

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, June 28, 2018
4:00 p.m. Main Branch Library, 351 W. 6th Street, Lorain, OH
Regular Business Meeting

Dr. Tomas called the meeting to order at 4:02 p.m.

Roll Call

Present: Dr. Badillo, Mr. Dore, Ms. Schiemann, Dr. Tomas, Ms. Torres (4:08), Mr. Virden

Regular Business

No board member indicated a conflict of interest with today's agenda.

#2018-070 Approval of Minutes

Mr. Virden moved, Ms. Schiemann seconded that the minutes of the May 17 and June 9, 2018, meetings be approved.

Roll Call: yeas, unanimous

#2018-071 Approval of Fiscal Officer's Report

Mr. Dore moved, Ms. Schiemann seconded that the Fiscal Officer's Report for the month ending May 31, 2018, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of May 31, 2018, was \$12,149,648. Of the May month end cash balance, \$9,163,763 was in Operating Funds, of which \$8,012,932 was unencumbered. Revenues year-to-date totaled \$5,015,193, which represented 49.5% of estimated revenue without transfers. June's PLF contributions will bring the percentage of estimated revenue up to at least 50%. Year-to-date Expenses were \$3,910,583, which represented 36.7% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$5,438,082 or about 51.1% of the *estimated* annual expenses for 2018.

Fiscal Officer's Report continued:

No Public Records Request

There was one personnel appointment added to tonight's agenda.

Mr. Wilson welcomed Anne Godec, as new Assistant Manager of the Main Library.

Roll Call: yeas, unanimous

#2018-072 Approval to Enter into Executive Session to Discuss Personnel Matters.

Dr. Badillo moved, Mr. Dore seconded at 4:05 p.m. to approve adjourning to Executive Session to discuss non-bargaining unit salaries.

Roll Call: yeas, unanimous

Ms. Torres arrived at 4:08 p.m.

Reconvened: 4:26 p.m.

Report of the Director

Ms. Diamond-Ortiz is honored that the Library was the Spotlight Organization for the International Festival. Ms. Grizzell worked with local author, Kelly Boyer-Sagert and the Lorain Historical Society to put together a book entitled *The International City*. This book is the Library's contribution to the International Festival as the Spotlight Organization. The Library's float in the International Parade was sensational. Ms. Grizzell rode separately as the Grand Marshal. The Stocker Foundation approved the Library's request for a \$25,000 grant that will fund the Discovery-on-the-Go. The open marketing positions will be filled soon as candidates have been selected. Ms. Diamond-Ortiz attended the Annual Library Association's conference in New Orleans, which has allowed her to affirm that the Lorain Public Library System is on the forefront of Library service.

Committee Reports

None

Audience Participation

Supervisor

Mr. Lauver worked the booth at the International Festival and walked in the parade. There are major renovations happening at Main including downsizing collections. These renovations will continue through the end of the year. The Main branch has partnered with Lorain Friends and given them more space. The May book sale was successful and they will continue adding two extra days to their book sales. Mr. Lauver has received positive feedback regarding the Better Block event and Main will move forward with the bike share program. The Library is working with Lorain County Action Agency regarding on going bike maintenance. Lorain County Action Agency wants to train teenagers on bike maintenance and the Library would utilize those services.

Friends of the Library

Columbia Friends met in June and will have a book sale the second week of July. They will no longer accept old encyclopedias. They will host a community fun day instead of participating in Home Days. They are looking for a recording secretary.

North Ridgeville Friends next meeting on July 2, 2018, and the book sale is the last week of July. They voted on new donation guidelines for book donations due to the conditions of donated books. The week before and the week after book sales they will no longer accept donations. They will get nametags for volunteers during the book sales.

Foundation

The Foundation will meet in July and will participate in the Rock'n on the River event.

Other

Main Library Manager, Jamie Lauver introduced the Mian Library Assitant Manager, Anne Godec. Ms. Godec stated she is excited to get started in her new position as Assistant Manager of the Main branch. Ms. Godec thanked Mr. Lauver and Ms. Betting who have been extremely helpful during this transition period.

