

**FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JANUARY 17, 2023**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, January 17, 2023 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

TRUSTEES PRESENT WERE: Mark Bohach, Bryan Everitt, Nathan Hale, Margaret Quamme, and Matt Wideman.

TRUSTEES EXCUSED WERE: Lisa Evangelista and Mary Mesi.

Also attending were Becky Schaade, Library Director; Alyssa England, Fiscal Officer; and Leslie Yost, Administration Assistant.

The meeting was called to order at 10:25 a.m. by Matt Wideman, President.

09-23 APPROVE AGENDA

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the Board of Trustees approves the agenda.

Roll call vote: Mark Bohach, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The President declared the motion adopted.

FRIENDS OF THE LIBRARY REPORT – Becky Schaade

- Board meeting dates have been set for 2023. They will remain on the second Wednesday of the month at 9:00 a.m. except for the October meeting which has been moved to the first Wednesday as to not coincide with the Fairfield County Fair.
- The Friends Board passed a motion to donate up to \$50 to the Library in honor of retiring board members. The Library will purchase a title or two which will include a bookplate in honor of the retiring member.
- Sales tax for 2022 have been submitted and paid.
- The Garret Players' production of *12 Angry Men* will be performed on Friday, February 10 at 7:00 p.m., Saturday, February 11 at 7:00 p.m., and Sunday, February 12 at 2:00 p.m.

PUBLIC PARTICIPATION

There was no public participation.

DIRECTOR'S REPORT – Becky Schaade

- The Board was given the Central Library Consortium (CLC) Annual Report for 2022. One particular item of interest is where the highest circulating items for the consortium were listed. 94 of the top 100 titles were books. Only five years ago, it wasn't uncommon for DVDs to be listed as one of the top ten titles.
- CLC meetings have been moved from 10:00 a.m. every second Tuesday of the month to 2:00 p.m.
- System-wide FCDL's circulation increased 21% in 2022 (this includes both digital and physical circulation). System-wide the door count for 2022 increased by 25%.
- Training for supervisors is scheduled for Tuesday, January 24, 2023 to go over contract updates and to have Lorrie Diaz from Strategic HR present the basics of FMLA.

- Author and Lancaster native Rebecca Fannin will be presenting an author talk on her new title, *Silicon Heartland*, on April 5, 2023 at 5:00 p.m. She is a CNBC contributor and will be providing a look at the current comeback occurring in the Midwest, documenting the transformation from Rust Belt to Tech Belt. The Mayor's office will be on hand and the Friends are sponsoring the program and will sell copies of the book.
- Quality Masonry had the lowest responsive bid for the Limestone Façade Project. There was a lower bid received from LRT's; however, legal counsel recommended not accepting LRT's bid because they did not submit a complete bid missing their bond and insurance documents. Current timeline for onsite installation is 10-12 weeks, April through June. Included in the bid was an ADA accessible ramp for the door in North (Mulberry) parking lot for when the limestone around the front entrance is replaced. Certificate of Appropriateness has been issued by the City.
- The Library will be doing a refresh project of the Baltimore Branch. This will include new paint and furniture, as well as some rearrangement of the collection. The Library is currently looking at the end of February for this work to begin. The branch will need to be closed for two weeks in order to complete the project. Staff will be temporarily reassigned to other locations during the closure.
- The Bremen Branch has four furnaces, two of which were replaced in February of 2020. The remaining two stopped working but it did not significantly affect temperature in the building. The Library has replaced the two that were not functioning.
- As part of the ongoing switch to LED, the second Floor Youth Services and Administration have been completed. To date, the lights have been changed at the Northwest Branch, Bremen Branch, Amanda Branch, and the Main Library's first and second floors. The Main Library lower level and third floor in addition to the Baltimore Branch remain. Switching to LED saves the library money in both electricity usage, replacement parts, and staff hours.

TITLE CHANGE/PROMOTION, Allison Moore, from Technical Services Librarian, Full-time, \$58,071.00 per year to Technical Services Department Manager, Full-time, \$62,536.50 per year, effective January 1, 2023.

