' program, Cheryl Lyon presented a cooking demonstration via the library's Face Book page, with two summer picnic themed recipes. This received over 150 views. In July, she will do another demonstration – the theme will be Christmas in July. We are also hoping to have children's story times in the park in the month of July, if gatherings of over 10 people are permitted. At this time, however, it is not clear that such gatherings are permitted.
3. Resource sharing with other SEO member libraries is planned to resume on July 20. Delivery of materials that had been caught in transit and warehoused since March resumed the week of June 29. As materials begin to come in from other libraries, we will quarantine them for three days, as we are currently doing with materials that are returned by our patrons.
4. Traffic by library visitors has remained slow, but steady. We are seeing about 50-70 visitors a day, or 25 or so on Saturdays. The average number of visitors for June was 55.6 per 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, we haven't had any requests for this. Although we are requesting that visitors who are able to do so wear a face covering and we have purchase disposable masks and make them available at the entrances, we estimate that fewer than half of the visitors do wear a face covering. Staff, of course, are required to wear them when not alone in an office or other nonpublic work area.
5. The staff is still working in teams of 3 or 4, called "pods." I called the county health department a few days ago to see what they thought of this system. I was told that it is a good idea, and it would be wise to continue for the time being. The system is working well, and staff members have said that they like working with the other members of their pods. The challenge to communication remains, and we miss our other coworkers, but we are keeping in touch by phone, text and email. For the most part, staff have been able to work their normal number of hours; they are submitting a log reporting on the work done for hours outside those specifically scheduled for their pods.
6. The Ohio Department of Taxation (ODT) posted the July 2020 PLF distribution of \$38,541,614 – which is \$1.5 million (- 3.68%) below ODT's original estimate that was issued in July 2019. Surprisingly, the actual July distribution came in + \$4,985,168 (+ 14.86%) above ODT's latest estimates that were just issued at the end of June. According to the Office of Budget and Management (OBM), overall state tax receipts for the month of June came in at \$2.23 billion and were just \$50.5 million (or - 2.2%) below estimates. The state closed out Fiscal Year (FY) 2020 on June 30 in a much better position than expected.
7. Due to staff illness, I do not have a report on the names of Memorial/Honor donors and honorees at this time. We received \$354 in memorials and donations in June. I will have the list of honorees next month.

There were no Items Not on the Agenda

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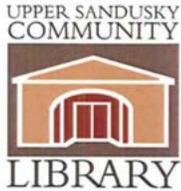
Ms. Romich asked if there were any other items for discussion. Hearing none, the motion was made and seconded to adjourn; the meeting was adjourned at 12:39 p.m.

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President

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Secretary



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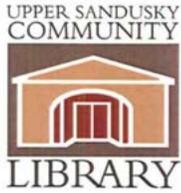
## SICK LEAVE DONATION POLICY

Adopted by the Board of Trustees

Date: 07/09/2020

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. The maximum number of hours that may be donated by an employee is a total of 40 hours 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



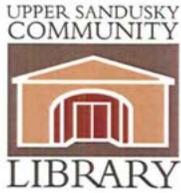
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submit their "Leave Donation Form" at least 7 days prior to the beginning of a new pay period in order for the leave to be applied and used in the next pay period.

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

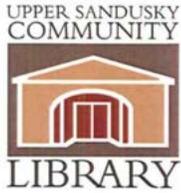
(Space below provided for the Fiscal Officer's accounting purposes)

.....  
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