

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
July 17, 2023

The Board of Trustees of the Pickerington Public Library met in regular session on Monday July 17, 2023 at 7:01 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, Ashley Hughes, and Todd Stanley. Student Trustee Representatives present: Alyssa Gray and Mikayla Wagner. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer and Colleen Bauman, Executive Manager – Community Engagement. Also in attendance: Theresa Wessel, President of the Friends of the Pickerington Public Library.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Beth Muncy

This is Alyssa Gray's last meeting, since she is going college. Cristie thanked her for her input as a Student Trustee Representative on the Board and wished her good luck.

Secretary's Report

Consent Agenda

1. Minutes
  - a. June 26, 2023 Regular Board meeting minutes
2. Staff
  - a. Laura Hanby promoted to Cataloging & Acquisitions Supervisor effective July 16<sup>th</sup> at \$24 an hour
  - b. Taylor Wellman promoted to Homework Help & Reading Initiatives Coordinator at the Sycamore Plaza Library effective July 30<sup>th</sup> at \$14.81 an hour.
3. Donations
  - a. Marne L. Fellows and Baker & Taylor \$250 in memory of Joan Underwood
  - b. Lynn and Gene Carty \$25 in memory of Joan Howdysshell Underwood
4. Credit Card Compliance

## **7-01-23 Motion to approve the Consent Agenda**

Todd Stanley made a motion to approve the Consent Agenda items. Mary Herron seconded.

Roll Call: Mike Jones-yes, Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes, Ashley Hughes-yes. Motion passed with no changes.

### Public Participation

None

### Friends of the Library Report

Theresa said that there is nothing to report. There haven't been any meetings. Next meeting is in August.

### Finance Committee

### Fiscal Officer's Report

Brenda asked if there were any questions from the June financial reports. There were none. She reported that there were 3 payrolls in the month of June and the library prepaid on some furniture that was ordered, which makes the furniture expenditures higher for the month. Mary noted the higher interest rates on the investments.

### Other Committee Reports

The Library Fund at the Fairfield County Foundation – \$375 donations received in memory of Joan Underwood. The library will be purchasing a tree or bush with the donations received in memory of Joan Underwood.

Strategic Plan Committee – Mike reported that the committee met and is trying to add an “as measured by” to each objective. The committee started with Welcoming Experience and Health and Well-being objectives. Staff members are bringing them back to their teams for metrics that are meaningful over the next several weeks. A follow-up meeting is scheduled for September. Next time the committee will go over Youth Engagement. The goal is to bring formal recommendations to the board. There should be 3-4 meetings.

### Director's Report

## **Quarterly Strategic Focus** Read

## **Significant Issues**

- Internal
  - HVAC Replacement for Meeting Rooms A & B, and IT Specialist's Office
    - We received a quote for repairing the HVAC leak, but discovered that the Air handler and HVAC unit are close to end of life.
    - Frank is working on getting quotes for the replacement of the entire system for these spaces at Main Library.
    - Through discussions with our current HVAC maintenance company, we expect the cost could potentially be \$50,000.
    - Our Current HVAC Maintenance Company informed us that they wouldn't be able to start on the project until next year.
    - Board Action: The Board can either take no action and wait until all three quotes come in, or The Board can move to authorize the Director and/or Fiscal Officer to enter into an agreement with the HVAC company with the lowest responsible quote under \$50,000.

**7-02-23 Motion to approve the Resolution to authorize the Director and Fiscal Officer to enter to an agreement with the HVAC company with the lowest responsible quote under \$50,000**

Mike Jones made a motion to approve the Resolution to authorize the Director and Fiscal Officer to enter to an agreement with the HVAC company with the lowest responsible quote under \$50,000. Mary Herron seconded the motion.

Roll Call: Ashley Hughes-yes, Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Mary Herron-yes. Resolution passed.

**7-03-23 Motion to approve the Resolution to transfer \$50,000 from 4001-760-740-0000 Building Improvements to 4001-760-750-0000 Furniture & Equipment**

Cristie Hammond made a motion to approve the Resolution to transfer \$50,000 from 4001-760-740-0000 Building Improvements to 4001-760-750-0000 Furniture & Equipment. Mary Herron seconded.

