

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

Meeting of February 22, 2024 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, February 22, 2024, at 3:07 p.m. at the Pontiac branch. Present: Mr. Eisbart presiding, Mr. Seifert, Ms. Tucker, and Mr. Williams. Mr. Moss, Mr. Pasterick, and Ms. Shamanoff were absent.

ADOPTION OF THE AGENDA

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

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

APPROVAL OF MINUTES

- a. Minutes of regular session January 25, 2024.
- b. Minutes of executive session January 25, 2024.
- c. Minutes of Board of Finance meeting January 25, 2024.
- d. Minutes of Capital Projects executive session February 2, 2024.
- e. Minutes of approval of claims February 12, 2024.

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

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

FINANCIAL REPORT

Mr. Sedestrom opened by reporting that all line items were performing within their assigned budget. He mentioned that finance was working on the typical beginning-of-the-year filings. The presumed starting date of the Annual Comprehensive Financial Report audit is April 15th.

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

Mr. Eisbart – Aye.
Mr. Seifert – Aye.

Ms. Tucker – Second.
 Mr. Williams – Aye.

APPROVAL OF CLAIMS

Mr. Sedestrom stated the highest claim was \$61,000 for insurance premiums followed by \$44,000 for the system-wide electrical.

On the motion of Ms. Tucker, the claims were accepted.

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

Allen County Public Library Board of Library Trustees February 22, 2024			
Wires			
		Wires Subtotal:	<u>\$ -</u>
EFT			
	February 19, 2024	Medical claims from PHP TPA Services for 02/21/2024	\$ 22,168.62
	February 15, 2024	UMB HSA Employer Contribution	\$ 8,092.69
	February 16, 2024	PERF Contributions PR #4	\$ 69,393.27
			<u>\$ -</u>
		EFT Subtotal:	<u>\$ 99,654.58</u>
Payroll	February 16, 2024		
		Gross \$ 590,666.72	net \$ 439,397.59
		Payroll Taxes	\$ 154,449.63
		Payroll Subtotal:	<u>\$ 593,847.22</u>
Accounts Payable Check Batches			
		(See "Check Register" for detail of total)	
Star Bank general operating accounts	February 22, 2024	#246970 - #247082	\$ 433,542.18
	February 22, 2024	AP EFT #022224-001 - #022224-008	\$ 423.45
Less VOIDS:		#246090, #246112, #246492 & #246668	\$ (3,883.00)
		36 stale dated checks that reached the two year mark	\$ (2,289.19)
		Star Bank Subtotal:	<u>\$ 427,793.44</u>
		Accounts Payable Check Batches Subtotal:	<u>\$ 427,793.44</u>
		Grand Total:	<u>\$ 1,121,295.24</u>

APPROVAL OF TUESDAY, OCTOBER 1, 2024 CLOSURE FOR STAFF DEVELOPMENT DAY.

Ms. Baier requested the approval to close all ACPL locations for the yearly Staff Development Day to be held at the Grand Wayne Center, on Tuesday, October 1, 2024.

On the motion of Ms. Tucker, the requested closure for a staff development day was approved.

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

APPROVAL OF ADJUSTMENT TO STAFFING TABLE

Ms. Baier explained the Friends of the Lincoln Collection board approved financial support to provide a three-year, grant-funded, Educational Outreach Coordinator position for the Rolland Center for Lincoln Research. The financial support for this P2 position will include both salary and benefits.

On the motion of Ms. Tucker, the position of Rolland Center Educational Outreach Coordinator was approved.

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

APPROVAL OF ROOF AND CHILLER PROJECT FOR MAIN

Representations from Trane and Garland presented a proposal to the trustees for the purchase and installation of a new roof, chillers, and solar cells at the Main Library. The current state of the roof and chillers were reviewed, along with the energy and efficiency benefits of replacement. Trustees asked the Trane and Garland representatives questions regarding cost savings and the removal of the existing equipment. The trustees were informed about federal incentives for solar projects that could allow for potential savings up to 1.4 million dollars.

On the motion of Ms. Tucker, the projects of roof repair, solar, and chiller systems were approved along with granting Ms. Baier the ability to sign contracts after legal review not exceeding a total cost of \$9 Million.

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

APPROVAL OF 2023 INDIANA STATE LIBRARY ANNUAL REPORT

Ms. Baier presented the trustees with the 2023 Indiana State Library Annual Report for their review.

Key performance indicators for 2023:

- Visits increased from 1.45 million in 2022 to about 1.8 million, a 25% increase.
- Total circulation increased from 4.1 million to about 4.3 million.
- Electronic material downloads increased 16% to over 1 million downloads.
- Wireless internet sessions increased by 43% to almost 1.5 million.
- Internet sessions on public computers increased by 7%.
- In-person programming saw a 28% increase in attendance from 2022, holding 6,139 in-person programs with over 122,000 in attendance.

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

Mr. Eisbart – Aye.

Mr. Seifert – Aye.

Ms. Tucker – Aye.

Mr. Williams – Second.

EXECUTIVE DIRECTOR'S REPORT

Ms. Baier thanked the Pontiac branch manager, Ms. Meserve, for hosting the Board of Trustees February meeting.

She continued with congratulations to Beth Boatright for receiving the 40 under 40 awarded by Fort Wayne Business Weekly.

She discussed the successful systemwide programming celebrating Black History Month, citing art activities, free community breakfasts, and much more. She also informed the trustees of the near doubling of library card applications thanks to the new cards featuring the work of local artists.

Staff members Charkiera Smith (Hessen Cassel) and Gabi Jauregui (Shawnee) were selected as the first ACPL Scholars, a collaboration between the ACPL Foundation and Questa Education Foundation. They will receive 100 percent forgivable loans for earning a Master of Library Science degree and continuing their careers at ACPL for three years post-graduation.

Staff were informed that the Genealogy Center was gifted a \$20,000 donation from the estate of Mr. John J. Newman.

Ms. Baier thanked the staff and patrons of Dupont for their patience during the roof replacement. She mentioned the need for a four-day closure to patrons, February 28 through March 2, due to the location of the coming repairs. The building is still safe for staff and will

offer curbside pick-up during the closure. The new Holds Lockers will also be opening at the Dupont branch on March 11.

NEW BUSINESS

N/A

PUBLIC COMMENT

N/A

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:49 p.m.



Gloria Shamanoff, Secretary

Sharon Tucker, Member