

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*May 14, 2020*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, May 14, 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, Ms. Jill Logsdon and Ms. Ann Kemerley. Mr. Todd Leightey 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 March meeting. Hearing none, Ms. Romich declared that the minutes stand as distributed.

Next on the agenda was ratification of payment of the bills for March and April. 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 presented a draft Records Retention Policy in accordance with a suggestion by the auditor currently reviewing the library's records in the biennial audit. The retention schedule itself was not changed. The motion was made and seconded to adopt the Records Retention Policy as presented. All present approved the motion. The policy is attached to these minutes.

Ms. Whitt then presented two draft temporary emergency leave policies in connection with the pandemic: a Temporary Emergency Paid Sick Leave Policy and a Temporary Family Medical Leave Act (FFCRA) Policy. The policies provide for sick and family leave for library staff related to the COVID-19 emergency beyond the library's leave policies otherwise in effect. Library staff employed for at least 30 days before the beginning of the requested leave are eligible for leave under these policies. The policies will be in effect through December 31, 2020. The motion was made and seconded to adopt the emergency leave policies. All present approved the motion. The policies are attached to these minutes.

Next on the agenda was discussion of whether the library should continue to assess fines on overdue materials. Ms. Whitt said that she had suspended overdue fines while the library was closed, from March 18, and extending to June 1 to allow a grace period after the library reopened on May 12. She said that this presented an opportunity for the Board to consider whether to go completely fine free at this time. Considerations include the fact that fines have a greater impact on low-income families, presenting a barrier to access for people most in need of library services. Data from libraries who have eliminated overdue fines suggest that fines are not an effective means of enforcing timely return of materials. Libraries that have eliminated fines have seen increased return of materials, resulting in fewer lost items. Ms. Whitt reported that the

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Upper Sandusky Community Library collected only \$1,579 in overdue fines in 2019, which is about .25% (one quarter of one percent) of the library's revenue for the year. Fees would remain in effect for materials lost or damaged. The motion was made and seconded to suspend charging of overdue fines through December 31, 2020, with Ms. Whitt to return to the Board with data on the effects of this change at the November meeting. In a roll call vote, all present approved the motion.

The next topic of discussion was the Ohio Imagination Library, which launched in Wyandot County on May 1. This program works with the Dolly Parton Imagination Library to mail one new book, free of charge, to each enrolled child from birth to age five. The goal is to make this available to all children in Ohio, with 50% of the funding being provided at the state level and 50% being raised within the individual counties. The cost is about \$2.15 per book. Parents can register their children online. Ms. Whitt told the Board that she was involved in the discussions with representatives of a number of community organizations which culminated in this program being implemented in Wyandot County. She has also agreed to serve on the steering committee for the program. Since the Imagination Library is funded by contributions from the community, Ms. Whitt asked whether the Board would consider supporting the program financially. It was agreed that while the initiative is a worthy one, this decision should not be made while the library's funding is uncertain due to reduced state tax revenues in the pandemic situation. USCL will support the Imagination Library by making information and registration available through its social media, website and newsletter.

The last item on the agenda was the question of how the library will handle health insurance premiums for staff whose hours may fall below those required for eligibility, due to the library's temporarily reduced hours. Policy states that the library will pay 80% percent of the premiums for full-time staff (30 hours or more per week) and 40% for part-time (at least 20 hours and less than 30 per week). The motion was made and seconded that if a staff member's hours are temporarily reduced due to the COVID emergency, they will maintain their eligibility to have health insurance premiums paid at the regular level regardless of the number of hours worked.

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

1. In consideration of the COVID-19 emergency, and after the in-person elections were cancelled by order of the state, I decided to close the library at 5 p.m. on Tuesday, March 17. All due dates were extended until the library should reopen, and statewide delivery of materials between libraries was suspended. Staff were only required to come in as needed for bills, payroll, and to empty the book return. All live programming was cancelled. I decided not to offer curbside service due to the stay-at-home order and concerns about transmission of virus by way of materials.
2. While the library was closed, we offered a number of virtual programs, including story times and a weekly trivia game. We will continue to develop this effort, especially until such time as it seems safe to begin offering in-house programming again.

