

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

Meeting of April 27, 2023, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, April 27, 2023, at 3:00 p.m. at the Main Library. Present: Mr. Eisbart presiding, Ms. Shamanoff, Ms. Tucker, Mr. Castleman, and Mr. Williams. Mr. Seifert arrived at 3:28 pm. Mr. Moss was absent.

ADOPTION OF THE AGENDA

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

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

APPROVAL OF MINUTES

- a. Minutes of regular session March 23, 2023.
- b. Minutes of executive session March 23, 2023.
- c. Minutes of approval of claims April 11, 2023.

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

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

FINANCIAL REPORT

Mr. Sedestrom opened with news of savings due to Allen County's light snowfall during the past winter months. The landscaping line, where snow removal costs would be reported, shows a total of \$219,000.00 through March. Mr. Sedestrom continued with an update about Crowe LLC doing the audit for the State Board of Accounts. He touched on the House Bill 1499, that would change the tax caps for local residents and the computation of the maximum levy, drastically impacting the ACPL property tax receipts. However, those portions of the bill were removed during the final readings so they will not be impacting the library during the 2024 budget cycle. He continued with an update pertaining to the insurance claim for the Aboite Branch roof. The investigation of the claim took nearly a year to process, with the total claim coming out to around \$914,000.00 in repairs. Anticipated start date for repairs will be in August 2023 after the completion of the Summer Learning Program activities.

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

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

APPROVAL OF CLAIMS

Mr. Sedestrom stated the claims are approximately \$456,991.00. He explained the largest claim was Indiana and Michigan Power system wide electrical service at \$54,000.00. The second largest claim is Ebsco for subscriptions at \$52,000.00.

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

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

Allen County Public Library Board of Library Trustees April 11, 2023			
Wires			
		Wires Subtotal:	<u>\$ -</u>
EFT			
	March 31, 2023	PERF Contributions PR #7	\$ 65,831.88
	March 30, 2023	UMB HSA Employer Contribution	\$ 109.17
	April 11, 2023	Medical claims from PHP TPA Services for 04/12/2023	<u>\$ 130,225.79</u>
			\$ 196,166.84
Payroll			
	March 31, 2023	Gross \$ 555,834.31	net \$ 407,245.01
		Payroll Taxes	<u>\$ 144,721.51</u>
		Payroll Subtotal:	<u>\$ 552,016.52</u>
Accounts Payable Check Batches			
		(See "Check Register" for detail of totals)	
Star Bank general operating accounts	March 27, 2023	#243553	\$ 1,398.92
	March 30, 2023	#243554 - #243559	\$ 96,209.26
	April 11, 2023	#243560 - #243718	<u>\$ 1,200,336.67</u>
	April 11, 2023	AP EFT #040112023-001 - #04112023-015	\$ 37,781.99
Less VOIDS		#242743 #243526 #242732 #242797 #242940 & #243442	<u>\$ (21,151.20)</u>
		Star Bank Subtotal:	<u>\$ 1,312,573.64</u>
		Accounts Payable Check Batches Subtotal:	<u>\$ 1,312,573.64</u>
		Grand Total:	<u>\$ 1,508,540.26</u>

REQUEST TO AUTHORIZE EXECUTIVE DIRECTOR TO ENTER CONTRACT FOR INTEGRATED LIBRARY SYSTEM SERVICES

Chief of Public Service Operations Kim Bolan presented the staff recommendation for a new ILS. Ms. Bolan started with gratitude toward ACPL staff who participated in the interview and selection of a vendor. Ms. Bolan explained the review and scoring process, announcing Innovative/Clarivate the favored vendor. A few of those reasons were:

- Intuitive work flows for both staff and patrons.
- Innovative's emphasis on patron experience.
- Company responsiveness and clear communication skills.

Ms. Baier asked Director of Special Collections Curt Witcher to share his thoughts on Innovative. Mr. Witcher said he felt Innovative was the better ILS for discoverability and functionality. He said that there are opportunities for collaborating with Innovative on new products to fit ACPL's needs.

Ms. Bolan gave the first-year total cost, including initial costs, of \$282,375.00. The following years contract will fall to \$141,422.00.

