



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, MAY 26, 2020 AT 5 PM

Due to the ongoing situation with COVID-19, the Ohio Attorney General, Dave Yost, has provided written guidance regarding Ohio's Open Meeting Act (OMA) permitting a member of the public body to appear at a public meeting via teleconference.

With this consideration in mind, the Upper Arlington Public Library hosted this Board Meeting virtually at <http://board.ualibrary.org> so the public may view the meeting live.

The meeting was called to order at 5:01 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter Hahn, Kate Hare, Gloria Heydlauff, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Beth Hatch, Director; Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; Julie Whitt, Human Resources Manager; and Allison Frew, Executive Assistant.

CONSENT AGENDA

The consent agenda included the Minutes from the April Board of Trustees meeting, Minutes from the April 24th Special Meeting, the Financial Report for April, and the Resolution to Thank Karen Joswick. The Financial Report is included as an exhibit to these Minutes. The Resolution to Thank Karen Joswick is included here.

Resolution 16-20
**To Thank Karen Joswick for her Outstanding Service
to the Upper Arlington Public Library**

WHEREAS, Karen Joswick, a Cataloger in Technical Services, who first started as a page at the Library beginning in March of 2002, retired on May 1, 2020;

WHEREAS, Karen has been an exceptional staff member who specialized in processing the Library's media collection, of which nearly every single item has passed through her hands;

WHEREAS, Karen, whose quirkiness and humor was well-known, was infamous for her top-notch Halloween costumes each year; and her reputation as the benevolent “Bagel Fairy” in her department was well-deserved and appreciated by all;

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the outstanding service and dedication of Karen Joswick to the Upper Arlington Public Library and to the greater Upper Arlington community as noted and witnessed on this 26th day of May 2020.

SIGNATURE SHEET

Resolution No. 16-20

5/26/2020

Upon the motion of Trustee John Yesso, seconded by Trustee Kevin Fix:


Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
William J. Shkurti	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 Assistant Director presented the Annual Partnerships and Collaborations documents for the Board to review. The Board expressed interest in sharing this list with the community and suggested some changes to the presentation.

Both author events planned for this fall have been rescheduled for 2021.

DIRECTOR'S REPORT

The Library is continuing its chat service and has expanded its patron services to include reopening the book drops, requesting books for hold, and curbside pickups by appointment. The Library will begin offering public computer access by appointment next week. The Library branches remain closed due to limited staffing.

A COVID-19 safety guide and an acknowledgement form were sent to all active staff about best practices and new procedures. Staff were issued three non-medical masks, and a temperature check station was set up in the Main Library.

A small group of staff coordinated welcome back activities for those who returned to the building this week.

The Board inquired about the volume of requests and staffing needs. The Director will have circulation stats to present to the Board next month.

RESOLUTION FOR FMLA LEAVE EXPANSION AND PAID SICK LEAVE POLICY

The Policy is attached as an exhibit to these Minutes. The Resolution is included below.

RESOLUTION 17-20

RESOLUTION TO APPROVE THE FMLA LEAVE EXPANSION & EMERGENCY PAID SICK LEAVE (CORONAVIRUS) POLICY

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library approves the FMLA Leave Expansion and Emergency Paid Sick Leave (Coronavirus) Policy to comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and pay, where applicable.

SIGNATURE SHEET

Resolution No. 17-20

5/26/2020

Upon the motion of Trustee Stephen Flynn, seconded by Trustee Kate Hare:

Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
William J. Shkurti	Aye

Upper Arlington Public Library Board of Trustees

Upper Arlington, Ohio

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

RESOLUTION FOR TEMPORARY TELECOMMUTING POLICY

The Policy is attached as an exhibit to these Minutes. The Resolution is included below.

RESOLUTION 18-20

RESOLUTION TO APPROVE TEMPORARY TELECOMMUTING POLICY

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library approves the temporary telecommuting policy to allow staff who have approval from the Human Resource Manager and Administrative Team to telecommute, taking into consideration the needs of the library, job responsibilities, and equipment needs.

