

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
July 20, 2020

The Board of Trustees of the Pickerington Public Library met in regular session on July 20, 2020 at 7:00 p.m. via a Zoom Virtual Meeting, Pickerington, OH 43147. Members present were Cristie Hammond, Mike Jones, Mary Herron, Jennifer Hess, Michelle Shirer, Todd Stanley and Berneice Ritter. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Colleen Bauman, Community Engagement Manager and Norma Lockney, Deputy Fiscal Officer. Also in attendance: Dana Folkerts and Grace Walker.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Secretary's Report

Consent Agenda

1. June 15, 2020 Regular Board Meeting minutes
2. Nancy Gdovin effective July 20th - Customer Service Assistant - main - \$10.25 an hour
3. Donations
 - a. \$75.00 from the family of the late Shirley Jean Barr Powell
4. Biannual Credit Card Compliance Check
5. Records scheduled for disposal

07-01-20 Motion to approve the Consent Agenda

Mary Herron made a motion to approve the Consent Agenda items. Berneice Ritter seconded.

Roll Call: Mike Jones-yes, Mary Herron-yes, Cristie Hammond-yes, Berneice Ritter-yes, Jennifer Hess-yes. Motion passed with no changes.

Public Participation

Friends of the Library Report

Tony reported that the Friends have not met since the pandemic started. However, the library found a leak in their storage room and destroyed half of their materials. The leak was repaired and the room has been cleaned up.

Michelle Shirer and Todd Stanley entered the meeting.

Finance Committee

Fiscal Officer's Report

Brenda shared the June financials:

June 2020 financials

Checking balance - \$1,380,160.76
General Fund Investments - \$1,938,365.38
Capital Fund Investments – Star Ohio - \$542,841.30

June General Fund Revenue - \$90,678.12

Revenue Highlights:

PLF - \$88,204.75
Customer Fines - \$55.29
Interest - \$1,017.70
Refunds & Reimbursements - \$1,400.38 (Friends reimbursement)
Capital Projects Interest Income - \$269.58
Special Revenue Income - \$1,500.00

Expenditure Highlights:

Main Personnel - \$76,310
Branch Personnel - \$13,690
Main Operations - \$12,290
Branch Operations - \$8,595
Collection - \$14,442
Equipment and Furniture - \$0
June General Fund Expenditures - \$125,327

Financial Updates:

Revenues:

- Property tax levy revenue – Franklin County Auditors are delaying the due date of real estate taxes by a couple of months. Fairfield County has not changed their due date from July 16, 2020.
- Public Library Fund – State Revenues – The June PLF based on May receipts was 13.98% lower than estimated. July PLF based on June collections is 2.6% lower than the State's estimate. Delayed income tax collections are expected in July, which are normally received in April. The amount to be received for July PLF is \$108,104.94. The State issued a revised estimate of PLF collections for 2020 of \$1,073,160, which is \$88,675 lower than the revised estimate from December.

Pickerington Public Library				
PLF Receipts				
2020				
	County	County		
	Estimate	Actual	Difference	
January	325,859.00	325,554.99	-304.01	
February	383,844.00	391,315.40	7,471.40	
March	268,219.00	287,045.41	18,826.41	
April	258,957.00	232,917.88	-26,039.12	
May	415,162.00	269,307.56	-145,854.44	
June	359,809.00	309,490.35	-50,318.65	
July	389,459.00	379,315.57	-10,143.43	
August	303,560.00			
September	352,071.00			
October	328,899.00			
November	335,210.00			
December	355,567.00			
	4,076,616.00	2,194,947.16	-206,361.84	
	PPL Estimate	PPL Actual	Difference	% of Monthly Est.
January	92,870	92,783.17	-86.64	-0.09%
February	109,396	111,524.89	2,129.35	1.95%
March	76,442	81,807.94	5,365.53	7.02%
April	73,803	66,381.60	-7,421.15	-10.06%
May	118,321	76,752.65	-41,568.52	-35.13%
June	102,546	88,204.75	-14,340.82	-13.98%
July	110,996	108,104.94	-2,890.88	-2.60%
August	86,515	0.00		
September	100,340	0.00		
October	93,736	0.00		
November	95,535	0.00		
December	101,337	0.00		
	1,161,835	625,559.94	-58,813.12	
Revised Estimate	1,073,160			
Difference	\$88,675			

