

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

Meeting of February 23, 2023, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, February 23, 2023, at 3:00 p.m. at the Dupont Library. Present: Mr. Eisbart presiding, Ms. Shamanoff, Mr. Seifert, Mr. Castleman, Mr. Williams, and Mr. Moss. Ms. Tucker was absent.

**ADOPTION OF THE AGENDA**

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

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

**APPROVAL OF MINUTES**

- a. Minutes of regular session January 26, 2023.
- b. Minutes of executive session January 26, 2023.
- c. Minutes of board of finance January 26, 2023.
- d. Minutes of approval of claims February 10, 2023.

On the motion of Mr. Seifert, the minutes of the preceding meetings were approved.

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

**FINANCIAL REPORT**

David Sedestrom opened with the news that the Library Annual Financial Report (LAR) was completed and had been filed with the State through the Gateway Portal. He mentioned the Cash and Investment statement was published February 22, 2023. The debt report was also filed in Gateway. Even though ACPL does not currently have debts, it is still required to complete the debt report. The State Board of Accounts field audits will start in April. The audit will again be performed by the private CPA firm, Crowe LLC.

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 explained the largest claim was snow removal with the cost of \$176,500. The second largest claim was Indiana and Michigan Power system wide electrical service at \$50,000.

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

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

Allen County Public Library Board of Library Trustees March 10, 2023			
<b>Wires</b>			-
			<b>Wires Subtotal:</b>
			<b>\$ -</b>
<b>EFT</b>	March 3, 2023	UMB HSA Employer Contribution	\$ 109.17
	March 3, 2023	PERF Contributions PR #5	\$ 65,165.45
	March 7, 2023	Medical claims from PHP TPA Services for 03/08/2023	\$ 234,871.83
	March 10, 2023	Medical claims from PHP TPA Services for 03/10/2023	\$ 51,931.83
			<b>EFT Subtotal:</b>
			<b>\$ 362,078.28</b>
<b>Payroll</b>	March 3, 2023		
		Gross \$ 546,985.86	net \$ 403,363.38
		Payroll Taxes	\$ 141,562.17
			<b>Payroll Subtotal:</b>
			<b>\$ 544,925.55</b>
<b>Accounts Payable Check Batches</b>			
(See "Check Register" for detail of total)			
Star Bank general operating accounts	March 2, 2023	#243321 - #243325	\$ 18,271.81
	March 10, 2023	#243326 - #243467	\$ 747,446.95
	March 10, 2023	AP EFT #031023-001 - #031023-013	\$ 36,036.39
	Less VOIDS:	#242886, #243176, #243280 & #242291	\$ (6,610.15)
			<b>Star Bank Subtotal:</b>
			<b>\$ 795,145.00</b>
<b>Accounts Payable Check Batches Subtotal:</b>			<b>\$ 795,145.00</b>
<b>Grand Total:</b>			<b>\$ 1,692,148.83</b>

## **REVIEW AND APPROVAL OF THE 2022 STATE LIBRARY ANNUAL REPORT.**

Susan Baier presented the 2022 Indiana State Library Annual Report for Board approval and mentioned several highlights:

- Visits increased from 1.34 million in 2021 to 1.45 million in 2022.
- Registered patrons increased from 188,086 to 201,284.
- Circulation increased from 3.6 million to 4.1 million; children's materials borrowed went from 1.3 million to 1.5 million.
- Our print book collection grew from 2,514,805 to 2,516,991.
- Our e-book collection grew from 75,499 to 121,720.
- Collection expenditures as a percentage of overall operating costs was 15.6 percent, the state standard is 8 percent and the national average is 11 percent.
- Wireless internet sessions increased from 857,398 to 1,035,476.
- Reference transactions increased from 73,267 to 76,762.
- Website views increased from 1.4 to 1.5 million.
- In person programs – in 2021 we had 1170 programs with an attendance of 21,300. In 2022, that jumped to 5014 programs with an attendance of 94,864.

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

Mr. Eisbart – Aye.

Mr. Seifert – Aye.

Mr. Williams – Second.

Ms. Shamanoff – Aye.

Mr. Castleman – Aye.

Mr. Moss – Aye.

## **NEW HIRE EVALUATION PERIOD POLICY PROPOSAL**

Director of Human Resources, Ms. LaRae Bane, presented the requested new policy of a 90-day evaluation or probation period. This new policy would allow the employee time to be sure the position is a good fit for them. It would also permit the supervising manager a formalized period to assess the employee's performance and fit to the position. Either party can terminate the relationship at any point in the 90 days without repercussions to applying to other jobs within ACPL.

