



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, DECEMBER 7, 2021 AT 5 PM

The meeting was called to order at 5:02 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, 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.

EXCUSED ABSENCE: Peter W. Hahn.

CONSENT AGENDA

In addition to approving the absence of Peter W. Hahn, the consent agenda included the Minutes from the October Board of Trustees meeting, the Financial Report for October, the October and November Donations Resolution and the Resolution to Thank Gloria Heydlauff. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution and the Resolution to Thank Gloria Heydlauff is included here.

RESOLUTION 39-21
October and November Donations Resolution

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the fund listed the following donations with gratitude:

Amount	Fund	Donor Name	Campaign
\$ 51.50	130	Ann Knodt	Giving Tuesday 2021
\$ 100.00	130	Anne & Lawrence Peterson	Giving Tuesday 2021
\$ 40.00	130	Anonymous	
\$ 515.00	130	Anonymous	In Memory of Mark Mangini
\$ 51.50	130	Anonymous	Giving Tuesday 2021 in honor of a friend
\$ 51.50	130	Anonymous	
\$ 50.00	130	Ashley Allen	In Honor of Annette Heffernan
\$ 25.75	130	Cathy Steffen	Giving Tuesday 2021
\$ 25.75	130	Charles Rice	Giving Tuesday 2021 in honor of Charlie Rice

Amount	Fund	Donor Name	Campaign
\$ 103.00	130	Chris & Bob Taylor	In Memory of Mark Mangini
\$ 103.00	130	Christine McCracken	Giving Tuesday 2021 in Memory of Lynn Thompson
\$ 51.50	130	Deborah Lynn	Giving Tuesday 2021
\$ 51.50	130	Eric Deese	Giving Tuesday 2021
\$ 25.75	130	Francine Taylor	Giving Tuesday 2021
\$ 2,650.00	130	Frederick & Karla Roehrig	
\$ 257.50	130	Gerlinde Lott	Giving Tuesday 2021
\$ 100.00	130	Jacqueline McKnight	In Memory of Mark Mangini
\$ 103.00	130	Jane Belt	Giving Tuesday 2021
\$ 25.00	130	Jeanine Hummer	
\$ 25.00	130	Jeanine Hummer	
\$ 51.50	130	Jessica Grisez	Giving Tuesday 2021
\$ 103.00	130	Julie Logsdon	Giving Tuesday 2021
\$ 200.00	130	Katherine & Brett Porter	In Memory of Mark Mangini
\$ 51.50	130	Katherine & Brett Porter	Giving Tuesday 2021
\$ 50.00	130	Kay Stiles	In Memory of Gene Cheney
\$ 103.00	130	Lida Sethi	Giving Tuesday 2021
\$ 25.75	130	Marian Shemberg	Giving Tuesday 2021
\$ 103.00	130	Michael Kohr	Giving Tuesday 2021
\$ 50.00	130	Michael Rice	Giving Tuesday 2021
\$ 100.00	130	Michelle Manning	Giving Tuesday 2021
\$ 103.00	130	Monica Landis	Giving Tuesday 2021 in Memory of Mark Mangini
\$ 25.00	130	Myrlyn Reasoner	In Memory of Harold Ferguson
\$ 25.00	130	Peter Coccia	Giving Tuesday 2021
\$ 100.00	130	Rebecca Hitt	Giving Tuesday 2021
\$ 25.75	130	Supen Bowe	Giving Tuesday 2021
\$ 50.00	130	Susan Kreis	Giving Tuesday 2021
\$ 250.00	130	The Columbus Foundation	In Memory of Stephen and Toni Auch
\$ 750.00	130	Tremont Center Company	
\$ 25.75	130	Virginia & Charles Tuttle	Giving Tuesday 2021
\$ 6,598.50	Total		

SIGNATURE SHEET

Resolution No. 39-21

12/7/2021

Upon the motion of John M. Yesso, seconded by William J. Shkurti:

Voting:

Gloria Heydlauff, President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye

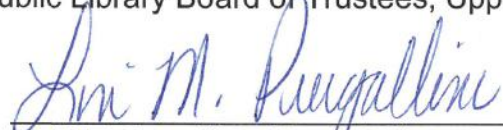
Kate Hare
William J. Shkurti

Aye
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 40-21

To Thank Gloria Heydlauff for her Dedication and Service as an Upper Arlington Public Library Trustee