Roll Call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Alissa Henry-yes, Ashley Hughes-yes, Mary Herron-yes. Resolution passed.

Tony continued with the Director's report.

**Organizational Performance**

- Last month we looked at physical circulation. This month we are taking a brief look at e-circulation.

- Last year at this time to date, we circulated 53726 eBooks and e-audiobooks. This year, from January 1 up to today we have circulated 60909 eBooks and e-audiobooks. That is an increase of 13.4%
- An interesting observation regarding this data came when reviewing checkouts by age group. 83% of all checkouts for eBooks and audio books come from Adult cardholders.
- The chart below shows the top circulating items in Overdrive for PPL.

Rank	Title	Publisher	Format	Views
1	The Boys Who Challenged Hitler: Knud Pedersen and the Churchill Club	Farrar, Straus and Giroux (BYR)	Ebook	834
2	Singapore Math Challenge, Grades 3 - 5	Carson Dellosa Education	Ebook	362
3	The Most Beautiful Roof in the World: Exploring the Rainforest Canopy	HarperCollins	Ebook	358
4	The Hidden Power of Prayer and Fasting	Treasures Media Inc	Ebook	313
5	The Naked Roommate: And 107 Other Issues You Might Run into in College	Sourcebooks, Inc.	Ebook	249
6	Nonfiction Reading Comprehension, Grades 7 - 8	Mark Twain Media	Ebook	245
7	The Chocolate Touch	HarperCollins	Ebook	208
8	Brown Girl Dreaming	Penguin Young Readers Group	Ebook	158
9	Treaties, Trenches, Mud, and Blood: A World War I Tale	ABRAMS	Ebook	117
10	Becoming Naomi Leon	Scholastic Inc.	Ebook	111
11	It Ends with Us: A Novel	Atria Books	Ebook	96
12	The Graveyard Book Graphic Novel: Volume 1	HarperCollins	Ebook	96
13	Sex Position Sequences: From Erotic Start to Spine-Tingling Stretch to Mind-Blowing Finish	Ulysses Press	Ebook	89
14	After the Ecstasy, the Laundry: How the Heart Grows Wise on the Spiritual Path	Sounds True	Audiobook	87
15	If He Had Been with Me	Sourcebooks	Ebook	82
16	A Cup of Water Under My Bed: A Memoir	Beacon Press	Ebook	80
17	The Golden Goblet	Blackstone Publishing	Audiobook	76
18	What Would Machiavelli Do?: The Ends Justify the Meanness	HarperCollins	Ebook	75
19	The Thief Lord	Books on Tape	Audiobook	71
20	The Naked Bitch--an Honest Approach to Dating Women	Trafford Publishing	Ebook	70
21	Whatcha Gonna Do with That Duck?: And Other Provocations, 2006-2012	Penguin Publishing Group	Ebook	68
22	The Langoliers: One Past Midnight	HighBridge Company	Audiobook	62
23	Something Wicked This Way Comes	Blackstone Audio, Inc.	Audiobook	60
24	Nate the Great and the Phony Clue	Random House Children's Books	Ebook	59
25	The Shining	Knopf Doubleday	Ebook	59