APPOINTMENT, Robin Gibson, Northwest Branch/Early Literacy Center Manager, Full-time, \$62,536.50 per year, effective January 16, 2023.

SECRETARY'S REPORT

10-23 DECEMBER REGULAR MEETING MINUTES

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the minutes of the December 20, 2022 regular meeting be approved as submitted.

Roll call vote: Mark Bohach, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The President declared the motion adopted.

FINANCIAL REPORT – Alyssa England

- The carryover for 2022 was just over \$3 million which was higher than England anticipated. Increases received in Public Library Fund and staff changes both contributed to this amount.
- The PLF for January came in at a decrease of 2% or \$5,000.00 less than estimated.
- England reported that the credit card rewards amounted to 16,703 points. Since no points were used last year, and in an attempt not to lose any, the points will be used to purchase items for the Early Literacy Center.

11-23 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Mark Bohach, seconded by Margaret Quamme, that the financial report and the check register as of December 31, 2022 be approved as submitted.

Roll call vote: Mark Bohach, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The President declared the motion adopted.

DONATIONS

12-23 DONATION - RESTRICTED

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the following restricted donation be accepted:

\$500.00 from Clark Insurance to be used for the Northwest Branch.

Roll call vote: Mark Bohach, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The President declared the motion adopted.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

13-23 AMENDED BEREAVEMENT LEAVE FOR EXEMPT & CONFIDENTIAL NON-EXEMPT EMPLOYEES POLICY

Be it resolved, upon motion by Nathan Hale, seconded by Bryan Everitt, that the Board of Trustees approves the attached amended Bereavement Leave for Exempt & Confidential Non-Exempt Employees Policy as presented to the Board by the Library Director.

Roll call vote: Mark Bohach, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The President declared the motion adopted.

14-23 AMENDED JURY DUTY POLICY

Be it resolved, upon motion by Mark Bohach, seconded by Margaret Quamme, that the Board of Trustees approves the attached amended Jury Duty Policy as presented to the Board by the Library Director.

Roll call vote: Mark Bohach, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The President declared the motion adopted.

15-23 AMENDED LEAVE OF ABSENCE FOR EXEMPT & CONFIDENTIAL NON-EXEMPT EMPLOYEES POLICY

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the Board of Trustees approves the attached amended Leave of Absence for Exempt & Confidential Non-Exempt Employees Policy as presented to the Board by the Library Director.

Roll call vote: Mark Bohach, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The President declared the motion adopted.

16-23 AMENDED PERSONAL LEAVE FOR EXEMPT & CONFIDENTIAL NON-EXEMPT EMPLOYEES POLICY

Be it resolved, upon motion by Mark Bohach, seconded by Margaret Quamme, that the Board of Trustees approves the attached amended Personal Leave for Exempt & Confidential Non-Exempt Employees Policy as presented to the Board by the Library Director.

Roll call vote: Mark Bohach, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The President declared the motion adopted.

17-23 AMENDED SICK LEAVE FOR EXEMPT & CONFIDENTIAL NON-EXEMPT EMPLOYEES POLICY

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the Board of Trustees approves the attached amended Sick Leave for Exempt & Confidential Non-Exempt Employees Policy as presented to the Board by the Library Director.

Roll call vote: Mark Bohach, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The President declared the motion adopted.

18-23 AMENDED UNIFORM POLICY

Be it resolved, upon motion by Margaret Quamme, seconded by Mark Bohach, that the Board of Trustees approves the attached amended Uniform Policy as presented to the Board by the Library Director.

Roll call vote: Mark Bohach, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The President declared the motion adopted.

