

UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TUESDAY, OCTOBER 16, 2018 AT 5 PM
MINUTES

The meeting was called to order at 5:03 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen, Peter Hahn, Gloria Heydlauff, Sarah Mueller, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; Chris Minx, Marketing and Community Relations Manager; and Allison Frew, Executive Assistant.

EXCUSED ABSENCE: Kevin Fix

CONSENT AGENDA

In addition to approving the absence of Kevin Fix, the consent agenda included the Minutes from the September Board of Trustees meeting, the Financial Report for September and the September Donations Resolution. The Financial report is included as an exhibit to these minutes. The Donations Resolution is included here.

RESOLUTION 23-18
SEPTEMBER DONATIONS

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the fund listed below the following donations with sincere thanks:

Amount	Fund	First Name	Last Name	Campaign
\$ 500.00	130	JMAC, Inc.		In Memory of Linda Christie
\$ 50.00	130	Susan	Boyle	In Memory of Linda Christie
\$ 50.00	130	Martha and Dale	Brinkman	In Memory of Linda Christie
\$ 50.00	130	Susan and Dennis	Dew	In Memory of Linda Christie
\$ 50.00	130	David and Nancy	Evans	In Memory of Linda Christie
\$ 100.00	130	Trevor and Pam	Ferger	In Memory of Linda Christie
\$ 100.00	130	Stanley and Courtney	Ferger	In Memory of Linda Christie
\$ 100.00	130	Phil and Lynn	Glandon	In Memory of Linda Christie
\$ 100.00	130	Jeffrey	Lyttle	In Memory of Linda Christie
\$ 100.00	130	Shirley	McCombe	In Memory of Linda Christie

\$ 100.00	130	Robert	Mercer	In Memory of Linda Christie
\$ 25.00	130	Willis and Sara	Palmer	In Memory of Linda Christie
\$ 100.00	130	David and Carolyn	Patterson	In Memory of Linda Christie
\$ 100.00	130	Brenda and John	Phillips	In Memory of Linda Christie
\$ 35.00	130	Reginald	Rahn	Unsolicited 2018
\$ 200.00	130	Kent	Rinker	In Memory of Linda Christie
\$ 100.00	130	Charles and Jan	Rodenfels	In Memory of Linda Christie
\$ 150.00	130	Michael and Ann	Smith	In Memory of Linda Christie
\$ 5.00	130	Erik	Vasusarver	Unsolicited 2018
\$ 50.00	130	Janette and Jeffrey	Watson	In Memory of Linda Christie
\$ 2,065.00	Total			

SIGNATURE SHEET

Resolution No. 23-18

10/16/2018

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Maura Bowen:


Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Sarah Mueller	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the above-noted date.


Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

ASSISTANT DIRECTOR'S REPORT

The Library hosted its annual UA Author Series event last Sunday, October 14th. Amor Towles was our speaker this year. Approximately 1,000 guests attended the author talk and 60 guests attended the luncheon.

The Assistant Director highlighted some upcoming Library programs of interest such as Cut The Cord on October 20th and Holiday Happiness on December 1st.

DIRECTOR'S REPORT

The Director made two announcements. A UA Library staff member received a significant promotion at the State Library of Ohio, and the Upper Arlington Public Library Digital Collection is now available on the Digital Public Library of America database.

Monthly Statistics

The Board had no additional comments for this section.

Quarterly Staffing Report

Two retirements are anticipated at the end of 2018. Administration will be looking at departmental needs and will determine how best to fill these roles during 1st quarter of 2019.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY, OCTOBER 10, 2018
MEETING NOTES**

The meeting was called to order at 5:03 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Peter Hahn, and Bill Shkurti

STAFF MEMBERS: Chris Taylor, Kate Porter, Lori Piergallini, Greg Ramage and Allison Frew

REVIEW SEPTEMBER FINANCIALS

The outstanding encumbrance balance for September 2017 was \$0. This was due to the closing of all purchase orders at that time to transition to the new accounting system.

The September PLF was 5% higher than estimated.

2018 TRANSFER FROM GENERAL FUND TO CAPITAL FUND

The Fiscal Officer recommended the Library increase our budgeted annual transfer of \$200,000 to the Building Improvement Fund to \$300,000 since we received more revenue than anticipated. These funds are currently not designated for any particular project and will allow the Library to continue improving its facilities.

The Committee agreed that this is the best place to allocate additional funds, and they will advise the Board to approve the resolution.

REVIEW SEPTEMBER CHECKS

The September checks were presented to the Committee for review and the Fiscal Officer offered explanations for significant expenditures.

REVIEW BANK RECONCILIATIONS

All accounts are balanced as of September 30, 2018.

The STAR Ohio account for the General Fund accrued \$6,899.33 in interest in September.

The STAR Ohio account for the Restricted Fund 250 includes the \$100,000 deposited from the former First Merchant's Bank CD. It accrued \$175.86 for September.

REVIEW QUARTERLY INVESTMENT PLAN

The Fiscal Officer presented the balance for all investments as of September 30, 2018, including quarterly and year to date interest received

The Library's Restricted Fund CD at First Merchant Bank's is set to renew in August 2019.

Due to STAR Ohio's competitive rate and liquidity, the Fiscal Officer recommended the Library continue its investment in STAR Ohio.

DRAFT RESOLUTION TO CONTINUE GAS PURCHASING VIA META

The Library is coming to the end of its contract with META, formerly known as MEC, the consortium from whom we purchase natural gas. The original contract was for a three-year period with the option to renew two more times, which extended the contract up to five years. The Library's current contract will end in 2020. The Library will need to pass a new resolution in order to enter into another contract with the same term length. The Fiscal Officer recommended the Library continue purchasing natural gas through this consortium.

The Committee requested that the coversheet include the beginning and ending dates of the original contract for the Board Meeting. The Committee will also recommend the Board approve the resolution.

HEALTHCARE RENEWAL INFORMATION

There will be no increase in the healthcare premium for next year.

Administration will explore options to help mitigate high-deductible spending for the Library's staff.

5-YEAR PROJECTIONS V5

The Committee recommended that the Library base its materials budget as 15% of the total Property Taxes and Public Library Fund Revenue.

The Committee suggested some changes to the terminology used in the document.

The projection will be revised for the next Committee meeting with the recommended changes.

REVIEW PRELIMINARY 2019 GENERAL FUND BUDGET

Two versions of the budget were presented to the Committee for their review. The Committee agreed to use parts of both versions in the final budget projection.

REVIEW 20-YEAR TECHNOLOGY PLAN

Administration shared the updated Twenty-Year Technology Plan with the Committee. The revised plan includes three changes: cost estimates for projects completed in the last few years were updated, a project to replace barcode scanners and receipt printers was added, and the timeline of some projects were rearranged in order to balance spending year to year.

The Committee was satisfied with this version of the plan and confirmed that the additional \$100,000 transfer to the Building Improvement Fund will help cushion such projects.

ADJOURNMENT

The meeting was adjourned at 6:10 p.m.

Next Meeting: Wednesday, November 14, 2018 at 5PM in Meeting Room C

FISCAL OFFICER'S REPORT

Drafts of the 2019 Budget will be presented at the November Operations and Finance Committees.

The Library received its Facilities study and will have the results ready for review at the November Operations Committee.

The Public Library Fund is ahead 3% for October.

RESOLUTION TO INCREASE 2018 TRANSFER FROM GENERAL FUND TO BUILDING IMPROVEMENT FUND

RESOLUTION 24-18
**RESOLUTION TO TRANSFER MONEY FROM
THE GENERAL FUND TO BUILDING IMPROVEMENT FUND**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Fiscal Officer to transfer \$300,000 from the General Fund to the Building Improvement Fund 402.

SIGNATURE SHEET

Resolution No. 24-18

10/16/2018

Upon the motion of Trustee William Shkurti, seconded by Trustee Sarah Mueller:

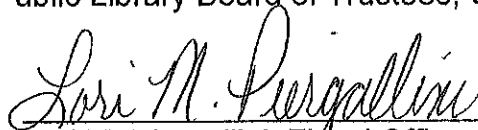
Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Sarah Mueller	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the above-noted date.



Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

HEALTH CARE RENEWAL RESOLUTION

Administration will include a Last Dollar Benefit to the Health Insurance plan for next year. The Last Dollar Benefit will cover the difference between the deductible and the out of pocket maximum in order to lessen the cost to staff who exceed their deductible.

The Board requested information on how many staff reach this limit.

