

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

Meeting of August 26, 2021 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, September 26, 2021 at 3:00 p.m. at the Georgetown Branch Library. Present: Mr. Eisbart presiding, Mr. Castleman, Mr. Moss, Mr. Seifert, Ms. Shamanoff, Ms. Tucker, Mr. Williams.

ADOPTION OF THE AGENDA

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

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

APPROVAL OF MINUTES

- a. **Minutes of regular session July 22, 2021.**
- b. **Minutes of approval of claims August 11, 2021**

On the motion of Mr. Eisbart, the minutes of the following meetings were approved as corrected.

Roll call vote was recorded:

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

FINANCIAL REPORT

Mr. Sedestrom that no new lines are out of their spending threshold. The things that are being worked on are related to the 2022 budget, and the compensation benefit programs for 2022. He stated that he will be meeting with the State on 09/02/2021 to review all of the budget submissions. There is only the general fund this year because debt service will pay off at the end of the year. After approval by the State, there will be a public hearing on 10/18/2021, with final passage slated for 10/28/2021 Board meeting. A quorum will need to be physically present for that meeting.

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

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

APPROVAL OF CLAIMS

Mr. Sedestrom stated that highest claim is OCLC. It is the group that does the cataloging and meta dating for the catalog system. It is followed by CME (Rolland Center) expenditures, and other library materials.

On motion of Mr. Eisbart, the claims was accepted.

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

Wires

			\$ <u> -</u>
		Wires Subtotal:	\$
EFT			
	07/23/21	PERF Contributions PR #15	\$ 55,162.61
	08/02/21	Medical claims from PHP TPA Services for 08/04/2021	\$ <u>130,940.08</u>
		EFT Subtotal:	\$ 186,102.69

Payroll

	08/06/21	gross \$490,713.75	net \$ 352,922.73
		Payroll Taxes	<u>\$ 128,035.30</u>
		Payroll Subtotal:	\$ 480,958.03

Accounts Payable Check Batches:

(See "Check Register" for detail of total)

Star Bank general	07/23/21	#237294	\$ 824.59
	08/02/21	#237295 - #237300	\$ 29,738.35
operating accounts	08/11/21	#237301 - #237449	\$ 895,959.13
	08/11/21	AP EFT #08112021-001 - #08112021-013	\$ 1,089.88
Less VOIDS:		#237237 & #237275	\$ (11,650.20)

Star Bank Subtotal:	<u>\$ 915,961.75</u>
Accounts Payable Check Batches Subtotal:	\$ 915,961.75
Grand Total:	<u><u>\$ 1,583,022.47</u></u>

STAFF PRESENTATION

Stephen Platt, Branch Manager at Georgetown, gave a video presentation touring his library branch and collection. He also spoke about the library's partnership with the other merchants in Georgetown Square.

COMMITTEE REPORTS

a. Capital Projects: Presentation from Bostwick Group

Mr. Seifert introduced the two individuals working on the Facilities Master Plan, Rick Ortmeier, and June Garcia from Bostwick group, LLC. Mr. Ortmeier spoke how they have appreciated the hospitality, collaboration, and generosity from all involved. They presented a PowerPoint of a Facilities Master Plan overview which included: ACPL Facility Timeline, Process, Facility Tours, Staff Surveys, Staff Focus Groups, Technology Surveys/Visioning, Community Focus Groups, Community Conversations, Online Community Survey, Next Steps, Analysis (Facility Assessment Categories).

b. Finance and Personnel Committee Report

The F & P meeting that took place on 08/24/2021 focused on two main topics: the budget for 2022, and compensations and benefits. Decisions regarding compensation and benefits for 2022 will be made during the fourth quarter. The expense budget growth will be held to the 4.3 % (growth quotient). Compensation and benefits items discussed included offering a narrow network option for health insurance, which save employees between 18 – 25% in premiums costs, expanding the plan design to include transgender medical expenses, expanding Covid vaccination incentives, and the wellness program option offered to part-time employees. All of those need more work done and another F & P meeting will take place in October 2021 or early November 2021. Also, there is another survey being planned with regards to vaccination rates. The last item discussed was how to deal with the salary/bonus when employees have reached the ceiling of their pay structure. The final recommendations will be taken to the board during the November board meeting for approvals.