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3. On April 1, we launched the Hoopla service, which allows our patrons to “borrow” online media including e-books and e-audiobooks and movies. We had 158 borrows by 37 different patrons in the first month of this service. The current limit is 8 borrows per patron per month.
4. The library reopened to the public on Tuesday, May 12 with no evening hours, no in-person programming, no public use of the meeting rooms, and safety protocols in place (attached). Lynn Gottfried has built a beautiful plexiglass barrier at the circulation desk.
5. The summer reading program is being reimagined to provide interesting activities without live programming. It is planned to begin on June 1.
6. Ohio Governor’s Imagination Library launched in Wyandot County May 1. This is a program which works with the Dolly Parton Imagination Library to mail one new book, free of charge, to each enrolled child from birth to age five. The goal is to make this available to all children in Ohio, with 50% of the funding being provided at the state level and 50% being raised within the individual counties. The cost is about \$2.15 per book. Parents can register their children online; a link is available on the library’s website.
7. Memorial/Honor/Donations March-April 2020:  
A number of memorial donations were received in March and April, but they have not yet been processed. The money is secure, and the donations will be reported next month.

There were no Items Not on the Agenda

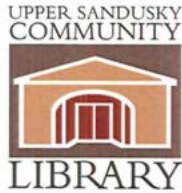
Ms. Romich asked if there were any other items for discussion. Hearing none, the motion was made and seconded to adjourn; the meeting was adjourned at 1:10 p.m.

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President

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Secretary



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## **Records Retention Policy**

Adopted May 14, 2020

### **Background:**

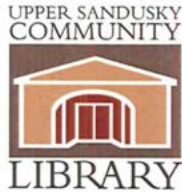
The Upper Sandusky Community Library, as with other public entities in the State of Ohio, must retain certain records from year to year. The Board of Trustees of the Upper Sandusky Community Library has adopted the following policy for records retention.

### **Policy:**

The Records Commission of the Upper Sandusky Community Library consists of the Director and Fiscal Officer and the Board of Trustees. The Commission meets at least once each year for the purpose of overseeing the library's compliance with the Ohio Records Law as defined in Chapter 149 of the Ohio Revised Code.

The Upper Sandusky Community Library shall comply with Ohio Revised Code Section 149.11. The Commission shall review applications for the one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the library. The Commission may dispose of records pursuant to the procedure outlined in this policy. The Commission may review at any time any schedule it has previously approved and for good cause revise that schedule.

Records shall be retained according to the schedule below.

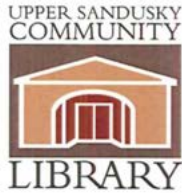


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<b>Record Title and Description</b>	<b>Retention Period</b>
<b>Accounts Receivable Ledger and Documents</b>	5 years, provided audited
<b>Annual Employee Leave Use/Balance Report</b>	5 years
<b>Annual Financial Report to the Auditor of State</b>	Permanent
<b>Annual Reports</b>	Permanent
<b>Annual Report to State Library</b>	Permanent
<b>Application for PERS Refund or Waiver</b>	Permanent
<b>Appropriation Ledger</b>	5 years, provided audited
<b>Audit Reports</b>	5 years
<b>Bank Deposit Receipts</b>	5 years, provided audited
<b>Bank Statements</b>	5 years, provided audited
<b>Bids (Successful)</b>	
<i>Copies of successful bids to provide goods and/or services</i>	3 fiscal years after expiration of contract
<i>Original, if made part of a contract and filed with contract</i>	15 years after expiration of contract
<b>Bids (Unsuccessful)</b>	3 years after letting of the contract
<b>Bi-weekly reports of Leave Use and Balances</b>	Until incorporated in Annual Leave Use/Balance Report
<b>Board Policy Files</b>	Permanent
<b>Board of Trustee Agenda Packets</b>	Until official Minutes are created
<b>Budgets Filed with County Budget Commission</b>	10 years, provided audited
<b>Building Blueprints</b>	Permanent
<b>Building Specifications</b>	Life of Structure
<b>Cancelled Checks</b>	5 years, provided audited
<b>Cash Books and Cash Journals</b>	5 years, provided audited
<b>Check Registers</b>	5 years, provided audited
<b>Circulation Records</b>	5 years
<b>Committee Meeting Minutes</b>	Permanent
<b>Construction Contracts</b>	15 years after the project is completed