WHEREAS, Gloria Heydlauff has been a member of the Board of Trustees since January 2014. During her eight-year tenure, Gloria has served as a member of the Operations Committee, as Chair of the Finance Committee, as Secretary, as Vice President, and will conclude her second term as President of the Upper Arlington Public Library Board of Trustees in December 2021; and,

WHEREAS, As President, Gloria oversaw some of the Library's most important events and provided endless support and guidance during this time, which includes onboarding the current Library's Director; developing the 2021-2026 Strategic Plan; managing the 2020-2021 pandemic; and preparing for the Library's upcoming levy in May 2022. Throughout this period, Gloria continuously demonstrated unwavering patience with utmost positivity and provided fantastic mentorship to the Admin Team with boundless encouragement and care; and,

WHEREAS, Gloria always puts people first and expresses her appreciation and deep gratitude at every opportunity; whether it is organizing a surprise staff appreciation luncheon on behalf of the Board or personally handwriting letters to donors and volunteers, her thoughtfulness and consideration is always prevalent and much appreciated; and,

WHEREAS, The Library considers Gloria an ambassador of the Library and of the community at large for she exhibits outstanding community spirit and pride. Gloria's formidable understanding of Upper Arlington has been instrumental in helping the Library connect and develop partnerships with the community in significant and long-lasting ways; and,

WHEREAS, As Gloria is an avid Library user who is often found in the Youth Department reading with her granddaughter or co-hosting events on the Library's behalf with her husband, the Library looks forward to her frequent visits and welcomes her learned opinion or hospitality at anytime; and,

THEREFORE, BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the service and dedication of Gloria Heydlauff to the Upper Arlington Public Library; and,

BE IT FURTHER RESOLVED, That Gloria Heydlauff has made an outstanding and lasting contribution to the Upper Arlington Public Library and to the greater Upper Arlington community is hereby noted and witnessed this 7th day of December 2021.

SIGNATURE SHEET

Resolution No. 40-21

12/7/2021

Upon the motion of John M. Yesso, seconded by William J. Shkurti:

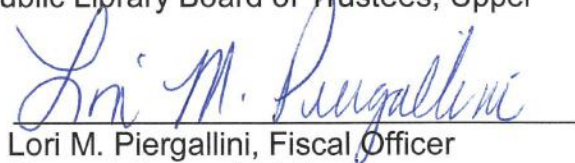
Voting:

Gloria Heydlauff, 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

The Director conducted a formal reading of the Resolution to Thank Gloria Heydlauff before the Board.

The President expressed her appreciation and support of the Board and the Library staff, and thanked the public for their donations to the Library.

PUBLIC COMMENTS

Dale Heydlauff announced a personal donation of \$8,000 in honor of Gloria Heydlauff before the Board, which shall go towards the Early Learning Play Area at Lane Road Library.

ASSISTANT DIRECTOR'S REPORT

Beginning January 16th, all three Libraries will reopen on Sundays and hours will be standard between them. Official hours will be:

Monday-Thursday	10am – 8 pm
Friday	10am – 6pm
Saturday	10am – 5pm
Sunday	1pm – 5pm

DIRECTOR'S REPORT

The Library has passed out over 18,000 Covid test kits to the public since March 2021 through a program sponsored by the Ohio Department of Health. The Director updated the Board on the new changes for the COVID Testing kits and answered all questions.

The Director provided an overview of the new ULEAD program for Library staff. Staff may propose new ideas or programs for the Library or community and receive funds up to \$5,000 to sponsor the proposal. Funding is provided by the Friends of the Library.

MONTHLY STATISTICS

The Director provided an overview of the Library's statistics for the Board. Physical item circulation, User Visits, and Program Attendance are higher in 2021 compared to 2020 but have yet to surpass pre-pandemic levels. However, digital downloads and curbside users have significantly increased compared to previous years.

DRAFT 2022 Board and Committee Schedule

There were no proposed changes to the Committee and Board Meeting Schedules for 2022.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES WEDNESDAY, NOVEMBER 10, 2021

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

IN ATTENDANCE

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

STAFF MEMBERS: Beth Hatch, Lori Piergallini, Greg Ramage, Julie Whitt, and Allison Frew

DIRECTOR UPDATE

A car collided into an exterior stairwell pavilion in the curbside drive-thru lane last week; no one was injured in the accident. The local building department has deemed the area outside the pavilion safe and curbside services should resume this Friday, November 12. The Library does not need to undergo the RFQ process to repair the building since this is considered an emergency repair.

