

Board of Trustees of the Upper Sandusky Community Library

Minutes

June 11, 2020

The Upper Sandusky Community Library Board of Trustees convened on Thursday, June 11, 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. Laurie Scheck, Mr. Todd Leightey, Ms. Jill Logsdon and Ms. Ann Kemerley. Ms. Dianne Grafmiller 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 May 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. Ms. Kemerley asked about the \$707 payment for movie licensing. Ms. Whitt replied that this is for a two-year contract to show movies from participating studios at the library. The cost for permission to show a single movie is \$200. Hearing no further questions, 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 asked for clarification of the Unpaid Leave Policy. She said that the library's unpaid leave policy states that "The Library requires employees to first use any eligible paid leave available before going into unpaid leave status." Since some staff members may not be able to work all of their normally scheduled hours due to the reduction in library hours in the current pandemic environment, Ms. Whitt asked if staff may take intermittent unpaid leave rather than using their accrued vacation leave. The Board agreed that since it was the library's reduced need in an emergency situation that is the cause of the temporary reduction in work schedule, staff need not take formal leave time to "make up" the normal number of working hours. They will be paid for the hours worked, and may take accrued vacation leave to make up the difference if they desire, or accept the reduced number of paid hours.

Also in connection to the Unpaid Leave Policy, Ms. Whitt submitted the case of an employee who may be in the position of having to go into unpaid leave status due to a medical procedure potentially requiring 4-6 weeks off work. While the employee participates in the library's health insurance plan, policy states:

"Subject to the terms, conditions, and limitations of the applicable insurance plans, the Library will provide health insurance benefits until the employee's last day of paid employment. At that time, employees will become responsible for the full costs of these insurance benefits if they wish coverage to continue. When the employee returns from medical leave, the Library, according to the applicable plans, will again provide insurance benefits."

The Board agreed that this would impose a hardship that might cause an employee to lose their health insurance at a time it can least be afforded. The motion was made and seconded to revise the policy to read:

“Subject to the terms, conditions, and limitations of the applicable insurance plans, if an eligible employee must take unpaid leave for medical reasons documented by a medical professional, the library will pay the eligible portion of the staff member’s insurance premium for one month after the employee’s last day of paid employment. Otherwise, the Library will provide health insurance benefits until the employee’s last day of paid employment. Employees will then become responsible for the full costs of insurance benefits if they wish coverage to continue. When the employee returns from unpaid leave, the Library, according to the applicable plans, will again provide insurance benefits.

In a roll call vote, all present approved the motion to revise the policy. The complete policy is attached to these minutes.

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 can register online or at the library.
2. We are continuing to offer online story times, craft videos, Kids Can Cook and Experiments with Miss Jill, book clubs, etc. We have also started a Pen Pal program, where we will match up people with shared interests. These may be child-adult, or child-child, or adult-adult. A permission slip from a parent is required for children who wish to participate.
3. Resource sharing with other SEO member libraries is still on hold. At this point, this is not likely to resume before the end of June. Patrons can still request items through the library catalog. Materials that are held at USCL will be received as available. Materials owned by other libraries will be received in due time. In the meantime, we are reminding people that many materials are available online through hoopla! or the Ohio Digital Library.
4. Since we reopened on May 12, traffic by library visitors has been slow, but steady. We are seeing about 50-70 visitors a day, or 25 or so on Saturdays. 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 yet.
5. Due to concerns that a spike or increase in the number of COVID cases may occur in connection with the reopening of most of Ohio’s businesses, and the effect this would have in case of exposure by a member or members of the library’s staff, I have divided staff into teams of 3 or 4, called “pods.” These pods are scheduled to work in the library together, while members of other pods may work up to their regular number of hours either from home or in isolation in the library, but not to be in close contact with members of other pods. This is to prevent having to close the library if the entire staff were to be required to isolate quarantine due to illness or exposure. This is a challenge, but we are keeping in touch by phone and email, and staff are working well, with good relationships within their pods.

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6. Although the Public Library Fund distributions for May were 34.5% below earlier estimates, the Ohio Library Council reminded fiscal officers that much of this shortfall was due to the deferred income tax reporting date. This should be made up by an increase in the PLF distribution for August.
7. The Ohio Department of Taxation (ODT) posted the June 2020 Public Library Fund (PLF) distribution of \$31,446,791 – which is \$5,120,562 (-14%) below ODT’s estimate for the month and brings the Calendar Year (CY) 2020 total to \$184,483,254 (which is down 9.65% year-to-date). As expected, the June PLF distribution is under estimate due to the economic impact of the COVID-19 pandemic and business closures.
8. Memorial/Honor/Donations April 2020:

In memory of:

Donation

Joyce C. Helge Memorial

Louis Schoenberger

Donor(s):

USANDO

Angie & Larry Franz

Van & Vicki Orians

Yvonne Baldwin

Kayla Weaver

Rall Family Trust

Warpole Chapter #366 O.E.S.

Carol Ann Grubel

Karen Condani

Darlene Casper

Mark & Rebecca Romich

First Citizens National Bank

Frank & Kara Fox

Mark & Nancy Johnson

James & Sharon Sanderson

Aaron Leightey

Darlene Weaver

Bruce, Rosemary & Chris Schoenberger

David & Tina Fox

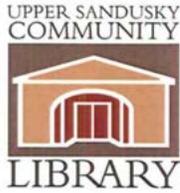
Jim & Mary Fox & Tim Ozhen

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 12:30 p.m.

President

Secretary



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UNPAID LEAVE POLICY

Adopted by the Board of Trustees

Date: 09/19/2006

Revised: 7/26/2018, 6/11/2020

The Library requires employees to first use any eligible paid leave available before going into unpaid leave status. Once all such paid leave is exhausted, an employee will be placed on unpaid leave or terminated from employment. The Director will be responsible for determining the appropriate action by reviewing the employee's length of service, work record and cost to replace the staff member.

Unpaid leave is only to be utilized in cases of emergency, whether for personal, medical, or other reasons. Cases of intermittent, individual days of unpaid leave may be cause for disciplinary action.

Use of unpaid leave shall be limited to six months within any 12-month period.

Subject to the terms, conditions, and limitations of the applicable insurance plans, if an eligible employee must take unpaid leave for medical reasons documented by a medical professional, the library will pay the eligible portion of the staff member's insurance premium for one month after the employee's last day of paid employment. Otherwise, the Library will provide health insurance benefits until the employee's last day of paid employment. Employees will then become responsible for the full costs of insurance benefits if they wish coverage to continue. When the employee returns from unpaid leave, the Library, according to the applicable plans, will again provide insurance benefits.

Non-insurance benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during an extended unpaid leave and will resume upon return to active employment.

An employee is prohibited from working another job while on unpaid leave.