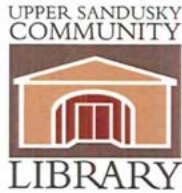


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<b>Consultant Reports</b>	4 years
<b>Contracts</b>	15 years after expiration
<b>Correspondence-General (Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative, it does not attempt to influence agency policy)</b>	2 years
<b>Correspondence-Routine (Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard for letters)</b>	Until no longer of administrative value
<b>Correspondence-Transitory (includes telephone messages, post-it-notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communications)</b>	Until no longer of administrative value
<b>Court Orders for Payroll Deductions</b>	2 years after termination of employment or order rescinded
<b>Documentation of Leave</b>	5 years, provided audited
<b>E-mail</b>	1 Year
<b>Employee Earnings Records</b>	5 years after termination of employment
<b>Employee Withholding Requests</b>	Until replaced or revoked by employee
<b>Employment Applications</b>	7 years after receipt
<b>Employer Quarterly Federal Tax Return</b>	5 years, provided audited
<b>Expense Records</b>	5 years
<b>Formal Legal opinions</b>	Permanent
<b>Garnishment Orders</b>	5 years after termination of employment or order rescinded



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	5 years provided all state or federal audits have been conducted, the Audit reports released and litigation, claims, or audit findings have been resolved
<b>Grant Files</b>	
<b>Incident/Accident Reports</b>	5 years
<b>Insurance Policies</b>	2 years after expiration, provided all claims settled
<b>Interlibrary Loan Records</b>	2 years
<b>Inventories (Property)</b>	5 years, provided audited
<b>Investments</b>	5 years, provided audited
<b>Library Card Applications</b>	5 years
<b>Library News Releases</b>	4 years
<b>Library Publications</b>	2 years
<b>Litigation Records</b>	5 years after case is closed and appeals exhausted
<b>Meeting Room Applications</b>	1 year
<b>Minutes of Board of Trustees Meetings</b>	Permanent
<b>Monthly Financial Reports to Library Board</b>	5 years, provided audited
<b>Monthly Statistical Reports</b>	Until incorporated into year end report
<b>Operating Procedures</b>	Permanent
<b>Overdue Circulation Records</b>	3 years
<b>Payroll Journal/Ledgers</b>	5 years, provided audited
<b>Payroll Reports</b>	5 years, provided audited
<b>Personnel Files</b>	2 years after termination of employment purge extraneous records. Retain retirement waivers, service record and leave balances permanently
<b>Personnel Policies</b>	Permanent
<b>Petty Cash Records</b>	5 years, provided audited
<b>Purchase Orders/Requisitions</b>	5 years, provided audited
<b>Real Property Acquisition Records</b>	5 years after asset is sold
<b>Reports to Retirement Systems</b>	50 years



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<b>State Income Tax Report</b>	25 years
<b>Survey Reports</b>	4 years
<b>Training Manuals</b>	Until no longer of administrative value
<b>Vouchers</b>	5 years, provided audited
<b>Tax Withholding Reports</b>	6 years, provided audited
<b>Technology Plans</b>	Permanent
<b>Timesheets</b>	5 years, provided audited
<b>Video Recordings/Tape of Proceedings</b>	1 year
<b>W-2 Forms</b>	6 years, provided audited
<b>W-4 Forms</b>	Until superseded or employee terminates





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**Upper Sandusky Community Library**  
**TEMPORARY EMERGENCY PAID SICK LEAVE POLICY**  
Adopted by the Board of Trustees Date: 5/14/2020

All eligible employees shall be entitled to emergency paid sick leave in compliance with the 2020 Families First Coronavirus Response Act as follows:

**A. Use of Leave.**

All eligible employees may use emergency paid sick leave if they are unable to work (or telework) before using other accrued paid leave for the following reasons:

1. The employee is subject to a federal, state, or local quarantine, or isolation order related to COVID-19 and is unable telework;
2. The employee has been advised by a health-care professional to self-quarantine because of COVID-19 and is unable to telework;
3. The employee is experiencing symptoms of COVID-19 and is currently seeking a medical diagnosis or awaiting the results of a COVID-19;
4. The employee is unable to work (or telework) due to a bona fide need to care for an individual who has been ordered or advised to quarantine or isolate. The “individual” for purposes of this reason for leave is an immediate family member, roommate, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she has been ordered or advised to quarantine or isolate.
5. The employee is unable to work (or telework) due to a need to care for a child whose school or place of child care has closed reasons related to COVID-19. The child must be under the age of 18, or over the age of 18 and incapable of self-care because of a mental or physical disability.
6. For similar conditions as determined by the Secretary of Health and Human Services.