The Director presented to City Council at the Levy's first reading Monday, November 8. The City requested a pro forma for the increase. The Director requested the Committee help select with Levy Modules to send to the City.

The Library's Board Selection Ad Hoc Committee has picked three finalists for City Council to interview. Council will interview the finalists in the oncoming weeks. The new Trustee will be sworn in at the January Organizational Meeting.

REVIEW OCTOBER FINANCIALS

The Library's 2021 YTD Balance is 17% higher than it was at this time last year; the unencumbered balance is 21% higher compared to last years.

The Public Library Funding is 30% higher than projected for October.

October interest totaled \$379.11 and Passport fee revenue was \$3,590.35. Since June, the Library has made over \$11,000 in Passport revenue and \$3,000 in Passport photo services.

The Salaries and Benefits Line is projected to be overbudget due to the 8% vacancy credit added to original 2021 Budget. The Library typically budgets only a 2.5% vacancy

credit. The Fiscal Officer has included an Appropriations Amendment in the packet to adjust the Salaries and Benefits line.

REVIEW OCTOBER CHECKS

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

REVIEW OCTOBER RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of October 31, 2021.

RESOLUTION TO INCREASE APPROPRIATIONS DUE TO VACANCY CREDIT

The Fiscal Officer presented the Resolution to amend the 2021 Appropriations because the Salaries and Benefits line is over budget. The 2021 Budget originally included an 8% vacancy credit since the Library was unsure what its hiring practices would be for the year. The Library has been largely successful in filling vacant positions; there are currently only 9 unfilled positions. The Library will return to a 2.5% vacancy credit for 2022.

The Committee supported the Appropriations Amendment Resolution.

STAFF PAY RESOLUTIONS

2022 ADJUSTMENTS TO SALARY RANGES AND PAY INCREASE

The Library is concerned about retaining staff and filling positions due to competitive pay in the Central Ohio area. In order to remain competitive and retain our valued staff, Administration recommends moving all staff in ranges 4 or lower to range 5 and adjusting the minimum of range 5 to \$15.00. In doing so, the Library will eliminate the positions Circulation Assistant and Library Aide and instead reclassify these staff as either Circulation Public Services Associate or Branch Associate. To account for wage compression, Administration also recommends a 3% adjustment to Pay Ranges 6 and above.

In October, Administration and the Finance Committee discussed a 3% increase for staff who were hired prior to August 31, 2021; therefore, this component has been added to the Resolution.

The Committee supported the 2022 Adjustments to Salary Ranges and Pay Increase Resolution.

The Library will undergo a salary study in 2022 to review competitive pay for all positions.

PASSPORT AGENT ONE-TIME PAYMENT

Administration recommends a \$100 one-time payment to the Library's 14 existing passport agents; nine of whom have been agents since 2016 when passport services first began. Agents undergo extensive training on top of their regular job duties as well as provides additional revenue for the Library in excess of \$80,000 in pre-pandemic times.

The Committee supported the Resolution for a \$100 One-Time Payment to Passport Agents.

The Committee requested scenarios to consider compensating Passport Agents for their services on a routine basis.

UPDATES TO THE BUILDING IMPROVEMENT FUND

The Director of Support Services provided estimates to consider for building and technological maintenance projects at all three libraries. The Committee requested adding an estimated cost to expand the Lane Road Library, which would include an increase in the transfer to the Building Improvement Fund. The Committee requested the updated draft be sent along with the 10-Year Projection.

10-YEAR PROJECTIONS

The Director and Fiscal Officer provided a review of the 10-year budget projections to the Committee. The Committee requests the Months of Operating Expenditures be under six months by the end of 10 years.

LANE ROAD EARLY LEARNING PLAY AREA

The Committee supported committing \$30,000 from the Restricted Fund 250 for the Early Learning Play Area at Lane Road Library. The projected total for the project is \$60,000; of which half of this balance will be funded with solicited donations.

2022 APPROPRIATIONS

The Fiscal Officer presented the 2022 Appropriations Resolution to the Committee. The proposal includes the adjustments to salaries and budgeting the Early Learning Play Area at Lane Road in Fund 250.

The Committee supports the 2022 Appropriations Resolution.

