

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

Meeting of May 27, 2021 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, May 27, 2021 at 3:00 p.m. Present: Mr. Eisbart presiding, Mr. Castleman, Mr. Moss, Mr. Seifert, Ms. Shamanoff, Ms. Tucker, Mr. Williams.

**ADOPTION OF THE AGENDA**

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

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

**APPROVAL OF MINUTES**

Ms. Baier had a point of clarification on the April 2021 meeting minutes with regards to the minutes stating that it was a virtual meeting, when it was in person. The agenda change was accepted.

- a. Minutes of regular session April 22, 2021.**
- b. Minutes of approval of claims May 11, 2021**

On the motion of Mr. Eisbart, the minutes of the following meetings were approved as corrected. Mr. Moss arrived at this time.

Roll call vote was recorded:

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

## **FINANCIAL REPORT**

Mr. Sedestrom reported in the financial report that the only new line above benchmark spending is the consultant line which is directly tied to the Facilities Master Plan, and the Employee Engagement Study. Money will be added at the year-end adjustments. All other lines are where they are supposed to be. We are in the middle of the audit with Crowe LLC and it is being conducted virtually. The audit is going well, and is on schedule, with a 06/01/2021 target completion date so that it can be submitted to GFOA by 06/30/2021. The kick off of the budget season has begun, with the DLGF and the State Board presenting at the Indiana State Library Budget Workshop on 06/02/2021 to talk about the budget process and how new legislation will impact the budget. On June 30<sup>th</sup> the growth quotient will be available which is used to determine both the amount of property tax that can be raised and the amount our expenditure budget may increase. This will be followed by other budget related estimates such as the cap number and the local income tax for 2022. The library received a supplemental local income tax distribution in the amount of \$388,000.

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

Ms. Tucker – Second.

Mr. Castleman – Aye.

Mr. Eisbart – Aye.

Mr. Moss – Aye.

Ms. Williams – Aye.

Ms. Shamanoff – Aye.

Mr. Seifert - Aye

## **APPROVAL OF CLAIMS**

Mr. Sedestrom stated that the largest amount of \$251,000 to CME corporation all on the Rolland Center renovation. The others are on the utilities, around \$100,000, and book purchases, and book materials. On motion of Ms. Tucker, the claims were approved.

Mr. Castleman – Second.

Mr. Moss – Aye.

Mr. Eisbart – Aye.

Ms. Shamanoff – Aye.

Ms. Tucker – Aye.

Mr. Williams – Aye.

Mr. Seifert - Aye

**Wires**

\$ \_\_\_\_\_-

|            |          |                                               |                      |
|------------|----------|-----------------------------------------------|----------------------|
|            |          | <b>Wires Subtotal:</b>                        | <b>\$</b>            |
| <b>EFT</b> |          |                                               |                      |
|            | 04/30/21 | PERF Contributions PR #09                     | \$ 56,252.25         |
|            | 05/03/21 | Medical claims from Pro-Claim for 005/05/2021 | \$ <u>186,101.09</u> |
|            |          | <b>EFT Subtotal:</b>                          | <b>\$ 242,353.34</b> |

|                |          |                    |                                        |
|----------------|----------|--------------------|----------------------------------------|
| <b>Payroll</b> |          |                    |                                        |
|                | 04/30/21 | gross \$467,377.16 | net \$ 331,057.22                      |
|                |          | Payroll Taxes      | \$ <u>121,917.07</u>                   |
|                |          |                    | <b>Payroll Subtotal: \$ 452,974.29</b> |
|                |          | gross \$           | net \$                                 |
|                |          | Payroll Taxes      | \$ _____                               |
|                |          |                    | <b>Payroll Subtotal: \$</b>            |

**Accounts Payable Check Batches:**

(See "Check Register" for detail of total)

|                    |          |                                      |                             |
|--------------------|----------|--------------------------------------|-----------------------------|
| Star Bank general  | 01/28/21 | #235649 - #235650                    | \$ 4,895.91                 |
|                    | 05/03/21 | #236427 - #236432                    | \$ 38,240.74                |
| operating accounts | 04/09/21 | #236227 - #236325                    | \$ 902,104.11               |
|                    | 05/11/21 | AP EFT #05112021-001 - #05112021-008 | \$ 518.42                   |
| Less VOIDS:        |          | #236363, #236322 & #236427           | \$ 18,463.50)               |
|                    |          | <b>Star Bank Subtotal:</b>           | <b>\$ <u>927,295.68</u></b> |

**Accounts Payable Check Batches Subtotal: \$ 927,295.68**

**Grand Total: \$ 1,622,623.31**

**ROLLAND CENTER PRESENTATION**

Mr. Witcher gave a presentation on the Rolland Center updates and spoke on how the progress is coming along and on budget despite the pandemic. Mr. Witcher explained some of the delays are based on the broken supply chain due to the pandemic as well. A sample of the interactive (180°) experience was played as a way to get patrons more engaged. An early July opening is anticipated.