DIRECTOR REPORT

a. Strategic Plan 2nd Quarter Update

Ms. Baier submitted a written report to the Trustees. Ms. Baier reported she and Mr. Sedestrom attended the August 19 County Council meeting to share information on the 2022 budget and

report on the past year of library service. A grant request was submitted to the State in the amount of \$62,520.00 for federal pandemic relief funding. If received, it will be to purchase an additional outreach delivery van. Will know by the end of September 2021. It is a reimbursable grant that does not require a match. The Rock the Plaza team was present and Ms. Baier congratulated them for all of their work to put on a wonderful event. The events were live streamed for those at home. Ms. Baier reported that there have been some meetings between the Presidents of the ACPL Board, Friends and Foundation to discuss collaboration. The Friends and Foundation are also looking to hire someone to handle development and donor relations.

Kim Quintrell, Director of Collections and Information and Technology Service

- a. Commitment to join Indiana State Library Consortium for Public Internet Access –**
- b. Adoption of Network Security Policy**

Ms. Quintrell reported on the resolution to continue in the Indiana State Library Consortium for public library internet access. This is part of the Erate program funding year 2022. For funding year 2021 there was a savings of about \$75,000.00.

On motion of Mr. Eisbart, the continued access was accepted.

Ms. Shamanoff – Aye.

Mr. Eisbart – Aye.

Mr. Moss – Aye.

Mr. Seifert – Moved.

Ms. Tucker – Aye.

Mr. Williams – Aye.

Mr. Castleman – Second.

Ms. Quintrell spoke on an update to network security policy because House Bill 1160 passed 07/01/2021, and it requires that state agencies and local government entities to report cyber security incidents to the Indiana Office of Technology within two days of the incident. She said that she has been designated as the cyber incident reporter for ACPL. The Board reviewed the updated policy.

On motion of Mr. Eisbart, the policy update was accepted.

Ms. Shamanoff – Aye.

Mr. Eisbart – Aye.

Mr. Moss – Aye.

Mr. Seifert – Aye.

Ms. Tucker – Second.

Mr. Williams – Moved.

Mr. Castleman – Second.

Covid 19 Response Update

Ms. Baier spoke about the challenges with the Covid 19 situation which is ever evolving. Currently, ACPL is requiring staff to wear masks when they are working with the public and when they cannot socially distance. Staff are not required to wear masks when they are working

outside. Patron masking is strongly recommended, and disposable masks are made available to the public. With the cases of infections rising, and the current color code of the state of Indiana being orange, the staff training day (10/04/2021) has been moved to a virtual event. A staff survey was conducted a few weeks ago, and the majority of staff said that they would be more comfortable in a virtual environment. Indoor, in person programming has been postponed until at least October. Virtual and curbside business will continue for patrons. Outside programs will continue. Ms. Baier spoke about the emergency leave expiring at the end of June 2021, and the sudden uptick in staff needing to be absent due to exposure, or to care for a family member. With results taken a bit longer to receive, people are out longer. Part-time staff do not have sick time to use in event of being exposed. They have to take vacation time, or go unpaid. Ms. Baier spoke to the board about making Covid 19 related decisions, and possibly making service adjustments if Allen County enters the red advisory level.

On motion of Mr. Eisbart, the voted that the Executive Director has the authority to make Covid 19 related decisions if Allen County goes to code red.

Ms. Shamanoff – Second.

Mr. Eisbart – Aye.

Mr. Moss – Aye.

Mr. Seifert – Aye.

Ms. Tucker – Aye.

Mr. Williams – Aye.

Mr. Castleman - Aye

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 or sign in sheet.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:24 p.m.



Gloria Shamanoff, Secretary