**B. Eligibility.**

To be eligible for leave under this policy, an employee must have worked for the Upper Sandusky Community Library for at least thirty (30) days prior to the commencement of the leave.

**C. Intermittent Leave**

Employees may take leave intermittently or on a reduced schedule basis for reason #5 as described in Section A of this policy, subject to the employer’s approval.

Employees may not take leave intermittently or on a reduced schedule basis for reasons #1-4 or #6 as described in Section A of this policy.

**D. Length of Leave and Compensation.**

1. Employees taking leave for reasons #1-3 as set forth above are entitled to two weeks of emergency sick leave at full pay. Employees are entitled to the equivalent of the hours they work on average in a two-week period. This sick leave will not be deducted from an employee’s accrued sick leave balance.



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2. Employees taking leave for reasons #4-6 as set forth above will receive two-thirds of their regular rate of pay or two-thirds of minimum wage, whichever is greater. Employees are entitled to the equivalent of hours they work on average in a two week period. Employees who do not work a regular schedule, the two-week equivalent will be based on an average number of hours worked in the previous six months.
3. Employees are entitled to up to eighty (80) hours of pay at their regular rate (up to \$511 per day and \$5,110 in total) for leave taken for reasons #1, #2, and #3 as described above and two-thirds of their regular rate of pay if emergency sick leave is used for reasons #4, #5, and #6 as described above (up to \$200 per day and \$2,000 in total).
4. Employees who exhaust their two weeks of leave under this policy for reasons 1-3 as set forth in Section A and are unable to return to work due to that reason may apply for Family Medical Leave pursuant to the Upper Sandusky Community Library's Family Medical Leave Act provided the employee is otherwise eligible.
5. Employees taking emergency sick leave for reason #5 in Section A and are unable to return to work after this period due to the unavailability of school or childcare for COVID-19 reasons may apply for EFMLA leave provided by the FFCRA as set forth in Upper Sandusky Community Library's policy.
6. Employees are entitled to a total of two weeks of emergency sick leave under this policy regardless of the reason(s) for the leave.

**E. Employee Notification and Documentation.**

When an employee is unable to report to work due to illness or other acceptable sick leave reason under the FFCRA, they shall notify the Director. An employee taking leave, or their representative, must make a request in writing to the Upper Sandusky Community Library and provide the requested documentation of the need for leave. An employee taking leave must follow the Upper Sandusky Community Library's policies for regular reporting of absences. An employee must continue such notification each succeeding day of absence except in cases of prolonged illness or absences where the employee has been granted a set period of leave.

Employees taking leave under this policy are expected to engage in conduct consistent with their need for such leave. If circumstances change, employees must notify the Director of the new facts so a determination can be made concerning the appropriate leave, if any, that is available to the employee.

The Upper Sandusky Community Library reserves the right to require documentation verifying that the need for requested leave meets the conditions set forth in this policy, including medical documentation if applicable.



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**F. Medical Information.**

The Upper Sandusky Community Library will maintain employees' medical information in a separate medical file and will treat the information in a confidential manner.

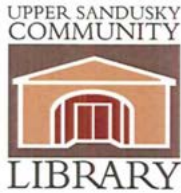
Employees who are concerned that their medical information is not being treated in a confidential manner should report such concerns to the Director.

**G. Retaliation.**

An employee will not be retaliated against for exercising her right to emergency sick leave in accordance with this policy.

**H. Expiration.**

This policy is temporary and is in effect from May 11, 2020 until December 31, 2020. Emergency paid sick leave accrued under this policy may not be carried over past December 31, 2020. Any unused emergency sick leave will not be paid out under any circumstances.