Star Ohio's current daily interest rate – 0.44%

Other Items:

- 2021 Budget Request – The library's 2021 Budget request was approved by the school board in June. The Fairfield County Budget Commission has scheduled a tax budget hearing on Monday, August 10th.
- Ohio Unemployment – The library continues to pay unemployment benefits for former employees that left the library to work at another employer and were furloughed. According to the current laws of Ohio, these charges are to be paid by former employers. The Federal funds through the CARES Act will be crediting 50% of the amounts paid by the library on previous months of benefits already paid.
- SharedWork Ohio – On July 2, 2020, the governor signed Executive Order 2020-26D. This executive order enabled the Ohio Department of Job and Family Services to use federal funding under the CARES Act to enhance the state's SharedWork Ohio

program. Libraries will have no out of pocket cost for utilizing the program through 12/31/20. This program provides a reduced unemployment benefit based on the percentage of reduced hours, between 10 and 50 percent for non-exempt (hourly) staff each week. The library has been approved for this program effective 7/12/2020 and can opt out of the program at any time. Not all hourly employees will qualify for this program depending on their individual circumstances.

- Grants –

- The Jerry Kline Community Impact Prize – Developed in partnership between *Library Journal* and the Gerald M. Kline Family Foundation, this grant is designed to celebrate libraries that have significantly helped their communities thrive. One winning library will receive \$250,000 in unfettered grant monies.
- Guiding Ohio Online Grant – The library has been recommended for approval for a \$17,649 federal grant for 2020-2021. The State Library Board approved this on July 16, 2020.
- COVID-19 Relief Fund Grant - Fairfield County Foundation – The library applied for \$5,000 to purchase and install small portable book drops at each of the senior communities we serve, so they are able to safely return materials and the library is able to quarantine the items.
- IMLS CARES Act Grant – The library will be notified in August about this \$373,537 grant for a lending kiosk.

- CARES Act Mini Grant – The library will be applying for this grant in August for PPE and COVID cleaning equipment. This grant is for \$3,000.

Financial Subcommittee Charter

Brenda asked the Board members how to proceed with Finance Committee meetings in the future. A document was found that was established on March 19, 2001. Board members discussed changes needed.

07-02-20 Motion to amend the Finance Subcommittee Charter

Jennifer Hess made a motion to approve changes to the Finance Subcommittee Charter. Mary Herron seconded.

Roll Call: Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-abstained, Jennifer Hess-yes, Mary Herron-yes. Motion passed with one abstention.

Pickerington Public Library
Financial Subcommittee

- I) Participating Members
 - A) Management (2)
 - 1) Library Director
 - 2) Financial Officer
 - B) Board of Trustees (2)

- II) Responsibilities
 - A) Audit financial transactions of the library
 - B) Recommend and affirm financial procedures
 - C) Suggest financial policies
 - D) Oversee financial operations

- III) Duties
 - A) Hold meetings on a necessary basis to review:
 - 1) Income received
 - 2) Disbursements made
 - 3) Bank transactions
 - 4) Other financial transactions

- IV) Working Relationships
 - A) As a subcommittee of the Board of Trustees, this body is accountable to the Executive Board.
 - B) The subcommittee will work in conjunction with the Library Director and/or his/her designate and the financial officer and/or his/her designate in the performance of their financial duties and responsibilities and to assure the efficient financial operation of the institution.

Other Committee Reports

Mike Jones reported that the semiannual PAC report remains the same as started at \$3,562.23.

Director's Report

Spring Strategic Focus – Read

Facilities:

Current projects:

- Main Library Structural roofing issue – Still on hold - Waiting to hear back on the request for a variance on the R-value of the insulation.
- Safety screens – The library made safety screen barriers for all public service desks. Additionally, we adjusted the setup of each workstation to reinforce a natural social distancing. Tony shared some pictures.
- Roof Electric – The buzzards recently damaged the “anti-bird” electric strip on the roof. This happens every couple of years. It has been repaired.