Facilities Manager, Rick Gerena gave updates regarding the renovations at the Main branch. The Main branch will look like a new facility once completed. Mr. Gerena is waiting on quotes from a contractor regarding porcelain on the outside. They are finalizing the shelving upstairs which is being done in house. Ms. Diamond-Ortiz added what a cost savings it is to have the shelves done in house. Mr. Gerena received the painting plan from Innerfinish for paint which should begin July 9, 2018. There will be three glass rooms for learning centers. The YA area will be closed off. There are signs up to help patrons with all the movement and renovations that are happening. The Outreach area has been cleared out. Central Supply has been taken apart. Maintenance is finalizing the partitioning of the AO/Marketing areas.

New Business

#2018-073 Approval of Personnel Appointments

Mr. Dore moved, Dr. Badillo seconded to approve the following personnel appointments:

- Kelsey DeCoste, promotion to Library Associate II, effective May 21, 2018, at an hourly rate of \$18.138 per hour, grade UI, step 1.
- Kim Andrews, Library Assistant at the Columbia Branch Library, part-time, effective June 4, 2018, at an hourly rate of \$17.143 per hour, grade UE, Step 12.
- Robert Cox, Librarian-Floater at the Columbia and North Ridgeville Branches, full-time, effective June 4, 2018, at an hourly rate of \$20.182 per hour, grade UJ, Step 1.
- Nathaniel Box, Library Associate I at the North Ridgeville Branch Library, part-time, effective June 4, 2018, at an hourly rate of \$16.327 per hour, grade UH, Step 1.
- Valerie Cesaratto, Library Assistant at the Avon Branch Library, part-time, effective June 18, 2018, at an hourly rate of \$12.755 per hour, grade UE, Step 2.
- Julian Hodge, Student Library Aide at the South Branch Library, part-time, effective June 19, 2018, at an hourly rate of \$8.30 per hour, grade A.
- Allison Neumann, Library Associate I at the Main Library, full-time, effective June 18, 2018, at an hourly rate of \$17.318 per hour, grade UH, Step 3.
- Anne Godec, Assistant Manager at the Main Library, full-time, effective July 2, 2018, at an hourly rate of \$24.100, grade F.
- Cierra Harvey, Library Assistant at the Avon Branch Library, part-time, effective June 18, 2018, at an hourly rate of \$12.384 per hour, grade UE, Step 1.

Roll Call: yeas, unanimous

#2018-074 Approve Increase to Resolution #2018-024 for Pickup Truck

Mr. Dore moved, Ms. Schiemann seconded to increase the resolution to purchase an F250 pickup truck by \$ 1,350.00, for the addition of a v-shaped stainless steel plow blade, in the amount of One Thousand, Three Hundred and Fifty Dollars (\$1,350), for a new total amount of \$37,641.34.

Roll Call: yeas, unanimous

#2018-075 Approval to Apply for a 2018 Grant from the Lorain Rotary Club, Gerald Prucha Fund, to Purchase Library Materials for the Lorain Library

Dr. Badillo moved, Dr. Tomas seconded to authorize the Library Administration to submit a grant application to the Lorain Rotary Club, Gerald Prucha Fund, for the purchase of library materials for the Lorain Library.

Roll Call: yeas, unanimous

New Business Continued:

#2018-076 Approval of Contracts to Repair Parking Lots

Mr. Virden moved, Dr. Badillo seconded to approve contracts with Henceroth Construction, LLC, to repair Library parking lots, curbs and sidewalks at the Main Library and Domonkas Branch Libraries in amounts not to exceed a total of Nineteen Thousand and Fifty Dollars (\$19,050):

Domonkas	1,850.00
Main Library	17,200.00

Roll Call: yeas, unanimous

#2018-077 Approval of Contract to Provide Glass Partitions

Mr. Dore moved, Dr. Tomas seconded to approve a contract with Lakeland Glass Company, Inc., to furnish and install interior office glass partitions at the Main Library, in an amount not to exceed Forty-Nine Thousand, Seven Hundred and Fifteen Dollars (\$49,715).