RESOLUTION REQUESTING TAX ADVANCES FROM COUNTY AUDITOR

The Fiscal Officer proposed a resolution authorizing her to request tax advances from the County Auditor.

The Committee supports the Resolution Requesting Tax Advances from the County Auditor.

PERSONNEL POLICY RESOLUTION

The Human Resources Manager provided an overview of the draft changes to the Personnel Policy Manual that proposes expanding Vacation and Sick Leave to all part-time staff. Currently only 13% of part-time staff accrue vacation or sick leave. The policy would go into effect for the pay period beginning January 9, 2022 since this coincides with the Library reopening on Sundays. Due to reopening Sundays, a significant number of staff will experience a change in their budgeted hours at that time.

The Committee requested an alteration and to present this policy change to the Operations Committee.

The Committee supports the Resolution with the requested changes.

The Committee requested that communications for staff regarding the adjustments take place immediately upon approval. An All Staff Meeting will take place the following morning, Wednesday, December 8.

The Fiscal Officer proposed cancelling the December Finance Committee on Wednesday, December 8th since it will be held after the December Board Meeting on Tuesday, December 7th. The Committee agreed and requested November Financials be emailed to them then.

ADJOURNMENT

The meeting was adjourned at 6:12 p.m.

Next Meeting: **Wednesday, January 12, 2022** at 5 p.m. in Meeting Room C

EMERGENCY BUILDING REPAIR RESOLUTION

RESOLUTION 41-21

A Resolution to Declare an Urgent Necessity in Accordance with R.C. § 3375.41

WHEREAS, when a board of library trustees determines to construct, demolish, alter, repair, or reconstruct a library or make any improvements or repairs, the cost of which will exceed fifty thousand dollars, except in cases of urgent necessity or for the security and protection of library property, a board of library trustees shall competitively bid in accordance with R.C. § 3375.41(A)-(I); and,

WHEREAS, That the Board of Trustees of the Upper Arlington Public Library has a certain real property located at 2800 Tremont Road, Columbus, Ohio 43221; and,

WHEREAS, The bollards located along the drive lane and the exterior pavilion sheltering an emergency exit on the north side of the library has been shifted off its base due to a car hitting the building and needs to be replaced as soon as possible to avoid damage to

persons or property and to provide a safe emergency route for people inside the building; and,

WHEREAS, The Board believes that there is an urgent necessity mandating that the Board waive the requirements set forth in R.C. § 3375.41 R.C(A)—(I); and,

THEREFORE, BE IT RESOLVED, That the Board of the Upper Arlington Public Library hereby declares an urgent necessity in accordance with R.C. § 3375.41 thereby waiving the requirement that the exterior damages to the Library be competitively bid; and

BE IT RESOLVED, That if the full costs of all repairs to fix the exterior pavilion adjacent to the building totals above \$50,000.000, which would be in excess of the \$50,000 threshold set forth in R.C. § 3375.41, that this requirement also be waived; and

BE IT RESOLVED, That the Director, Beth Hatch, is hereby authorized and directed, to as soon as practical, sign, on behalf of this Board, any necessary documents associated with entering an agreement between the Board and the contractor selected to undertake emergency repairs, and in doing so bind the Board; and

BE IT RESOLVED, That all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of this Board and of any of its committees that resulted in such a formal action were in meetings open to the public in compliance with all legal requirements, including R.C. § 121.22; and

AND BE IT FURTHER RESOLVED, That this Resolution shall be in full force and effect immediately upon adoption.

SIGNATURE SHEET

Resolution No. 41-21

12/7/2021

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Kate Hare, the Board approved the Resolution to Declare an Urgent Necessity by roll call vote.

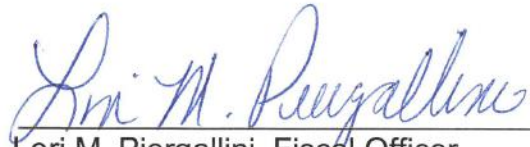
Roll Call Vote:

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

SALARIES AND BENEFITS APPROPRIATIONS RESOLUTION

RESOLUTION 42-21
2021 APPROPRIATIONS AMENDMENT

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approve the following amendment to the 2021 Appropriations:

Fund 100 General Fund

Current Salaries & Benefits Appropriations	\$3,997,678.91
Increase:	+ \$ 60,000.00

Total Salaries & Benefits Appropriations	\$4,057,678.91
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SIGNATURE SHEET

Resolution No. 42-21

12/7/2021

Upon the motion of Trustee Kevin Fix, seconded by Trustee Kate Hare, the Board approved the 2021 Appropriations Amendment Resolution by roll call vote.