RESOLUTION 25-18
To Accept United Healthcare Insurance Renewal

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts the health care insurance renewal proposal from United Healthcare to be effective as of December 1, 2018 that reflects a 0 % increase in premiums.

SIGNATURE SHEET

Resolution No. 25-18

10/16/2018

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Maura Bowen:


Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Sarah Mueller	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the above-noted date.



Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

RESOLUTION FOR NATURAL GAS COOPERATIVE PURCHASING

The Resolution and Certification can be found as an exhibit to these minutes.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, OCTOBER 2, 2018**

MEETING NOTES

The meeting was called to order at 5:00 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen and Gloria Heydlauff

STAFF MEMBERS: Chris Taylor, Kate Porter, Greg Ramage, Chris Minx, and Allison Frew

EXCUSED ABSENCE: Sarah Mueller

REVIEW PERSONELL MANUAL CHANGES

The Personnel Manual has undergone a full review by staff and our legal counsel. A summary of all changes, and two addendums recommended by our legal counsel, were presented to the Committee.

The Committee will recommend the full Board approve the changes to the Personnel Manual.

REVIEW 20-YEAR TECHNOLOGY PLAN

Administration shared the updated Twenty-Year Technology Plan with the Committee. The revised plan includes three changes: cost estimates for projects completed in the last few years were updated, a project to replace barcode scanners and receipt printers was added, and the timeline of some projects were rearranged in order to balance spending year to year.

The Committee was satisfied with this version of the plan and had no additional suggestions for this section. The plan will also be presented to the Finance Committee.

STRATEGIC PLANNING CONSULTANT TIMELINE PLANING

The Committee and Administrative team discussed the evaluation criteria for selecting candidates to interview and possible meeting times to review proposals.

ADJOURNMENT

The Meeting was adjourned at 5:45 p.m.

Next Meeting: Tuesday, November 6, 2018 at 5 p.m. in Meeting Room C

PERSONNEL POLICY REVISIONS RESOLUTION

RESOLUTION 27-18
To Approve Changes to the Personnel Manual

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revisions to the Personnel Manual as presented in the Exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

SIGNATURE SHEET

Resolution No. 27-18

10/16/2018

Upon the motion of Trustee Sarah Mueller, seconded by Trustee Peter Hahn:

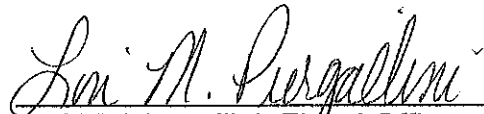
Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Sarah Mueller	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the above-noted date.



Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

PRESIDENT'S REPORT

The Strategic Planning Consultant Request for Proposals are due Friday, October 19th.

EXECUTIVE SESSION TO CONSIDER THE COMPENSATION OF A PUBLIC EMPLOYEE

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Peter Hahn, the Board entered into an executive session:

Voting:

Maura Bowen	Aye
Peter Hahn	Aye

Gloria Heydlauff, Vice President	Aye
Sarah Mueller	Aye
William Shkurti, Secretary	Aye
John Yesso, President	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

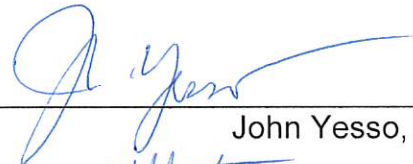
ADJOURNMENT

William Shkurti made a motion to adjourn the meeting. Peter Hahn seconded the motion.

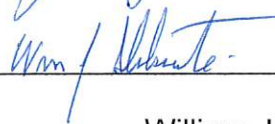
Voting:

John Yesso, President	Aye
Gloria Heydlauff, Vice President	Aye
William Shkurti, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Sarah Mueller	Aye

The meeting was adjourned at 5:35 p.m.



John Yesso, President



William J. Shkurti, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of September 30, 2018

Fund No.	Fund Description	January 1, 2018 Balance (a)	2018 YTD Revenue (b)	2018 YTD Expended (c)	9/30/2018 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,003,654.44	\$ 5,401,227.51	\$ 4,219,279.01	\$4,185,602.94	\$ 494,693.00	\$3,690,909.94
2XX	Special Revenue Fund-Combined	\$278,587.88	\$ 104,383.06	\$ 68,520.17	\$314,450.77	\$ 69,163.64	\$245,287.13
402	Building Improvement	\$364,979.22	\$ 29,644.48	\$ 264,600.29	\$130,023.41	\$ 23,796.16	\$106,227.25
501	Employee FSA Fund	\$3,202.68	\$ 14,086.56	\$ 13,432.24	\$3,857.00	\$ -	\$3,857.00
GRAND TOTAL		\$3,650,424.22	\$5,549,341.61	\$4,565,831.71	\$4,633,934.12	\$587,652.80	\$4,046,281.32

Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library materials and other operating expenses.

Fund 2XX Special Revenue Fund is used to track donations to the Library by the Friends and other private sources as well as the corresponding expenditures. Like the General Fund, this information provided summarizes the data into one Special Revenue Fund and is noted as such.

Fund 402 the Building Improvement Fund is used for building and technology improvements.

Fund 501 Employee FSA Fund is a restricted fund used for Employee FSA contributions that the Library maintains in house.

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of September 30, 2017

Fund No.	Fund Description	1/1/2017 Balance (a)	2017 YTD Revenue (b)	2017 YTD Expended (c)	9/30/2017 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$2,633,914	\$5,286,519	\$4,220,133	\$3,700,300	\$0	\$3,700,300
2XX	Special Revenue Fund-Combined	\$286,478	\$25,212	\$30,952	\$280,738	\$0	\$280,738
402	Building Improvement	\$453,471	\$0	\$140,083	\$313,388	\$0	\$313,388
501	Employee FSA Fund	\$5,000	\$8,360	\$9,198	\$4,162	\$0	\$4,162
GRAND TOTAL		\$3,378,863	\$5,320,091	\$4,400,366	\$4,298,588	\$0	\$4,298,588

*Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library materials and other operating expenses. **All encumbrances were closed out in September do to the transition to the new accounting system. For comparison purposes, 2016 Outstanding Encumbrances totaled \$756,010.***

Fund 2XX Special Revenue Fund is used to track donations to the Library by the Friends and other private sources as well as the corresponding expenditures. Like the General Fund, this information provided summarizes the data into one Special Revenue Fund and is noted as such.

Fund 402 the Building Improvement Fund is used for building and technology improvements.

Fund 501 Employee FSA Fund is a restricted fund used for Employee FSA contributions that the Library maintains in house.

Upper Arlington Public Library
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of September 30, 2018

Beginning Cash Balance as of January 1, 2018 \$ 3,003,654.44

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,182,462.00	\$ 3,182,856.30	\$ 3,182,856.30	\$ 394.30
Public Library Fund	\$ 2,521,510.00	\$ 1,997,406.88	\$ 2,627,959.46	\$ 106,449.46
Other Income	\$ 217,200.00	\$ 220,964.33	\$ 234,000.00	\$ 16,800.00
Total Revenue	\$ 5,921,172.00	\$ 5,401,227.51	\$ 6,044,815.76	\$ 123,643.76

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,991,961.00	\$ 3,026,998.47	\$ 3,962,004.89	\$ 29,956.11
Library Materials	\$ 825,000.00	\$ 598,279.59	\$ 825,000.00	\$ -
Other Expenditures	\$ 1,010,207.00	\$ 587,024.97	\$ 750,207.00	\$ 260,000.00
Total Expenditures	\$ 5,827,168.00	\$ 4,212,303.03	\$ 5,537,211.89	\$ 289,956.11

(Over) / Under Budget

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ 94,004.00	\$ 1,188,924.48	\$ 507,603.87	\$ 413,599.87
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 200,000.00	\$ 6,975.98	\$ 206,975.98	\$ (6,975.98)
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Net Budget after Cash Transfers	\$ (105,996.00)	\$ 1,181,948.50	\$ 300,627.89	\$ 406,623.89
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General Fund Cash Balance at December 31, 2018 \$ 3,304,282.33

Budget as approved by the Board of trustees in December 2017.

General Property Tax - Revenue from the existing 2.0 mil levy is received in March and August of every fiscal year.

Public Library Fund - PLF is set at 1.68% of GRF revenue effective July 1, 2017. The September PLF was 5% higher than estimated.

Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings, and cataloging services for the Bexley Public Library.

Salaries & Benefits - The 2018 budget included a vacancy credit of 2.5% of the full cost of salaries and related taxes.