SIGNATURE SHEET

Resolution No. 18-20

5/26/2020

Upon the motion of Trustee Kevin Fix, seconded by Trustee Peter Hahn:


Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
William J. Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

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

RESOLUTION TO GRANDFATHER LEAVE ACCRUALS

Non-exempt full-time staff received a cut to their hours which would also affect their vacation accrual allotment. In order to retain their full benefit, the Director asks to grandfather in their current vacation accrual schedule. The costs for this adjustment are minimal.

RESOLUTION 19-20
RESOLUTION TO GRANDFATHER LEAVE ACCRUALS

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library approves the grandfathering of vacation leave accrual rates for current full-time staff who had their hours reduced due to budget reductions.

SIGNATURE SHEET

Resolution No. 19-20

5/26/2020

Upon the motion of Trustee John Yesso, seconded by Trustee Peter Hahn:


Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
William J. Shkurti	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

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE WEDNESDAY, MAY 13, 2020 MEETING NOTES

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, and William J. Shkurti

STAFF MEMBERS: Beth Hatch, Kate Porter, Lori Piergallini, and Allison Frew

FISCAL OFFICER'S REPORT

The May Public Library Funding is 35% less than originally anticipated. The total loss for the months of April and May was \$108,307. The Fiscal Officer anticipates another reduction for June, since the state will slowly begin to reopen in May, but hopes the July PLF will reflect an increase. Although we are implementing budget cuts, Personal Protective Equipment has been difficult to purchase and, if available, is expensive. The Budget Managers are tracking all spending costs associated with these purchases.

The May 22nd pay date will be the first pay to reflect the salary changes for staff and the furlough. The Fiscal Officer and Human Resources Manager are receiving requests from both staff and the Ohio Department of Jobs and Family Services (ODJFS) regarding those applying for unemployment. The Fiscal Officer has addressed all salary information required by ODJFS.

The Committee reconfirmed that restoring the Salaries and Benefits budget was their top priority once the Library's financial situation enables it.

The Committee requested a summary of the cuts made to the Library Materials and Other Expenditures budgets for review. A detailed summary was sent to the Committee for review.

The Committee would also like to examine the list of priorities for the Capital Budget.

REOPENING UPDATES

The Director reviewed the current reopening strategies with the Committee. As of this meeting, the Library plans to reopen on May 27, 2020 with new safety protocols in place

that meet or exceed the Governor's requirements for reopening. The Library is planning to offer limited services, closed stacks, and reduced building occupancy. The Library aims to reopen its doors in phases.

The Director discussed with the Committee the feedback the Library has received from the community regarding its closed status and reopening plans.

The Committee asked how the Library's staff were doing. The Director updated the Committee on staff ideas about reopening and the protocols that are being set in place to make sure the Library is a safe environment for staff who are returning to the building.

The Director plans to create a "welcome back to the library" video that would outline new expectations and procedures for both staff and the public.

REVIEW APRIL FINANCIALS

The County Auditor extended the tax deadline by six weeks. The County Auditor will set up a schedule and the Library can request weekly advances until the final settlement is distributed.

The Library's unencumbered balance is 1% less than it was at this time last year.

The projected year-end Revenue and Expenditures reflects the budget cuts and reductions in the Public Library Fund. The Fiscal Officer expects the tax amounts to stay the same unless there is significant increase in delinquencies. Other Income is also lower than originally anticipated since the Library has been closed.

The interest rate for the Library's high-yield accounts has dropped; however, the Fiscal Officer recommends keeping funds in Star Ohio. The Fiscal Officer has drawn down more than usual to maintain in the general operating account in the event of an emergency.

The Committee discussed the Levy and the status of the 2021 budgets. The Fiscal Officer answered all questions in full.

REVIEW APRIL CHECKS

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

The Committee inquired about digital downloads circulation. The Director will present an overview the Library's circulation for the full Board.

REVIEW APRIL RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of April 30, 2020.

Two withdrawals were taken from Star Ohio as the Fiscal Officer had mentioned earlier.

Restricted Funds in a CD will mature in August. The Fiscal Officer may consider rolling the funds into another CD if the interest rates are competitive or may place the funds in the high-yield account with Star Ohio for its liquidity.