Miscellaneous:

- Magazines & Newspaper renewal – Every year, the library has to renew subscriptions. This year, staff is taking a deep dive into the data, factoring pre-COVID usage, post-COVID usage and accessibility of the information elsewhere. Newspaper subscriptions have already been adjusted, and magazine subscription decisions are due in August. Two notable changes: 1. The print version of the New York Times was cancelled. It is offered online, and in-house use was almost nonexistent. 2. The print version of Value Line was cancelled in lieu of the online version. While there was minimal usage of this

resource, offering some type of investment information is important. By moving completely online, customers at both locations will have access to this investment resource. It is important to note that the library is still saving money through cancellations even though the online version of Value Line was added.

- Ohio Means Jobs (OMJ) – Tony is working with the Fairfield County District Library and Wagnalls Memorial Library Directors to renew the countywide agreement with Ohio Means Jobs. This agreement is the library’s commitment to support the efforts of OMJ by providing job help support and collaborating with their staff to promote each organizations initiatives. This agreement was signed with no changes at the end of June.

- Reopening Plan – Reopening went very smooth. Adjustments were made as necessary and will continue to do so as time goes.

- Entry/Exit – The library determined that it would be logistically impossible to separate the front entryway without investing a lot of money and making alterations, which would cause permanent damage. The library also discovered that user visits were way less than staff were expecting. Main library is averaging 241 user visits per day, which is a 52% decrease from last year. Sycamore Plaza Library is averaging 81 user visits per day, which is a 31% decrease from last year.
- Tables & seating – Over half of the seating options were removed. There have not been any issues at this point.
- Plexiglass Barriers – Installed.
- Computer usage – Removed every other computer. There is moderate use of computers.
- Public Restrooms – Only opened the family restroom at Main Library and one restroom at Sycamore Plaza Library. These restrooms are being cleaned once per hour per the recommendation of the Public Health Department.
- Closed Reserves – Customers are not able to walk up and pull their own reserves from the shelves.
- Meetings rooms – Will remain closed to the public.

- Classes and Events – The library is reviewing data on our classes and events to determine if adjustments are needed. We are also working on surveying the community to help refine our offerings.

- Summer Reading – READSquared – 660 signups, 90 completions; Grab & Go crafts – by far the highlight of Summer Reading - Funded by a \$1500 Grant

# of Kits Per week	Age	Kits distributed	# of weeks
80	Pre-Kindergarten	294	6 weeks
80	School Age	380	6 weeks
40	Teen/Tween	158	6 weeks
50	Adult	74	2 weeks

2020 Director Action Items:

- Better Communication early on with Managers and Staff regarding changes - Holding regular meetings with Managers during the Pandemic. Continuing with an all staff Zoom

update meeting every week. These meetings are to ensure all staff have the information they need to help them through the transitions occurring during the pandemic.

- Better Communication with the Board – Tony communicated with the Board this past month to ensure they are staying informed of changes required by the Governors County Alert system.
- Continue to expand community outreach to be reflective of the community – The library is beginning to look at how outreach will change beginning in September and October.
- Find better ways to manage the afterschool crowds – The library has developed a coordinated approach to communicate new COVID expectations with our young customers once school starts and if we see any issues.

Community Engagement Report

- Mobile App: (iTunes) 126 units (devices), (Android) 204 (installs), 25 new users
- Social Media: FB: Post reach is up 33% (11,310 people), Engagements is up 31% (3,330 people), 40 new followers
- Top posts include:
Excited to welcome back community: 4.6k;
First Grab & Go: 2.4k;
Now open: 3.7k
- Colleen shared a video: <https://www.facebook.com/watch/?v=553897505307446>
- Colleen shared some pictures of the staff in masks as well as an adult grab & go.
- Twitter: 40 tweets, 11.7 impressions, 64 profile visits, 4 mentions, 1,575 followers.
- YouTube: 386 views, 13.5 hours in watch time, 2+ subscribers.
- Instagram: 833 followers. 2,011 impressions. 330 reach.
- Print: <https://www.thisweeknews.com/news/20200713/pickerington-library-reopens-works-on-new-ways-to-serve-patrons-during-pandemic>

Moving forward:

Now that the library has a couple of months of video content, our YouTube channel analysis is underway. The library is looking at content numbers, what worked well and what didn't get a lot of traction. Also looking at what to save to use for evergreen content that will stay relevant. This project starts the conversation of where to go from here.