19-23 AWARDDING CONTRACT FOR THE LIMESTONE FAÇADE RESTORATION PROJECT

Be it resolved, upon motion by Nathan Hale, seconded by Bryan Everitt, as follows:

WHEREAS, the Fairfield County District Library Board of Trustees (the "Board") is undertaking the Limestone Façade Restoration Project (the "Project"); and

WHEREAS, the Board previously authorized the solicitation of bids for the Project pursuant to Ohio Revised Code Section 3375.41 and bids were received on December 22, 2022 and publicly opened and read aloud immediately after the time for submitting such bids had expired, by the Fiscal Officer; and

WHEREAS, SHP Design Professionals ("SHP") tabulated the bids that were received and such bid tabulation is attached hereto; and

WHEREAS, the apparent lowest bid was submitted by LRT Restoration Technologies however, after consultation with the Library's legal counsel, SHP recommends rejection of the LRT Restoration Technologies bid as a nonresponsive bid because it did not include a bid guaranty in compliance with the Instructions to Bidders for the Project and Ohio Revised Code 153.54, 153.57, and 153.571; and

WHEREAS, the second apparent lowest bid was submitted by Quality Masonry Company, Inc., and SHP reviewed the bid submittal, contacted references, and recommends award of the contract for the Project to Quality Masonry Company, Inc., as the lowest responsible bid that is responsive, in the total amount of \$125,300.00; and

WHEREAS, during construction of the Project, there may be changes to the Work that impact the Scope of the Work, Contract Sum, and/or Contract Time. These changes may be documented via Amendment, Change Order, or Construction Change Directive ("Modifications") and to avoid Project delay and related costs, the Director or Fiscal Officer may be authorized to approve and execute such Modifications which shall not individually exceed the amount of \$5,000.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board approves bid opening and based upon the recommendation of SHP and information provided, rejects the bid submitted by LRT Restoration Technologies as a non-responsive bid, and awards the contract for Project to Quality Masonry Company, Inc. as the lowest responsible bidder for the work.

2. The Board authorizes the Director and Fiscal Officer to sign the contract with Quality Masonry Company, Inc. in the total amount of \$125,300.00, and to prepare and sign any related documents required for the Project.
3. The Board further authorizes the Director and Fiscal Officer to sign Modification(s) related to the Project where such Modification individually does not exceed \$5,000. Should a Modification exceed this amount, it will be brought to the Board for approval.

Roll call vote: Mark Bohach, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The President declared the motion adopted.

There being no further business, the meeting adjourned at 10:54 a.m.

FAIRFIELD COUNTY DISTRICT LIBRARY

**BOARD OF TRUSTEES POLICY: BEREAVEMENT LEAVE FOR EXEMPT
& CONFIDENTIAL NON-EXEMPT EMPLOYEES**

PASSED BY RESOLUTION NUMBER: 13-23

DATE: JANUARY 17, 2023

When a death occurs in an employee's immediate family, the employee may request Bereavement Leave up to a maximum of five (5) calendar days. An employee will be paid for any work time previously scheduled during the five calendar days of Bereavement Leave.

The immediate family of an employee is defined as and limited to:

Father, father-in-law, or step-father

Mother, mother-in-law or step-mother

Individual who stood 'in loco parentis' to an employee as a child

Spouse, Domestic Partner

Son, son-in-law or step-son

Daughter, daughter-in-law or step-daughter

Legal ward or child for whom the employee stands 'in loco parentis'

Brother, half-brother, brother-in-law or step-brother

Sister, half-sister, sister-in-law or step-sister

Grandchild, grandparent or grandparent-in-law

In addition to the immediate family listed here, employees may take one (1) day of Bereavement Leave each calendar year for any individual, regardless of relationship.

Should more than five (5) calendar days be needed, the Director may, in their discretion, allow an employee to take up to five (5) additional calendar days as vacation, and if the employee does not have any vacation leave available, then as sick leave. Employees with no remaining personal leave/vacation/sick leave at the time of the death may request up to five (5) calendar days of additional time off without pay at the discretion of the Director.

Bereavement Leave may be taken in consecutive calendar days at the time of death or the maximum leave may be taken in two parts: first, at the time of death in consecutive calendar days and second, the remaining balance of the maximum leave in consecutive calendar days within the first four (4) months following the date of death. The Director may, within their discretion, allow Bereavement Leave to be taken beyond the four (4) months following the date of death.

Employees wishing to attend any other funeral may request to use vacation at the discretion of the Director not to exceed a maximum of five (5) consecutive calendar days.

