

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*July 26, 2018*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, July 26, at 4:00 p.m. in the Library Board Room to discuss a matter of personnel policy. The following members were present: Ms. Dianne Grafmiller, Ms. Amy Aldridge-Ritchey, Ms. Laurie Scheck and Mr. Todd Leightey. Ms. Jenny Romich, Ms. Jill Logsdon and Ms. Ann Kemerley were absent. Director Kathleen Whitt was also present.

The Board met to decide how to proceed in the case of a non-exempt, salaried staff member who has exhausted paid (sick and vacation) leave, and is able to work only part-time. There is at present no policy on whether and how the salary should be prorated according to time worked/not worked.

After discussion of the possibility of adopting policy permitting full-time staff members to work reduced hours, the Board decided that such a measure would not be advisable. Board members had investigated the policies of other public employers in Wyandot County, and found no provision for such a measure. Library policy provides for leave without pay for staff who have exhausted their paid leave, as do many other employers. It was noted, however, that other organizations have a limit on the length of time for unpaid leave.

It was moved and seconded that the policy for unpaid leave be revised to specify a limit of six months' time within any 12-month period.

It was decided that policy already in place is sufficient to deal with the matter at hand. There being no provision for docking the pay of a salaried staff member, full pay will be issued for the payroll period in question.

If a full-time staff member is not able to fulfill the requirements of his or her position, including the full number of hours specified in the terms of employment, that staff member may request unpaid leave until able to return full time, or until the 6 months of unpaid leave is exhausted.

If a staff member is out for an extended period, the Board and director will investigate means of obtaining a substitute to cover essential functions.

Ms. Grafmiller asked if there were any other items for discussion. Hearing none, Ms. Grafmiller asked for a motion to adjourn. The motion being made and seconded, the meeting was adjourned at 5:15 p.m.

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President

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Secretary