The Fiscal Officer has purchased flood insurance for the Library in the amount of \$1,000,000, with a \$25,000 deductible.

The Committee asked if there has been an increase in claims through the Library's health insurance, but there have been no dramatic increases.

Plans to replace the Library's van have been put on hold.

The Director is working on the Levy timeline to present to the Committee. The levy expires November 2022. The Library would like to go to ballot in Fall 2021.

ADJOURNMENT

The meeting was adjourned at 5:38 p.m.

Next Meeting: Wednesday, June 10, 2020 at 5 p.m. on Zoom

FISCAL OFFICER'S REPORT

Due to transitioning the Main Library's lighting to LEDs, the Library received a rebate from AEP for \$1,088.

TAX BUDGET RESOLUTION

The Board passed Resolution 20-20. The Resolution was provided in PDF format and therefore is available as an exhibit to these Minutes.

SIGNATURE SHEET

Resolution No. 20-20

5/26/2020

Upon the motion of Trustee Peter Hahn, seconded by Trustee John Yesso:

Voting:

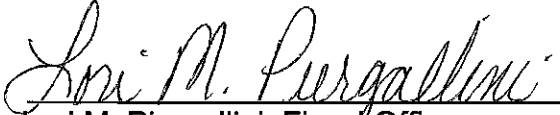
Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye

Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
William J. Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

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

There was another flooding incident at the Main Library.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
WEDNESDAY, MAY 6, 2020
MEETING NOTES**

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

IN ATTENDANCE

BOARD MEMBERS: Peter Hahn, Kate Hare, and John Yesso

STAFF MEMBERS: Beth Hatch, Kate Porter, Julie Whitt and Allison Frew

ANNUAL PARTNERSHIP AND COLLABORATIONS UPDATE

The Assistant Director reviewed the Annual Partnership and Collaborations documents with the Committee. Highlights for 2019 Partnerships and Collaborations were the Tremont Elementary Family STEM Night and the founding of an Early School Child

Librarian Conference with the Librarian at Burbank Early Childhood School. Many projects were also successfully completed with local organizations such as COSI, Tri-Village Chamber, the UA Farmer's Market, Leadership UA, Network UA, and the UA Commission of Aging.

Many annual events that the Library was planning in 2020 with other organizations were postponed or cancelled due to the COVID-19 pandemic. However, Franklin County libraries are working on a coordinated effort to assist patrons with filing for unemployment.

The Committee made some recommendations for reformatting the presentation of the document.

NEW POLICIES

The Director informed the Committee that two new policies are required for Library operations in response to the COVID-19 pandemic: one for telecommuting and another to comply with the expansion of the Family and Medical Leave Act through a temporary rule by the U.S. Department of Labor on April 1, 2020.

The Committee agreed to move the May Board meeting from Tuesday, May 19, 2020 to Tuesday, May 26, 2020 in order to ensure adequate time to prepare these new policies. The Director will follow up with the rest of the Board Members to confirm the change of date of the Board Meeting.

REOPENING UPDATES

The Director informed the Committee on the methods in which the Library is communicating its reopening plans. The Library plans to reopen on May 27, 2020 with new safety protocols in place that meet or exceed the Governor's requirements for reopening. Limited services and reduced building occupancy are some measures in that will be enacted for reopening.

The Director plans to create a "welcome back to the library" video that would outline new expectations and procedures for both staff and the public.

The Public Library Fund for May is expected to be reduced by 34.5%; the Fiscal Officer originally projected a 30% decrease. Administration is hopeful that this is the worst month for PLF revenue since it will reflect the full month of statewide business closures due to the Governor's Stay At Home Order

The Committee asked how the Library's staff were doing. The Director updated the Committee on staff concerns about reopening and the protocols that are being set in place to make sure the Library is a safe environment for staff who must return to the building. Teleworking protocols and additional accommodations for some staff are being ironed out.

ADJOURNMENT

The Meeting was adjourned at 5:23pm.