Roll Call: yeas, unanimous

#2018-078 Approval of Contract to Provide Carpeting and Cove Base

Dr. Badillo moved, Ms. Schiemann seconded to approve a contract with Cleveland Rock & Tile Inc., to furnish and replace carpet tile and cove base in the lower-level offices for Public Relations and Human Resources at the Main Library, in an amount not to exceed Twenty-three Thousand Dollars (\$23,000).

Roll Call: yeas, unanimous

Mr. Dore moved, Dr. Badillo seconded to conditionally approve Resolutions 2018-079 through 2018-083, should the bargaining-unit employees vote to accept the Library's proposal to offer the Stark County ESC's COG healthcare plan to all eligible employees.

#2018-079 Approval of Tentative Collective Bargaining Agreement

To approve the tentative Collective Bargaining Agreement between Lorain Public Library and District 1199 Service Employees International Union dated June 28, 2018 through March 31, 2020, with the new insurance clause effective July 1, 2018.

New Business Continued:

#2018-080 Approve 2018-19 Insurance Program

To approve the Healthcare Committee’s recommendation to enter into the Stark County Schools Council in order to contracts with Medical Mutual of Ohio and Guardian Insurance for the 2018-19 employee health, dental, vision and life insurance programs.

#2018-081 Approve Membership in the Stark County Schools Council

To approve the CFO’s submission of an application to become an Affiliate Member of the Health Benefits Program of the Stark County Schools Council.

#2017-082 Approval of Appropriation Increases Needed with the New Collective Bargaining Agreement & Bargaining-Unit Exempt Staff

To approve the following Appropriation Budget increases in the amount of Four Hundred and Nine Thousand, Two Hundred and Ninety Dollars (\$409,290), for the cost of sign-on bonuses, brokerage expenses and insurance “buy-in” with the adoption of the new Collective Bargaining Agreement and changes in the Library’s healthcare plan:

101	General Fund	\$ 154,548
110	North Ridgeville Levy Fund	52,266
112	Avon Levy Fund	14,243
120	Columbia Levy Fund	16,986
122	Domonkas Levy Fund	11,051
130	Lorain Levy Fund - Main	143,620
130	Lorain Levy Fund - South	16,576

#2017-083 Revise Wage, Leave & Benefit Policy for Non-bargaining Unit Staff

To revise the Wage, Leave and Benefit Policy for Non-bargaining Unit Staff as follows:

Cover – Change effective date ~~April 6, 2017~~ to June 28, 2018

Page 3 – ~~Adopted by t~~ The Lorain Public Library System Board of Trustees
~~April 6, 2017~~ June 28, 2018

New Business Continued:

A. HEALTH INSURANCE

~~1. The Library will make available a health care program with employee only, employee/spouse, employee/children, and family coverage options, for which full-time employees may apply. The Library will make available a health care program with an employee only coverage option for which part-time employees who the Library is statutorily required to make available health care coverage may apply. Part-time employees who become eligible for health care coverage will remain eligible for coverage for only so long as the Library is statutorily required to make available health care coverage to them.~~

~~2. The Library will offer all bargaining unit employees eligible under Section 1 above insurance coverage through a plan of its choosing. The Library will consider the recommendations of the Healthcare Committee.~~

~~3. Employees participating in the plan will contribute toward the payment of premiums on the following basis, twenty percent (20%) of the premium for employee only coverage and twentyfive percent (25%) of the premium for all other coverages, not to exceed the following caps:~~

	Through 06/30/2017	07/01/2017— 06/30/2018	07/01/2018 — 06/30/2019	07/01/2019 — 03/31/2020
Employee only	\$241/mo.	\$241/mo.	\$289/mo.	\$347/mo.
Employee/spouse	\$662/mo.	\$662/mo.	\$794/mo.	\$953/mo.
Employee/children	\$509/mo.	\$509/mo.	\$611/mo.	\$733/mo.
Family	\$930/mo.	\$930/mo.	\$1,116/mo.	\$1,339/mo.