Library Materials - Expenditures are budgeted at 15 % of the General Fund total budget.

Other Expenditures - Expenditures are budgeted at 15 % of the General Fund total budget. Note that Budgeted Amount was increased to \$1,010,207. Previous report accounted for the transfer twice.

Cash Transfers Out to Fund 402 - Building Improvement Fund is the line that allows the Library to fund the capital plans by moving money from the General Fund to the Building Improvement Fund. The State considers transfers an expenditure and must be part of the approved budget.

Net Budget After Cash Transfers Out - A positive number indicates that we will be increasing the cash balance.

The Board of Trustees (the “Board”) of the Upper Arlington Public Library, Franklin County, Ohio, (the “Library”) met in general session on October 16, 2018, at 5:00 pm., at the offices of the Board, 2800 Tremont Rd, Upper Arlington, Ohio 43221 with the following members present:

Mrs. Maura Bowen introduced the following resolution and moved its passage:

RESOLUTION 26-18

AUTHORIZING THE PURCHASE OF COMPETITIVE RETAIL NATURAL GAS SERVICE FROM THE LOWEST RESPONSIBLE BID SUBMITTED TO META SOLUTIONS FOR THE PERIOD COMMENCING JULY 2020 AND TERMINATING NO LATER THAN JUNE 2025.

WHEREAS, the Library is a member of META Solutions (f/k/a Metropolitan Educational Council) (the “Council”), a body authorized by state statute to aggregate purchasing needs of schools and of related nonprofit educational entities so as to take advantage of economies of scale when purchasing essential products and services; and

WHEREAS, the Council joined with other major school districts and educational purchasing councils to conduct a Request for Proposal for competitive natural gas service commencing with the July 2020 billing cycle and terminating no later than the close of the June 2025 billing cycle, with bids to be submitted for one, two and three year periods (the “RFP”); and

WHEREAS, the Council has sent notices to bid on the Library’s natural gas supply along with other school district and related nonprofit educational entities natural gas supply to all competitive retail natural gas service providers licensed to sell natural gas in the state of Ohio; and

WHEREAS, the Council will select or has selected the lowest responsible bid submitted in response to the attached RFP; and

WHEREAS, this Library may review the lowest responsible bid and corresponding term and elect to accept the lowest responsible bid with no obligation prior to that time or thereafter if the Library does not sign a Master Supply Agreement with the selected bidder; and

WHEREAS, the Director or the Director’s designee will review the lowest responsible bid and corresponding term when the RFP is concluded and determine whether the lowest responsible bid provides for competitive retail natural gas service for all of the Library’s natural gas supply that is the result of a public and competitive RFP;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE UPPER ARLINGTON PUBLIC LIBRARY, COUNTY OF FRANKLIN, STATE OF OHIO, as follows:

Section 1. The Board of Trustees of this Library does hereby consent, as a member of the Council, to the conducting of an RFP process by the Council for competitive retail natural gas service commencing with the July 2020 billing cycle and terminating no later than the end of the June 2025 billing cycle, with bids to be submitted for one, two and three year periods on such terms and conditions as the Council deems appropriate.

Section 2. The Board of Trustees of this Library does hereby authorize the Director or the Director's designee to execute a Master Supply Agreement between the Library and the lowest responsible bidder in the RFP so long as the Director or her appointee finds that the price reflects the results of a public and competitive request for proposal.

Section 3. The Board of Trustees hereby directs the Fiscal Officer to review the lowest responsible bid once received and the Master Supply Agreement and determine if the Library has sufficient funds to certify this resolution and, if the Fiscal Officer so finds, to certify this resolution.

Mr. William Shkurti seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: Maura Bowen, Peter Hahn, Gloria Heydlauff, Sarah Mueller, William Shkurti, John Yesso

Nays: None

The resolution passed.

Passed: October 16, 2018

BOARD OF TRUSTEES,
UPPER ARLINGTON PUBLIC LIBRARY,
COUNTY of FRANKLIN
OHIO

John Yesso
Board President

Attest: Lori M. Piergallini
Fiscal Officer

CERTIFICATE

The undersigned hereby certify that: (a) the foregoing is a true copy of a resolution duly passed by the Board of Trustees of said Library on the 16th day of October, 2018; (b) pursuant to Section 5705.412, Revised Code, the Library has in effect for the remainder of the Library fiscal year and the succeeding fiscal year the authorization to levy taxes, including the renewal of existing levies which, when combined with estimated revenue from all other sources available to the Library at the time of certification, are sufficient to provide operating revenues necessary to enable the Library to maintain all personnel and programs on all days in its calendar for the current fiscal year and for a number of days in succeeding fiscal years equal to the number of days that instruction was held or is scheduled to be held for the current fiscal year; (c) this Certificate attached to the appropriation measure shall cover only the fiscal year in which the appropriation measure is effective and did not consider the renewal or replacement of an existing levy as the authority to levy taxes that are subject to appropriation in the current fiscal year unless the renewal or replacement levy had been approved by electors and is subject to appropriation in the current fiscal year; and (d) this Certificate covers the term of the Master Supply Agreement including any allowable extensions.

Dated: October 16, 2018

Lori M. Piergallini
Fiscal Officer, Board of Trustees,

John Yesso
President, Board of Trustees,

Chris Taylor
Director,

Upper Arlington Public Library
Franklin County, Ohio

Proposed Changes for Personnel Policy Manual October, 2018

Below are policy recommendations from legal counsel at Porter Wright as well as recommendation from Administrative staff. Additions to the policies are noted in bold and deletions are noted in strikethrough. In lengthy policies, only the sections that are recommended for edit are included. Minor wording changes or clarifying language are not listed below.

OUR HISTORY

~~In 1942 the first Library in Upper Arlington, a branch of the Grandview Heights Library System was opened in Miller Park. The Library was housed in the former land office of the Upper Arlington Company. Ten years later an additional branch was opened in a storefront at the Lane Avenue Shopping Center and in 1955 a third Grandview branch was opened at the Tremont Shopping Center. In 1959 a new building was constructed at 2800 Tremont Road, replacing the Tremont Shopping Center branch. A special act of the Ohio Legislature in 1967 created the Upper Arlington Library District. A Board of Library Trustees was named and a new Director was appointed to head the Upper Arlington Public Library System. In 1973 an addition of 10,000 square feet doubled the size of the Tremont Road Library.~~

~~In 1973 the UAPL became one of the first public libraries to contract with OCLC to provide computer cataloging services. A contract was signed in 1981 with Virginia Tech for an online circulation and catalog system. Public access to computers was introduced in 1983 in conjunction with Computer Town East.~~

~~In 1984 the citizens of Upper Arlington passed a bond levy to fund a major addition to the Tremont facility. Subsequent operating levies have been passed by large margins, indicative of strong community support for the Library system. The Friends of the Upper Arlington Library, founded in 1977, have been a continuing source of financial and volunteer support for the Library.~~

Reason for Change: Recommendation from Administration - not relevant to Personnel Manual.

AT WILL EMPLOYMENT

All employees of the UAPL are employed "at will", meaning that they may be terminated from, or may voluntarily terminate, their employment at any time, for any reason. An employee's at-will status may not be modified by oral representations made by management, supervisors or any other employee of the UAPL. Only the Library Board of Trustees and Library Director have the authority to enter into an agreement for anything other than at-will employment, and any such agreement must be in writing and signed by the employee and the Board and/or Library Director.

~~From time to time, circumstances may arise requiring changes in the policies, practices or benefits described in this manual. Accordingly, the UAPL reserves the right to~~

~~amend the contents of the manual as it deems appropriate. Employees will be given notice of substantive changes to the policies contained in this manual.~~

Reason for Change: Recommendation from Counsel - added statement limits in writing who can agree to an employment contract. Strikethrough due to duplication of what is already in introduction section of manual.

EQUAL EMPLOYMENT OPPORTUNITY & REASONABLE ACCOMMODATIONS

The Upper Arlington Public Library System maintains a strict policy of nondiscrimination in the treatment of all staff members and applicants for employment. The employment opportunities in the UAPL are available equally to all without regard to race, color, ancestry, religion, national origin, citizenship, gender, pregnancy, age, marital status, disability, veteran or military status, sexual orientation, gender identity, genetic information or any other characteristics protected by federal, state or local law. Employment opportunities include, but are not limited to: recruitment, hiring, compensation, training, promotion, upgrading, downgrading, transfer, layoff and termination, and all other terms and conditions of employment.

