

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

Meeting of October 28, 2021 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, September 23, 2021 at 3:00 p.m. at the Main Branch Library. Present: Mr. Eisbart presiding, Mr. Castleman, Mr. Seifert, Ms. Shamanoff, Ms. Tucker, Mr. Moss. Mr. Williams was absent.

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. Moss – Aye.
Ms. Shamanoff – Aye.
Mr. Seifert – Aye.
Ms. Tucker – Moved.

APPROVAL OF MINUTES

- a. Minutes of regular Session September 23, 2021.**
- b. Minutes of Executive Session September 23, 2021**
- c. Minutes of CAPS Executive session September 20, 2021**
- d. Minutes of CAPS Executive session September 29, 2021**
- e. Minutes of approval of claims October 8, 2021**

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

Mr. Moss – Aye.
Mr. Castleman – Aye.
Ms. Shamanoff – Aye.
Mr. Seifert – Second.
Ms. Tucker – Moved.
Mr. Eisbart – Aye.

FINANCIAL REPORT

Mr. Sedestrom stated nothing new to report and that the lines are staying below their benchmarks. They're spending below their historic trend. Not surprising since March 2020, and the Covid 19 impact spending was curtailed. This may be changing with the start of in person programming. A lot of requisitions for materials for those programs coming in, and things will speed up back to normal spending. The main thing is the budget today, we have on the proposal the resolution to approved the final budget, which is form 4, and if it is approved today it will be

submitted to Gateway tomorrow, and all of the forms will be completed. Then we'll have to wait for DLGF to give the final tax rates, and budgets at the end of December. There is a Finance and Personnel Committee meeting on 11/11/2021 focusing on the compensation benefits package for 2022.

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

Mr. Castleman – Moved.
 Ms. Moss – Aye.
 Ms. Shamanoff – Second.
 Mr. Seifert – Aye.
 Ms. Tucker – Aye.
 Mr. Eisbart – Aye.

APPROVAL OF CLAIMS

Mr. Sedestrom stated that there is a large claim for the OCLC in the amount of \$200,000 for the annual payment, and the materials/utility payments.

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

Mr. Castleman – Aye.
 Ms. Tucker – Aye.
 Ms. Shamanoff – Second.
 Mr. Moss – Aye.
 Mr. Seifert – Moved
 Mr. Eisbart – Aye.

Wires

			\$ <u> </u> -
		Wires Subtotal:	\$
EFT			\$
	10/01/21	PERF Contributions PR #20	\$ 56,431.31
	09/27/21	Medical claims from PHP TPA Services for 09/29/2021	\$ <u>142,406.15</u>
		EFT Subtotal:	\$ 198,837.46

Payroll

	10/01/21	gross \$461,629.93	net \$ 327,524.36
		Payroll Taxes	<u>\$ 119,145.69</u>
		Payroll Subtotal:	\$ 446,670.05

Accounts Payable Check Batches:

(See "Check Register" for detail of total)

Star Bank general	09/30/21	#237849 - #237859	\$ 68,837.26
operating accounts	10/08/21	#237860 - #237977	\$ 715,134.30
	10/08/21	AP EFT #10082021-001 - #10082021-003	\$ 172.32
Less VOIDS:		#237628, 236197, 236822, 237623, & 237838	\$ (5,649.07)

Star Bank Subtotal: \$ 778,494.81**Accounts Payable Check Batches Subtotal: \$ 778,494.81****Grand Total: \$ 1,424,002.32****STAFF DAY LIVE 2021 REORT – James Ouellette, Training Specialist**

Ms. Baier spoke prior to the presentation about the Staff Training Day which took place on 10/04/2021. She indicated that two months prior to the event taking place, the majority of staff let them know that they would not feel comfortable with an in person setting due to Covid. The event was quickly transitioned into a virtual/hybrid event due to the excellent leadership of Mr. Ouellette, and tremendous support from the events team, IT team, and Access FW teams. The feedback was incredible. Mr. Ouellette spoke about how he wanted to make sure that the event was engaging and that there were opportunities to grow and learn.

COMMITTEE REPORTS**a. Capital Projects:**

Mr. Seifert stated that the Capital Projects Committee is moving forward with a lot of work, and the last meeting took place on 10/20/2021. The next meeting to discuss Capital Projects is 11/11/21 and all trustees are encouraged to attend. Our consultants are preparing a Public Comment Draft Facilities Master Plan, which will include a presentation and summary report. This report will summarize the condition, opportunities, options, and cost implications to renovate, reconfigure, and/or build new facilities across ACPL's system. The Public Comment Draft is tentatively scheduled for presentation in mid-December 2021 or early January 2022. Upon release of the Public Comment Draft, ACPL will undertake an additional public feedback process. To allow appropriate time for the community to inform the plan, the final Facility Master Plan is now currently scheduled to be presented in March 2022. The Board is committed to an open process to get community and staff feedback.

b. Finance and Personnel Committee Report

Mr. Sedestrom said no report this month. They are scheduled to meet 11/11/2021 and the focus will be on the compensation and benefit package.