Verifying documentation (copy of obituary for example) may be required by the Employer. Any request for Bereavement Leave which is later found to have been misused will be considered grounds for immediate termination.

When a death occurs in the immediate family while an employee is on vacation, up to an additional five (5) days of vacation may be requested, to be scheduled within the needs of the Library, to compensate for previously scheduled vacation days used for Bereavement Leave. The number of rescheduled vacation days shall not exceed the number of vacation days changed to Bereavement Leave.

FAIRFIELD COUNTY DISTRICT LIBRARY

BOARD OF TRUSTEES POLICY: JURY DUTY

PASSED BY RESOLUTION NUMBER: 14-23 DATE: JANUARY 17, 2023

An employee who is called for jury service shall be excused from work for the days on which they serve, and shall receive their regular pay for all scheduled days absent from work, provided they surrender any remuneration from the court. An employee will turn in their written notice of jury duty to their supervisor as soon as it is received. An employee who is excused from jury duty after reporting for such will return to work immediately. An employee must present proof of payment for jury duty to the Administrative Office.

An employee who is called as a witness to testify on the Employer's behalf or subpoenaed to testify as a witness with respect to matters relating to their employment at the Library, shall be paid at their regular rate for all time lost from scheduled work less the payment received as a witness. No employee shall receive pay if they testify against the Employer in matters in which the employee brings a claim or suit against the Library.

No employee called to testify as a witness in court matters unrelated to the Library shall receive pay under this Section.

FAIRFIELD COUNTY DISTRICT LIBRARY

PROCEDURE: JURY DUTY

An employee's immediate supervisor should be notified as soon as possible after the subpoena or notice of jury duty is received, so that adjustments in staffing can be planned. A copy of the notice of jury duty must be submitted to the Administrative Office for inclusion in the employee's personnel file.

While serving on jury duty, if the court dismisses the jury for any part of the day exceeding one hour, the staff member is required to report for work.

The employee surrender any remuneration from the court for jury duty to the Financial Office within seven days of receiving payment.

FAIRFIELD COUNTY DISTRICT LIBRARY

BOARD OF TRUSTEES POLICY: LEAVE OF ABSENCE FOR EXEMPT & CONFIDENTIAL NON-EXEMPT EMPLOYEES

PASSED BY RESOLUTION NUMBER: 15-23 DATE: JANUARY 17, 2023

Upon written request, the Employer may grant an unpaid leave of absence for a period of not more than ninety (90) calendar days. Extension beyond 90 days is at the discretion of the Director. Vacation and personal leave must be exhausted before an unpaid leave is granted. If applying for a leave of absence for a medical reason, all sick leave must also be exhausted.

Employees returning from an approved leave of absence of forty-five (45) calendar days or less will be reinstated to their former position.

Probationary employees may be granted a leave of absence for emergency reasons for a maximum period of two (2) weeks.

Unless part of FMLA or other legally-required leave, a leave of absence of more than forty-five (45) calendar days may require the employee to assume payment of health, dental, short and long-term disability and life insurance benefit premiums, if Employer paid, for the duration of the leave. During the approved leave of absence period of longer than one week, the employee will not accumulate sick leave. An employee will not be paid for holidays during an unpaid leave of absence.

The employee is expected to return to regularly assigned duties on the first scheduled day following the expiration date of the approved leave. If the employee does not return to work as scheduled, employment may be terminated.

The employee must give written notification of at least one (1) calendar week prior to the actual return date, including early return.

After the leave of absence has been approved, the leave of absence may not be cancelled by the employee without authorization by the Director or their designee.

A leave of absence may be cancelled by the Employer, within the Director's discretion, upon evidence that the cause for its original authorization was fraudulent or has ceased to exist. If fraudulent, the employee is subject to immediate termination from employment.

All leaves that are granted, whether paid or unpaid, for purposes which are Family and Medical Leave qualifying, shall be charged as Family and Medical Leave and shall be subject to the twelve (12) week per preceding twelve (12) month period limitation for length of Family and Medical Leave. The Employer will abide by its legal obligations under the Family and Medical Leave Act with regard to notice to employees.