Individually and collectively, the UAPL and its employees share the responsibility for assuring that every employee is welcomed and accepted according to his or her contribution to the attainment of the Library's goals and objectives. It is vital that all employees understand and conscientiously follow this fundamental policy. Any violation of this policy may result in discipline up to and including termination. Any employee who believes that they have witnessed or have been subjected to discrimination should report the discrimination to their supervisor, the Human Resources Manager, or the Library Director.

Retaliation Prohibited

You can be assured that if you report a possible violation of this policy that you will not be subject to retaliation. Any form of retaliation against an employee who reports suspected harassment or participates in the investigation of suspected harassment is prohibited and is a separate violation of this policy, subject to discipline, up to and including termination.

Reasonable Accommodation

The Library will make reasonable accommodations for qualified individuals with known disabilities to perform their essential job functions, unless doing so would result in undue hardship to the Library. The Library will also make reasonable accommodations to pregnancy-related disability and religious practices. Applicants or employees who believe that they need a reasonable accommodation should contact the Human Resources Manager. All requests received will be evaluated individually and responded to appropriately. ~~This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.~~

Genetic Information

~~The federal Genetic Information Nondiscrimination Act of 2008 (GINA) restricts employers from requesting or requiring genetic information, except in limited~~

~~circumstances. Accordingly, employees should not provide any genetic information when responding to requests for medical information. Genetic information includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproduction services.~~

Reason for Change: Recommendation from Counsel - added Reasonable Accommodation to heading. Added reporting mechanism for reporting discrimination complaints. Removed duplicative language. Removed genetic information section – is not typically included in handbook language.

WORKPLACE ANTI-HARASSMENT POLICY

The Upper Arlington Public Library is committed to maintaining a workplace in which all staff members and patrons are treated with dignity and respect. It is the policy of the Upper Arlington Public Library to maintain a workplace free of discrimination and harassment based on race, color, ancestry, citizenship, gender, pregnancy, age, religion, disability, sexual orientation, veteran or military status, national origin, gender identity, genetic information or any other characteristic protected by federal, state or local law. Harassment includes any conduct, comments, written statements or any action which creates a hostile or offensive environment. Harassment of any employee by another employee or by another individual based on race, color, ancestry, citizenship, gender, pregnancy, age, religion, disability, sexual orientation, veteran or military status, national origin, gender identity or genetic information, whether or not it constitutes a violation of the law, is a violation of this policy.

The Library will not tolerate any form of harassment of our employees or other persons performing services for our Library by anyone, including any supervisor, co-worker, vendor or patron of our Library. The Library similarly does not tolerate any form of harassment by our employees toward any co-worker, supervisor, vendor or patron of the Library.

Such harassment may include but is not limited to:

- Jokes or comments about another person's race, color, ancestry, citizenship, gender, pregnancy, age, religion, disability, sexual orientation, veteran or military status, national origin, gender identity or genetic information.
- Kidding, teasing or practical jokes directed at a person based upon his or her protected status.

Sexual Harassment Defined

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature.

Harassment of an individual on the basis of his/her sex, even if the conduct is not sexual in nature, is sexual harassment in violation of this policy.

Reporting of Suspected Harassment

Any employee who believes that the actions or words of another UAPL employee or any other individual may constitute harassment in violation of this policy should immediately report the matter to the Human Resources Manager or the Director. However, if the matter involves either of these individuals or if the employee prefers to do so, the employee may choose to present his/her complaint to their immediate supervisor or any member of the Board of Trustees.

Investigation

The UAPL may investigate any suspected harassment, whether or not the employee affected has made a report. All reports of harassment will promptly be investigated. Every reasonable effort will be made to conduct the investigation with discretion ~~and attention to confidentiality considerations.~~

Discipline for Violation of Policy

If, after completion of the investigation, the investigator finds that an employee has violated this workplace harassment policy, the employee will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

Retaliation Prohibited

You can be assured that if you report a possible violation of this policy that you will not be subject to retaliation. Any form of retaliation against an employee who reports suspected harassment or participates in the investigation of suspected harassment is prohibited and is a separate violation of this policy, subject to discipline, up to and including termination.

Reason for Change: Recommendation from Counsel – updated language.

DRUG AND ALCOHOL POLICY

The UAPL has a vital interest in maintaining a safe, healthful and productive work environment for its employees; therefore, in day to day operations:

- The manufacture, distribution, dispensing, sale, possession or use of a controlled substance (including medical marijuana) is prohibited by persons while performing UAPL business or on any Library premises and may be reported to law enforcement, where circumstances warrant it.
- ~~The sale or production of any controlled substances on Library premises may be reported to the local authorities and/or the State Highway Patrol.~~
- The manufacture, distribution, possession or use of alcohol on any UAPL premises is prohibited.
- Dispensing of alcoholic beverages on Library property is prohibited with the exception of public events at which the legal use of alcohol has been approved by the Library Director in advance.
- Being under the influence of alcohol while performing UAPL business is prohibited.
- Misuse or abuse of prescription and over-the-counter medications is prohibited while performing UAPL business or on any Library premises. This includes taking

a medication in excess of prescribed or labeled dosages or frequencies or taking a medication prescribed to someone else.

- The UAPL will provide referrals for employees who request assistance with drug, alcohol or other dependency problems to agencies or programs available in the community.
- The UAPL may conduct searches for controlled substances or alcohol on the premises at their discretion.
- The UAPL may require a blood or urinalysis test of employees for alcohol or illegal substance use when a reasonable suspicion of use exists and/or on-duty impairment is discernable.
- The UAPL does not intend to prohibit use by employees of drugs lawfully prescribed by a physician for health or medical reasons. To the extent that use of any prescribed or over-the-counter drugs may interfere with an individual's safe or effective work-job performance, the use of such drugs shall be reported by that individual to his/her supervisor. If an employee has any question about the effect of any medication on safe or effective job performance, he/she should discuss the issue with his/her physician first.

Reason for Change: Recommendation from Counsel – combined two rules and recommended addition of abuse of legal drugs since this has become an issue in the workplace. Added statement limiting health information disclosure to only when there is a safety or workplace concern.

WORKPLACE VIOLENCE PROTECTION

The UAPL is committed to maintaining a work place that is free from violence or the threat of violence. Any behavior that is violent or creates a threat of harm, hostility or intimidation will not be tolerated.

Behavior may include but is not limited to:

- Aggressive or harmful physical action.
- The use of sharp, curt or insulting language or offensive gestures.
- Using UAPL systems (e.g. phone or email) to harass or threaten others, or harassing or threatening another person while on UAPL property.
- Intentionally damaging Library property or property of another employee.
- Possession of a weapon while on Library property or while on Library business, except properly secured in a locked personal vehicle in the parking area of the Library. Weapons include guns, knives, explosives and other items with the potential to inflict harm.
- Committing acts motivated by or related to sexual harassment or domestic violence.
- Intimidating or coercing another employee to do wrongful acts as defined by applicable state or federal law or Library policy.
- Stalking of another employee or making a credible threat with the intent to place the employee in fear of his or her safety.

In the event of imminent danger or an act of violence involving injury to individuals or damage of property, staff members should notify police immediately. Any conduct which does not present imminent danger but violates the provisions of this policy should be reported immediately to the employee's [managersupervisor](#), Human Resources Manager or the Director.

You are encouraged to report any incident that may involve a violation of any of the Library policies that are designed to provide a safe and comfortable workplace environment. Concerns should be presented to your [managersupervisor](#), the Human Resources Manager or the Director of the Library.

All complaints shall be investigated and appropriate disciplinary action will be taken. All reports of incidents will be taken seriously and will be dealt with appropriately. The Library reserves the right to search Library property and/or personal belongings including computer and email files as part of an investigation regarding workplace violence.

Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties or both.

Reason for Change: Recommendation from Counsel – change in Ohio law allowing for weapon to be in secured locked personal vehicle in parking area.

CONFIDENTIALITY STATEMENT

Employees and volunteers of the UAPL may acquire confidential information about UAPL patrons through their course of work. It is our responsibility to preserve the confidentiality of information entrusted to us and to respect the right to privacy of all patrons. Library patron records are confidential, and employee and volunteer access to such records is solely for the purpose of conducting legitimate Library business. Misuse of any patron record will be grounds for discharge. A Library employee or volunteer may share patron information only with the patron, or in the case of minor children, with the parent or legal guardian of the minor patron. Employees are specifically prohibited from using Library resources to obtain personal identification information for non-Library related purposes.

