

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

Meeting of September 22, 2022, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, September 22, 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. Williams, the agenda was adopted as presented. Roll call vote was recorded:

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

APPROVAL OF MINUTES

- a. Minutes of regular session August 25, 2022.
- b. Minutes of executive session August 25, 2022.
- c. Minutes of Finance and Personnel Committee Meeting August 24, 2022.
- d. Minutes of Capital Projects executive session September 9, 2022.
- e. Minutes of approval of claims September 9, 2022.

On the motion of Mr. Moss, 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 reported the vehicle fuel is one line running ahead of the spending schedule due to the increased gas prices. He stated he will look over it in December 2022 to see if funds should be moved. He reported that because of going into full operation again, cleaning supply use is back to 2019 levels. He said funds would need to be moved funds to supplement this

increased use. Both adjustments to these lines will take place as budget transfers in December 2022. He closed with those were the only lines to report on currently.

Mr. Sedestrom continued with news items: budgets and Finance and Personnel Committee. Ms. Baier and Mr. Sedestrom have met with the Department of Local Government Finance. DLGF gave the okay to move ahead with the 2023 budget. Mr. Sedestrom has since posted the legal notice for the public hearing, taking place October 17th, 2022. The final passage of the budget will be at the board meeting October 27th, 2022, and has also been posted for the public.

Mr. Sedestrom stated the Financial and Personnel Committee met September 21st, 2022. F&P Committee discussed the compensation program including the salary surveys and results. They also discussed the benefits program, insurance, and reinsurance. Ms. Baier will be setting up another meeting to bring a proposal for 2023 at the next meeting in October. The final proposal will then be brought for passage at the November 2022 Board Meeting.

Mr. Sedestrom also discussed how the tax rates will be decreasing by nearly 7.7% for ACPL in 2023. He said while the budget will continue to climb, due to the assessment value increasing for all of Allen county from 19 billion to 21 billion the tax rates will drop. He stated that if we add the potential debt service tax rate on the proposed expansion bonds to the operating budget tax rate, the combined rate would be 6% lower than the last combined tax rate in 2020.

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

Mr. Eisbart – Aye.

Mr. Seifert – Aye.

Mr. Williams –Aye.

Ms. Shamanoff – Aye.

Mr. Castleman – Second.

Mr. Moss – Aye.

APPROVAL OF CLAIMS

Mr. Sedestrom reported the claim register is approximately \$1.2 million. The highest claim was insurance premiums at \$308,000. The second highest was Indiana Michigan electric at \$62,000.

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

Mr. Eisbart – Aye.

Mr. Seifert – Aye.

Mr. Williams –Aye.

Ms. Shamanoff – Aye.

Mr. Castleman – Second.

Mr. Moss – Aye.

Wires					
				Wires Subtotal:	<u>\$ -</u>
EFT					
	September 2, 2022	PERF Contributions PR #18 - Additional Wages			\$ 518.92
	September 12, 2022	Medical claims from PHP TPA Services for 09/14/22			\$ 111,174.01
	September 16, 2022	PERF Contributions PR #19			\$ 66,688.28
	September 15, 2022	Old National HSA Employer Contribution			\$ 7,291.71
				EFT Subtotal:	<u>\$ 175,672.92</u>
Payroll					
	September 16, 2022	Gross \$ 477,493.26			net \$ 351,541.38
		Payroll Taxes			\$ 123,731.69
				Payroll Subtotal:	<u>\$ 475,273.07</u>
Accounts Payable Check Batches					
		(See "Check Register" for detail of total)			
Star Bank general operating accounts	September 9, 2022	#241418 - #241419			\$ 504.38
	September 22, 2022	#241420 - #241553			\$ 557,090.81
	September 22, 2022	AP EFT #09222022-001 - #09222022-017			\$ 1,822.17
Less VOIDS:		#240463 & #241396			\$ (528.38)
				Star Bank Subtotal:	<u>\$ 558,827.88</u>
				Accounts Payable Check Batches Subtotal:	<u>\$ 558,827.88</u>
				Grand Total:	<u><u>\$ 1,209,773.97</u></u>

Personnel Introductions – LaRae Bane, Director of Human Resources.

Ms. Bane introduced several new staff members as well as promoted staff members. Mr. Matt Etzel has been with the ACPL since 2018. Mr. Etzel was the manager of the Reader Services Department and is now the manager of Collections Services, a new position added this year. Ms. Bane then introduced Ms. Shannen Auker. Ms. Auker has been with the ACPL for 16 years most recently holding the position of Security supervisor. Ms. Auker is now our Safety and Security manager. Ms. Bane then introduced Ms. Allison Singleton. Ms. Singleton has been with the ACPL since 2016 as Senior Librarian in the Genealogy department but has been acting Genealogy manager for the past year and is now officially taking that position. Ms. Bane then introduced Ms. Alaina Massey. Ms. Massey is the new Executive Director Assistant and is coming from the East Wayne Street Center.

Summer Learning Program 2022 Review – Marra Honeywell, Youth Services Manager.