		Publishing Group		
26	The Taking of Pelham 123	Books on Tape	Audiobook	58
27	A Million Dirty Secrets: Million Dollar Duet	Random House Publishing Group	Ebook	57
28	Spock Vs Q	Simon & Schuster Audio	Audiobook	55
29	The Edgar Cayce Companion: A Comprehensive Treatise of the Edgar Cayce Readings	Barnes & Noble Digital	Ebook	55
30	Finding Cinderella: A Novella	Atria Books	Ebook	53
31	Self-Made Man: One Woman's Year Disguised as a Man	Penguin Publishing Group	Ebook	51
32	The Great Gatsby (SparkNotes)	Barnes & Noble Digital	Ebook	48
33	Ugly Love: A Novel	Atria Books	Ebook	47
34	All Souls Trilogy	Penguin Publishing Group	Ebook	46
35	The Crossover	Recorded Books, Inc.	Audiobook	41
36	The ESL / ELL Teacher's Survival Guide: Ready-to-Use Strategies, Tools, and Activities for Teaching English Language Learners of All Levels	Wiley	Ebook	41
37	The Penelopiad: The Myth of Penelope and Odysseus	Canongate U.S.	Ebook	41
38	Break My Heart 1,000 Times	Little, Brown Books for Young Readers	Ebook	41
39	As Far as My Feet Will Carry Me: the Extraordinary True Story of One Man's Escape from a Siberian Labor Camp and His 3-Year Trek to Freedom	Skyhorse	Ebook	38
40	Heir of Fire	Bloomsbury Publishing	Ebook	38
41	The Hunger Pains: Papercutz Slices Series, Book 4	Papercutz	Ebook	36
42	American Assassin: Mitch Rapp Series, Book 1	Recorded Books, Inc.	Audiobook	36
43	House of Dark Delights: House of Dark Delights Series, Book 1	Random House Publishing Group	Ebook	35
44	The Unquiet Dead	St. Martin's Publishing Group	Ebook	34

45	Curious George Visits a Toy Store	Houghton Mifflin Harcourt	Ebook	33
46	The Newcomer: Thunder Point Series, Book 2	MIRA Books	Ebook	32
47	To Kill a Mockingbird	HarperCollins	Ebook	32
48	Escaping Toxic Guilt: Five Proven Steps to Free Yourself from Guilt for Good!	McGraw Hill LLC	Ebook	31
49	Juicing, Fasting, and Detoxing for Life: Unleash the Healing Power of Fresh Juices and Cleansing Diets	Grand Central Publishing	Ebook	30
50	Blind Willow, Sleeping Woman: 24 Stories	Knopf Doubleday Publishing Group	Ebook	30

- Hoopla is our current vendor for downloadable movies, music, comics, etc.
  - 2022 circ: 4081
  - 2023 circ: 4696
  - Total increase 15%

### **Points of Information**

#### **Fiber Connection**

Work began on the connection and should be complete by the end of the week.

#### **Staff Member Highlight**

Debbie Madison has worked for the library for six years and ten months. During that time, she worked in Customer Service and Technical Services. As the Technical Services II staff member, Debbie processes all of our materials ensuring every item is labeled correctly and ready for circulation. She also supports copy and original cataloging materials. In the absence of an Acquisitions and Cataloging Supervisor, Debbie stepped up and helped to organize a continuity of workflow for her department. She made sure orders continued to be submitted in a timely manner and has been processing and cataloging all materials received. Debbie also acts as a handler for violet when she is out in the library and community. Finally, when needed, Debbie steps in and support public service operations. For these reasons, Debbie is being highlighted before the Board of Trustees.

#### **ELT PTO Dates**

Tony - July 20 & 21, July 27

Brenda – August 17 & 18

## Community Engagement Report

Stats:

First 6 months of the year

Helping our customers & answering questions at each department and location:

PICKERINGTON MAIN & SYCAMORE PLAZA COMBINED						
All	Jan 2023	Feb 2023	March 2023	April 2023	May 2023	June 2023
Reference	1806	1281	1972	1746	1902	2428
Tech	436	404	830	1095	1010	844
Directional	1331	621	904	1059	1101	1228
Curbside	17	109	11	14	7	2
Drive-up	765	174	122	113	84	91
COVID Tests	276	212	199	76	46	56



Site	Place	Assignment	Jun 2023 Hours	Jun 2023 Volunteer Count	Total Hours	Total Volunteer Count
PPL	Off Site	Off-Site - Events	0	0	0.00	0
	Total		0	0	0.00	0
	Pickerington					
	Main	Main - Events	12.25	5	39.25	10
		Main - General	94.5	13	338.27	48
		Main - HHC (3-7p.m.)	0	0	61.25	13
		Main - Orientation/Training	0	0	0.00	0
		Main - Shelving	81	21	527.75	65
		Main – SR Table	101.5	17	119.00	18
	Total		289.25	42	1,085.52	103
	Sycamore					
	Plaza	Syc - Events	2.5	1	7.00	2
		Syc - General	25	7	167.50	18
		Syc – HHC (3-7p.m.)	0	0	86.00	6
		Syc - Orientation/Training	0	0	0.00	0
		Syc - Shelving	20.75	4	36.25	6
		Syc – SR Table	34	3	34.00	3
	Total		82.25	14	330.75	24
Total Grand total			371.5	52	1,416.27	119
			371.5	52	1,416.27	119

