

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

Meeting of November 17, 2022, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, November 17, 2022, at 3:00 p.m. at the Main Library. Present: Mr. Eisbart presiding, Mr. Seifert, Ms. Shamanoff, Mr. Williams, Mr. Moss, and Mr. Castleman. Ms. Tucker was absent.

ADOPTION OF THE AGENDA

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

Mr. Eisbart – Aye.
Mr. Seifert – Aye.
Mr. Williams – Second.
Ms. Shamanoff – Aye.
Mr. Castleman – Aye.
Mr. Moss – Aye.

APPROVAL OF MINUTES

- a. Minutes of Finance and Personnel Committee meeting October 25, 2022.
- b. Minutes of regular session October 27, 2022.
- c. Minutes of executive session October 27, 2022.
- d. Minutes of approval of claims November 10, 2022.

On the motion of Ms. Shamanoff, the minutes of the preceding meetings were approved.

Mr. Eisbart – Aye.
Mr. Seifert – Aye.
Mr. Williams – Second.
Ms. Shamanoff – Aye.
Mr. Castleman – Aye.
Mr. Moss – Aye.

FINANCIAL REPORT

Mr. Sedestrom opened with there is one line to report on, Consulting Services, which has a budget of \$25,000. He stated that ACPL is changing out the current Wi-Fi for a new system to stay up to date with technology needs. This change has been contracted to our consultant Network Solutions. Mr. Sedestrom stated it is an \$18,000 cost. This is currently the only line that is over budget.

Mr. Sedestrom went on to report we received our budget order from the DLGF. It was received and signed on 11/14/2022. Every item was correct with the exception of the property tax estimate. That item was higher by \$1,477.00 of the 28-million-dollar budget.

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

- Mr. Eisbart – Aye.
- Mr. Seifert – Aye.
- Mr. Williams – Aye.
- Ms. Shamanoff – Second.
- Mr. Castleman – Aye.
- Mr. Moss – Aye.

APPROVAL OF CLAIMS

Mr. Sedestrom opened with the highest claim being 2023 Microsoft License at \$49,984.00. The next highest clam is the electrical service at \$48,147.00.

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

- Mr. Eisbart – Aye.
- Mr. Seifert – Aye.
- Mr. Williams –Aye.
- Ms. Shamanoff – Aye.
- Mr. Castleman – Aye.
- Mr. Moss – Second.

Allen County Public Library Board of Library Trustees November 17, 2022			
Wires			-
		Wires Subtotal:	\$ -
EFT			
	November 15, 2022	Old National HSA Employer Contribution	\$ 6,979.21
	November 10, 2022	INPRS Contributions PR #23	\$ 57,744.43
		EFT Subtotal:	\$ 64,723.64
Payroll			
		Gross \$ -	net \$ -
		Payroll Taxes	\$ -
		Payroll Subtotal:	\$ -
Accounts Payable Check Batches			
(See "Check Register" for detail of total)			
Star Bank general operating accounts	November 17, 2022	#241903 - #242129	\$ 362,776.41
			\$ -
			\$ -
	November 17, 2022	AP EFT #11172022-001 - #11172022-011	\$ 484.45
	Less VOIDS:		\$ -
		Star Bank Subtotal:	\$ 363,260.86
		Accounts Payable Check Batches Subtotal:	\$ 363,260.86
		Grand Total:	\$ 427,984.50

Employee Introduction

Ms. Bane opened her discussion with an introduction to the new Security Supervisor on first shift, Vivian Bradley. Ms. Bradley has been with ACPL in various positions for the past 18 years.

Approval of 2023 Compensation and Benefits.

Ms. Bane started the presentation with information about benefits. ACPL will maintain the same plans as 2022: traditional, high deductible, and narrow network. Ms. Bane did mention that there would be a slight increase in premiums. ACPL will also continue to work with Express Scripts as its pharmacy benefits management. However, the human resources office will be looking for other vendors with better plans in the first quarter. Ms. Bane also stated that ACPL benefits would no longer include “Call a Doc” as a benefit as it has not been in demand by the staff and many local doctors currently offer similar benefits via their office. The HSA limits will be increasing. ACPL and the employee will share the expense of this increase. Guardian and dental will remain the same. Spouses that are offered insurance through their own work will continue to not be covered. There are currently 43 spouses enrolled in the medical plans provided by ACPL. Ms. Bane mentioned the tobacco premiums for staff will remain.

Ms. Bane continued with the wellness side of the benefits stating ACPL had a wellness coach that was available but was not utilized much by the employees. After the first quarter, ACPL switched from the wellness coach to the Headspace app to help both part-time and full-time employees and reduce costs. Headspace offers four sections of assistance: guided meditation, focus, movement, and sleep. Human Resources has offered several activities to the employees to encourage the usage of the Headspace app. Ms. Bane stated ACPL still uses Parkview for its wellness screenings every November and January. ACPL offered free flu shots through Parkview and Supershots. ACPL continued offering wellness bonuses for full-time staff who complete recommended health practices and gym membership reimbursements.