On the motion of Mr. Williams, the new Evaluation Period policy was accepted.

Mr. Eisbart – Aye.

Mr. Seifert – Second.

Mr. Williams – Aye.

Ms. Shamanoff – Aye.

Mr. Castleman – Aye.

Mr. Moss – Aye.

Ms. Bane continued with requested policy changes affected by the approval of the evaluation period. The sick leave policy currently states the employee cannot use sick or personal leave during their first 90 days. LaRae suggested changing the policy to allow employees to use accrued sick or personal leave. She continued with the additional language change of not paying out accrued vacation time should the employee be terminated before the end of the 90 days. She mentioned performance review language will be changed to accommodate the review at the end of the 90-day period along with the annual review. She also stated language will be added to specify reassigned employees will not be submitted for another 90-day evaluation period unless the employee is still within the original 90-day window. The last additional language would be that new employees would not be applicable to medical leave during this 90-day period.

On the motion of Mr. Castleman, the language changes for sick, vacation, personal, performance and performance review, reassignment, and medical leave policy were accepted.

Mr. Eisbart – Aye.

Mr. Seifert – Aye.

Mr. Williams – Aye.

Ms. Shamanoff – Second.

Mr. Castleman – Aye.

Mr. Moss – Aye.

## **REQUEST TO ADJUST POSITION TITLE ON AUTHORIZED STAFFING TABLE**

Ms. Bane, presented the requested title change of Lead Accounting Technician to Lead Accountant. There will be no change in pay or grade.

On the motion of Ms. Shamanoff, the title change was accepted.

Mr. Eisbart – Aye.

Mr. Seifert – Aye.

Mr. Williams – Aye.

Ms. Shamanoff – Aye.

Mr. Castleman – Aye.

Mr. Moss – Second.

## **NEW BUSINESS**

N/A

## **EXECUTIVE DIRECTOR'S REPORT**

Dupont Branch manager, Ms. Erin Warzala, was introduced and thanked for hosting. Ms. Baier also gave thanks to the Events team and Mr. Compton from Access Fort Wayne for providing the equipment to live stream.

Ms. Baier continued with ACPL's celebration of Black History Month. She mentioned training presented by Dr. Kristal Walker, Vice President of Employee Well-Being at Sweetwater Sound

called, "Cultural Intelligence: The Essential Ingredient for supporting Black Employees". She also promoted the new Sneakerhead Art Contest where students twelfth grade to kindergarten can design and submit their own shoe designs. The basketball team, the Mad Ants, will pick the winner of the contest.

She continued with the news of being selected as a community partner for Fort Wayne Community Schools Amp Labs program this Spring. This program is spearheaded by FWCS Juniors and Seniors to help ACPL's engagement with other teens. Their ideas and suggestions will be heard in the end of March.

She continued with more Fort Wayne Community Schools connections of the program done by nine English-Language Learners from Memorial Park Middle School giving a presentation to staff about the 990 FWCS students that are experiencing unstable housing or homelessness. The class will be creating a display to be featured in the Great Hall of the Main Library from the last week of March through mid-April. This exhibit will include information about ways to donate to organizations that assist homeless youth of Fort Wayne.

Ms. Baier reported that she and Kim Bolan attended Indiana Library Federation Statehouse Day in Indianapolis on February 7<sup>th</sup>. They were able to meet with Representative Kyle Miller. ILF closely monitors numerous bills that impact Indiana libraries, including Bill 12 concerning materials harmful to minors and Bill 340 establishing Dolly Parton's Imagination Library statewide.

Ms. Baier told the Board that she informed OCLC that ACPL will not renew its contract for the Wise Integrated Library System (ILS) when it comes up for renewal in November 2023. Ms. Bolan has requested proposals from other vendors for a new ILS. The board should see a new contract proposed in April. Ms. Baier also proposed an in-service day, instead of a staff training day, to prepare for the new ILS. The planned go-live date is scheduled for late October 2023.

Director of Community Partnerships and Programs Beth Boatright provided information about internships with the IU masters level social work program. ACPL is currently hosting two interns for a three-month internship. The interns are currently placed at the Georgetown and Main locations. They are currently evaluating the needs of our staff and patrons. They will be providing support and training for staff, as well as patron resources.

## **PUBLIC COMMENT**

N/A

## **Adjournment**

**There being no further business to come before the board, the meeting adjourned at 3:33 p.m.**



**Gloria Shamanoff, Secretary**