~~a. The monthly coverage contribution for a full-time employee whose most recent date of hire is before April 1, 2014, will not exceed the percentages of the employee's gross amount of monthly compensation by fifteen percent (15%) from April 1, 2017 through March 31, 2020. For this purpose, gross amount of monthly compensation will mean the employee's current hourly rate multiplied by 1,976 hours and divided by twelve (12).~~

~~b. Part-time employees eligible under Section 1 above electing employee only health care coverage will contribute toward the payment of premiums on the same basis as described above, as permitted by law. In addition, eligible part-time employees may elect employee/spouse,~~

~~employee/children, or family coverage, but they will be charged the difference between the full premiums for the option they select and the Library's employee-only coverage option plus their contribution for the Library's employee-only coverage. For example, if the Library's employee-only coverage option has a full premium of \$1,000 per month and the Library's family coverage option has a full premium of \$3,000 per month, an eligible part-time employee selecting the Library's family coverage option would pay the difference between the Library's family and employee-only coverage options, or \$2,000 per month, plus 20% of the Library's employee-only option, or \$200 per month, for a total contribution of \$2,200 per month.~~

~~c. Employee health contribution payments shall be made through biweekly payroll deductions, and shall not exceed two pays per month.~~

~~d. Full-time employees eligible for health care coverage who elect at the annual enrollment period to waive health care coverage shall receive an annual payment of \$500 during the last month of that health plan fiscal year. The election must be made in writing to the Administration Office no later than forty five (45) days before the health plan fiscal year begins, or such other time as the Library may require. For example, if the health plan year begins on July 1, 2017, election to waive coverage must be made by May 15, 2017, and the annual payment will be made during June 2018. New hires will not be eligible to elect a waiver bonus until the first annual enrollment period designated by the carrier after the date of employment of such new hires. The Library will process health care waivers as a separate pay.~~

~~e. Nothing in this Section shall be construed to relinquish, restrict, or otherwise limit the Library's rights, entitlements, and obligations under the federal Patient Protection and Affordable Care Act, or any other federal or state law.~~

B. Life Insurance

~~For employees eligible for health insurance coverage, the Library will provide \$20,000 term life insurance. For new hires, this term life insurance policy will have the same effective date as the health insurance.~~

C. Section 125 Plan

~~The Library will make available a Section 125 plan, which will permit employees to pay their~~

~~healthcare, dental and vision insurance premiums on a pre-tax basis. The Library will offer employees a dental insurance plan and a vision insurance plan, both of which will be employee paid, but which payments will be eligible to go through the Section 125 plan.~~

~~D. Workers' Compensation~~

~~Under the Ohio workers' compensation laws, employees may be eligible for workers' compensation benefits.~~

1. In order to be eligible for health insurance, an employee must be contracted for at least 30 hours per week.
2. Employees participating in the health insurance plan will contribute toward the payment of premiums on the following basis, fifteen percent (15%) of the premium for employee only coverage and twenty percent (20%) of the premium for family coverage, not to exceed the following caps:

	<u>Through</u> <u>06/30/2017</u>	<u>07/01/2017 –</u> <u>06/30/2018</u>	<u>07/01/2018 –</u> <u>06/30/2019</u>	<u>07/01/2019 –</u> <u>03/31/2020</u>
<u>Employee only</u>	<u>\$241/mo.</u>	<u>\$241/mo.</u>	<u>\$289/mo.</u>	<u>\$347/mo.</u>
<u>Family</u>	<u>\$930/mo.</u>	<u>\$930/mo.</u>	<u>\$1,116/mo.</u>	<u>\$1,339/mo.</u>