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## Upper Sandusky Community Library

### TEMPORARY FAMILY MEDICAL LEAVE ACT (FFCRA) POLICY

Adopted by the Board of Trustees

Date: 5/14/2020

#### **A. Statement of Policy.**

Under the Families First Coronavirus Response Act (FFCRA), eligible employees may request up to twelve (12) weeks of emergency family and/or medical leave for qualifying reasons related to COVID-19 with job protection and no loss of accumulated service provided the employee meets the conditions outlined in this policy. This policy is temporary and is in effect between May 11, 2020 and December 31, 2020.

The expanded FMLA leave provided by this policy is not in addition to FMLA leave available for other FMLA qualifying conditions, such as an employee's serious health condition, a serious health condition of an employee's immediate family member (spouse, child or parent), upon the birth, adoption or foster placement of a child or for certain military leave related reasons. The 12-month period applicable for traditional FMLA leave is applicable to the leave requested by employees under this policy.

#### **B. Definitions.**

As used in this policy, the following terms and phrases shall be defined as follows:

1. "Qualifying need related to a COVID-19": employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed or the child care provider of such son or daughter is unavailable due to COVID-19.

#### **C. Eligibility.**

To be eligible for leave under this policy, an employee must meet all of the following conditions:

1. Worked for the Upper Sandusky Community Library for at least thirty (30) days prior to the commencement of the EFMLA.
2. Spouses who are both employed by the Upper Sandusky Community Library are jointly entitled to a combined leave total of twelve (12) weeks (rather than twelve (12) weeks each) for childcare purposes. Employees who are both employed by the library may not take leave under this policy at the same time.
3. Employees who have been furloughed or laid off are not eligible for EFMLA leave.

#### **D. Use of Leave.**

Leave under this policy is limited to circumstances where an employee is unable to work (including telework) due to the need to care for the employee's child because the child's school or place of childcare has been closed or the childcare provider of the child is unavailable due to COVID-19. The child must be under the age of 18, or over the age of 18 and incapable of self-care because of a mental or physical disability.

Employees taking leave under this policy must be present with the minor children during regular work hours and otherwise act in a manner consistent with the need for such leave.



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### **E. Procedures for Requesting EFMLA Leave**

Requests for FMLA leave must be submitted in writing as soon as practicable after the commencement of leave.

The employee must follow the regular reporting procedures for each absence.

The Upper Sandusky Community Library reserves the right to require documentation verifying that the need for requested leave meets the conditions set forth in this policy.

### **F. Duration of Leave and Compensation.**

Eligible employees are eligible for up to twelve (12) weeks of EFMLA leave. This leave entitlement is reduced by the amount of leave an eligible employee has taken under the FMLA in the current twelve-month leave year. The EFMLA taken under this policy by an eligible employee will be deducted from any remaining FMLA leave the employee has available for the current twelve-month leave year. As a result, eligible employees are entitled to a maximum of combined EFMLA and FMLA leave in the current twelve-month leave year.

The first 10 days (or two calendar weeks) of EFMLA leave are unpaid, but eligible employees may use emergency paid sick leave during these first 10 days to avoid loss of income. Employees eligible for EFMLA leave pursuant to the FFCRA in order to care for the employee's child as outlined in Section D above shall be eligible for up to ten (10) weeks of expanded family and medical leave paid at two-thirds the employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work (with a maximum payment of \$200 per day and \$12,000 total). Employees may supplement paid EFMLA leave with other accrued leave so that they are receiving their full regular rate of pay at the discretion of the Upper Sandusky Community Library.

### **G. Intermittent/Reduced Schedule Leave.**

An employee may take FMLA leave on an intermittent or reduced work schedule basis for a qualifying need related to a COVID-19 with the employer's approval. Requests for intermittent or reduced schedule FMLA leave must be submitted in writing as soon as practicable prior to the commencement of the leave or as soon as practicable following the commencement of leave if prior notice is not possible.

### **H. Reinstatement.**

Employees who take leave under this policy will be reinstated to the same or a similar position upon return from leave except that if the position that the employee occupied prior to taking FMLA leave is not available due to an action that would have affected the employee regardless of whether the leave was taken.

### **I. Retaliation.**

Employee will not be retaliated against for exercising their rights to leave in accordance with this policy.

### **J. Expiration.**

This policy is temporary and will be effective May 11, 2020 and expire on December 31, 2020.