Leave of Absence Request Form

Upon written request, the Employer may grant a leave of absence for a period of not more than ninety (90) calendar days. A leave of absence is any authorized absence without pay of one (1) workday or more and is not considered a break in seniority for a period of up to ninety (90) calendar days (if applicable). Employees returning from a leave of absence of forty-five (45) calendar days or less will be reinstated to their former position.

Accrued personal leave and vacation, if any, must be used prior to the effective date of any leave of absence.
Probationary employees may be granted a leave of absence for emergency reasons for a maximum period of two (2) weeks.

Unless part of FMLA or other legally required leave, an employee will not accumulate sick leave during an approved absence period of longer than one week. An employee will not be paid for holidays during an unpaid leave of absence. A leave of absence of more than forty-five (45) calendar days may require the employee to assume full payment of health, dental, short and long-term disability and life insurance benefit premiums, if Employer paid, for the duration of the leave.

The employee is expected to return to regularly assigned duties on the first scheduled day following the expiration date of the approved leave. If the employee does not return to work as scheduled, employment will be terminated. The employee must give written notification of at least one (1) calendar week prior to the actual return date, including early return.

After the leave of absence has been approved, the leave of absence may not be cancelled by the employee without authorization by the Director or their designee. A leave of absence may be cancelled by the Employer upon evidence that the cause for its original authorization was fraudulent or has ceased to exist.

Name: _____

Department: _____

Dates of Leave: From _____ Return Date _____

Reason for Requested Leave: (Please include any documentation.)

Signature

Date

For Office Use Only

Leave Request is approved from _____ until _____.

Leave Request is denied due to the following reason: _____

Department Supervisor Date

Library Director Date

Copy to Financial Office
Copy to Employee
Original in Employee's Personnel File

FAIRFIELD COUNTY DISTRICT LIBRARY

**BOARD OF TRUSTEES POLICY: PERSONAL LEAVE FOR EXEMPT &
CONFIDENTIAL NON-EXEMPT EMPLOYEES**

PASSED BY RESOLUTION NUMBER: 16-23

DATE: JANUARY 17, 2023

Upon completion of a probationary period, personal leave shall be awarded on or after January 1 each year to eligible employees based upon the following schedule:

Employees who have completed their probationary period before January 1:

- Full-time (37.5) hours weekly = twenty-two and one-half (22.5) hours of personal leave
- Twenty (20) hours weekly = sixteen (16) hours of personal leave
- Less than twenty (20) hours weekly = four (4) hours of personal leave

Employees completing their probationary period between January 1 and April 15 in a calendar year:

- Full-time (37.5) hours weekly = twenty-two and one-half (22.5) hours of personal leave
- Twenty (20) hours weekly = sixteen (16) hours of personal leave
- Less than twenty (20) hours weekly = four (4) hours of personal leave

Employees completing their probationary period between April 16 and July 31 in a calendar year:

- Full-time (37.5) hours weekly = fifteen (15) hours of personal leave
- Twenty (20) hours weekly = five (5) hours of personal leave
- Less than twenty (20) hours weekly = two (2) hours of personal leave

Employees completing their probationary period between August 1 and November 15 in a calendar year:

- Full-time (37.5) hours weekly = seven and one-half (7.5) hours of personal leave
- Twenty (20) hours weekly = three (3) hours of personal leave
- Less than twenty (20) hours weekly = one (1) hour of personal leave

Personal leave may be taken in a minimum of thirty (30) minutes, up to a full workday, in 15-minute increments for Confidential Non-Exempt employees and in full days for Exempt employees. Personal leave must be taken between the award date and December 31st of the calendar year. Personal leave cannot be accumulated. An employee must present a leave request form to their supervisor to account for any personal time used. If the request was made verbally, the paperwork may be filed later and attached to the appropriate time sheet.

