

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

Meeting of June 23, 2022 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, June 23, 2022 at 3:00 p.m. at the Main Library. Present: Mr. Eisbart presiding, Mr. Seifert, Ms. Shamanoff, Mr. Williams, Mr. Eisbart, Mr. Moss, Ms. Tucker, and Mr. Castleman.

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

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

APPROVAL OF MINUTES

- a. Minutes of Regular session June 23, 2022**
- b. Minutes of Executive session June 23, 2022**
- c. Minutes of approval of claims June 10, 2022**

The minutes from May 26, 2022 were corrected and accepted. On the motion of Mr. Castleman, the minutes of the preceding meetings were approved.

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

FINANCIAL REPORT

Mr. Sedestrom reported there is only one new line above spending benchmark because it only has a \$8000 limit, and that was the recruiting expense. Money will be moved at the end of the year. Rest of the lines are doing fine. The main financial items that he reported on were the audit that is taking place, and the hope to have it submitted soon. However, he is still planning on requesting an extension to ensure that enough time is available to complete the report, and submit to GFOA. They have found no issues. The other item is that the budget work for 2023 has started. A timeline of budget related events was included in the board packet. Nothing has changed in the process, and we will be on an October 2022 passage of the budget. DLGF has set their budget review workshop for 08/31/2022. Mr. Sedestrom wanted to give an update on the status of damages relating to the storms that took place on 6/13/2022. Three of the facilities ABT, WAY and PON sustained some impacts. PON was without power for a few days. WAY

lost power and needed debris clean up, and fences mended. The worst was ABT. A large tree fell onto the facility, and there is a hole in the roof over the meeting room. It has been covered, but there are eight roof trusses that were damaged. Waiting on the engineer's report prior to repair. He also wanted to thank the Maintenance and Environmental Services teams for the wonderful job that was done with clean up and making the locations operational again. Ms. Baier spoke stating that ABT has remained opened the entire time with the exception of the meeting room. Mr. Sedestrom reported that WDB has had water issues as of 6/13/2022 with a leak between the main street and the building. This was detected the day before the night of the storm, and the utility locate groups have been tied up dealing with storm damages. They were finally able to perform the utility locates yesterday, and the contractor is currently working on it. He reported on the incidents involving cars causing damages at both Main and LTL. Finally, he reported that work on converting the underground parking garage lights to LED format has begun which will greatly brighten the area and create a safer environment. He passed around photos comparing the new and old lighting.

On motion of Ms. Tucker, the financial report was accepted.

Mr. Eisbart – Aye.

Mr. Seifert – Aye.

Ms. Tucker – Aye.

Mr. Williams – Second.

Ms. Shamanoff – Aye.

Mr. Moss – Aye.

Mr. Castleman – Aye.

APPROVAL OF CLAIMS

Mr. Sedestrom said that the highest claim was \$54,924 for Indiana & Michigan Power. It's due to the air conditioning. A few others large payments are for library materials.

Mr. Sedestrom reminded the members about the need to fax back their signatures on the interim claims reports that usually occur around the 10th of the month. It was asked whether an option such as DocuSign could be utilized for this process. Mr. Sedestrom said that he would investigate the possibility of using this method with the State Board of Accounts.

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

Mr. Eisbart – Aye.

Mr. Seifert – Aye.

Ms. Tucker – Second.

Mr. Williams – Aye.

Ms. Shamanoff – Aye.

Mr. Moss – Aye.

Mr. Castleman – Aye.

Wires

				\$ _____
			Wires Subtotal:	\$
EFT	06/06/22	Old National HSA Employer Contribution		\$ 208.33
	06/06/22	Medical claims from PHP TPA Services for 05/11/2022		\$ 94,062.11
		EFT Subtotal:		\$ 94,270.44
Payroll	06/10/22	gross \$482,744.55		net \$ 354,746.47
		Payroll Taxes		\$ 124,172.92
		Payroll Subtotal:		\$ 478,919.39
Accounts Payable Check Batches:				
(See "Check Register" for detail of total)				
Star Bank general	06/10/22	#240603 - #240706		\$ 950,930.08
operating accounts	06/10/22	AP EFT #06102022-001 #06102022 -020		\$ 27,384.22
Less VOIDS:		#240390 & 240410		\$ (640.00)
		Star Bank Subtotal:		\$ 977,674.30
		Accounts Payable Check Batches Subtotal:		\$ 977,674.30
		Grand Total:		<u>\$ 1,550,864.13</u>

Introduction of the Director of Community Partnerships and Programs – Beth Boatright

Ms. Bane, HR Director introduced a new member to the HR team, Damon Thompson. He is the new HR Generalist. Ms. Boatright introduced herself to the board. She spoke about her background and how excited she is to get started partnering and requested recommendations of organizations to partner with from the board.

COMMITTEE REPORTS

a. Capital Projects:

Mr. Seifert reported that they are working on more details and specific steps. Ms. Baier and Mr. Sedestrom are giving presentations about the plan to the Greater Fort Wayne Inc. board and other community groups.

Review of Code of Conduct Policy

Mr. Mallers stated that a new law goes into effect 7/1/2022 and in order to comply with that law, revisions were necessary to the code of conduct. It needed to be approved today due to the fact that this is the last board meeting prior to the new law taking effect. The revision and the redline copy were included in the board packet.

On motion of Mr. Williams, the revision to the Code of Conduct was accepted.

Mr. Eisbart – Aye.

Mr. Seifert – Aye.

Ms. Tucker – Aye.

Mr. Williams – Aye.

Ms. Shamanoff – Aye.

Mr. Moss – Aye.

Mr. Castleman – Second.

Executive Director's Report

Ms. Baier said that June is a very busy month for the Allen County Public Library. They have participated in many festivals, parades, and fairs up to this point, in addition to having a very busy Summer Learning Program. A huge thanks to the staff for making all of this happen. Last week a luncheon was held at the Mirro Center for the volunteers involved with Audio Reading Service. There were 80 people in attendance and it was sponsored by Parkview. She said that she and Ms. Bolan have early flights in the morning to attend the ALA (American Library Association) convention in Washington, DC. Allen County Public Library is involved with 100 days of Bill Blass community events. Genealogy is digitizing items to be included in the community album. Ms. Baier said that she recorded an interview with John Perlich from the Mayor's office for his radio show "Investing in the City of Fort Wayne" which is produced by WELT. A picture was included in the Executive Director's Report of the Library at Home Outreach Van with its renovations from the ARPA Pandemic Relief Funds. Also, she encouraged board members to stop into "Storyscape" which is the early Learning Center in the children's area. It was remodeled from a generous donation from the Library Foundation. The soft opening went well, and it is busy already. Ribbon cutting will take place in the future. There is a powerful exhibition going on in the Rolland Center right now on the "Abolitionist Movement" in honor of Juneteenth. Curt Witcher did an amazing early morning interview with WANE TV regarding the display on 6/20/2022.

New Business

N/A

Public Comment

Two members of the public provided comments regarding a potential partnership with Electric Works.

Recognition of Dr. Gloria Shamanoff on her retirement from Northwest Allen County Schools

The Board recognized the retirement from Northwest Allen County Schools of fellow trustee Dr. Gloria Shamanoff.

Adjournment

There being no further business to come before the board, the meeting adjourned at 3:35 p.m.



Gloria Shamanoff, Secretary