- (a) The monthly health insurance coverage contribution for a full-time employee whose most recent date of hire is before April 1, 2014, will not exceed the percentages of the employee's gross amount of monthly compensation by fifteen percent (15%) from April 1, 2017 through March 31, 2020. For this purpose, gross amount of monthly compensation will mean the employee's current hourly rate multiplied by 1,976 hours and divided by twelve (12).
- (b) Part-time employees statutorily required to be provided single coverage health insurance electing employee only health care coverage will contribute toward the payment of premiums on the same basis as described above, as permitted by law. In addition, eligible part-time employees may elect family coverage, but they will be charged the difference between the full premiums for the family coverage option and the employee only coverage option plus their contribution for the Library's employee only coverage. For example, if the Library's employee only coverage option has a full premium of \$1,000 per month and the Library's family coverage option has a full premium of \$3,000 per month, an eligible part-time employee selecting the Library's family coverage option would pay the difference between the Library's family and employee only coverage

options, or \$2,000 per month, plus 20% of the Library's employee only option, or \$200 per month, for a total contribution of \$2,200 per month.

B. Stark County Schools Council. The Library's Board of Trustees (the "Board") may fully meet its obligations to provide health care benefits and services under this Agreement by participating in the health benefits program of the Stark County Schools Council ("COG"). The Board shall provide health, dental, vision and life insurance through the COG. The coverage shall be the standardized COG specifications.

C. Preferred Provider - Doctors/Hospitals

1. The parties agree that one or more Preferred Provider Organization ("PPO") programs for hospital and physicians' services shall be provided through the Stark County Council of Governments ("COG") Health Insurance Program.

2. The selection of the PPO(s), the types of benefits/programs, or any changes therein, shall be determined by the COG.

D. Preferred Provider - Prescription Drugs. The Board shall provide, through the Stark County Council of Governments, a preferred provider drug program that, if the employee chooses to utilize, will include the following:

1. The program will be available to employees and their dependents who have "primary" coverage under the Library's insurance plan.

2. The employee will pay the 20% co-payment to the provider and the remaining 80% will be direct billed to the insurance company. If the yearly maximum has been reached, provisions will be made to refund the employee's 20% co-payment.

3. The deductible will be waived.

4. The list of covered expenses shall be agreed upon by the COG.

5. Mail order prescription: Mail order must be used for maintenance drugs in order for the insurance provisions to apply.

6. Generic: Generic drugs must be substituted where applicable in order for the insurance provisions to apply.

E. Life Insurance

1. The Board shall provide term life and accidental death and dismemberment coverage in the amount of \$20,000 for each employee.

2. Bargaining unit members may purchase additional term life insurance at the group rate, in \$5,000 increments, up to a maximum of \$60,000 coverage in addition to Board-paid coverage. Modifications to this provision may be necessary to comply with requirements of the insurance carrier. The value of the life insurance reduces by 50% at age 65. The specific terms of the policy are contained in the life insurance contract.

F. Dental Insurance. The Board shall provide dental coverage and employees shall pay 100% of the premium.

G. Section 125 Tax Shelter

1. Tax sheltering of the individual's contribution for health costs, unreimbursed medical expenses and dependent coverage will be provided, under IRS Section 125.

2. All COG employers must offer the IRS Section 125 tax shelter provided through the COG. If an employee elects to utilize any of the IRS 125 benefits, the administrative cost shall be shared equally between the employee and the employer.

H. Vision. The Board shall provide vision insurance. The full cost of this program and any increases thereof, shall be paid by employees.

I. Premium Holidays. If the employer receives a premium holiday(s), employees shall not be required to pay their portion of the premium(s) for the holiday month(s).

J. Spousal Coverage. Any new participants to the COG, after June 30, 2015, with working spouses who have the ability to be covered under an insurance plan through his/her place of employment, will be required to take his/her plan as their primary plan. This provision does not apply to a participant who had insurance with one COG employer and immediately thereafter, moved to another COG employer. If the spouse is required to pay forty (40%) percent or more of the premium with his/her employer, the requirements of this Section shall not apply.

K. Same Sex Marriage. If state law recognizes same-sex marriage, the COG plan specifications will be modified to include those individuals.

IV. OTHER BENEFITS AND WORKING CONDITIONS

A. Life Insurance

For employees eligible for health insurance coverage, the Library will provide \$20,000 term life insurance. For new hires, this term life insurance policy will have the same effective date as the health insurance.