### Volunteer of the Month

The July Volunteer of the Month is Zeb Prince. Zeb volunteered over 50 hours in the past month and has helped with every possible volunteer task: Shelving, Summer Reading Table, Comic Fest, the Friends Book Sale, and other various projects. Library staff are excited every time we see him signed up for a shift because we know he Gets Stuff Done!

Zeb is also the first volunteer this summer to earn a tote bag for 25+ hours of service during Summer Reading!

### Volunteer Trainings

6 volunteer orientations/trainings with a total of 28 volunteers.

June 30 at 10:38 AM

United Way Day of Action is in full swing at Victory Park!  
Come visit Violet! There are lots of fun activities, games, crafts and FREE giveaways! The party goes on until noon today.



Facebook Analytics [↗](#)

Reach 593

Engaged Users 34

Reactions 18

Comments 0

Shares 2

Events:

Sycamore:

Adult – 5 events/classes with 26

Teen – 3 events/classes with 33

Children – 11 events/classes with 272

PPL Main

Adult – 7 events/classes with 70

Teen – 9 events/classes with 109

Children – 31 events/classes with 1,627

Outreach (Library out and about)

Event Name	Event Date	Event Type	Location	Target Group	Adult	Child	Teen
Shaving Cream Fireworks	6/5/2023	Outreach	Pickfair Square	Adults	4	0	
Shaving Cream Fireworks	6/6/2023	Outreach	Abbington	Adults	10	0	
Summer Feeding	6/7/2023	Outreach	Tussing Elementary	Child	11	36	
Pop-up Library at Fairfield Elementary	6/13/2023	Outreach	Library On-The-Go	Child	17	22	
Pop-up Library at Heritage Elementary	6/20/2023	Outreach	Library On-The-Go	Child	2	4	
Summer Food Program	6/21/2023	Outreach	Tussing Elementary	Child	21	73	
Farmers' Market	6/22/2023	Outreach	Pickerington Farmers' Market	Adults	42	35	
Summer Feeding	6/28/2023	Outreach	Tussing Elementary	Child	27	69	
United Way Day of Action	6/30/2023	Outreach	Library On-The-Go	Child	26	51	



## Upcoming events & outreach:

July 20 – Farmer’s Market

July 22 – Dinosaur Dimensions

July 25 - Lafferty Pike Bluegrass Band

July 24-27 Craft Swap at Sycamore Plaza

- Saturday, August 5 – Summer Reading Finale at Wigwam Event Center  
10:30-2:00pm
  - Bring the Farm, Air Brush Tattoos (Events by Maddy), Touch a Truck, Food Trucks, Library On-The-Go, Yard Games, Violet the Cow
- 11:30 a.m. – Matt Jergens Magic Show



## Old Business

PLF Update - Upon notifying the County Auditor regarding the Pickerington Public Library Board’s decision not to enter into an agreement with the other two library systems in the County, the County Auditor called for mediation. In advance of mediation, each library provided the Auditor with their viewpoint of how the negotiations went as well as documentation and research used during the negotiations.

On July 3, 2023 County Auditor Carri Brown sent an analysis of the information she received to the Library Directors. This analysis outlined four possible options for each library to consider (See attached). She followed up with each Director individually by phone asking each of us to consider which option we could live with for one year. I immediately responded that Pickerington could live with any of the four options.

On July 11, 2023, The Directors met in person and held a conference call with Auditor Brown. During the discussion, we came to a consensus that each Library could live for one year with the distribution outlined below.

<i>Fairfield County District Library</i>	60.0%
<i>Pickerington Public Library</i>	32.5%
<i>Wagnalls Memorial Library</i>	7.5%

While this distribution does not exactly match any of the four options provided by the County Auditor, it is closest to option D.

