

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

Meeting of October 22, 2020 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, October 22, 2020 at 3:03 p.m. at the Main Library and remotely through Zoom. The meeting recording is available on the library website.

Present: Mr. Castleman, presiding, Mr. Seifert, Ms. Tucker, Mr. Moss, and Mr. Eisbart.  
Absent: Ms. Shamanoff and Mr. Williams.

**ADOPTION OF THE AGENDA**

On motion of Mr. Eisbart, the meeting's agenda was adopted. Roll call vote was recorded:

Mr. Castleman – Aye.  
Mr. Eisbart – Aye.  
Mr. Moss – Aye.  
Mr. Seifert – Aye.  
Ms. Tucker – Aye.

**APPROVAL OF MINUTES**

On motion of Mr. Seifert, the minutes of the following meeting were approved as written:

- a. Minutes of regular session September 24, 2020.
- b. Minutes of approval of claims October 10, 2020.

Roll call vote was recorded:

Mr. Castleman – Aye.  
Mr. Eisbart – Aye.  
Mr. Moss – Aye.  
Mr. Seifert – Aye.  
Ms. Tucker – Aye.

**FINANCIAL REPORT**

On motion of Ms. Tucker, the financial report for September 2020 was approved. A copy of this report is appended to and made a part of these minutes. Roll call vote was recorded:

Mr. Castleman – Aye.  
Mr. Eisbart – Aye.  
Mr. Moss – Aye.  
Mr. Seifert – Aye.  
Ms. Tucker – Aye.

**APPROVAL OF CLAIMS**

Mr. Sedestrom certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Seifert, the claims were approved for payment. Roll call vote was recorded:

- Mr. Castleman – Aye.
- Mr. Eisbart – Aye.
- Mr. Moss – Aye.
- Mr. Seifert – Aye.
- Ms. Tucker – Aye.

**Wires**

**EFT**

10/16/20	PERF Contributions PR #21	\$ 54,152.71
10/15/20	Old National HSA Employer Contribution	\$ 7,916.71
10/19/20	Medical claims from Pro-Claim Plus for 10/22/20	\$ 86,818.40
	<b>EFT Subtotal:</b>	<b><u>\$ 148,887.82</u></b>

**Payroll**

10/16/20	Gross \$ 457,932.15	net \$ 323,423.88
	Payroll Taxes	<u>\$ 120,541.66</u>
	<b>Payroll Subtotal:</b>	<b>\$ 443,965.54</b>

**Accounts Payable Check Batches:**

(See “Check Register” for detail of total)

Star Bank general	10/19/20	#234068-234070	\$ 56,043.00
Operating accounts	10/22/20	#234071-234169	\$ 325,940.74
	10/22/20	AP EFT #10222020-001 - #10222020-003	\$ 469.41
Less VOIDS:			\$ -

**Star Bank Subtotal: \$ 382,453.15**

**Accounts Payable Check Batches Subtotal: \$ 382,453.15**

**Grand Total: \$ 975,306.51**

**RESOLUTION NO. 2020-7, “ORDINANCE FOR APPROPRIATIONS AND TAX RATES”**

Mr. Eisbart moved the adoption of Resolution No. 2020-7, “Ordinance for Appropriations and Tax Rates.” The motion carried and the resolution so adopted is appended to and made a part of these minutes. Roll call vote was recorded:

- Mr. Castleman – Aye.

Mr. Eisbart – Aye.  
Mr. Moss – Aye.  
Mr. Seifert – Aye.  
Ms. Tucker – Aye.

## **POLICY ON COMPUTER USE & INTERNET ACCESS**

The Board reviews the Internet Policy on an annual basis per State Library requirements. The library’s Policy on Computer Resources and Internet Acceptable Use was last approved in December 2019. Most of the changes proposed for 2020 are to make the library compliant with the Children’s Internet Protection Act as defined by the E-rate program (Internet Safety for Minors section). Some operational procedures were removed from the policy and added to our PC Reservation internal operating procedure (Scope section). On motion of Mr. Moss the board approved the revised policy on Computer Resources and Internet Acceptable Use. Roll call vote was recorded:

Mr. Castleman – Aye.  
Mr. Eisbart – Aye.  
Mr. Moss – Aye.  
Mr. Seifert – Aye.  
Ms. Tucker – Aye.

## **MEETING PAUSED**

Due to a computer reboot, the meeting was paused for 5 minutes.