Personal leave is intended to be used primarily for emergencies and situations where advanced scheduling is not possible. Therefore, personal leave cannot be scheduled more than two months in advance. A supervisor must grant an employee's request for personal leave and shall not require an explanation as to the reason personal leave is needed. However, if a pattern of abuse occurs, a supervisor may address such a pattern of abuse, (such as every Friday afternoon at 3:00 p.m.). An employee is expected to notify their supervisor at the first available opportunity when personal leave is being used for an emergency. If an employee knows in advance that personal leave will be needed, prior arrangements should be made with the supervisor. When an employee has an emergency and no personal hours remaining, the employee must use vacation hours; if the employee has no vacation hours remaining, the employee must be off without pay. Unless otherwise protected by the FMLA, ADA, or as part of an approved leave of absence, being off without pay will be treated as an unexcused absence subject to disciplinary action.

All personal leave must be scheduled by November 1. If necessary, scheduled leave may be changed by the employee due to an emergency situation.

Upon separation from employment, an employee will be paid for any unused personal leave.

FAIRFIELD COUNTY DISTRICT LIBRARY

**BOARD OF TRUSTEES POLICY: SICK LEAVE FOR EXEMPT &
CONFIDENTIAL NON-EXEMPT EMPLOYEES**

PASSED BY RESOLUTION NUMBER: 17-23

DATE: JANUARY 17, 2023

Absences due to illness shall be reported to the immediate supervisor at the earliest possible time and no later than one-half (1/2) hour before the expected start of the employee's workday. All sick leave requests require documentation in the form of a leave request form to attach to the time sheet during the pay period when the absence occurred. Sick leave for exempt employees is scheduled in full day increments only. Sick leave for confidential non-exempt employees is taken in a minimum of thirty (30) minutes, up to a full workday, in 15-minute increments.

Sick leave will be granted for the following reasons: absence of the employee due to his/her own bona fide illness, injury, medical confinement, pregnancy-related medical condition, quarantine, or disability; absence of the employee for bona fide medical, dental, optical or psychological appointments by an appropriate practitioner; and absence by the employee for bona fide medical appointments, surgery, childbirth, critical or sudden illness of a member of the employee's immediate family or household requiring that the employee act as caregiver.

The immediate family of an employee is defined as and limited to:

Father, father-in-law, or step-father

Mother, mother-in-law or step-mother

Individual who stood 'in loco parentis' to an employee as a child

Spouse, Domestic Partner

Son, son-in-law or step-son

Daughter, daughter-in-law or step-daughter

Legal ward or child for whom the employee stands 'in loco parentis'

Brother, half-brother, brother-in-law or step-brother

Sister, half-sister, sister-in-law or step-sister

Grandchild, grandparent or grandparent-in-law

Absences due to illness and/or sick leave of five (5) or more consecutive work days will require a doctor's certificate to return to work. Without a FMLA-recognized serious health condition or other legally required leave, sick leave absences in a rolling twelve (12) month period totaling more than one hundred twelve and a half (112.5) hours for full-time employees and the equivalent of the hours in three (3) work weeks for part-time employees, will be considered excessive and will be subject to progressive disciplinary action up to and including termination. Employees will be counseled on their sick leave usage when they reach between sixty (60) and seventy five (75) hours for full-time staff and thirty (30) and forty five (45) hours for part-time staff. Each separate absence over the limits set forth will be considered as a single event subject to the disciplinary steps up to and including termination. For scheduled time lost due to illness and/or sick leave in excess of accumulated sick leave, the employee must use personal leave, vacation hours once personal leave has been exhausted or be off without pay. Unless otherwise protected by law or as part of an approved leave of absence, being off without pay will be treated as an unexcused absence subject to disciplinary action. Vacation leave taken without prior approval and used as sick leave will be included in the sick leave absences total.

Application by an employee for sick leave through fraud or dishonesty will result in disciplinary action up to and including termination.

Employees are granted sick leave after the leave has been earned. Sick leave will accrue at a rate of 9.38 hours per month for full time employees. Sick leave will accrue at a rate of four (4) hours per month for eligible part-time employees. Sick leave earned for the month is available after the last pay check of the month is distributed. The amount of sick leave an employee has available is that amount reflected on his/her last pay stub.