B. Section 125 Plan

The Library will make available a Section 125 plan, which will permit employees to pay their healthcare, dental and vision insurance premiums on a pre-tax basis. The Library will offer employees a dental insurance plan and a vision insurance plan, both of which will be employee-paid, but which payments will be eligible to go through the Section 125 plan.

C. Workers' Compensation

Under the Ohio workers' compensation laws, employees may be eligible for workers' compensation benefits.

A D. Retirement Fund

1. Library employees are covered by the Public Employees Retirement System (PERS) of Ohio rather than Social Security and are eligible for coverage under regulations established by OPERS. The total compensation payable by the Library to each employee in any pay period will be reduced by the amount payable by the Library to OPERS on behalf of the employee as a pick-up amount.

2. Employees who elect to retire and meet the requirements of Ohio Revised Code Sections 124.38 and 124.39 shall be paid a lump sum equal to one-fourth (1/4) of the value of accrued but unused sick leave credit upon notice from OPERS. Such payment shall be made only once to any employee.

B E. Continuing Education

1. Job Enrichment Account

a) The Library will provide a Job Enrichment Account for each of the exempt employees (excluding Student Library Aides) to be used for the purpose of paying professional dues, annual membership dues for service organizations within the Library district (i.e. Rotary, Kiwanis, Lions), membership in a job-related association, librarian certification fees, attendance at job-related seminars or workshops, or for tuition fees for job-related courses. Requests to use funds in the account must be made in writing by the employee and approved by his/her supervisor. The accounts shall be established in the following amounts:

i) \$275.00 per year allowance for Clerks, Administrative Clerks, Graphics Specialist, Administrative Services Office Manager, Public Relations Associate, and Assistant Fiscal Officer.

ii) \$475.00 per year allowance for Public Service Coordinators, Librarian Supervisors, Public Relations Officer, Facilities/Fleet Manager, Technology Manager, and Administrators.

2. Schedule Adjustment for Educational Purposes

An employee in grades ED through EI planning to take courses for credit in any of the following:

- * A program of an accredited school of library science;
- * A program leading toward completion of a bachelor's degree;
- * A program of study leading toward the completion of an associate arts degree; * A subject field directly related to the employee's job responsibility, including computer related courses, to improve his/her capability to perform his/her specific job;

may request from the supervisor up to three (3) hours per week schedule adjustment without pay for class and travel time. The hours shall be arranged in advance with the supervisor so that they shall not be detrimental to the needs of the Library. The Director or his/her designated representative will be the sole judge of the "needs of the Library." Employees may be permitted to make up time missed, but this is not an automatic right. An employee must show proof of enrollment and completion of coursework.

3. Tuition Reimbursement

a) The Library may reimburse all or a portion of the reasonable cost of tuition for employees who complete courses of study that the Board of Trustees consider essential to the Library or to the improvement of the employee's performance as a member of the Library staff. Mileage and other expenses will not be reimbursed under the provisions of this section. First priority will be given to candidates who, in the opinion of the administrative staff and with the approval of the Director, can perform satisfactorily in a specified position that has been difficult to fill and that has been vacant for an extended period of time. Second priority will be given to candidates who, because of job modifications, require an increased level of skill and/or knowledge, need course work and/or training in order to meet specific job performance objectives.

b) In the event the Library requires an employee to enroll in and satisfactorily complete a course, one hundred percent (100%) of the tuition cost will be reimbursed.

4. Professional Activities

a) All employees are encouraged to attend the library conferences, professional meetings, and other programs that are beneficial to their position. The Director or Assistant Director must approve requests for employee attendance at these activities.

b) Time with pay may be allowed to employees with the following guidelines:

- * The Library's service must not suffer.
- * When all requests for released time cannot be granted, the practice of rotation of employees attending meetings should be followed.
- * Time credited for a workweek, which includes a meeting or conference cannot exceed the normal hours, unless the Library assigns an employee to attend a specific meeting.
- * Only members of OLC and ALA may have released time to attend the respective annual conferences; members of ALA may have released time to attend the PLA biennial conference; all must be approved by the Board of Trustees.

c) Funds permitting, authorized attendees may be reimbursed following the Board of Trustees Travel Policy (*Appendix D*).