**STAFF PRESENTATION**

Marra Honeywell, Youth Services Manager, gave a presentation regarding the SPARK Summer Learning program. The colorful brochure contains information with regards to the program and how patrons can be engaged. There will be some in person programs and virtual programming will continue. She also indicated that children need to continue to learn during the summer months, so the Beanstack app is available to help collect data as to how the students are participating and the data is tracked and reported to FWCS and NACS systems. Ms. Honeywell

introduced a new commercial with regards to a 10 million minutes of community reading goal to help provide food for a month at Humane FW.

## **COMMITTEE REPORTS**

### **a. Capital Projects: update on Facilities Master Plan.**

Mr. Seifert reported that they have been approved to move forward with the Facilities Plan Assessment. Two of the principal individuals were here early May 2021 and took tours of all the locations. The launch of the staff surveys started 05/24/2021 and will run through 06/06/2021. The two principals will do a presentation during the Foundation meeting scheduled for 06/03/2021 at noon. They will be back on 06/07-06/08 to do conduct staff focus groups. Dates for public engagement sessions will be scheduled for June and July.

## **DIRECTOR REPORT**

Ms. Baier submitted a written report to the Trustees. Ms. Baier reported that the HR Director Kendra Samulak last day was Friday, and that she will be missed for all of her contributions. The position has been advertised and 46 candidates applied. The first round of interviews will begin in June, with the hope to have a candidate in place by August 1<sup>st</sup>. In the interim, Ms. Davis, Mr. Sedestrom, and Ms. Baier will have the HR Director duties divided among them. The library Foundation notified ACPL that a donation would be received in the amount of \$400,000 from the Sloan Family Estate.

Ms. Baier also pointed out the monthly Collection Management Report the Board receives in their packets, and thanked Main Library Manager Nate Burnard for his work in compiling this detailed report each month.

## **FRESH START**

Ms. Baier presented a proposal for a Fresh Start Fine Amnesty, which would have the fines and fees for cardholders 17 years and younger forgiven so they could have a “fresh start” to using the Library. This would not make the cards fine-free permanently. Currently approximately 5200 youth are blocked from using ACPL due to fines and fees. The Fresh Start would restore access to the Library to youth in time for the Summer Learning Program and Back to School. The estimated amount of the fines and fees that would be forgiven is approximately \$300,000. On motion of Mr. Williams, the program was approved.

Ms. Shamanoff – Second.

Mr. Eisbart – Aye.

Mr. Moss – Aye.

Mr. Seifert – Aye.

Ms. Tucker – Aye.

Mr. Williams – Aye.

Mr. Castleman - Aye

## **ELECTRONIC MEETINGS AND TRUSTEE BYLAWS**

Ms. Baier spoke on the creation of a new policy for electronic meetings. The policy becomes necessary because of a law effective 04/20/2021 by Governor Holcomb allowing library boards to conduct meetings electronically, and the adoption of the policy would require a change in the bylaws. There was no time period required for a board member to respond whether or not they would be in attendance. The suggestion was 72 hours to assure method and technology could be put into place. A quorum would have to be met in person for the meeting to proceed. Bylaws would be amended effective 05/27/2021, motion by Mr. Castleman.

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

There was a motion needed on the policy as well, motion made by Mr. Castleman:

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

## **MASK REQUIREMENT**

Ms. Baier stated per the CDC guidelines and changing polices in city and county buildings, the recommendation is that the masks for patrons be optional. It is recommended that non-vaccinated patrons still wear masks. Patrons will not be asked about their COVID-19 vaccination status nor asked to show proof of vaccination. The change in policy would be effective 05/28/2021, Ms. Shamanoff made the motion:

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

Mask wearing by ACPL employees will still remain under the direction of ACPL management. Ms. Baier said she planned to continue requiring staff to wear masks inside ACPL buildings pending further guidance from OSHA.

#### **NEW BUSINESS**

No new business to report

#### **PUBLIC COMMENT**

No public comments to be addressed during the board meeting were received via [trustees@acpl.info](mailto:trustees@acpl.info) or sign in sheet.

#### **ADJOURNMENT**

**There being no further business to come before the board, the meeting adjourned at 4:29 p.m.**

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**Gloria Shamanoff, Secretary**