Later in the day on July 11, 2023, Auditor Brown sent a draft resolution to the Library Directors. This draft resolution is what she plans to take to the County Budget Commission. She asked each Director for edits. None of the Directors had edits. I sought clarification that there was no expectation of the Library Board's signing an agreement. Her response was that this distribution would be the official decision of the County Budget Commission and nothing was required from our Library Boards.

No action required

Brenda reported that this is a 4% increase for the Pickerington Public Library which is approximately a \$200,000 increase per year in revenue.

### New Business

#### PTO Policy

This Policy came up for review when staff member Joan Underwood passed away. We noticed some inconsistencies with this policy when compared to some more recently updated library policies. As part of the update, we separated the Board Policy from the Administrative Procedure.

As with every policy, I looked at other libraries policies. For this update, I used Cincinnati Hamilton County Library, Wellston Public library, Chillicothe County District Library and SHRM resource.

#### Board Policy Changes

We changed the word eligible to all in order to be more inclusive for staff.

#### The Administrative Procedure changes

We added spouse to section G to ensure we can pay out easily when a staff member passes away.

In section E, we added the 120 days of employment as a payout start for quarterly PTO benefits.

This policy was last updated in December of 2021

Action Requested

Resolution to approve the changes to the Paid Time Off Policy

**7-04-23 Motion to approve the Resolution to approve the changes to the Paid Time Off Policy**

Mike Jones made a motion to approve the resolution to approve the changes to the Paid Time Off Policy. Mary Herron seconded.

Roll Call: Mary Herron-yes, Mike Jones-yes, Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry-yes, Ashley Hughes-yes. Resolution passed.

**Pickerington Public Library**

**Paid Time Off Policy**

<b>Board Policy:</b>	<b>Date Reviewed:</b>	<b>07/17/23</b>
	<b>Date Approved:</b>	<b>07/17/23</b>
	<b>Effective Date:</b>	<b>07/17/23</b>
	<b>Replacing Policy Effective:</b>	<b>12/20/21</b>

It is the policy of the library to provide Paid Time Off (PTO) to all employees for periods of time away from work. PTO benefit time encompasses the traditional Vacation Days and Sick Leave. Jury Duty, library designated holidays, Military and Bereavement Leave are not covered under this policy. Employees are not permitted to use any PTO hours, until such time as the leave is displayed on the employee paycheck stub. These hours are allotted in accordance with their budgeted hours of work and years of library service. Employees may donate accumulated PTO to co-workers for emergency medical situations or who are affected by major disasters and have exhausted all paid leave available to them. Approval of the Director or his/her designee is required for donated PTO.

<b>Administrative Procedure:</b>	<b>Date Approved:</b>	<b>07/17/23</b>
	<b>Effective Date:</b>	<b>07/17/23</b>
	<b>Replacing Procedure Effective:</b>	<b>12/20/21</b>

- A. PTO hours are allotted quarterly on January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>. An employee's PTO bank may not exceed the maximum set forth in the PTO schedule. If an employee's allotment would exceed the maximum hours that can be banked, the employee will only receive the number of hours to reach the maximum hours and the rest will be forfeited. PTO cannot be used until it has been allotted.
- B. If an employee changes from full-time to part-time or vice versa during the year, PTO will be adjusted on a pro rata basis. If an employee transfers from full-time to part-time employment and the employee's banked PTO exceeds the maximum for part-time employees, the library

will pay the employee for the hours in excess of the maximum for part-time employees at the percentage the employee would have been paid if he or she had terminated employment.

- C. PTO benefits must be used in no less than 15-minute increments and employees are responsible for requesting PTO seven (7) days in advance (or as soon as the employee knows of the need for PTO, if less than seven (7) days), except in the case of illness. A request of one day or less must be submitted 24 hours in advance. A request for extended PTO of more than one workday must be submitted four weeks prior to beginning of leave. A request may be denied at the discretion of library management.
- D. Full-time and part-time employees are eligible for PTO hours, beginning 120 days after starting employment.
- E. A new employee will be awarded PTO hours based on prior years of public library service and pro-rated based on the month of hire starting 120 days after beginning employment. However, a new employee is not permitted to transfer any type of leave allotment or accrual from a previous employer unless approved by the Library Board of Trustees as a result of negotiated employment agreement. Employees in their first year of employment at PPL will have no right to receive any compensation for any banked PTO hours upon resignation or discharge of employment. Once an employee reaches 12 months of PPL library service they are eligible to receive compensation for banked PTO according to the PTO schedule.
- F. An employee does not have to state a reason for requesting PTO. However, the employee's supervisor has the right to deny the request if it would disrupt the ability to provide services to the public. The library will not deny use of PTO for a medical reason that prohibits the employee from working.