Fall quarter theme – Connect Community

Revamping the e-newsletter to include fall classes and events.

Old Business

New Business

Anti-Harassment and Discrimination Policy

Brenda reported a change in the Supreme Court ruling on June 15, 2020 regarding discrimination based on sexual orientation and transgendered status that required some

changes to current policy. This policy was updated using SHRM, Ohio Library Council's recommended policy and other libraries' policies.

07-03-20 Resolution to approve the changes to the Anti-Harassment and Discrimination Policy

Mike Jones made a motion to approve the changes to the Anti-Harassment and Discrimination Policy. Mary Herron seconded.

Roll Call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Berneice Ritter-yes, Mary Herron-yes, Jennifer Hess-yes. Resolution passed.

Board Policy:

Date Reviewed: 7/20/20
Date Approved: 7/20/20
Effective Date: 7/20/20
Replacing Policy Effective: 1/12/15

The Pickerington Public Library is committed to maintaining a work environment that is free of harassment and discrimination based on race, color, ancestry, religion, national origin, citizenship, gender, pregnancy, gender identity, gender orientation, age, veteran or military status, disability, genetic information, or any other characteristic protected by federal, state, or local law. This policy applies to all employees, including non-supervisory personnel, supervisors, managers and executives. It also applies to non-employees such as visitors, customers, volunteers and vendors who have business contact with employees.

Administrative Procedure:

Date Reviewed: 7/20/20
Date Approved: 7/20/20
Effective Date: 7/20/20
Replacing Procedure Effective: New

The objective of this library policy is to create a positive work environment that is free from hostile, offensive, intimidating, harassing, or discriminatory conduct that unreasonably interferes with an employee's work due to any of the types of harassment described within this policy. This policy is meant to prevent unwelcome conduct, so all forms of unlawful harassment are prohibited.

Often people use the word "harassment" to describe conduct far beyond what is covered by this policy, such as personality conflict, general disagreement, etc. However, "harassment" is not intended to describe all workplace conflicts or disagreements. An employee who is uncertain whether a situation involves harassment should speak to a supervisor, the Director or a Human Resources representative. The supervisor who learns of a situation must inform the Director and Human Resources upon receipt of the knowledge.

A. Harassment

Harassment consists of unwelcome conduct, whether verbal, nonverbal, written, pictorial, physical, or visual, that is based on any characteristic protected by law, when that conduct affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. This conduct includes slurs, epithets, or other degrading or offensive remarks or jokes. The library will not tolerate harassment or discrimination. The library will promptly investigate claims of harassment and discrimination and will take prompt and appropriate action against anyone who harasses or discriminates against another in violation of this policy.

B. Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and verbal, nonverbal, written, pictorial, visual, or physical conduct of a sexual nature where: (1) submission to that conduct is made an express or implied term or condition of employment; (2) submission to or rejection of that conduct is used as the basis for employment decisions; or (3) that conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile or offense work environment. This definition includes many forms of offensive conduct. It also includes harassment of a person by another person of the same gender.