Only the Library Director or the Assistant Director may respond to a properly executed warrant or subpoena served in a lawful manner. Any other employee who may be presented with a warrant or subpoena must refer the matter to one of the aforementioned Library officials. Employees are expected to abide by all federal and state laws concerning investigations.

Staff home addresses and telephone numbers must not be given to patrons without the employee's prior permission. Staff rosters [information gained from access to Library HR records](#) must be treated with extreme confidentiality. –Requests for staff information should be forwarded to the Administrative Office to determine if the information falls under the Ohio Open Records Act. [Additional information about the](#)

library's public records can be found in the attached Addendum A – Public Records Policy.

Reason for Change: Recommendation from Counsel - policy change adequately addresses any potential NLRB issue with existing language. Employees may share employee contact information with each other under NLRA if the information was obtained without use of personnel records. Addendum added to comply with ORC 149.43 E2.

STANDARDS FOR EMPLOYEE CONDUCT

Employees are required to perform their duties and responsibilities in a ~~cooperative and~~ professional manner that reflects positively on themselves and the UAPL. All staff members are expected to maintain high ethical standards and to perform within the laws of the State of Ohio and other rules and regulations as may be set forth by the UAPL.

Deviations from accepted standards of conduct may result in disciplinary action, which will vary according to the nature of the violations and the prior work records of staff members. Such penalties may range from a verbal warning to dismissal. Illustrations of such conduct include, but are not limited to: poor performance; dishonesty; insubordination; abuse of Library facilities, property or equipment or violation of Library policies. Further information concerning standards for employee conduct can be found in the section entitled "Communication and Problem Solving."

Reason for Change: Recommendation from Counsel – overbroad statement based upon NLRB guidance.

Employee Conduct

The Library expects employees to exercise a mature, courteous, and helpful demeanor while in the Library. Prompt, polite, and friendly assistance to co-workers and the public are essential. This behavior includes respect for quiet areas in the Library, concern for the cleanliness of work areas, and a fair-share effort to maintain the staff lounge and kitchen facilities. ~~Each employee is expected to work in a cooperative manner with coworkers, managers/supervisors, patrons and vendors.~~ Conflicts or disputes of any kind are never to be discussed where the public might hear. Should a conflict occur between an employee and a patron, manager/supervisor, coworker or vendor, the employee must ask for assistance from a supervisor and move any further conversation to an area of privacy.

Reason for Change: Recommendation from Counsel – overbroad statement based upon NLRB guidance.

Dress

In general, all employees should use common sense and good judgment in dressing and grooming appropriately for carrying out their job responsibilities in a professional manner. The Library is committed to maintaining a professional and welcoming atmosphere for all employees and patrons of the Library. ~~For that reason, Library staff~~

~~members who have direct contact with the public should avoid wearing attire that expresses political or religious slogans or statements. Any employee designated under ORC Chapter 3503 to assist with voter registration is prohibited in accordance with state law, from displaying or demonstrating any political preference or party allegiance or making any statement to a person or taking any action the purpose or effect of which is to lead a person to believe that a decision to register or not register has any bearing on the availability of services or benefits offered.~~ All staff members should refrain from wearing clothing that might be considered obscene, profane, harassing or suggestive in nature. The Upper Arlington Public Library reserves the right to require a staff member to return home and change clothes if he or she violates this policy.

Reason for Change: Recommendation from Counsel – current policy language has potential free speech and NLRB implications – recommends removal. Added section based upon ORC 3503 which more specifically outlines voter registration requirements.

Smoking and Eating

UAPL facilities are smoke-free buildings; smoking, including electronic substitutes, is not allowed in the Library or within the immediate vicinity of the public entrance. Employees may eat or drink in the staff lounge as well as other non-public areas of the building if it does not interfere with their work.

Reason for Change: Recommendation from Administration - added to include cigarettes (matching Operations policy).

Personal Possessions

The Library assumes no responsibility for personal belongings that employees may bring onto Library premises. A limited number of lockers in the staff lounge of the Tremont Library are available on a first-come-first-serve basis. Employees provide their own locks to secure such lockers. UAPL lockers are considered Library property and are subject to inspection periodically, even when secured by an employee's personal lock.

Reason for Change: Recommendation from Counsel - added language.

Copy Machines and Printing

Employees may use the copiers in the Library to reproduce materials for personal use provided that such use is occasional and incidental. For larger print and copy needs, employees should use the public copiers/printers at a rate of 3 cents per copy. ~~Employees may use Library printers for personal use at the rate of 3 cents per page for black and white printing and 25 cents per page for color printing. Payment should be made to the Circulation Desk or the Administrative Office.~~

Reason for Change: Recommendation from Administration – systems are no longer configured to take these types of payments. Review of Fringe benefits IRS guidelines allows for occasional or infrequent personal use of copiers as tax excluded benefit.

Parking

Parking is available to staff in the parking lots in front of the Tremont Library and Lane Road Branch and behind the Miller Park Branch. Employees are required to park away from the building and reserve the closest spaces for patrons. ~~Unless specific duties approved by the Director require otherwise, all Library staff must enter and exit the Library buildings through the main doors provided for public entrance and exit.~~

Reason for Change: Recommendation from Administration - rule is no longer enforced and is inconsistent with routine use of back exit/entrance at Miller Park.

Auditor of State Fraud Reporting System

The Ohio Auditor of State's office maintains a system for reporting of fraud, including misuse of public money by an official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through the mobile app, a toll free number, email, mail or the Auditor of State's website, ~~or through the United States mail.~~

Auditor of State's fraud contact information:

Telephone: 1-866-FRAUD-OH (1-866-372-8364)

E-mail: fraudohio@ohioauditor.gov

Website: <https://ohioauditor.gov/fraud.html>

US Mail: _____ Ohio Auditor of State's office

~~Special Investigations Unit~~

88 East Broad Street

P.O. Box 1140

Columbus, OH 43215

Web: www.ohioauditor.gov

Reason for Change: Recommendation from Administration – updated with additional ways to contact Fraud Reporting System.

Staff Borrowing Privileges

All transactions should occur at the circulation desk or at self-checkout stations. The limitation on materials that applies to patrons will also apply to staff members. Staff members shall check out material for the standard time assigned to the item. Fines are waived for library staff members as a fringe benefit as part of their public compensation. In order to maintain this policy, please do not abuse the privilege. Staff members may not preempt the existing patron reserve list. Staff members are not to search patron records to try and locate a desired item. Patron records are confidential, and it is absolutely essential that the confidentiality be maintained.

Reason for Change: Recommendation from Administration - updated to match current practice.

SOCIAL MEDIA

(Last section of policy)

Employees' Right to Communicate About UAPL Employment Conditions

~~The restrictions in this policy are limited to those specifically noted in the policy. This policy does not restrict the rights of employees to discuss wages or other terms and conditions of employment, by social media or otherwise.~~

Reason for Change: Recommendation from Counsel – delete statement as more recent NLRB guidance has suggested that this is no longer an effective disclaimer.

LIBRARY KEYS AND KEY FOBS

Assignment of Library keys is based on an employee's need to have keys to Library buildings and spaces, considering their duties and hours of employment. Keys are assigned and procedures set that minimize the potential for problems and provide the maximum protection for buildings, property and staff safety.

Employees to whom keys, key fobs and security codes are assigned are responsible for their safekeeping. No employee should transfer a Library key, key fob or security code to another person without approval of the Director. Any employee who loses a Library key or key fob should immediately notify the Director. Duplication of Library keys, key fobs, and other access credentials is prohibited.

With a change of duties or hours, an employee may be requested to relinquish any keys, key fob, equipment, etc. Upon termination of employment, a Library employee shall relinquish all Library keys, key fob, equipment, etc. in their possession to their immediate supervisor or Human Resources.

Reason for Change: Recommendation from Administration – added language.

CELL PHONE USE WHILE OPERATING A NON-LIBRARY VEHICLE

Employees should not use hand held cell phones to call, text or instant message on work time while driving their personal vehicle. Should an employee need to make a call while driving, the employee should locate a lawfully designated area to park and make the call or use a hands-free speaking device such as a speakerphone/earpiece or Bluetooth connection.

Reason for Change: Recommendation from Administration – added language.