Ms. Honeywell spoke about how 2022, "Oceans of Possibility", summer programming marked the return of the "rethought normal" after COVID. She stated they looked back at some of the successful events of the past and brought them back, such as the Cirque du Soleil aerialist. Ms. Honeywell mentioned some changes to the programs such as the Team Read Program. She stated they hired their full complement of teens this year, 36 teens. The teens do outreach programs at places like the Boys and Girls Club, YMCA, and other places children often spend time in the summer. Ms. Honeywell also marked the special opportunity for returning teens to work in their local library again. Six teens returned. Ms. Honeywell talked about those teens who returned and were placed into positions that required more responsibilities and how this was a success. Ms. Honeywell explained that the numbers were lower than 2019 but higher than 2020 or 2021. The program had 13,000 readers and gave away 15,000 books (as earned prizes, outreach initiatives,

and Team read program). The program served close to 9,000 lunches at 8 branch locations with our partner Fort Wayne Community Schools.

Approval of ACPL Diversity Statement – ACPL DEI Team.

Ms. Lici Walker and Mr. Donnie David presented their proposed Diversity Statement. “Everyone belongs at the Allen County Public Library. We are on a mission to recognize, cultivate, and celebrate diversity. We offer collections services, programs, assistance, and spaces that enrich and reflect our community. We are committed to nurturing an inclusive workforce and establishing ourselves as a communal space of respect, safety, and service. All are welcome to pursue lifelong learning and discover at ACPL regardless of identity, origin, ability, religion, race, culture, socioeconomic status, age, or other differences.”

Ms. Walker continued to explain their next steps will be placing this new asset on all public and staff outlets. The DEI team will also be creating measurable diversity, equity, and inclusion goals for the coming strategic planning committee to maintain accountability. The team will also be researching the need for a diversity, equity, and inclusion officer position. The DEI team intends to attend department and branch meetings to communicate their progress and gather feedback.

On the motion of Mr. Seifert, the DEI statement was approved.

Ms. Shamanoff-Second.

Mr. Eisbart - Aye.

Mr. Moss -Aye.

Mr. Seifert –Aye.

Mr. Williams -Aye.

Mr. Castleman – Aye

Committee Reports.

Finance and Personnel.

Mr. Sedestrom stated the Financial and Personnel Committee met September 21st, 2022. F&P Committee discussed the compensation program including the surveys and results. They also discussed the benefits program, insurance, and reinsurance. Ms. Baier will be setting up another committee meeting to review the proposal that will be brought before the Board at the November regular meeting.

EXECUTIVE DIRECTOR’S REPORT

Ms. Baier reported that September 22nd, 2022 at 7 pm the 2022 Rolland lecture would take place. The speaker for this event is Susannah Koerber, the Chief Curator and Research Officer at Indiana State Museum and Historic Sites. She will speak on the topics relating to Abraham Lincoln, the Black community, and the fight for emancipation and citizenship.

The Genealogy Center’s Mr. Curt Witcher and Ms. Allison Singleton were invited to Atlantic City to present for Lincoln Financial.

Ms. Baier continued with information about our outreach events including Welcome Week Resources Fair at the YMCA, Grabill County Fair Parade, and World Rivers Day. ACPL was also involved in the Visit Fort Wayne's "Be A Tourist In Your Own Hometown" on Sunday, September 11th, 2022. Both the main library and Rolland Center were participating sites.

Ms. Baier informed the board of the Staff Training Day, Monday, September 19th, 2022 at the Mirro Center.

Ms. Baier continued with an invitation to the ribbon cutting of StoryScape on Friday, September 23rd, 2022 at 5 pm. The StoryScape was made possible by a donation from the ACPL Foundation.

Ms. Baier continued with the second annual Super Shot immunization clinics coming to the ACPL Main location beginning September 30th, 2022. They will be offering flu shots plus the COVID-19 Bivalent booster. Clinics will also be held at the Pontiac Library October 7th, 2022, and at the Waynedale Library October 14th, 2022. All clinics are open from 2 pm – 5 pm.

Ms. Baier reopened the discussion about auto-renewals. The surveys say that our patrons are not that interested in the service. ACPL will be putting this topic on the back burner until a later date. However, there was a large request for "fee free" for the entire library rather than just children. ACPL will be researching this request and possibly bringing a proposal at a later date. She also discussed another in-progress survey looking at the needs of educators and home-schoolers. This involves looking at what sorts of special services, resources, and programs would be beneficial from ACPL.

Ms. Baier also informed the Board about our new agreement with Rave Alert. Rave Alert will provide emergency alerts, messaging, and panic buttons for staff at all branch locations. Rave is a leading emergency notification platform that will allow for quick communication with employees in the event of safety threats and severe weather.

NEW BUSINESS

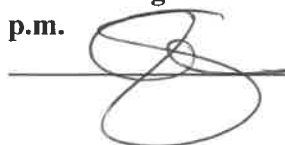
N/A

PUBLIC COMMENT

N/A

Adjournment

There being no further business to come before the board, the meeting adjourned at 3:38 p.m.



~~Gloria Shamanoff, Secretary~~
Sharon TUCKER