All full-time employees will have their maximum sick leave accumulation limit set at nine hundred (900) hours. If a full-time employee uses fifteen (15) hours or less of sick leave within one calendar year, one (1) extra day of vacation leave will be awarded on January 1 of the following year to be used by December 31 of that year.

All part-time employees will have their maximum sick leave accumulation limit set at four hundred fifty (450) hours. No part time employee will be able to accumulate more than four hundred fifty hours (450) hours of sick leave. If a part-time employee uses ten (10) hours or less of sick leave within one calendar year, five (5) extra hours of vacation leave will be awarded on January 1 of the following year to be used by December 31 of that year.

When a confidential non-exempt employee is reduced from a full time position to a part time position, he/she may only retain up to the maximum four hundred fifty (450) allowable hours of sick leave for part time employees. When an employee is laid off or is reduced in hours from a full time to a part time position, sick leave hours the employee has accumulated in excess of the maximum four hundred fifty (450) allowable for a part time employee will be banked. The banked sick leave will only be reinstated once the employee returns to a full time position or a laid off employee returns to work and prior to an expired or cancelled recall.

Banked hours may not be used by a part time employee to build up their accumulated sick leave if and when it drops below four hundred fifty (450) hours.

If an employee chooses to move from a full time position to a part time position, the employee will forfeit any sick leave hours over the four hundred fifty (450) part time maximum accumulation.

Employees who are terminated will not be paid for unused sick leave. See Resignation-Retirement Policy for additional information.

Employees who move from a confidential non-exempt position within the Library to a bargaining unit or exempt position and vice versa shall retain their sick leave accrual according to the limitations set forth, full time or part time, of the new position.

Sick leave will be charged concurrently when a leave of absence is granted for non-FMLA qualifying illnesses or medical events. During the leave of absence, remaining vacation and personal leave accruals will be charged once sick leave has run out.

As of August 17, 2021, a new exempt or confidential non-exempt employee hired by the Library from another Ohio public employer may be credited with the unused balance of their earned, unused sick leave from that previous employer up to 240 hours, provided that no more than 5 years have elapsed since the employee left the previous employer and provided that the employee was not compensated in any way for the sick leave being credited by the Library. The employee is responsible for obtaining written proof of sick leave balance from the transferring employer. This policy is not retroactive.

Accumulated sick leave will be forwarded to a new employer upon written request to the Administrative Office from the new employer.

FAIRFIELD COUNTY DISTRICT LIBRARY

**BOARD OF TRUSTEES POLICY: UNIFORMS FOR BUILDING SERVICES
& OUTREACH SERVICES EMPLOYEES**

PASSED BY RESOLUTION NUMBER: 18-23

DATE: JANUARY 17, 2023

Annually or upon completion of a probationary period within the department, each full time Building Services and Outreach Services employee will be provided if requested with six (6) FCDL uniform work shirts and each part time Building Services and Outreach Services employee will be provided with four (4) uniform work shirts. If uniform purchases do not meet the IRS exemption for being taxable, they will be considered part of an employee's wage and be subject to applicable taxes. Clothing purchases must be preapproved by Library Administration.

Uniforms provided by the Library should be worn while on duty.

FAIRFIELD COUNTY DISTRICT LIBRARY
LIMESTONE REPLACEMENT

12/22/2022
12:00PM



CONTRACTOR	BID	ADD	BASE BID	TOTAL	NOTES
LRT Restoration Technologies		x	\$ 117,730.00	\$ 117,730.00	REJECTED - DID NOT SUBMIT BID GUARANTY + CONTRACT BOND
MMI (Midwest Maintenance Inc.)	x	x	\$ 210,300.00	\$ 210,300.00	
Buckeye Construction + Restoration	x	x	\$ 178,155.00	\$ 178,155.00	
Berglund Construction	x	x	\$ 168,000.00	\$ 168,000.00	
Quality Masonry Company	x	x	\$ 125,300.00	\$ 125,300.00	APPARENT LOWEST RESPONSIBLE BIDDER