USE OF LIBRARY VEHICLES

(First section of policy)

An employee may be allowed or required to use a Library vehicle when conducting Library business or while attending meetings when there is a vehicle available. Only employees who possess a valid Ohio Driver's License and have submitted to a driving record check may drive UAPL vehicles. The UAPL reserves the right to conduct a driving records check, with the employee's written consent and authorization, on any staff member who drives a Library vehicle. Employees possessing with a driving record that is not acceptable under terms of the Library's automobile insurance carrier will not be permitted to drive a Library vehicle.

Reason for Change: Recommendation from Counsel - added language.

OPIOID RESPONSE

In the fall of 2017, after consultation with local emergency responders, we determined that we would not stock opioid reversal medications such as Naloxone/Narcan. In addition, staff members should not administer these medications on work time.

Due to our close proximity to emergency services at each library location and the quick response time provided by our local EMS, we determined that having emergency personnel administer treatments is the safest and most effective method for administering such treatments.

In the event of a suspected overdose, staff members should respond as they would any other medical emergency including calling 911.

Reason for Change: NEW. Recommendation from OLC Legal Counsel – added policy.

TERMINATION

Employees are free to resign at any time, and the Library reserves the right to terminate employment at any time for any reason not prohibited by law.

On or before his or her last day, the departing employee must return all Library property such as Library keys, computer and any other electronic equipment, tools, key fob, etc. to his or her immediate supervisor or Human Resources. In cases of a change of address, a forwarding address must be provided to Human Resources. Failure to return Library property such as keys, ~~computer~~ equipment and tools may affect subsequent re-employment consideration, and the UAPL reserves the right to recover the value of the item from the departing employee.

Reason for Change: Recommendation from Counsel - added language.

EMPLOYMENT OF FAMILY MEMBERS

Members of an employee's immediate family will be considered for employment by the UAPL provided the individual possesses all the qualifications for employment and proceeds through the established process.

Family members who work at the UAPL must work in different departments in the library. In addition, no family member will be hired if it would create either a direct or indirect supervisor/subordinate relationship between employees. For purposes of this policy, family members are defined as husband, wife, father, mother, brother, sister, son, daughter, aunt, uncle, cousin, parent-in-law or step equivalent or any other person living in the same household. These criteria will also be considered when assigning or transferring an employee.

Employees who marry or become members of the same household may continue employment as long as they do not work in the same department and there is no direct or indirect supervisor/subordinate relationship between employees. Should one of these situations occur the Library would attempt to find a suitable position with the Library to which one of the affected employees will be required to transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which one of them will resign within a reasonable time period specified by the UAPL.

Per Ohio Ethics Law, the UAPL is not permitted to hire the minor children of any employee or UAPL Board of Trustees member.

Reason for Change: Recommendation from Administration – added language that addresses issue if employees marry while working at UAPL.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Use of Sick or Vacation Leave During a Family and Medical Leave

An employee granted a family medical leave of absence must use accumulated sick leave first (~~where use of sick leave is consistent with the sick leave policy~~where the leave is for the employee's own or an immediate family member's serious health condition) and, when exhausted, may begin to use accumulated vacation leave.

Reason for Change: Recommendation from Counsel - added clarifying language.

Last paragraph of Family Medical Leave Act policy:

Questions relating to the provisions and eligibility requirements for Family and Medical Leave should be directed to the Human Resources Manager. Employees should also consult the handout attached to this handbook as Addendum B.

Reason for Change: Recommendation from Counsel – Department of Labor requires every piece of information from FMLA poster be included in FMLA policy. Counsel recommends adding Addendum to Personnel Policy Manual to include FMLA poster.

LEAVE OF ABSENCE

Short-term Leave of Absence

Employees may request a short-term leave of absence. Short-term is defined as a period of 14 calendar days or less. Requests must be in writing and directed to the employee's immediate supervisor. Approval for short-term leave of absence will be at the [Director's-Department Manager's](#) discretion. Reasons for a short-term leave of absence may include a personal leave, medical leave not eligible under FMLA or an educational leave. Staff members may utilize accrued sick and/or vacation time per the personnel policy guidelines regarding sick and vacation leave. Leave of absence requests that do not meet the guidelines for sick and/or vacation leave will be unpaid. Staff members requesting a short term leave due to their own medical condition or that of their immediate family member [should coordinate this request through Human Resources. They](#) may be required to submit a certification by a qualified healthcare provider in order for the short term leave to be approved.

Reason for Change: Recommendation from Administration - updated to match current practice.

Extended Leave of Absence

Employees may request an extended leave of absence. An extended leave of absence is defined as a period of time exceeding 14 calendar days. Requests must be in writing [by completing the Extended Leave of Absence Form and forwarded to the Library Director.](#) Approval of an extended leave of absence will be at the Director's discretion. Purposes for an extended leave of absence may include a personal leave, medical leave not eligible under FMLA or an educational leave. Staff members may utilize accrued sick and/or vacation time per the personnel policy guidelines regarding sick and vacation leave. Staff members requesting an extended leave due to their own medical condition or that of their immediate family member [should coordinate this request through Human Resources. They](#) may be required to submit a certification by a qualified healthcare provider in order for the extended leave to be approved.

If an employee takes an extended leave of absence without pay, granted by the Director, all fringe benefits provided to that employee cease for the period of absence. However, if any employee so desires, they may assume responsibility for any employee portion of ~~the elected~~ benefit premiums [by making payments directly to the library. in order to continue such coverage.](#)—In the event that the employee has accrued sick and/or vacation time and can utilize such time per the sick and vacation leave policies, he/she will continue to receive fringe benefits as an active employee [until such time as COBRA eligibility occurs per insurance summary plan description documents.](#)

If an employee does not return to work following an approved Leave of Absence, the employee may be required to reimburse the Library for the Library's portion of the elected benefit premiums paid on the employee's behalf during the Leave of Absence.

The request for an extended leave of absence must be made in writing at least one month in advance to the Director stating the nature, reason, and length of the leave, and a date on which the leave will terminate. In emergency situations, the Director may waive this period.

The maximum amount of leave approved for an extended leave of absence will be considered on a case by case basis. For a leave of absence that is anticipated to extend beyond 12 weeks, employees will be subject to a termination review, where the Library will review all of the circumstances including the likelihood and expected date of a return to work. If an employee is unable to return to duty at their scheduled return to work date, the employee must request an extension of time from the Director at least two weeks before the leave expires. If an employee does not request an extension and does not return to work as scheduled, this will be considered a resignation from the employee's position.

Reason for Change: Recommendation from Administration - updated to match current practice. Recommendation from Counsel – added statement to refer to summary description regarding COBRA eligibility.

DISCIPLINARY PROCESS

Employees are expected to conduct themselves and their work in accordance with UAPL rules and policies. Should an employee's actions conflict with these rules, the employee may be subject to disciplinary action. The UAPL has a progressive disciplinary policy. This progressive disciplinary system gives employees the opportunity to correct problems that arise.

Disciplinary action will be based on good-faith evaluation of the facts and shall be discussed with the employee during each step of the procedure. All formal disciplinary action documents will be placed in the employee's personnel file. At any step in the process, the employee may respond in writing.

Some disciplinary infractions may be serious enough that they may result in immediate discharge without regard to the prescribed progressive disciplinary process at the discretion of the UAPL. The UAPL reserves the right to skip a disciplinary step (up to termination) depending on the severity of the incident, the employee's disciplinary and performance history, and any other legitimate consideration.

The following progressive system for handling employee discipline shall, with the exception noted below, be followed:

Step 1: Verbal guidance and advice

The employee shall be given a verbal warning, a notation of which will be signed and dated by the employee and placed in the employee's

personnel file. The employee may respond to the guidance in writing and it shall be included in the employee's personnel file.

Step 2: Written consultation with a supervisor

The employee will be given a written warning, which will be signed and dated by the employee to indicate that the employee has seen the written warning. This warning will be placed in the employee's personnel file. The employee may respond to the warning in writing and it shall be included in the employee's personnel file.

Step 3: Director's action

The supervisor will report the situation to the Director and may recommend action up to suspension without pay for up to two days. The Director may choose such options as: no action, suspension, transfer of employee to new department, six month probation or other action as determined. The employee may respond to the warning action in writing and it shall be included in the employee's personnel file.

Step 4: Discharge

Based on performance evaluation criteria or repeated infractions, the Supervisor and Director may determine that termination is appropriate.