PTO is allotted based on the following schedules:



Years Of Library Service	Full-time (FT)	Annual hours Allotment	Maximum Hours Banked	Payout	
				%	Maximum Payout Hours
120 days - 1 year	Full-time	64 Hours	64 Hours	0%	0 Hours
1-3 years	Full-time	184 Hours	960 Hours	5%	48 Hours
4-9 years	Full-time	184 Hours	960 Hours	12.5%	120 Hours
10-15 years	Full-time	224 Hours	960 Hours	17.5%	168 Hours
16-20 years	Full-time	224 Hours	960 Hours	20%	192 Hours
21+ years	Full-time	264 Hours	960 Hours	25%	240 Hours

Years Of Library Service	Part-time (PT-Budgeted)	Annual hours Allotment	Maximum Hours Banked	Payout	
				%	Maximum Payout Hours
120 days - 1 year	15-22	32 Hours	32 Hours	0%	0 Hours
1-3 years	15-22	92 Hours	480 Hours	5%	24 Hours
4-9 years	15-22	92 Hours	480 Hours	12.5%	60 Hours
10-15 years	15-22	112 Hours	480 Hours	17.5%	84 Hours
16-20 years	15-22	112 Hours	480 Hours	20%	96 Hours
21+ years	15-22	132 Hours	480 Hours	25%	120 Hours

Years Of Library Service	Part-time (PT-Budgeted)	Annual hours Allotment	Maximum Hours Banked	Payout	
				%	Maximum Payout Hours
120 days - 1 year	22.5-27	40 Hours	40 Hours	0%	0 Hours
1-3 years	22.5-27	115 Hours	600 Hours	5%	30 Hours
4-9 years	22.5-27	115 Hours	600 Hours	12.5%	75 Hours
10-15 years	22.5-27	140 Hours	600 Hours	17.5%	105 Hours
16-20 years	22.5-27	140 Hours	600 Hours	20%	120 Hours
21+ years	22.5-27	165 Hours	600 Hours	25%	150 Hours

Years Of Library Service	Part-time (PT-Budgeted)	Annual hours Allotment	Maximum Hours Banked	Payout	
				%	Maximum Payout Hours
120 days - 1 year	27.5-35.5	48 Hours	48 Hours	0%	0 Hours
1-3 years	27.5-35.5	138 Hours	720 Hours	5%	36 Hours
4-9 years	27.5-35.5	138 Hours	720 Hours	12.5%	90 Hours
10-15 years	27.5-35.5	168 Hours	720 Hours	17.5%	126 Hours
16-20 years	27.5-35.5	168 Hours	720 Hours	20%	144 Hours
21+ years	27.5-35.5	198 Hours	720 Hours	25%	180 Hours

- G. If after one year of the employee's hire date, the employee resigns, is laid off, dies, retires or is dismissed from the library, the library will pay the employee, their spouse or their estate for PTO hours based on the payout percentages shown in the PTO schedule section of this policy.
- H. If an employee is dismissed (i.e. fired) as a result of a criminal act against the library, he/she will not receive any leave payout from his/her PTO hours balance.
- I. The library will transfer all PTO hours for which an employee did not receive payment to any other employer that is willing to accept them. The library will assume none of the costs of paid time transferred to another employer.

#### **Accumulated Vacation Leave Balances from prior Policy**

- A. Vacation hours can be used once an employee has exhausted their PTO Bank. Once the Vacation Reserve hours are exhausted, they will not be replenished. Upon separation of employment Vacation Reserve balances will be paid out at 100% of the employee's balance.