Next Meeting: Tuesday, June 4, 2019 at 5 p.m. on Zoom

PRESIDENT’S REPORT

The President expressed her appreciation for the Library staff’s help with resuming services to the community.


ADJOURNMENT

Stephen Flynn made a motion to adjourn the meeting. Kevin Fix seconded the motion.

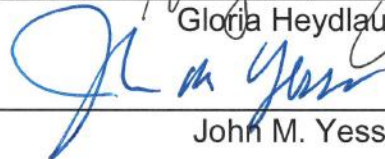
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Peter Hahn	Aye
Kate Hare	Aye
William J. Shkurti	Aye

The meeting was adjourned at 5:46 p.m.



 Gloria Heydlauff, President



 John M. Yesso, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of April 30, 2020

Fund No.	Fund Description	01/1/2020 Balance (a)	2020 YTD Revenue (b)	2020 YTD Expended (c)	4/30/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 2,482,439.02	\$ 2,053,091.92	\$3,930,380.77	\$ 1,101,124.79	\$2,829,255.98
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 16,122.74	\$ 15,076.97	\$258,691.85	\$ 22,129.74	\$236,562.11
402	Building Improvement	\$312,409.09	\$ -	\$ 31,127.97	\$281,281.12	\$ 30,331.25	\$250,949.87
501	Employee FSA Fund	\$4,232.27	\$ 10,457.20	\$ 6,850.05	\$7,839.42	\$ -	\$7,839.42
GRAND TOTAL		\$4,075,321.11	\$2,509,018.96	\$2,106,146.91	\$4,478,193.16	\$1,153,585.78	\$3,324,607.38

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 April 30, 2019

Fund No.	Fund Description	01/1/2019 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	4/30/2019 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,309,236.70	\$ 2,636,928.22	\$ 2,035,968.87	\$3,910,196.05	\$ 1,061,184.58	\$2,849,011.47
2XX	Special Revenue Fund-Combined	\$261,584.57	\$ 17,638.43	\$ 12,769.50	\$266,453.50	\$ 26,780.43	\$239,673.07
402	Building Improvement	\$405,156.18	\$ -	\$ 84,829.35	\$320,326.83	\$ 129,969.00	\$190,357.83
501	Employee FSA Fund	\$5,254.20	\$ 3,832.12	\$ 2,107.18	\$6,979.14	\$ -	\$6,979.14
GRAND TOTAL		\$3,981,231.65	\$2,658,398.77	\$2,135,674.90	\$4,503,955.52	\$1,217,934.01	\$3,286,021.51

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
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of April 30, 2020

Beginning Cash Balance as of January 1, 2020 \$ 3,501,033.67

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,211,219.00	\$ 1,546,147.90	\$ 3,211,219.00	\$ -
Public Library Fund	\$ 2,754,570.00	\$ 868,373.95	\$ 2,208,287.19	\$ (546,282.81)
Other Income	\$ 221,307.00	\$ 67,917.17	\$ 155,834.34	\$ (65,472.66)
Total Revenue	\$ 6,187,096.00	\$ 2,482,439.02	\$ 5,575,340.53	\$ (611,755.47)

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,344,342.00	\$ 1,360,616.54	\$ 3,772,373.00	\$ 571,969.00
Library Materials	\$ 894,868.00	\$ 353,205.66	\$ 715,895.00	\$ 178,973.00
Other Expenditures	\$1,029,600.00	\$ 339,269.72	\$ 885,247.00	\$ 144,353.00
Total Expenditures	\$ 6,268,810.00	\$ 2,053,091.92	\$ 5,373,515.00	\$ 895,295.00

(Over) / Under Budget

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (81,714.00)	\$ 429,347.10	\$ 201,825.53	\$ 283,539.53
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00
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Net Budget after Cash Transfers	\$ (381,714.00)	\$ 429,347.10	\$ 201,825.53	\$ 583,539.53
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General Fund Cash Balance at December 31, 2020 \$ 3,702,859.20

Budget as approved by the Board of Trustees in December 2019 and amended January 21, 2020.