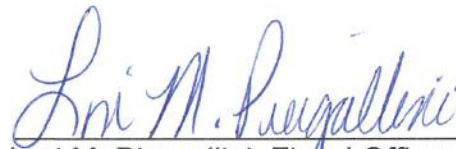
Roll Call Vote:

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

2022 PERMANENT APPROPRIATION RESOLUTION

RESOLUTION 43-21
2022 PERMANENT APPROPRIATIONS

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the 2022 fiscal year permanent appropriations as follows:

GENERAL FUND:

Salaries & Benefits	\$4,410,641.24
Library Material	900,000.00
Other Expenses	1,127,503.16
Transfer-Out	<u>300,000.00</u>

Total General Fund Expenditures **\$6,738,144.40**

Fund 201 – UAPL Friends **\$ 44,350.00**

Fund 250 – Restricted Fund **\$ 81,002.00**

Fund 402 Building Imp. Fund **\$ 482,133.00**

Total Appropriations **\$ 7,345,629.40**

See attached budget as an exhibit to this Resolution.

SIGNATURE SHEET

Resolution No. 43-21

12/7/2021

Upon the motion of Trustee John M. Yesso, seconded by Trustee Stephen Flynn, the Board approved the 2022 Permanent Appropriations Resolution by roll call vote.

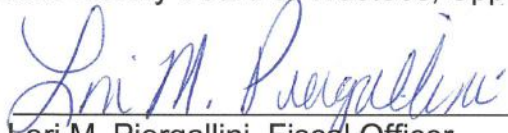
Roll Call Vote:

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

2022 PAY RANGES AND INCREASE RESOLUTION

The Human Resources Manager provided an overview of the proposed Resolution to the Board regarding the consolidation of positions, budget impact, and the market conditions pertaining to staff hiring and retention.

RESOLUTION 44-21

2022 Adjustments to Salary Ranges and Pay Increase

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the 2022 UAPL Pay Ranges as reflected in the attached permanent exhibit to be effective beginning, December 26, 2021 of which the adjustments to positions and pay ranges are as described below:

- Eliminate the positions of Library Aide and Circulation Assistant and create the position of Circulation Public Services Associate in range 5 of the Pay Range
- Reclassify all positions in ranges 4 or lower to range 5 of the Pay Range
- Approve adjusting the minimum rate of range 5 to \$15.00 per hour, and
- Adjust pay ranges 6 and higher with a 3.0% increase to account for wage compression; and,

BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library approves adjusting the rates for staff classified in range 5 as follows:

- Staff hired after December 27, 2020 will receive an increase of pay to \$15.00 per hour
- Staff hired before December 27, 2020 will receive an additional experience rate to their adjustments, which will increase by either one of two scenarios according to their current hourly rate:

Scenario 1: Experience pay rate will adjust to \$15.30 per hour for staff currently earning \$14.85 or less, or

Scenario 2: Experience pay rate will adjust by 3.0% of current hourly rate for staff currently earning more than \$14.85;

BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby approve a 3.0% increase for all eligible employees in ranges 6 or above who were hired prior to August 31, 2021.

SIGNATURE SHEET

Resolution No. 44-21

12/7/2021

Upon the motion of Trustee Kevin Fix, seconded by Trustee John M. Yesso, the Board approved the 2022 Pay Ranges and Increase Resolution by roll call vote.

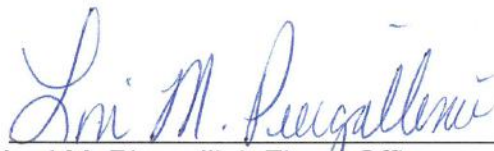
Roll Call Vote:

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

TAX ADVANCE RESOLUTION

The Fiscal Officer explained the process of receiving a Tax Advance from the County in order to capitalize on interest from Star Ohio. The Fiscal Officer draws down funds to pay for operating expenses as necessary.

RESOLUTION 45-21

**Authorization to have County Auditor Release Advance
Distribution of Tax Dollars**

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library authorizes the Fiscal Officer of the Library to receive tax advances and settlements from the Franklin County Auditor for the 2022 fiscal year.