Ordinance for Appropriations and Tax Rates – Approval of Budget

Mr. Sedestrom stated that the 2022 budget is set for a 4.3 % growth, that is the growth quotient dictated by the state. The official budget will be \$35, 288,313.00. That's a 4.28% increase. Compensation and benefits account for about 61% of that budget, and the capital budget is going up. Balancing that with the FMP. The library materials are going up (13.7%), \$266,000.00 significantly more in the electronic, but also in the print material area. Indiana standard is 8%, and the national average is 11%. We're above the average as far as materials. The internal budget is the balanced budget that takes into account tax cap losses, so that will be about \$2.2 million dollars less. Will be filed with Gateway and the final tax rates will be set by DGLF the end of December 2021.

On motion of Mr. Eisbart, the Approval of the budget is accepted.

Mr. Castleman – Aye.

Ms. Tucker– Moved.

Ms. Shamanoff – Aye.

Mr. Moss – Second.

Mr. Seifert – Aye.

Mr. Eisbart – Aye.

Approval of Holiday and Closures 2022

Ms. Bane spoke regarding the addition of the new federal holiday (Juneteenth), and requested Juneteenth as a floating holiday. Staff could take that day or use it between 06/20/2022 – 10/31/2022. She may have to come back in a few months to revise the closure schedule to include Staff Development Day 2022. The date has not been selected yet.

On motion of Mr. Eisbart, the approval of the holiday schedule is accepted.

Mr. Castleman – Second.

Ms. Tucker– Aye.

Ms. Shamanoff – Aye.

Mr. Moss – Aye.

Mr. Seifert – Moved.

Mr. Eisbart – Aye.

Approval of Board Meeting Calendar 2022

Ms. Baier spoke regarding the 2022 Board meeting calendar. The dates presented were the 4th Thursday of every month with the exception of November and December due to the holidays. Branch visits will be plugged in later after consulting with the various branch managers and their schedules.

On motion of Mr. Eisbart, the approval of the board meeting schedule is accepted.

Mr. Castleman – Second.

Ms. Tucker– Moved.

Ms. Shamanoff – Aye.

Mr. Moss – Aye.
Mr. Seifert – Aye.
Mr. Eisbart – Aye.

Review and adoption of Policy on Computer Use and Internet Access

Ms. Baier stated that annually the board needs to review the policy due to state library requirements in order to qualify for items such as the Erate. It was last approved in 2020. It was reviewed and no changes are being recommended at this time.

On motion of Mr. Eisbart, the approval of the Policy on Computer Use and Internet Access is accepted.

Mr. Castleman – Aye.
Ms. Tucker– Second.
Ms. Shamanoff – Aye.
Mr. Moss – Aye.
Mr. Seifert – Moved.
Mr. Eisbart – Aye.

Approval of revisions of Circulation Policy and Schedule of Fines and Fees

Ms. Baier spoke regarding the policy, per state requirements the policy needs to be reviewed annually. There was a lot of clean up language to the policy for clarification. Mr. Ashby spoke with regards to loan period to proof of residency. Three months would be the time period for a loan of materials without an ID.

On motion of Mr. Eisbart, the approval of the Policy and Schedule of Fines and Fees is accepted.

Mr. Castleman – Second.
Ms. Tucker– Moved.
Ms. Shamanoff – Aye.
Mr. Moss – Aye.
Mr. Seifert – Moved.
Mr. Eisbart – Aye.

Approval of Recommendations for Printing, Scanning and Payment Services

Tabled

Resolution to Authorize Executive director to Sign Indiana State Library Contract to receive ARPA Grant Funds

Ms. Baier spoke requesting authorization to accept an ARPA pandemic relief grant to help partially fund a second outreach vehicle. The original grant request was for \$61,000.00. The amount of the grant received is \$21,142.50. The remaining purchase cost can be taken from the annual capital budget within the General Fund.

On motion of Mr. Eisbart, the Resolution to Authorize Executive director to Sign Indiana State Library Contract is accepted.

Mr. Castleman – Aye.
Ms. Tucker– Moved.
Ms. Shamanoff – Aye.
Mr. Moss – Aye.
Mr. Seifert – Second.
Mr. Eisbart – Aye.

DIRECTOR REPORT

Ms. Baier reported that October is family history month and Curt Witcher (Dir. Special Collections, Genealogy) and his team have had a very successful month of programming. Within the first two weeks, they presented over ten virtual programs with over 1600 participants. They also hosted one of the first tour bus groups in a while from Michigan. Today is ACPL Staff Halloween Costume Contest. This is one of the many ways that HR under LaRae Bane's leadership is supporting employee engagement. Next month, ACPL staff who are military veterans will be recognized through in-house communications and social media. Ms. Baier also spoke regarding the DEI (Diversity, Equity, and Inclusion) Team. They had their first meeting on 10/27/2021. The members consist of various backgrounds, and from different departments. It is employee driven, and they discuss future initiatives and what types of programs would be beneficial to the staff as well as patrons.

Covid-19 Response Update

Ms. Baier spoke regarding the return of in person/indoor programming starting 11/01/2021. Virtual programs will continue because of popularity which reach across the globe. Outdoor programs continue into October because of the great weather. SuperShots was here in late September 2021 and early October 2021 to do a series of clinics. Eighteen COVID and 120 flu vaccine doses were administered at clinics held at ACPL.

NEW BUSINESS

No new business.

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 3:59 p.m.

Gloria Shamanoff, Secretary