#### **PTO Transfer**

- A. PTO contributions are donated on a voluntary basis only.

- B. Donation parameters
  - a. Employees who donate time must maintain a minimum balance of no less than their normally scheduled hours for a one-week period
  - b. Donation Minimum – 4 hours
  - c. Donation Maximum – 80 hours or no more than 50% of the donor's current balance
  - d. Employees cannot borrow against future paid time off allotments in order to donate PTO hours.
- C. PTO donations will only be approved for emergency situations and does not cover short or intermittent absences.
- D. Requirement for eligibility to receive donated PTO hours
  - a. Employee must exhaust all PTO and Vacation balances, and must have a medically approved leave of absence or must have had an unexpected major disaster
- E. If applicable, Workers' Compensation will take precedence over this policy.

### Separation of Service Policy

This Policy came up for review when staff member Joan Underwood passed away. We noticed some inconsistencies with this policy when compared to some more recently updated library policies. As part of the update, we separated the Board Policy from the Administrative Procedure.

As with every policy, I looked at other libraries policies. For this update, I used Cincinnati Hamilton County Library, Wellston Public library, Chillicothe County District Library and SHRM resource.

Board Policy Changes in addition to moving procedural items out, included developing a formal Board stance. It also broadened the policy to focus on all aspects of separation and not just payout compensation.

The Administrative Procedure changes expanded guidance on resignations and death of an employee. They outline involuntary terminations, reduction in workforce, and final pay and PTO/vacation payout.

This policy was last updated in January of 2015.

Action Requested

Resolution to approve the changes to the Separation from Service Policy

## **7-05-23 Motion to approve the Resolution to approve the changes to the Separation from Service Policy as amended**

Ashley Hughes made a motion to approve the resolution to approve the changes to the Separation from Service Policy as amended. Mary Herron seconded.

Roll call: Ashley Hughes-yes, Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Mary Herron-yes. Resolution passed.

### **Pickerington Public Library Separation from Service Policy**

<b>Board Policy:</b>	<b>Date Reviewed:</b>	<b>07/17/23</b>
	<b>Date Approved:</b>	<b>07/17/23</b>
	<b>Effective Date:</b>	<b>07/17/23</b>
	<b>Replacing Policy Effective:</b>	<b>01/12/15</b>

The Board of Trustees of the Pickerington Public Library (The Board) recognizes there are different reasons staff separate employment from the library. It is the policy of The Board to ensure that employee separations, including voluntary and involuntary separations and separations due to the death of an employee, are handled in a professional manner with minimal disruption to the workplace. Upon separation of employment, employees are entitled to any compensation owed as outlined in this and other library policies. Employment with Pickerington Public Library is voluntary and subject to termination by the employee or Pickerington Public Library at will, with or without cause, and with or without notice, at any time. Nothing in this policy shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of Pickerington Public Library employees.

<b>Administrative Procedure:</b>	<b>Date Approved:</b>	<b>07/17/23</b>
	<b>Effective Date:</b>	<b>07/17/23</b>
	<b>Replacing Procedure Effective:</b>	<b>New</b>

#### **F. Resignation**

- a. A resignation occurs when an employee submits a written or verbal notice of resignation, including intent to retire, to his or her supervisor or when an employee is absent from work for three consecutive workdays and fails to contact his or her supervisor.
- b. All professional staff members are requested to provide at least four (4) weeks written notice of their intention to resign. All other staff members are requested to provide at least two (2) weeks written notice of their intention. If less than the requested written notice is given, the employee may not use Paid Time Off in lieu of part of or full notice unless approved by the Library Director.
- c. The HR department will coordinate the employee's departure from the organization. This process will include the employee's returning all library property, a review of the employee's post-termination benefits status.

- i. A staff member who resigns from the Library is required to return to the HR Representative his or her name badge, all non-circulating and professional Library materials and property currently in his or her possession, including all Library keys.
- ii. The HR Representative must also notify The Library's IT Specialist so they can work with the CLC (Central Library Consortium) so that the former staff member's network permissions can be removed.

## **G. Involuntary Terminations**

An involuntary termination of employment, including a layoff of over 30 days, is a management-initiated dismissal with or without cause.