SIGNATURE SHEET

Resolution No. 45-21

12/7/2021

Upon the motion of John M. Yesso, seconded by Stephen Flynn:

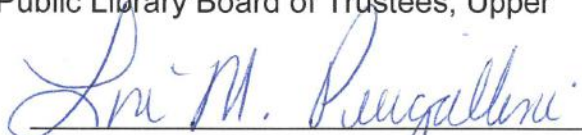
Voting:

Gloria Heydlauff, President	Aye
Peter W. Hahn, Vice President	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 UPDATE PERSONNEL POLICY: PART-TIME LEAVE

The Human Resources Officer provided an overview of the proposed Resolution. Currently, only 13% of part-time staff accrue vacation or sick leave; the Library would like to expand this benefit to all part-time staff.

RESOLUTION 46-21
**To Update the Personnel Policy for
Vacation and Sick Leave for Part-Time Staff**

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 to become effective on 1/9/2022.

SIGNATURE SHEET

Resolution No. 46-21

12/7/2021

Upon the motion of John M. Yesso, seconded by William J. Shkurti:

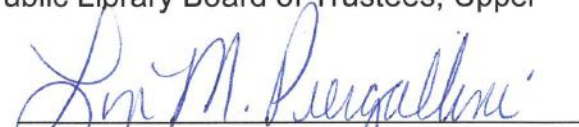
Voting:

Gloria Heydlauff, 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 FOR ONE-TIME PAYMENT TO PASSPORT AGENTS

The Assistant Director explained the history of the Library's passport service and the high-level of training and knowledge that is required for agents to conduct the service.

RESOLUTION 47-21
One-Time Payment to Passport Agents

WHEREAS, The Board of Trustees of the Upper Arlington Public Library would like to acknowledge the high-level of training and knowledge that staff are required to accomplish in order to be a Passport Agent, who assume this duty in addition to their regular job duties and must be recertified yearly through training provided by the U.S. State Department.

WHEREAS, In 2019, the Library was named the 2019 National Passport Acceptance Facility of the Year by the U.S. Department of State, mainly due to our agents' diligence and hard work;

WHEREAS, The Upper Arlington Public Library's Passport program not only provides a valuable service to the Community but provides additional revenue for the Library;

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves a one-time payment of \$100.00 to our current 14 passport agents, which will be paid on the December 31, 2021 payroll.

SIGNATURE SHEET

Resolution No. 47-21

12/7/2021

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Kevin Fix, the Board approved the Resolution for a One-Time Payment to Passport Agents with a roll call vote.

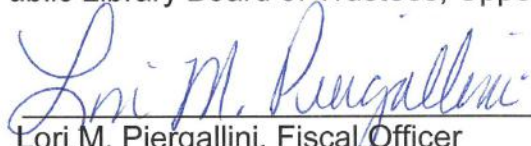
Roll Call Vote:

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

The Chair of the Finance Committee expressed his gratitude towards the Finance Committee and Administrative Team in assisting with the Resolutions passed this evening.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE MEETING NOTES
TUESDAY, NOVEMBER 30, 2021**

The meeting was called to order at 5:02 p.m.

IN ATTENDANCE

BOARD MEMBERS: Peter Hahn and John Yesso

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

EXCUSED ABSENCE: Kate Hare

MARKETING PLAN PRESENTATION

The Director presented a PowerPoint Presentation on the Library's Marketing Plan. The Committee suggested some formatting changes and to share the PowerPoint with the Finance Committee.

ULEAD

The Director introduced the Library's new internal grant program, ULEAD, to the Committee. Starting in 2022, staff members can submit proposals for new programs, community partnerships, or other ideas for the opportunity to receive up to \$5,000 in funding provided by the Friends of the Library to fund the proposal. Submission forms will be available for staff in early January.

EMERGENCY BUILDING REPAIR RESOLUTION

Because of the damage to the Main Library due to a car colliding into the building, essential safety features for the Library and its patrons have been removed; therefore, the Library must consider the repair an emergency. The Committee supports recommending passing the Emergency Building Repair Resolution to the full Board.

LOCAL EXTENSION OF FMLA AND EMERGENCY PAID SICK LEAVE

The Library's current local extension of the FMLA and Emergency Paid Sick Leave policy regarding staff members or caregivers affected by COVID-19 is set to expire in December 31, 2021. The Human Resources Manager presented the changes to the Personnel Policy Manual for the Committee to review which would extend the policy until December 31, 2022. The Committee supports recommending passing the Personnel Policy Resolution to the full Board.