Examples of prohibited conduct include, but are not limited to:

1. Offering employment benefits, such as favorable assignments, reviews, promotion, or the like, in exchange for sexual favors;
2. Denying or threatening to deny employment benefits for rejecting sexual advances;
3. Unwanted sexual advances, propositions, flirtations, or repeated unwanted requests for or efforts to make social contact;
4. Verbal conduct of a sexual or gender-based nature, such as using sexually degrading, vulgar, or discriminatory words to describe an individual; making sexually suggestive comments about an individual's body; discussing sexual activity; or making derogatory, sexual, gender-related or discriminatory comments, slurs, taunts, jokes, or epithets;
5. Non-verbal conduct of a sexual or gender-based nature, such as whistling, unwelcome staring, or leering; displaying sexually suggestive, gender-based, or discriminatorily-based objects, pictures, videos, posters, or cartoons; making sexual, derogatory, obscene, or discriminatory gestures; or giving, sending, or circulating sexual, derogatory, obscene, or discriminatory letters, e-mail messages, social media messages or postings, voicemail messages, gifts, notes, or invitations;
6. Unwelcome physical conduct of a sexual or gender-based nature, such as touching, patting, pinching, brushing the body, or impeding, by blocking, an individual's movements;

C. Reporting Harassment

If an employee is the subject of, or becomes aware of, harassment or discrimination, the employee must immediately communicate this information – without fear of retaliation – to one or more of the following individuals: the Library Director, the employee's supervisor, or a representative of Human Resources. If, for any reason, an employee prefers not to discuss the issue with any of these individuals, the employee is encouraged to report the issue to the Personnel Committee of the Board of Trustees.

The library strongly encourages employees to come forward promptly. Timely reporting is vital to the library's ability to investigate complaints of harassment or discrimination. Prompt reporting also discourages the spread of harmful rumors. Complaints and investigations will be kept as confidential as possible. The library takes prompt and necessary steps to investigate and, where appropriate, correct any form of harassment or discrimination. All employees are expected to cooperate in any investigations of wrongdoing. Failure of any employee to cooperate in an investigation is grounds for disciplinary action against that employee, up to and including termination. Members of the public who engage in harassing or discriminatory behavior may be denied access to library buildings and classes and events per the library's code of conduct policy.

No reprisal, retaliation, or other adverse action will be taken against any employee who in good faith reports harassment or discrimination or assists in the investigation of any such matter. The

library will not tolerate any retaliatory conduct or false accusations of harassment or discrimination, and any such acts will result in disciplinary action, up to and including termination.

Equal Employment Opportunity Policy

Brenda reported that this policy needed to be changed as well based on the Supreme Court ruling. This policy was also updated using SHRM, Ohio Library Council's recommended policy and other libraries' policies.

07-04-20 Resolution to approve the changes to the Equal Employment Opportunity Policy

Mike Jones made a motion to approve the changes to the Equal Employment Opportunity Policy. Jennifer Hess seconded.

Roll Call: Mary Herron-yes, Mike Jones-yes, Todd Stanley-yes, Jennifer Hess-yes, Cristie Hammond-yes, Michelle Shirer-yes, Berneice Ritter-yes. Resolution passed.

Board Policy:

Date Reviewed: 7/20/20
Date Approved: 7/20/20
Effective Date: 7/20/20
Replacing Policy Effective: 1/12/15

The Pickerington Public Library provides equal employment opportunities to all employees and applicants for employment and the library will not discriminate on the basis of race, color, ancestry, religion, citizenship, gender, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran or military status, or any other characteristic protected by federal, state and local laws. The library adheres to the federal Genetic Information Nondiscrimination Act of 2008 (GINA), which restricts employers from requesting or requiring genetic information, except in limited circumstances. This applies to all terms and conditions of employment, including hiring, placement, promotion, termination, discipline, layoff, recall, transfer, leaves of absence, compensation, benefits and training.

Administrative Procedure:

Date Reviewed: 7/20/20
Date Approved: 7/20/20
Effective Date: 7/20/20
Replacing Policy Effective: New

A. Talent Management

The library recruits, hires, trains and promotes the most qualified individuals based on merit, qualifications, and abilities, which includes a combination of both education and work experience. It is the library's belief that this policy will be furthered in an environment of mutual trust where employees are encouraged to discuss their problems with their supervisor, Human Resources representative or the Library Director. The library has pledged to pursue this policy and employees are expected to comply with this policy in every respect.