## **BY-LAWS REVIEW**

Mr. Castleman and Ms. Davis explained that a standard from the State Library is that the Board should be reviewing the Board of Trustees Bylaws every three years. The bylaws were last reviewed on December 21, 2017. In 2017, a Bylaws Review Committee was formed to review the bylaws and recommend any changes, that committee consisted of: Mr. Eisbart, Mr. Seifert, and Ms. Shamanoff. A Bylaws review is required before the end of calendar year 2020. Mr. Eisbart and Ms. Shamanoff said they were interested in serving on the Bylaws Review Committee and will be in contact with Ms. Davis to schedule a virtual meeting.

## **SCHEDULE OF HOLIDAYS & CLOSINGS FOR 2021**

On motion of Mr. Eisbart, the board adopted the following schedule of library holidays and closings for the year 2021. Roll call vote was recorded:

Mr. Castleman – Aye.  
Mr. Eisbart – Aye.  
Mr. Moss – Aye.  
Mr. Seifert – Aye.  
Ms. Tucker – Aye.

Library Closing Schedule for 2021

*Board of Library Trustees –October 22, 2020*

New Year’s Day	Friday, January 1, 2021 (Closed, paid holiday)
Martin Luther King, Jr. Day	Monday, January 18, 2021 (Open, paid holiday to be taken between January 18 and October 23, 2021)
President's Day	Monday, February 15, 2021 (Open, paid holiday to be taken between February 15 and October 23, 2021)
Easter	Sunday, April 4, 2021 (Closed, unpaid - Staff scheduled to work this day will work their scheduled hours on a different day.)
Holiday Weekend	Sunday, May 30, 2021 (Closed, unpaid – Staff scheduled to work this day will work their scheduled hours on a different day.)
Memorial Day	Monday, May 31, 2021 (Closed, paid holiday)
Independence Day	Sunday, July 4, 2021 (Closed, paid holiday)
Holiday Weekend	Monday, July 5, 2021 (Closed, unpaid – Staff scheduled to work this day will work their scheduled hours on a different day.)
Staff Development Day	Friday, August 20, 2021 (Closed, paid if attending)
Holiday Weekend	Sunday, September 5, 2021 (Closed, unpaid – Staff scheduled to work this day will work their scheduled hours on a different day.)
Labor Day	Monday, September 6, 2021 (Closed, paid holiday)
Thanksgiving Day	Thursday, November 25, 2021 (Closed, paid holiday)
Holiday Weekend	Thursday, December 23, 2021 (Closed, unpaid)
Christmas Eve	Friday, December 24, 2021 (Closed, paid holiday)
Christmas Day	Saturday, December 25, 2021 (Closed, paid holiday)
Holiday Weekend	Sunday, December 26, 2021 (Closed, unpaid)
New Year’s Eve	Friday, December 31, 2021 (Closed, unpaid)

**SATURDAY CLOSINGS**

Branches (except Aboite, Dupont, Georgetown, and Shawnee) will begin their summer schedule of Saturday closings on Saturday, June 5, 2021, and continue through Saturday, September 4, 2021.

**2021 BOARD MEETING SCHEDULE**

In 2021 the Board will continue to meet on the fourth Thursday of every month. Meetings will be held on the third Thursday of the month due to holidays. The 2021 schedule anticipates hybrid meeting format in order to apply social distancing measures per the COVID pandemic public health emergency. Meetings will be held at Main Library and/or

through Zoom. Branch Managers will be invited to virtually update board members on happenings, activities, and projects at their locations. If conditions improve meetings may be held at ACPL branch locations. Mr. Moss moved to adopt the 2021 Board Meeting Schedule. Roll call vote was recorded:

Mr. Castleman – Aye.  
Mr. Eisbart – Aye.  
Mr. Moss – Aye.  
Mr. Seifert – Aye.  
Ms. Tucker – Aye.

### **PROCEDURE FOR TRUSTEES@ EMAIL**

It was determined at the September 24, 2020 Board of Trustees meeting to direct any email received by the [Trustees@acpl.info](mailto:Trustees@acpl.info) to all Board members. The Library IT department adjusted the email permissions to automatically distribute emails sent to [Trustees@acpl.info](mailto:Trustees@acpl.info) to all members of the Board of Trustees. This became effective October 1, 2020 when board members confirmed receiving the test email. A draft procedure was provided to the Board for discussion and adoption. After a brief review and revision suggestions, Ms. Tucker moved to adopt the amended Procedure for Trustees@ email. Roll call vote was recorded:

Mr. Castleman – Aye.  
Mr. Eisbart – Aye.  
Mr. Moss – Aye.  
Mr. Seifert – Aye.  
Ms. Tucker – Aye.