STAFFING OVERVIEW

2021 Staffing Overview

The Director provided an overview of the staffing mission goals Administration set forth to achieve in 2021; all goals were successfully accomplished except the salary survey, which will take place in 2022 with recommendations implemented in 2023.

2021 Staffing Overview

The Director presented the 2022 Adjustments to Salary Ranges and Pay Increase Resolution to the Committee for review. The Committee supports recommending passing the Resolution to the full Board.

ADJOURNMENT

The Meeting was adjourned at 5:45pm.

Next Meeting: Tuesday, February 1, 2022 at 5 p.m. in Meeting Room C

RESOLUTION TO UPDATE PERSONNEL POLICY: LOCAL EXTENSION OF FMLA AND EMERGENCY PAID SICK LEAVE (COVID)

The Human Resources Manager provided a history of the Local Extension to the FMLA and Emergency Paid Sick Leave policy to the Board, which was an initiative first administered by the Federal Government in 2020 in response to the COVID-19 pandemic. The Library would like to continue offering this benefit through 2022.

An error in the policy was noted before passing the Resolution; the correction is included in the final version presented in the exhibit.

RESOLUTION 48-21

**Resolution to Approve the Local Extension of 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 local extension of the FMLA Leave Expansion and Emergency Paid Sick Leave (Coronavirus) Policy to assist employees affected by the COVID-19 outbreak with job-protected leave and pay, where applicable, effective January 1-December 31, 2022.

BE IT FURTHER 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. 48-21

12/7/2021

Upon the motion of Kevin Fix, seconded by Kate Hare:

Voting:

Gloria Heydlauff, 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

PRESIDENT'S REPORT

EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT OF A STAFF MEMBER

The Board invited the Director to join the Executive Session to discuss the employment of a staff member.

SIGNATURE SHEET

Upon the motion of Trustee John M. Yesso, seconded by Trustee Stephen Flynn, the Board entered into an executive session.

Roll Call Vote:

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

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

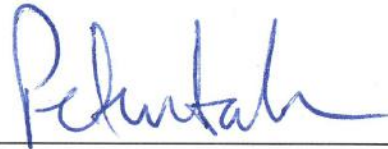
ADJOURNMENT

Kate Hare made a motion to adjourn the meeting. John M. Yesso seconded the motion.

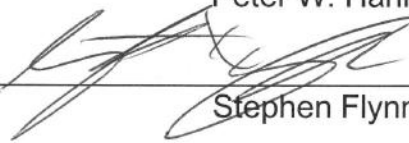
Voting:

Gloria Heydlauff, 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 6:20 p.m.



Peter W. Hahn, President



Stephen Flynn, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of October 31, 2021

Fund No.	Fund Description	01/01/2021 Balance (a)	2021 YTD Revenue (b)	2021 YTD Expended (c)	9/30/2021 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,084,375.68	\$ 5,891,416.68	\$ 5,087,038.59	\$4,888,753.77	\$ 367,578.64	\$4,521,175.13
2XX	Special Revenue Fund-Combined	\$274,250.77	\$ 37,679.89	\$ 74,324.74	\$237,605.92	\$ 21,275.23	\$216,330.69
402	Building Improvement	\$519,327.89	\$ 700,000.00	\$ 82,892.63	\$1,136,435.26	\$ 34,486.25	\$1,101,949.01
501	Employee FSA Fund	\$6,232.60	\$ 15,910.71	\$ 11,712.24	\$10,431.07	\$ -	\$10,431.07
GRAND TOTAL		\$4,884,186.94	\$6,645,007.28	\$5,255,968.20	\$6,273,226.02	\$423,340.12	\$5,849,885.90

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 October 31, 2020

Fund No.	Fund Description	01/01/2020 Balance (a)	2020 YTD Revenue (b)	2020 YTD Expended (c)	10/31/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 5,647,616.48	\$ 4,634,998.54	\$4,513,651.61	\$ 461,544.68	\$4,052,106.93
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 140,054.86	\$ 64,125.45	\$333,575.49	\$ 56,863.59	\$276,711.90
402	Building Improvement	\$312,409.09	\$ 300,000.00	\$ 87,995.20	\$524,413.89	\$ 5,086.00	\$519,327.89
501	Employee FSA Fund	\$4,232.27	\$ 19,879.96	\$ 18,202.46	\$5,909.77	\$ -	\$5,909.77
GRAND TOTAL		\$4,075,321.11	\$6,107,551.30	\$4,805,321.65	\$5,377,550.76	\$523,494.27	\$4,854,056.49

Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library

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

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 October 31, 2021

Beginning Cash Balance as of January 1, 2021 \$ 4,084,375.68

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,258,595.57	\$ 3,242,104.61	\$ 3,242,104.61	\$ (16,490.96)
Public Library Fund	\$ 2,455,329.00	\$ 2,601,207.37	\$ 3,003,959.56	\$ 548,630.56
Other Income	\$ 38,245.00	\$ 48,104.70	\$ 52,104.70	\$ 13,859.70
Total Revenue	\$ 5,752,169.57	\$ 5,891,416.68	\$ 6,298,168.87	\$ 545,999.30
General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,972,678.00	\$ 3,056,309.07	\$ 3,995,110.20	\$ (22,432.20)
Library Materials	\$ 998,267.33	\$ 665,870.17	\$ 801,220.03	\$ 197,047.30
Other Expenditures	\$1,055,026.70	\$ 664,859.35	\$ 795,859.35	\$ 259,167.35
Total Expenditures	\$ 6,025,972.03	\$ 4,387,038.59	\$ 5,592,189.58	\$ 433,782.45
Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (273,802.46)	\$ 1,504,378.09	\$ 705,979.29	\$ 979,781.75

Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 700,000.00	\$ 700,000.00	\$ 700,000.00	\$ -
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Net Budget after Cash Transfers	\$ (973,802.46)	\$ 804,378.09	\$ 5,979.29	\$ 979,781.75
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General Fund Cash Balance at December 31, 2021 \$ 4,090,354.97

Months of Operating Expenditures Supported by Cash Reserves 8.50

Budget as approved by the Board of Trustees in December 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, 2021. Rate expires July 1, 2023. The October PLF totaled \$256,360.29, 30% higher than originally estimated.

Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings. Passport Fees collected totaled \$3,590.35 and Passport photos revenue was \$930.00 for the month. Star Ohio interest was \$379.11 for October.

Salaries & Benefits - The 2021 budget included a vacancy credit of 8.0% of the full cost of salaries and related taxes.

Library Materials - Expenditures are budgeted at 15 % of Total General Property Tax and Public Library Funding revenue. Budgeted expenditures include 2020 outstanding encumbrances of \$141,178.33.

Other Expenditures - Includes all non-library materials and non-payroll related expenditures. Budgeted amount includes 2020 outstanding encumbrances of \$9,234.70

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.

LOCAL EXTENSION OF FMLA LEAVE EXPANSION & EMERGENCY PAID SICK LEAVE (CORONAVIRUS)-Revised by BOT 4/5/2021 12/7/2021

Purpose

On April 1, 2020, the federal law called the Families First Coronavirus Response Act (FFCRA) was put into place to assist employees affected by the COVID-19 outbreak with job-protected leave and pay, when applicable. As the FFCRA expired on December 31, 2020 the Upper Arlington Public Library has extended this policy at the local level to continue to provide the provisions as outlined below. This policy will be in effect from January 1, 2021 until December 31, 2021². 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.

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, ~~2021~~2022, 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 employees meeting criteria for the expanded FMLA leave. 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.

“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.

~~Any unused emergency paid sick leave provided under the Families First Coronavirus Response Act from April 1, 2020 until December 31, 2020 will carry over into 2021 with no additional accrual. Beginning on 1/1/2022, hours available for Emergency Paid Sick Leave will reset allowing for staff who have already used their full allotment of up to two weeks of Emergency Paid Sick Leave to be eligible to utilize the leave for up to two additional weeks in 2022, if needed.~~

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, however, may not be taken intermittently. Once an employee begins to take paid sick leave for reasons 1-4, 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 4-5 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 4-5 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 employees meeting criteria for emergency paid sick leave. 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 should be included with the leave request form:

- A copy of the federal, state or local quarantine or isolation order, if provided, 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, if provided, 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 the Human Resources Manager or his/her designee will determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

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~~Paid emergency sick leave under this policy will not be provided beyond December 31, 2021. 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.