Different levels of discipline or termination may result depending on the severity of the conduct, the employee's disciplinary and performance history, and other legitimate considerations. The following list of infractions is not intended to be all-inclusive and violation of other Library policies not listed here could result in disciplinary action up to and including termination. ~~Different levels of discipline or termination may result depending on the severity of the conduct, the employee's disciplinary and performance history, and other legitimate considerations.~~ The inclusion of this list does not alter the fact that all UAPL employees are employees at will and accordingly, may be terminated for any reason at any time.

1. Falsification of the UAPL organization's records or employment records.
2. Possession, use, purchase, consumption, transfer or sale of alcoholic beverages, controlled substances or illegal drugs at any time during work hours, on Library premises, or reporting to work under the influence of alcohol, controlled substances or illegal drugs or any other violation of the Drug and Alcohol Policy.
3. Theft of Library, patron's or fellow employee's property regardless of the value of the property.
4. Repeated unexcused absences or tardiness.
5. Failure to give proper notice when unable to report for work or continue work as scheduled. Failure to call and give the employee's supervisor an acceptable reason for an absence, or to produce a doctor's certificate of illness upon request by the Director.
6. Failure or refusal to perform duties prescribed by an employee's supervisor.

7. Threatening, intimidating, or coercing fellow employees or patrons.
8. Willful or negligent damage to Library patron's or fellow employee's property.
9. Failure to return to work at the end of a leave of absence when properly released to return to work.
10. Unauthorized use of Library property and equipment including telephones/long distance calls, computer systems, email, social media, printers, copy machines and mail service.
11. Leaving the building without permission.
12. Possession of a weapon on UAPL property, excluding a weapon secured in a locked vehicle in the parking area.
13. Physical abuse or harm to a Library patron or employee.
- ~~14. Harassment in violation of Library policy, including sexual harassment.~~
- ~~15-14.~~ Insubordination.
- ~~16-15.~~ Violation of UAPL policies on solicitation and distribution.
- ~~17. Circulating or posting unauthorized literature or propaganda of any type during work time and in work areas.~~
- ~~18-16.~~ Fighting or other acts of violence on UAPL property.
- ~~19-17.~~ Creating unsafe work conditions or horseplay.
- ~~20-18.~~ Loafing for excessive talking during work hours.
- ~~21-19.~~ Careless or inefficient performance of duties, including failure to maintain reasonable standards of workmanship or productivity.
- ~~22-20.~~ Other conduct as deemed a concern by the Supervisor, Director or Library Board of Trustees.
- ~~23-21.~~ Abuse of email or Internet access.
- ~~24-22.~~ Engaging in unauthorized personal business during work hours.
- ~~25-23.~~ Discourtesy or rudeness in dealing with employees of the Library and/or Library patrons or in the presence of Library patrons.
- ~~26-24.~~ Intentionally discriminating against employees in violation of applicable policies and/or engaging in harassment, including sexual harassment, of any employee or patron.
- ~~27-25.~~ Failure to comply with Ohio Ethics Law statutes.
- ~~28-26.~~ Unauthorized tampering with Library equipment including computers, phones, security and temperature control systems.
- ~~29-27.~~ Revealing computer and security passwords to unauthorized individuals.

Reason for Change: Recommendations from Counsel – updated policy language. Change to weapon statement is due to update in Ohio Concealed Carry Law. Some items removed were duplications. Discourtesy statement considered overbroad language by NLRA – can enforce as it pertains to patrons.

EMPLOYEE COMPLAINT PROCEDURE

The UAPL believes that employees should have an opportunity, as appropriate and practical, to present their work-related complaints and to appeal to management decisions through a formal employee complaint procedure. Note, however, that any complaints related to the Library's policy against harassment should follow the reporting process outlined in the Workplace Anti-Harassment Policy.

Step 1: Discussion with the Supervisor

An employee shall discuss a problem or misunderstanding with his/her supervisor. If unsatisfied with the outcome of the discussion, the employee should submit a written statement of concern within 30 days of the incident. The statement must be identified in writing as a formal employee complaint. The supervisor will provide a written response within a reasonable time frame not to exceed 30 days.

Step 2: Director Action

If unsatisfied with the supervisor's written response under Step 1 above or if no response is received, an employee may appeal in writing to the Director. This written appeal must be given to the Director within 5 working days of the supervisor's response and must be identified in writing as an appeal to a formal employee complaint. The Director may choose such options as no action, interview with the employee, interview with the supervisor, written response or other action as determined.

~~Supervisor/Department Manager Complaints~~

~~Any supervisor or department head who has a concern or complaint may pursue the formal employee complaint procedure outlined above. However, Step One should be initiated with the Director and within 30 days of the occurrence.~~

Step 3: Executive Committee

In the case of a protested termination by a staff member or if a staff member is unsatisfied with the Director's response to a formal employee complaint, a written appeal may be submitted to the Executive Committee of the Board of Trustees within 10 working days of receiving the Director's response. The Executive Committee will review the written appeal and may choose such options as no action, interview with the employee, interview with the supervisor, written response or other action as determined.

Supervisor/Department Manager Complaints

Any supervisor or department head who has a concern or complaint may pursue the formal employee complaint procedure outlined above. However, Step One should be initiated with the Director and within 30 days of the occurrence.

Reason for Change: Recommendation from Counsel – moved supervisor/department manager complaints to end of policy to be clear that step 3 is part of complaint process and not only applicable to supervisor/department manager complaints.

POSITION CLASSIFICATIONS

The UAPL's employee classifications shall provide clear definition to the several types of employee classifications and to ensure compliance with the applicable wage and hour laws.

Full-time Employees

A full-time employee is one who is hired to work 37.5 hours per week or 40 hours per week. ~~for the Director, Assistant Director, Fiscal Officer and Facilities personnel.~~

Part-time Employees

A part-time employee is one who is hired to work generally less than a full-time schedule of 37.5 hours per week.

Part-time staff members are not permitted to maintain two separate part-time positions within the Library unless assigned by the Library on a permanent or temporary basis due to staffing shortages. ~~Certain p~~Public service areas may coordinate coverage through distributing open hours to existing staff members on a temporary ~~or permanent~~ basis. ~~Permanent re-d~~Distribution of hours ~~is must be~~ made in consultation with Administration and must meet the business needs of the Library at the manager's discretion.

Reason for Change: Recommendation from Administration – clarifying that managers cannot permanently re-distribute budget hours.

COMPENSATION

Timesheets

Each non-exempt employee should submit an electronic timesheet to his or her supervisor by the ~~Monday morning~~Sunday following the relevant pay period (except as noted below). ~~Exempt employees are not required to submit an electronic timesheet.~~ It is the employee's responsibility to enter and submit a complete and accurate timesheet each pay period. Supervisors should approve time sheets for their areas via the electronic timekeeping system ~~no later than on~~ Monday ~~afternoon~~morning following the relevant pay period.

If an employee fails to comply with the above deadline due to an unexpected absence, the supervisor may submit an electronic timesheet on the employee's behalf, using schedules, telephone discussion with the employee, or other means to ensure accuracy.

If a supervisor is absent on a Monday when timesheets should be approved, the Director or Assistant Director or other designated personnel may approve electronic timesheets in his/her stead. A department manager may also designate a staff member within their department to review and approve electronic timesheets in his/her absence. Employees should immediately notify their supervisor/manager if they believe that their pay is inaccurate or does not reflect actual hours worked.

Reason for Change: Recommendation from Administration – updated language due to change in payroll system and procedures. Recommendation from Counsel - added clarifying language.

Deductions

All staff members will have the following deductions made automatically from their paychecks:

- Federal Income Tax
- State Income Tax
- City of Upper Arlington Income Tax
- Residential city tax as mandated
- School District Income Tax (if applicable)
- Medicare
- Any other legally-mandated withholding

Voluntary automatic deductions can be made for:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Flexible Spending Account
- Deferred Compensation
- Any other voluntary benefit deductions offered by the Library and elected by the employee such as: short-term disability insurance, critical illness and supplemental life insurance

Reason for Change: Recommendation from Administration – updated to add Flexible Spending benefit.

BENEFIT ELIGIBILITY

It is the policy of the UAPL to provide its employees with various employee benefits. The Library reserves the right to modify and amend its employee benefit plans.

Eligibility for employee benefits depends upon an employee's length of service and job classification. The eligibility may be different depending upon the specific benefits offered employees, as outlined in the following sections.

If an employee takes an extended leave of absence without pay, granted by the Director, all fringe benefits provided to that employee cease to accrue for the period of absence. However, an employee may assume responsibility for the employee share portion of elected benefit premiums at his/her own expense by making payments directly to the library until such time as COBRA eligibility occurs per insurance summary plan description documents.