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 1.7% of GRF revenue effective July 1, 2019. The Library received \$ 158,172.48, which was 7.2% less than estimated by the Ohio Department of Taxation for the month.

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 2020 budget included a vacancy credit of 2.5% of the full cost of salaries and related taxes. Projected Yearly Expenditures reflects estimated salary cuts implemented due to coronavirus pandemic.

Library Materials - Expenditures are budgeted at 15 % of Total General Property Tax and Public Library Funding revenue. Projected Yearly Expenditures reflects budget cuts due to coronavirus pandemic.

Other Expenditures - Includes all non-library materials and non-payroll related expenditures. Projected Yearly Expenditures reflects budget cuts due to coronavirus pandemic.

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.

FMLA LEAVE EXPANSION & EMERGENCY PAID SICK LEAVE (CORONAVIRUS)

Purpose

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and pay, where applicable. This policy will be in effect from April 1, 2020, until December 31, 2020. Our existing FMLA leave policy still applies to all other FMLA-qualifying reasons for leave outside of this policy.

Expanded FMLA Leave

Employee Eligibility

All current employees who have been employed with the Upper Arlington Public Library for at least 30 days and are actively scheduled for work are eligible for leave under this policy.

Employees furloughed or otherwise terminated on or after March 1, 2020, who are rehired on or before December 31, 2020, are eligible for leave upon reinstatement if they had previously been employed with the Upper Arlington Public Library for 30 or more of the 60 calendar days prior to their furlough or termination.

Reason for Leave

Leave under this policy is available for eligible employees who are unable to work (or telecommute) due to a need to care for their child when a school or place of care has been closed, or when the regular child care provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- Under 18 years of age.
- 18 or older and incapable of self-care because of a mental or physical disability.

“Child care provider” means someone who provides child care services to the employee on a regular basis, including:

- A center-based child care provider.
- A group home child care provider.
- A family child care provider (one individual who provides child care services for fewer than 24 hours per day, as the sole caregiver, and in a private residence).
- Other licensed provider of child care services for compensation.
- A nanny, au pair or babysitter.
- A child care provider that is 18 years of age or older who provides child care services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece or nephew of such provider, at the direction of the parent.

“School” means an elementary or secondary school.

Duration of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.

Increments & Intermittent Use of Leave

Employees may take expanded FMLA leave intermittently in increments rounded to the nearest quarter hour. For example, an employee may only need 4 hours per day of leave to care for his or her child or may only need to do so on Tuesdays and Thursdays. Managers and employees are expected to be flexible in scheduling wherever possible.

Pay During Leave

Leave will be unpaid for the first 10 days of leave; however, employees may use accrued paid vacation leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave policy, as further explained below.

Pay for Expanded FMLA leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day and \$10,000 in total, or \$12,000 in total if using emergency paid sick leave for the first two weeks. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Employee Status and Benefits During Leave

While an employee is on leave, the Library will continue the employee's health, dental, vision and Flexible Spending Account benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the Library will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the Human Resources department.

If the employee contributes to a life insurance or disability plan, the Library will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or

her portion of the premiums. If the employee does not continue these payments, the Library may discontinue coverage during the leave.

Procedure for Requesting Leave

All employees requesting Expanded FMLA leave must provide written notice of the need for leave to the Human Resources Manager as soon as practicable. A form will be provided to all employees on the Infobahn (staff intranet) and/or in a manner accessible to all. Verbal notice will be accepted but only if written notice with the information described below is provided promptly thereafter.

Notice of the need for leave must include:

- The name and age of the child or children being cared for.
- The name of the school, place of care, or child care provider that closed or became unavailable due to COVID-19 reasons.
- A statement representing that no other suitable person is available to care for the child or children during the period of requested leave. For children over the age of 14, a statement indicating the special circumstances that require the employee to provide care during daylight hours.

The Library may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Employee Status After Leave

Generally, an employee who takes Expanded FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. There are, however, instances where an employee will not be returned to the same position or equivalent position. An employee who takes Expanded FMLA leave is entitled to no greater protection from layoffs, furloughs or other employment actions that would have taken place had the employee not taken leave. Additionally, "key employees" as defined by the Family and Medical Leave Act may be denied job restoration under certain circumstances.