Ms. Baier said her recommendation would be to close all ACPL locations the day before we go live with Innovative, instead of closing for the traditional Staff Training Day. The timeline is to go live in late October 2023.

On the motion of Mr. Siefert, the request to authorize the Executive Director to enter a contract for ILS services was approved.

Mr. Eisbart – Aye.

Ms. Tucker – Second.

Ms. Shamanoff – Aye.

Mr. Castleman – Aye.

Mr. Seifert – Aye.

Mr. Williams – Aye.

PROPOSAL FOR REVISION TO FACILITY AND MEETING ROOM POLICY AND SCHEDULE OF FINES AND FEES.

Ms. Baier requested approval for revisions to the Facility and Meeting Room Policy and the Schedule of Fines and Fees. These revisions were developed in consultation with ACPL management and reviewed by Library Attorney Pete Mallers. She continued with requesting separation of Facilities and Meeting room policies and ACPL's internal procedures. The goal would be to make a more succinct policy to be approved by the Board, and providing patrons with a guidelines page that can be modified and changed as needed. Ms. Baier also asked for fee increases to be adopted for improved cost recovery and to stay current with the local market. Ms. Baier presented the fees as such:

- Security officer fees changed to \$50/hour
- Room set-up changed to \$25/hour
- Recital fees changed to \$125 flat fee
- Housekeeping changed to \$25/hour

- Added Clause: Cancellations less than 24 hours of a paid room rental would be subject to rebooking fee of \$50. This is not applicable to those that do not pay room rentals.
- Added Clause: Access Fort Wayne equipment will remain on the fines and fees schedule to encourage the return of equipment.
- Removal of Clause: Interlibrary loan fees.

On the motion of Ms. Tucker, the request to proposal for revisions to facility and meeting room policy and schedule of fines and fees was approved.

Mr. Eisbart – Aye.

Ms. Tucker – Aye.

Ms. Shamanoff – Aye.

Mr. Castleman – Aye.

Mr. Seifert – Aye.

Mr. Williams – Second.

EXECUTIVE DIRECTOR’S REPORT

Ms. Baier continued with the announcement of the American Library Association sponsored National Library Week. The week is set aside to celebrate our nation’s libraries and library workers. This year’s theme is "There's More to the Story," which highlights the wide array of services and programs beyond books in a local library. Multiple events were held this week in celebration, including the Book Bowl Trivia Contest ending dramatically with a tie-breaking trivia round. It also contained the much-anticipated Pantsuit Politics author visit with around 140 patrons traveling from the Tri-State area to attend. Tuesday, April 25 was National Library Workers Day, and to show appreciation staff received treat bags, visits from therapy dogs, and the opportunity to take a free professional head shot. Thank you to the Friends of the Allen County Public Library for their support of National Library Week events.

Ms. Baier gave the AARP tax help total of more than 2700 tax returns being filed at an ACPL location thanks to our long-standing partnership with tax help volunteers. Eight ACPL locations hosted the service.

Ms. Baier presented the continuing DEI efforts, of translating numerous ACPL publicity and instructional flyers into Spanish and Burmese with the assistance of Luna Translation Services. Georgetown Assistant Branch Manager recently shared that she was able to give a family who recently immigrated from Myanmar new patron information in Burmese and they were thrilled.

She also announced a vacant floater librarian position was repurposed to a system-wide maker specialist role. The position will collaborate with branch, department, and Maker Services staff to develop and offer Maker-related programs and activities for children, teens, and adults.

Ms. Baier also reminded the Board that the May Board meeting will be held at the Little Turtle branch.

She announced that Director of Human Resources LaRae Bane and Safety and Security Manager Shannen Auker were currently attending an Urban Libraries Council Public Library Safety Summit held at the Columbus Public Library.

Ms. Baier reported that the State Legislature would be wrapping up its session shortly. As of this moment, public libraries are not included in the language of the bill regarding harmful materials to minors. The bill has added language requiring a review and parental complaint process for school libraries only.

The Board received copies of the 2022 ACPL Community Impact Report and the First Quarter 2023 Managers' Report.

NEW BUSINESS

N/A

PUBLIC COMMENT

N/A

Adjournment

There being no further business to come before the board, the meeting adjourned at 3:56 p.m.



Sharon Tucker
Gloria Shamanoff, Secretary