B. Reasonable Accommodations

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

C. Genetic Test requests

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

Telecommuting Policy

In light of the recent pandemic, Tony reported that we did not have a policy regarding telecommuting. The library used several Ohio libraries' policies as well as guidance from OLC in creating this policy and procedures.

07-05-20 Resolution to approve the Telecommuting Policy

Mike Jones made a motion to approve the Telecommuting Policy. Mary Herron seconded.

Roll call: Jennifer Hess-yes, Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Mary Herron-yes. Resolution passed.

Board Policy: _____ DATE REVIEWED: 07/20/2020
_____ DATE APPROVED: 07/20/2020
_____ EFFECTIVE DATE: 07/20/2020
_____ REPLACING POLICY EFFECTIVE: NEW

The Board of Trustees of Pickerington Public Library (The Board) recognizes the need for staff to work remotely on occasion. Telecommuting allows employees to work at home or while traveling, for all or part of their workweek. Pickerington Public Library (PPL) considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Furthermore, The Board recognizes that telecommuting may be appropriate for some employees and jobs but not for others.

The Board authorizes the Director to make decisions in the best interest of the organization when approving or denying staff telecommuting requests. Telecommuting is not an entitlement, it is not a library wide benefit, and it in no way changes the terms and conditions of employment with Pickerington Public Library.

Administrative Procedure:
07/6/20/2020

DATE APPROVED:

EFFECTIVE DATE: 07/9/20/2020
REPLACING PROCEDURE EFFECTIVE: NEW

Telecommuting can be informal, such as working from home for a short-term project or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis, with the length of the arrangement being set and managed by the Director. Any long-term telecommuting arrangements may be discontinued at will and at any time upon the request of either the telecommuter or the library. Every effort will be made to provide advance notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

I. Extended Telecommuting

A. ELIGIBILITY

- a. Individuals requesting formal telecommuting arrangements must be employed with PPL for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.
- b. Before entering into any telecommuting agreement, the employee and manager, with the assistance of the ~~e~~Director and ~~H~~uman ~~R~~esources ~~M~~anager, will evaluate the suitability of such an arrangement, reviewing the following areas:
 - Employee suitability - The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
 - Job responsibilities - The manager and Director will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
 - Equipment needs - The employee and manager will review the physical workspace needs and the appropriate location for the telework.
 - Tax and other legal implications - The employee must consult with the ~~F~~fiscal ~~O~~fficer to determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- c. If the employee and manager agree, and receive approval from the Director, a draft telecommuting agreement will be prepared and signed by the following parties:
 - Employee
 - Department Manager
 - Human Resources Manager
 - Director

B. ~~Evaluation~~ EVALUATION

- a. Evaluation of telecommuter performance during an extended telecommuting period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face or virtual meetings to discuss work progress and problems. At the end of the approved period, the employee and manager should complete an oral evaluation of the arrangement and follow up

with a written overview of the employee's performance.

- b. The Director and Human Resources Manager will use the written evaluative overview to consider recommendations for continuance or modifications of the telecommuting agreement.
- c. Evaluation of telecommuter performance beyond the initially approved period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.
- d. An appropriate level of communication between the telecommuter and supervisor must be agreed to as part of the discussion process and will be a formal evaluative metric during and at the end of the telecommuting period.
- e. After conclusion of the telecommuting period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

C. EQUIPMENT

- a. On a case-by-case basis, PPL will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, ~~modems, phone and data lines~~ and other office equipment) for each telecommuting arrangement. The information technology specialist 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. PPL accepts no responsibility for damage or repairs to employee-owned equipment. PPL 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 is responsible for all PPL property received and must agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all ~~company-PPL~~ property will be returned to the ~~library/company~~, unless other arrangements have been made.
- b. PPL will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The employee will establish an appropriate work environment within his or her home or alternate location for work purposes.
- c. PPL 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.

D. SECURITY

- a. Consistent with the library's expectations of information security for employees working at the office, telecommuting employees are expected to ensure the protection of customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

E. SAFETY

- a. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. PPL will provide each telecommuter with a safety checklist that must be completed at least twice per year. 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 human resources

department of such injuries as soon as practicable, along with completing incident reports.