E. Direct Deposit

All CBU exempt employees must have Direct Deposit of their entire pay into one or more financial institutions of their choice, including a credit union. The Fiscal Officer's office has information on area banks for employees of the Library who use Direct Deposit. The Library will provide pay documents to employees only.

G. Credit Union

Lorain Public Library is affiliated with the LorMet Community Federal Credit Union as a special employee group. All employees and their family members are eligible for membership in that credit union. Employees may elect to have payroll deductions for participation in a credit union.

E H. Tax-Deferred Plans

The Library offers two optional tax-deferred plans for employees through payroll deduction. See the Assistant Director or Administrative Services Office Manager or Fiscal Officer for more information as well as a comparison of these plans.

IRS Section 457 Plans – These tax-deferred supplemental retirement plans are administered by the Ohio Public Employees Deferred Compensation Plan and ING.

F I. *Scholarship Fund for Employees*

The Lorain Friends of the Library, Inc. may maintain a Scholarship Fund for employees.

G J. Employee Assistance Program (EAP)

The Library Board of Trustees offers an employee assistance program (EAP) for all employees. This benefit is a confidential assessment and referral program that assists with any personal problem.

H K. Orientation

1. Lorain Public Library makes use of an orientation period to provide an opportunity for on-the-job training and to judge the employee's ability to perform his/her job.
2. Before the end of the first quarter of the orientation period, the supervisor will establish performance objectives to serve as the basis for evaluating the successful completion of the period.
3. The orientation period for professional employees is twelve (12) months, for Student Library Aides is three (3) months, and for all others is six (6) months.
4. An employee may be discharged at any time without cause, during the orientation period.

I L. Performance Review

There will be a performance review of each employee by his/her supervisor
once
per calendar year. The performance review will focus on work-related behavior of the employee. The purposes of the performance reviews are to inform the employee of any

strengths/weaknesses she/he may have in her/his performance, to provide the employee with additional instruction on the improvement needed, and to allow the employee to ask questions or make suggestions regarding the work of the department/branch. However if problems do exist, supervisors will make reasonable efforts to discuss them with an employee as they arise.

J M. Resignations/Terminations

1. Notice

a) Four (4) weeks written notice (which does not include the use of accrued PTO) is the minimum requirement for Administrators and employees in Grades EH, EI, EJ, EK, and EL, and two (2) weeks written notice (which does not include the use of accrued PTO) is the minimum requirement for other employees.

b) Failure to provide minimum notice will result in employees forfeiting any accrued PTO.

2. Accrued Paid Time Off Balance

If an employee with at least one year of service resigns or retires, he/she will be compensated for accrued PTO, provided minimum notice has been given.

3. Dismissals

The Director may terminate any exempt employee with or without notice, for just cause.

4. Severance Pay

When the Director dismisses an employee, that employee may be granted separation pay of up to one (1) month pay when he/she does not have earned PTO that comprise at least one (1) month. To receive this severance pay, an employee must release the Library from any and all liability.

5. Workforce Reduction

This section applies when layoffs are necessary due to lack of work, lack of funds, economic slowdowns, technological or structural changes in the library's operations, or when layoffs otherwise are determined to be necessary to ensure the financial health or viability of the Library.

a) Responsibilities

The Administration in consultation with the Board of Trustees:

- Gives guidance on the number of employees and programs to be affected;
- Establishes committees, as necessary, to ensure the proper administration of policies and procedures.

The Assistant Director is responsible for providing policy guidance and ensuring that proper procedures are followed.

The Assistant Director or Administrative Services Office Manager is responsible for:

- Preparing formal notices of layoff for affected employees;
- Reviewing with affected employees the terms and conditions of their separation, including effects on group insurance and other benefits, and unemployment insurance;
- Taking security precautions to ensure that layoffs are accomplished safely and in a manner that protects library property.