Please contact the Human Resources Manager with any questions.

Emergency Paid Sick Leave

Eligibility

Emergency paid sick leave will be paid to all current full and part-time employees scheduled but unable to work (or telecommute) due to one of the following reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the child care provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

“Child” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- Under 18 years of age.
- 18 or older and incapable of self-care because of a mental or physical disability.

“Individual” means an immediate family member, roommate or similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she self-quarantined or was quarantined. Additionally, the individual being cared for must:

- Be subject to a federal, state or local quarantine or isolation order as described above; or
- Have been advised by a health care provider to self-quarantine based on a belief that he or she has COVID-19, may have COVID-19 or is particularly vulnerable to COVID-19.

Furloughed employees are not eligible as there is no work available from which to take leave.

Amount of Time for Paid Sick Leave

All eligible full-time employees will have up to ten days (i.e., up to 80 hours) available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Increments and Intermittent Use of Leave

When working from home, employees may take emergency paid sick leave intermittently in increments rounded to the nearest quarter hour. As in the example for Expanded FMLA leave, an employee may only need 4 hours per day of leave to care for his or her child or may only need to do so on Tuesdays and Thursdays. Managers and employees are expected to be flexible in scheduling wherever possible.

For those not telecommuting and currently working onsite, an employee may only take intermittent leave for reason 5 above, to care for his or her child when the school or place of care is closed, or the caregiver is unavailable due to COVID-19-related reasons. Paid sick leave taken for reasons 1-4 and 6, however, may not be taken intermittently. Once an employee begins to take paid sick leave for reasons 1-4 or 6, the employee must use the permitted days of leave consecutively until he or she no longer has a qualifying reason for taking paid sick leave.

Rate of Pay

Emergency sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above.
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on Expanded FMLA leave under this policy may use emergency paid sick leave concurrently with that leave. Emergency paid sick leave may also be used when an employee is on leave under traditional FMLA for his or her own COVID-19-related serious health condition or to care for a qualified family member with such a condition.

Procedure for Requesting Emergency Paid Sick Leave

Employees must notify the Human Resources Manager of the need and specific reason for paid leave under this policy. A form will be provided to all employees on the Infobahn (staff intranet) and/or in a manner accessible to all. Verbal notice will be accepted but only if written notice with the information described below is provided promptly thereafter.

Documentation supporting the need for leave including the following information must be included with the leave request form:

- A copy of the federal, state or local quarantine or isolation order related to COVID-19 applicable to the employee or the name of the government entity that issued the order.
- Written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19 or the name of the provider who advised the employee.
- The name and relation of the individual the employee is taking leave to care for who is subject to a quarantine or isolation order or is advised to self-quarantine.
- The name and age of the child or children being cared for; the name of the school, place of care, or child care provider that closed or became unavailable; and a statement that no other suitable person is available to care for the child during the period of requested leave.
 - For children over age 14, a statement indicating the special circumstances that require the employee to provide care during daylight hours.

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Carryover

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

Please contact the Human Resources Manager with any questions

TEMPORARY TELECOMMUTING

As a public service organization that provides primarily in-person customer service, the Upper Arlington Public Library has historically required employees to work within a library building. During the time the library buildings were closed to the public because of Ohio Department of Health COVID-19 stay at home order, the Library was able to continue active employment for many employees through telecommuting assignments. With the anticipated reopening of the library buildings it is expected that employees will return to performing their job duties at the libraries. However, it is recognized that in some circumstances telecommuting assignments may continue to be appropriate. Possible continued telecommuting assignments will be evaluated under the Temporary Telecommuting Policy outlined below.

Telecommuting allows employees to work at home for all or part of their workweek. The Library will consider telecommuting as a possible viable, flexible work option when the job is suited to such an arrangement. Telecommuting is not an entitlement, and it in no way changes the employee's obligations to comply with all policies of the Upper Arlington Public Library and to meet all of the requirements and expectations of the job.