- b. Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to beginning to telecommute.

F. TIME WORKED

- a. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using library's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the **Director**. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

II. SHORT TERM TELECOMMUTING

A. AD HOC ARRANGEMENTS

Temporary telecommuting arrangements may be approved by the Director for circumstances such as inclement weather, [pandemics](#), special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the library.

COVID-19 Discussion

On July 6, 2020, the library reopened to the public with many safety measures in place. Our safety measures are in line with the Governor's Responsible Restart Ohio initiative as well as Ohio Library Council's guidelines to reopening libraries safely.

Safety measures put into place:

- Quarantining materials for 72 hours
- Requiring staff to wear masks and providing appropriate PPE
- Adjusting workflows to keep staff safe
- Closing reserves to public access
- Offering to quarantine book bundle requests
- Continuing with all online classes and events
- Removing over half of the furniture to ensure social distancing
- Adding plexiglass barriers to keep staff and customers separated while at the desk

On July 9, 2020, the Governor rolled out the County Advisory plan. That plan placed Fairfield County into a level red. Meaning our county had very high exposure and spread according to the states rubric. After considering countywide data, local data, the 4 indicators listed as the reason why the county was at a level red, and speaking with a

majority of the Library Trustees, Tony decided to keep the library open to the public. This decision was with support from a majority of the Board.

On July 14, the most recent numbers were released. While the overall number of cases did rise, our emergency level remained red. The number of ICU beds with COVID patients remained at less than 10%. The 7-day average of new cases went down as well as the 28-day average. The news was not all positive. According to the state, here is a summary of our county's COVID situation.

During the past 14 days, 215 COVID-19 cases have been identified in **Fairfield County**, which means the county exceeds the "high incidence" category as defined by the Centers for Disease Control and Prevention. More than 28% of Fairfield County's total cases have been in the past two weeks. Since June 23, Fairfield County's COVID-19 average daily cases increased from 9 cases to 19 cases by July 11, although this indicator did not meet the threshold. Due to clinical and reporting lags, these numbers may continue to grow for this reporting period. Fairfield County is also seeing an increase in the number of people seeking medical care due to COVID-19. From June 23 to July 12, visits for COVID-19 to the emergency department grew from an average of 1 visit per day to 4. Significantly more people are also visiting their doctors and being diagnosed with COVID-19. Between June 23 and July 13, average outpatient visits grew from 11 to 27 visits per day. In recent weeks, more than 73% of the cases are not in congregate settings, signaling significant transmission in the broader community.

On the bright side, the percentage of non-congregate setting transmissions have decreased 15% since July 9, 2020. It went from 88% down to 73%. For the library, this category carries the most weight, because we could be a site of transmission if we are not careful.

A development occurred today, which was acted upon right away. Battelle released results from part 2 of their study. The results showed that the virus could be viable up to 4 days on magazines. Tony immediately took action and extended the library's quarantine time to a minimum of 96 hours. This was not a problem because the method we adopted quarantines items for more than the minimum time required anyhow.

If the county moves to a level purple, our current plan is to close the library facilities to the public and continue to provide virtual services as well as curbside services.

Tony also shared that if a staff member is caring for a family member with COVID-19 symptoms, that staff member needs to quarantine 14 days after the sick person meets the criteria to end home isolation in accordance with CDC guidelines.

Mike asked what would happen when school reopens. Tony said the library will keep seating separated and will follow state mandates about masks.

The Board members also discussed if the library should go back to curbside service and close to the public. It was decided that Tony, Brenda and Colleen would research several options and bring those options to a special Board meeting next week.

For the good of the order

Adjournment

Cristie adjourned the meeting at 9:20 p.m.

Next Board Meeting:

Special Board Meeting
July 27, 2020 @ 7:00 p.m. via a Zoom Virtual Meeting

Regular Board Meeting
August 17, 2020 @ 7:00 p.m. via a Zoom Virtual Meeting

Cristie Hammond
President

Mary Herron
Secretary