### **COMMITTEE REPORTS**

#### **Finance & Personnel Committee**

The Finance and Personnel Committee met virtually on Friday, October 9, 2020. Mr. Sedestrom reviewed the draft 2021 budget proposal. The committee provided suggestions on areas of the budget to revise and discussed future financial impacts of the COVID-19 pandemic. Ms. Samulak reviewed the 2021 compensation and benefit proposal. The proposal is to maintain status quo of the medical plan. A discussion was held on ways to save on group health plans and narrow the network options. Ms. Samulak will explore network options with Mr. Johnson and report back to the board at the November meeting. The board was given the preliminary analysis of the salary survey. Board members were in agreement of wanting to do something to thank the library staff for their hard work and commitment during a difficult year. Mr. Eisbart updated the committee on the Director's search process.

#### **Director Search Committee**

Mr. Eisbart gave an update on the Director's Search Committee. The Committee has been working closely with JoBeth Bradbury during the search process. As of this point there are six applicants who have formally applied for the position. A formal application means

submitting a cover letter and resume—and once a candidate does this, Bradbury Miller Associates acknowledges receipt of her/his materials and sends him/her a brief questionnaire asking them to complete the document and return it to Bradbury Miller. There are now 40+ nominees for the position as consultants reach out to other colleagues about the position. Each nominee will be contacted about the position, answer any questions they may have and ultimately determine their interest in being a candidate. The number of nominees on the active prospect list will go up and down over the next few weeks as new prospects are added from direct contacts, some decide to apply, and some opt out. The consultants anticipate 15-20 qualified candidates for the position by the time it closes November 22.

### **Capital Projects Committee**

The Capital Projects Committee met on Monday, October 19, 2020 through Zoom. The Committee discussed the capital projects scope document, proposed Facility Planning & Design Guide, and project timeline. How best to move forward with capital project planning also was discussed. The Facilities Conditions Assessment (FCA) plan focusses on maintaining the status quo of the existing facilities. Senior staff discussed plans to use 2021 as a planning year for more complex capital projects while simultaneously using reserves to complete regular repairs and minor building refreshes. This planning includes engaging professional services (architect, designers) to evaluate needs, and a Request For Proposal (RFP) for architectural services to fully develop and execute the capital project plans. The RFP should include a work item for developing/recommending a long-range building improvement plan, best practice evaluation cycles, interior refresh cycles, etc. Although staff have prepared many important planning resources, it is not a comprehensive facilities master plan. The Facility Plan & Design Guide was sent to the committee prior to the meeting for review. The guidelines are used as a framework to guide architects and designers when working on building projects. Ms. Bolan, Director of Public Services, along with other support staff, created the design guidelines. It was suggested that library Community Engagement staff inform the public about refurbishment activities as well as upcoming building projects. The Committee recommended that staff move forward with executing a RFP for a full Facilities Master Plan. The results of the bids will be vetted by the board. The RFP should be posted for 30 days and proposals would need to be received by December 31, 2020. At the January 28, 2021 Board meeting a consultant would be selected.

### **REPORT OF INTERIM DIRECTOR**

Ms. Davis updated the Board on system-wide activities. There has been discussion among staff regarding some challenges with the public complying with mask wearing requirements approved by the Board for the July library reopening. Senior staff will be discussing this with Managers at their November 3 meeting. Ms. Davis will bring this matter back to the Board for discussion at its November 19 meeting.

The Amnesty Program was successful in waiving fines and/or fees associated with overdue materials for 5,348 borrowers. The program ran from August 19 thru September 30 and here are a few key measures:

- \$53,779.74 total amount waived (includes Replacement fees, processing fees, and overdue fines)
- 19,907 items that had some kind of fee/fine waived

- 1,172 estimated returned items that had been recorded as “lost”

The Library is conducting a community survey to gather input on modified curbside delivery days/hours and how comfortable they were about attending in-person programs. The survey is available on the library website, the library phone app, and through social media. The survey is open through 10/16, and as of 4pm on 10/15 we had received 2,950 responses.

The Library is partnering with the IU School of Social work to survey staff about issues they encounter with the community and areas to support staff, and to inform an internship program with IU for social work students to imbed at Main library in spring 2021. The staff survey will take place in November and the social work interns will be on-site in winter/spring 2021.

The Rolland Center for Lincoln Research planning continues. We are establishing a webpage on the ACPL website and will post a video about the plans, and various updates as the project kicks-off. We expect the webpage to be developed before the end of October and will share more on this as it develops.

Curt Witcher has been invited to fill the vacancy on the Visit Fort Wayne board as a result of Greta Southard’s departure. When the new Director is on-board, they can determine whether to step in to the spot on the VFW board or not.

Appended to the Interim Director’s Report are the Managers monthly report, monthly output statistics, and monthly weeding report.

## **ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 3:58 p.m.

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Sharon Tucker, Secretary