### **Procedures**

- a. Before any action is taken to involuntarily discharge an employee, the employee's manager must request a review by the termination review board which consists of the HR Representative and ELT .
- b. The termination review board will be responsible for reviewing the circumstances and determining if discharge is warranted. If the board recommends discharge,
  - I. The Director will confer with the Library's Legal representation and Notify the Board on any involuntary termination of employment
  - II. The employee's manager and an HR representative will notify the employee.
  - III. The employee's manager should complete a corrective counseling form.

## **H. Reductions in Workforce**

The library strives to provide a stable work environment for its employees. Generally, a reduction in workforce may be implemented for reasons that include but are not limited to the following:

- a. A budget reduction and/or funding changes
- b. Programmatic changes that result in the elimination of, or decrease in services
- c. Reorganization that results in shifting of responsibilities or elimination of certain tasks
- d. Business process improvements that change work to the extent that a position(s) is no longer required; or
- e. Other organizational changes that may prompt an adjustment to staffing

In an effort to avoid reducing positions due to budget cuts and/or funding changes the library reserves the right to consider implementing temporary layoffs, employee furloughs, reduction of hours and/or compensation to achieve the necessary budget reduction prior to, or in lieu of lay-off.

If a reduction in workforce occurs, an effort will be made to accomplish the staff reduction through normal attrition and administrative transfers to lateral or comparable vacant positions. When a staff reduction is to take place, the Director in consultation with ELT and HR shall recommend to the Board the position title(s) in which the reduction should occur and the total number of positions to be reduced under each position title.

Staff reduction and layoffs shall be implemented based on operational needs. Layoffs within position titles may be based on the following factors:

- a) position title and job status,
- b) length of service,
- c) performance assessment.

Employees with specialized skills vital to the operation of a department may be exempted from layoff.

#### **I. Abandonment**

Unless an employee is on approved leave, failure to report to work or contact the employee's work location regarding an absence from work for three (3) consecutive scheduled work days shall constitute job abandonment. Job abandonment shall be grounds for termination of employment, effective retroactively to the end of the employee's last work shift prior to the unexcused absence. Extenuating circumstances will be taken under consideration

#### **J. Death**

A separation due to the death of an employee will be made effective as of the date of death.

##### **Procedures**

- a. Upon receiving notification of the death of an employee, the employee's manager should immediately notify HR.
- b. The benefits administrator will process all appropriate beneficiary payments from the various benefits plans.
- c. The employee's manager should ensure that the deceased employee's timecard is finalized and approved.

Any compensation of vacation reserve or PTO shall be made to the spouse or estate of the deceased as provided in the Paid Time Off Policy.

#### **K. Final Pay, PTO/Vacation/Leave Payout**

All employees are entitled compensation for their hours worked during their final pay period.

All payouts for paid time off, and Vacation leave balances are covered in the Library's Paid Time Off Policy

Executive Session

**7-06-23 Motion to go into Executive Session for the Consideration of the Purchase of Property ORC 121.22(G)(2)**

Cristie Hammond made a motion to go into Executive Session for the Consideration of the Purchase of Property ORC 121.22(G)(2). Mike Jones seconded.

Roll call: Cristie Hammond-yes, Mary Herron-yes, Ashley Hughes-yes, Todd Stanley-yes, Alissa Henry-yes, Mike Jones-yes. Motion passed.

Went into Executive Session – 7:54 pm

**7-07-23 Motion to come out of Executive Session for the Consideration of the Purchase of Property ORC 121.22(G)(2)**

Cristie Hammond made a motion to come out of Executive Session for the Consideration of the Purchase of Property ORC 121.22(G)(2). Mike Jones seconded.

Roll call: Alissa Henry-yes, Mike Jones-yes, Cristie Hammond-yes, Ashley Hughes-yes, Mary Herron-yes, Todd Stanley-yes. Motion passed.

Came out of Executive Session at 8:12 pm.

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:12 p.m.

Next Board Meeting:

Regular Board Meeting  
August 21, 2023 @ 7 p.m. at Main Library

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Cristie Hammond  
President

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Mary Herron  
Secretary