If an employee resigns or is terminated from employment and is subsequently rehired by the Library, his/her benefit status may change according to his/her eligibility within their new position. OPERS benefit status is determined on an individual case basis.

Reason for Change: Recommendation from Counsel – added statement to refer to summary description regarding COBRA eligibility.

SICK LEAVE

Sick Leave Eligibility

Full-time Employees

Full-time employees are eligible to accrue sick leave benefits immediately upon becoming employed. Temporary employees are not entitled to sick leave benefits. Eligible full-time employees receive 1.25 sick leave days per month, accrued and credited on a bi-weekly basis. There is no maximum accumulation of sick leave.

Full-time staff members continue to accrue sick leave while on a paid leave of absence, including leaves where sick or vacation leave is used.

Part-time Employees

Part-time employees in positions budgeted at 38 or more hours per pay will receive 2.31 hours per bi-weekly pay period, accrued and credited on a bi-weekly basis. Eligible part-time employees begin to accrue sick leave immediately upon becoming employed. There is no maximum accumulation of sick leave.

Part time staff members continue to accrue sick leave while on paid leave of absence, including leaves where sick or vacation leave is used.

Reason for Change: Recommendation from Counsel - added clarifying language.

VACATION LEAVE

Other Conditions Relating to Vacation Benefits

Employees must request vacation time and direct the request to their immediate supervisor. Employees are requested to schedule vacations of five or more consecutive days at least one month in advance of the request and vacations of multiple consecutive days less than five at least two weeks in advance. Single and partial days of vacation are granted at the discretion of the employee's supervisor. Employees are guaranteed their earned vacation time but may not always get to choose the vacation period; the needs of the Library must be the first consideration. Employees may only request vacation leave hours based only upon their regular budgeted schedule. Employees should refer to the Extended Leave of Absence policy for additional information about requesting time off exceeding 14 calendar days.

Reason for Change: Recommendation from Administration - updated to match current practice.

R&R LEAVE

As part of the Rewards and Recognition program established by the library, managers may request an employee receive R&R hours to recognize excellent performance. Managers may request these hours based upon program guidelines and will make this request by completing the Request for R&R Hours form. All R&R requests are reviewed by the Human Resources Manager. Employees receiving R&R hours will be notified and may utilize accrued R&R hours by submitting a request through the electronic timekeeping system. In the event an employee leaves the library, any unused R&R hours are forfeited and are not eligible for pay out.

Reason for Change: Recommendation from Counsel – R&R Leave is mentioned in Leave Donation policy but there was no R&R Leave policy to refer to. Added information based upon current practice.

HOLIDAY LEAVE

Payment Clarification

If a full-time employee's scheduled day off coincides with a day the Library is closed for a paid holiday, they shall receive another day off with pay, equal to 7.5 or 8 hours based upon full-time position classification, pending agreement with their supervisor. This day should be taken within the same pay period as the holiday, unless otherwise specified.

If a part-time employee is usually scheduled to work on a day when the Library is closed for a holiday, they may take the time off without pay or count the time as use accumulated ~~paid~~-vacation leave as long as they do not exceed their regular budgeted hours.

Staff members may request time off without pay or utilize accrued vacation time to observe religious holidays that are not covered by the Holiday Leave policy. Any requests for time off for this purpose should be forwarded to the department manager for approval.

Full-time staff members are eligible to receive holiday pay during periods of time in which they are on a paid leave of absence.

Reason for Change: Recommendation from Administration – this deletion was missed when we updated policy allowing part-time employees to exceed budgeted hours as a result of subbing. Recommendation from Counsel - added clarifying language.

TUITION REIMBURSEMENT

Full-time employees may be reimbursed the cost of tuition for a course of study the Director considers essential to the duties of the employee and/or to the improvement of the employee's job performance. The Library has a limited amount of funds available for tuition reimbursement and may limit the number of employees enrolled in the tuition reimbursement program at any one time.

Reason for Change: Recommendation from Administration – added statement about limited availability of tuition reimbursement funds.

Full-time employees may be reimbursed the cost of tuition for a course of study the Director considers essential to the duties of the employee and/or to the improvement of the employee's job performance. The Library has a limited amount of funds available for tuition reimbursement and may limit the number of employees enrolled in the tuition reimbursement program at any one time.

Eligibility

Any full-time employee who has completed at least one year of employment with the Upper Arlington Public Library is eligible for tuition reimbursement consideration. Tuition requests will be reviewed by the Library Director. Employees must be able to display/justify the relevance of the course(s) to their present position or other positions within the Library system.

Application Procedures

The employee must complete a "Tuition Reimbursement Request Form" signed by his/her supervisor and turned in to the Human Resources Manager prior to the start of the class(es). The employee should also attach a copy of the course description and invoice indicating the cost of the class(es).

Scheduling

All course work is to be taken on the employee's own time. Any scheduled work time used for course work must be made up. Scheduling changes may be made, if possible, to accommodate the employee's course schedule. Any changes must have the prior approval of the employee's supervisor.

Work Requirements

If an employee received tuition reimbursement, the employee must agree to continue to work as a full-time employee with the Upper Arlington Public Library system for a period of at least one year after completion of the respective course. Should this not occur, the amount of money reimbursed to the employee for the course must be returned to the Library within 12 months of the employee's termination or resignation. A written repayment plan, signed by the employee, would be established which would outline the terms of repayment to the Library.

Reimbursement

Upon completion of the course, the employee must submit the final grade to the Human Resources Manager. The employee will then be reimbursed up to the sum of \$ 1,000 in any one term up to a maximum of \$ 3,000 in any calendar year. The grade obtained must be a "C" or better.

Reason for Change: Recommendation from Counsel - to ensure repayment plan is in writing. Note—Existing Tuition Reimbursement Request Form specifies repayment requirement and requires employee signature.

BUSINESS TRAVEL

Mileage

Expenses that are eligible for reimbursement without an overnight stay are registration or conference fees, mileage, parking, and tolls. A "Request for Authorization to Travel on Library Business" form is not required to be completed for travel reimbursements that do not involve an overnight stay. However, it is recommended that employees use appropriate documentation to monitor and approve these types of travel reimbursements. ~~A separate blanket purchase order may be opened for the purpose of reimbursing for employee mileage associated with travel without an overnight stay.~~

Reimbursement for mileage, parking, and tolls is made through the Library's fiscal department. Mileage is reimbursable at the standard mileage rate established by the IRS for business expense. Reimbursement shall be made to only one of two or more Library employees traveling in the same privately-owned automobile. The names of all persons traveling in the same privately-owned automobile should be listed on the Employee Reimbursement Request form. Receipts for parking and tolls must be submitted to the fiscal office for reimbursement. Up to \$10 reimbursement is reimbursable without a receipt for parking.

Travel during on-duty hours must utilize the most direct route unless an alternate route would be less time consuming and/or more effective. During on-duty hours, employees shall not deviate from the route of travel or stop along the route of travel to conduct personal business or engage in any activity that is not within their assigned or required duties.

A Library employee shall not be reimbursed for mileage commuting from his/her residence to his/her headquarters nor from his/her headquarters to his/her residence. ~~Exceptions exist – please see instructions on the Mileage Reimbursement Form for more information. The only exception to this is a Library employee traveling in their personal vehicle on official Library business that is considered an emergency situation, such as a computer system outage or building alarm incident, occurring outside of the employee's normal schedule. Emergency travel should be clearly noted on the Mileage Reimbursement Form. If a Library employee is required to report to a location other than his/her headquarters, the employee will only be reimbursed for the distance from his/her residence to the alternate location less the employee's normal commute. For example, if an employee's normal commute from his/her residence to his/her headquarters is ten miles, and an employee's commute from his/her residence to his/her authorized destination is thirty miles, the employee shall only be reimbursed for twenty miles.~~

~~Exceptions to the commute deduction for mileage include instance when an employee is traveling in their personal vehicle on official Library business 2 hours before and/or~~

~~after a date in which they are scheduled to work.~~

Employees must maintain a record of daily travel documenting the from/to locations and the distance between, for which reimbursement is being sought along with corresponding maps from services such as Google or MapQuest that support the mileage.

Reason for Change: Recommendation from Administration - updated to match current practice. Exceptions allowed for certain commute to work circumstances to be outlined on Mileage Reimbursement Form.