Ms. Bane continued with the topic of compensation studies done by JERHR Group. The Group looked at each job position and compared the compensation attached to libraries of similar standing, other non-profits, market data, and years of services. The total compensation proposal stands at 1.4 million, which is within the appropriated budget range. The first portion is a 5% COLA (Cost of Living Adjustment) increase for staff effective January 1, 2023. Any staff member already at the top of their pay grade (currently six staff members) will receive a lump sum paid to them each quarter. The total cost of the COLA will be \$588,990.00.

Ms. Bane broached the second topic was to increase the pay grades by 2% as recommended by Society of Human Resources and the JERHR Group. This will assist in ACPL’s recruitment and retention needs.

Ms. Bane proposed to adjust pay for employees based on their years of service and market data from the salary survey. The adjustment will cost \$864,655.00.

On the motion of Mr. Williams, the 2023 Compensation and Benefit Proposal was accepted.

Mr. Eisbart – Aye.

Mr. Seifert – Second.

Mr. Williams –Aye.

Ms. Shamanoff – Aye.

Mr. Castleman – Aye.
Mr. Moss – Aye.

Resolution to Approve a Pay Structure for 2023.

Ms. Bane presented the proposed 2023 pay structure. The pay structure was increased by 2 percent.

On the motion of Mr. Seifert, the resolution was approved.

Mr. Eisbart – Aye.
Mr. Seifert – Aye.
Mr. Williams – Second.
Ms. Shamanoff – Aye.
Mr. Castleman – Aye.
Mr. Moss – Aye.

Approval of Pay Structure Policy.

Ms. Bane brought forward an amendment to the pay administration policy. The policy will allow ACPL to increase pay scales by 2% each year or take an average of 5-year social security increase, whichever is larger.

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

Mr. Eisbart – Aye.
Mr. Seifert – Aye.
Mr. Williams – Second.
Ms. Shamanoff – Aye.
Mr. Castleman – Aye.
Mr. Moss – Aye.

Adjustment to Authorized Staffing Table.

Ms. Bane presented the position of Accounting Technician (A3 pay grade) to Payroll and Accounting Specialist (A4 pay grade).

On the motion of Ms. Shamanoff, the motion was approved.

Mr. Eisbart – Aye.
Mr. Seifert – Aye.
Mr. Williams – Aye.
Ms. Shamanoff – Aye.
Mr. Castleman – Aye.
Mr. Moss – Second.

EXECUTIVE DIRECTOR'S REPORT

Ms. Baier opened with Library At Home's newest addition to the catalog of check-out items. LAH has five memory kits to use with caregivers to help remember memories. Currently, we have gardening, camping, baseball, beach, and farming memory kits.

Ms. Baier continued to introduce ACPL's first Artisans and Innovators Expo. This expo gives the community a chance to meet new entrepreneurs and small business startups.

She continued with a note about the strengthening of the relationship ACPL has with Citilink bus lines. Citilink now has all ACPL branches displayed on the map of the service area. This map has already been added to ACPL's website as well.

The Lincoln Collection has been awarded a grant of \$53,075.00 from the city of Fort Wayne ARPA (American Rescue Plan Acts tourism funds). This will assist with continuing the research and support of the Rolland Center for Lincoln research. Friends of the Lincoln collection funded Ms. Baier and Ms. Gustafson to attend and showcase the Rolland Center for Lincoln research at the National Council for Social Studies Conference in Philadelphia, PA, December 2nd-4th, 2022.

Ms. Baier said that staff had just returned from the Indiana Library Federation Conference in Indianapolis, and that multiple ACPL staff members were conference speakers.

Ms. Boatright was currently representing ACPL in Washington, DC at the Urban Library Conference Annual Forum. Ms. Baier was also elected as an officer to the executive board to serve for Visit Fort Wayne starting in 2023.

Ms. Baier also presented a document from Library Journal: Public Library Fine and Fees survey report of 2022. She said she was preparing a proposal for the December meeting for ACPL to be fine free for everyone.

NEW BUSINESS

Ms. Baier continued with the need for a new strategic plan due to the previous successful plan closing at the end of 2022. The Indiana State Library does require we have a new strategic plan submitted by the end of 2023. She stated that ACPL would like to plan for a more structured plan on how to better serve our multicultural and diverse population. ACPL is already in contact with a strategic planner to boost this section and others.

PUBLIC COMMENT

Ann Doell spoke about the wages and turnover rate for ACPL shelvers.

Adjournment

There being no further business to come before the board, the meeting adjourned at 3:37 p.m.



Gloria Shamanoff, Secretary