Any telecommuting arrangement made will be on a trial basis and may be discontinued and at any time at the request of either the telecommuter or the Library. Every effort will be made to provide notice of such change. There may be instances, however, when no advance notice is possible.

Eligibility for a Telecommuting Arrangement

Employees requesting a temporary telecommuting arrangement should direct such requests to the Human Resources Manager. This request should include reasons as to why the employee is requesting a Telecommuting Arrangement and how regular work could be accomplished at home.

Before entering into any telecommuting agreement, the employee and their manager, with the assistance of the Human Resources Manager, will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Needs of the Library.** Because the Library is an organization that provides face-to-face customer service to our patrons, the needs of the Library must be taken into account when considering a temporary telecommuting arrangement.
- **Job responsibilities.** The employee, their manager and the Human Resources Manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- **Equipment needs, workspace design considerations and scheduling issues.** The employee and manager will review the physical workspace needs, the equipment needed for effective work at home.
- **Tax and other legal implications.** The employee is responsible for determining any tax or other legal requirements of the employee under IRS, state and local government laws. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the Human Resources Manager concurs, the Human Resources Manager will review this request with the Admin Team to ensure that the work arrangement can move forward. If the Admin Team agrees, a Temporary Telecommuting Agreement will be prepared and signed by all parties.

Evaluation of telecommuter performance will include regular interaction by phone and e-mail between the employee and the manager, and weekly meetings to discuss work progress and problems. An appropriate level of communication between the telecommuter and manager will be agreed to as part of the discussion process.

Equipment

On a case-by-case basis, the Library will determine, with information supplied by the employee and their manager, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement.

The Human Resources Manager and Director of Support Services will serve as resources in this matter. Equipment supplied by the Library will be maintained by the Library. Equipment supplied by the employee, if deemed appropriate by the Library, will be maintained by the employee. The Library accepts no responsibility for damage or repairs to employee-owned equipment.

The Library reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Library is to be used for business purposes only. The telecommuter must sign an inventory of all Upper Arlington Public Library property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Library property will be returned to the Library, unless other arrangements have been made.

The Library will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. With advanced approval by the Fiscal Office, the Library will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. The Library will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and patron information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, proper attention to confidentiality while discussing library business on the telephone or on-line teleconference and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the Library's workers' compensation policy. Telecommuting employees are responsible for notifying the Library of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Child Care and Other Personal Obligations

Telecommuting is not designed to be a replacement for appropriate child care. The focus of all hours worked while on a telecommuting assignment must remain on job performance and meeting business demands. Time needed for child care or other personal obligations must be requested as time off under applicable Library policies. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a telecommuting arrangement.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to accurately record all hours worked using the ESS timekeeping system and document their hours worked and work output on a weekly basis. Hours worked in excess of those scheduled per workweek require the advance approval of the Library Director. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

FLSA exempt employees are required to devote the time needed for effective job performance, just as is expected for an on-site assignment.

RESOLUTION 20-20
2021 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION

	GENERAL FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL ALL GOVERNMENTAL FUNDS	AGENCY FUND
INCOME					
Taxes	3,240,441				
Public Library Funding	2,232,303				
Other Income	183,850				
TOTAL REVENUE	5,656,594	115,000	300,000	6,071,594	17,916
UNENCUMBERED BALANCE AT 1/1/2021*	4,129,161	253,564	281,452	4,664,177	4,023
AVAILABLE FOR APPROPRIATIONS (CASH BALANCE)	9,785,755	368,564	581,452	10,735,771	21,939
EXPENDITURES					
SALARIES & BENEFITS	3,989,110	-	-	3,989,110	
LIBRARY MATERIALS	820,912	-		820,912	
OTHER EXPENSES	893,443	150,950	259,872	1,304,265	17,916
TRANSFERS TO BUILDING FUND 402	300,000	-	-	300,000	-
GRAND TOTAL	6,003,465	150,950	259,872	6,414,287	17,916
ENDING BALANCE	3,782,290	217,614	321,580	4,321,484	4,023

*Unencumbered balance at 1/1/2021 is an estimate. The library will not plan to spend more than the projected cash balance in any fund.