Department/unit supervisors are responsible for:

- Working with the Assistant Director or Administrative Services Office Manager to assemble performance reviews and other information relevant to layoff selection.
- Applying the layoff criteria and procedures set out in section b) below, when selecting the individual employees who will be laid off.
- Reviewing proposed layoffs with the Assistant Director to ensure conformance with this and other library policies.
- Working with the Assistant Director or Administrative Services Office Manager to notify the employees affected by the layoffs.
- Coordinating with the Assistant Director or Administrative Services Office Manager and Fiscal Officer to ensure that final paychecks are prepared and tendered to terminated employees in accordance with federal and state laws.

b) Order of Layoff

The order of layoff is determined by the Administration in consultation with department/ unit supervisors, based on skills, knowledge, and abilities that are necessary to perform the ongoing or future work of the unit or library.

When the Administration determines that two or more employees possess equal skills, knowledge, and abilities, performance and attendance will then be considered in determining layoffs.

c) Notice

The Assistant Director or Administrative Services Office Manager prepares written notices to

employees affected by the layoff. The layoff notice is given to each employee in person by the department/unit supervisor. Arrangements will be made to notify in person, employees that may be on leave of absence.

Layoff notices are given to employees in compliance with any applicable federal and state layoff notice requirements.

Employees affected by the layoffs are given advance notice of the layoff in compliance with any applicable federal and state layoff notice requirements.

d) Recall

After a layoff or reduction-in-force, the library can determine, at its discretion, the occasion and the advisability of recalling some or all of the laid-off employees.

L. M. Complaint Procedure

1. A complaint is any disagreement with management about the employment relationship. A formal complaint exists when an informal resolution to a dispute cannot be achieved, and the employee making the complaint has submitted a written complaint to his/her immediate supervisor.
2. Complaints are to be settled at the earliest possible step of the procedure. The employee must proceed through each step of the complaint procedure in proper order and within the prescribed time limits. Where a complaint cites issues of law that the individual hearing the complaint cannot address, the complaint will be sent to the Prosecutor's office for an opinion before proceeding. All time limits stated in this procedure will be held in abeyance until a response from the Prosecutor is received. A complaint regarding alleged violations of Civil Rights (discrimination or harassment on the basis of race, age, religion, sex, national origin or disability or other protected status) should be brought to the attention of the Equal Employment Officer or as otherwise provided in the Library's Workplace Anti-Harassment Policy.
3. A complainant may be accompanied by one (1) other employee during any meetings held to resolve the complaint.
4. A written complaint must state the reason for the complaint and the requested resolution.
5. Complaints will not be made a part of an employee's personnel file.

6. There will be no retaliation for filing a complaint in good faith.
7. The following procedure will be followed in processing a complaint:
 - a. Informal Resolution: Within five (5) workdays of the event prompting the complaint, the employee must meet with his/her supervisor or an appropriate management level employee to try to resolve the issue.
 - b. Level One: If the issue is not successfully resolved through the informal resolution step, the employee may, within five (5) workdays of the informal resolution meeting file a written complaint with his/her supervisor. The supervisor will reply in writing to the written complaint within five (5) workdays of its receipt.
 - c. Level Two: If the Level One response is not acceptable, the employee may, within five (5) workdays of its receipt, appeal in writing to the supervisor. The supervisor will respond in writing within five (5) workdays of receipt of the appeal.
 - d. Level Three: The decision of the supervisor may be appealed to the Director in writing within five (5) workdays of receipt by the employee. The Director will conduct an investigation and will submit his/her written decision within three (3) workdays following the conclusion of the investigation. The Director's decision will be final.
8. When management does not respond within the established time limits, the employee may appeal the complaint to the next level. When an employee does not appeal within the established time limits, the complaint is deemed resolved with the last management response.
9. Copies of each complaint, response and correspondence about the complaint will be filed with the Director on the day of its execution or receipt.

Roll Call: yeas, unanimous

Board of Trustees
June 28, 2018

0061-2018

Other Agenda Items

Next Meeting

Regular Business Meeting
August 16, 2018 at 5 p.m.
South Branch Library

Adjournment

Time: 4:49 p.m.

Attest:


_____, President


_____, Secretary