

**OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Meeting of August 22, 2024 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, August 22, 2024, at 3:02 p.m. at the Monroeville Branch. Present: Mr. Eisbart presiding, Mr. Kerley (virtual through Zoom), Mr. Pasterick, Mr. Seifert, and Mr. Williams. Mr. Moss and Ms. Shamanoff were absent.

ADOPTION OF THE AGENDA

On the motion of Mr. Pasterick, the agenda was adopted as presented. Roll call vote was recorded:

Mr. Eisbart – Aye.
Mr. Kerley – Aye.
Mr. Pasterick – Aye.
Mr. Seifert – Aye.
Mr. Williams – Second.

APPROVAL OF MINUTES

- a. Minutes of regular session July 25, 2024.
- b. Minutes of executive session July 25, 2024.
- c. Minutes of Capital Projects Committee Executive Session July 24, 2024
- d. Minutes of approval of claims August 9, 2024.

On the motion of Mr. Williams, the minutes of the preceding meetings were approved.

Mr. Eisbart – Aye.
Mr. Kerley – Aye.
Mr. Pasterick – Second.
Mr. Seifert – Aye.
Mr. Williams – Aye.

FINANCIAL REPORT

Mr. Sedestrom reported that all lines were spending at predicted levels with the exception of the maintenance line due to the Main library's roof project. He continued with information about the budget for 2025 stating there would be a Finance and Personnel meeting after the regular board meeting. Mr. Sedestrom mentioned a scheduled meeting with the DLGF on the following Tuesday, August 27, 2024. The meeting will go over the forms needed for public hearing notices. The September board meeting will be the public hearing and October will be the passing of the final budget. Mr. Sedestrom and Ms. Baier will schedule a meeting with the

City Council to review the budget as a courtesy in November. They will also be meeting with the City Council to get the appropriations approved for the finances needed for the roofing, solar, and chiller project at the Main Library.

On the motion of Mr. Seifert, the financial report was accepted.

- Mr. Eisbart – Aye.
- Mr. Kerley – Aye.
- Mr. Pasterick – Second.
- Mr. Seifert – Aye.
- Mr. Williams – Aye.

APPROVAL OF CLAIMS

Mr. Sedestrom stated the claims totaled around \$659,000. \$270,000 is due to the solar cell installation at the Main Library. The next highest was the non-print materials at \$96,000.

On the motion of Mr. Williams, the claims were accepted.

- Mr. Eisbart – Aye.
- Mr. Kerley – Aye.
- Mr. Pasterick – Second.
- Mr. Seifert – Aye.
- Mr. Williams – Aye.

Allen County Public Library Board of Library Trustees August 22, 2024			
Wires			
		Wires Subtotal:	\$ -
EFT			
			\$ -
August 16, 2024	PERF Contributions PR #17		\$ 71,895.27
August 15, 2024	UMB HSA Employer Contribution		\$ 9,079.37
August 15, 2024	Medical claims from PHP TPA Services for 08/15/2024		\$ 35,419.63
August 21, 2024	Medical claims from PHP TPA Services for 08/21/2024		\$ 160,374.12
		EFT Subtotal:	\$ 276,668.39
Payroll			
August 16, 2024	Gross \$ 614,869.73	net \$	455,082.16
	Payroll Taxes		\$ 161,334.20
		Payroll Subtotal:	\$ 616,416.36
Accounts Payable Check Batches			
(See "Check Register" for detail of total)			
Star Bank general operating accounts			
August 22, 2024	#248510 - #248660		\$ 659,607.49
August 22, 2024	AP EFT #082224-001 - #082224-014		\$ 1,538.68
Less VOIDS:	#248059		\$ (1,383.35)
		Star Bank Subtotal:	\$ 659,762.82
		Accounts Payable Check Batches Subtotal:	\$ 659,762.82
		Grand Total:	\$ 1,652,747.67

CAPITAL PROJECTS COMMITTEE REPORT AND MOTION TO PUBLISH NOTICE OF HEARING

Mr. Seifert reported that the Capital Projects Committee along with ACPL staff is preparing a proposal for a first phase of building projects as part of the Facility Master Plan.

“I make a motion to authorize the Executive Director to publish a notice of an additional appropriation public hearing to be held at our regular September meeting and which will approve the appropriation of proceeds of bonds and interest earnings thereon, which bonds will be issued in the original aggregate principal amount not to exceed \$37,000,000, (37 million dollars) and existing funds of the Library in an amount not to exceed \$26,000,000, (26 million dollars) all of which will be used to fund the first phase of the 2022 County-Wide Library Facilities Transformation Project.”

On the motion of Mr. Seifert, the motion to authorize the Executive Director to publish a notice of additional appropriation public hearing was accepted.

Mr. Eisbart – Aye.
Mr. Kerley – Abstain.
Mr. Pasterick – Second.
Mr. Seifert – Aye.
Mr. Williams – Aye.

COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR PUBLIC LIBRARY INTERNET ACCESS

On the motion of Mr. Seifert, the commitment to join the Indiana State Library Consortium was adopted.

Mr. Eisbart – Aye.
Mr. Kerley – Aye.
Mr. Pasterick – Aye.
Mr. Seifert – Aye.
Mr. Williams – Second.

PUBLIC COMMENT POLICY

Ms. Baier shared a draft public comment policy with the Board for their review and discussion. This written document is to be posted at every Board meeting allowing patrons to understand how the public comment section of the meeting should be conducted.

On the motion of Mr. Williams, the Public Comment Policy was adopted.

Mr. Eisbart – Aye.
Mr. Kerley – Aye.
Mr. Pasterick – Second.

Mr. Seifert – Aye.
Mr. Williams – Aye.

EXECUTIVE DIRECTOR’S REPORT

Ms. Baier introduced the hosting Monroeville branch manager Chris Wiljer.

Ms. Baier congratulated Financial Services Manager Jill Noll on being selected as the Library’s new CFO following the retirement of Mr. Sedestrom in early 2025. Ms. Noll’s position as Financial Service Manager has also been posted to the ACPL career website.

She announced the ending of the Summer Spark program had a systemwide registration increase of 16% from the previous year.

Ms. Baier spoke about the Library Foundation’s new matching grant program for Imagination Library. The matching starts Monday, August 26, 2024, and will cap at \$25,000. The program requires a total of \$100,000 to launch, of which the community has already raised \$40,000 outside of the matching grant.

She congratulated the three Security officers of the Main Library on their award given by the Three Rivers Ambulance Authority on July 31, 2024, for saving a patron’s life. Officers Mr. DuVaul, Mr. Fisher, and Mr. Partaka administered Narcan, CPR, and an AED.

She thanked Ms. Boatright and her team for successfully applying for a grant from the Don Wood Foundation to support Maker Lab equipment and programming.

Ms. Baier announced the newest limited-edition library card design of Johnny TinCap, launching in September for National Library Card Sign Up Month. Staff will attend the September 7 TinCaps game to promote the new card design, and the cards will also be available at all branches while the supply lasts.

NEW BUSINESS

N/A

PUBLIC COMMENT

N/A

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:47 p.m.



Ben Eisbart, President