

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

Meeting of December 19, 2024, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, December 19, 2024, at 3:00 p.m. at the Main Library. Present: Mr. Eisbart presiding, Ms. Shamanoff, Mr. Moss, Mr. Pasterick, and Mr. Williams. Mr. Kerley and Mr. Seifert were absent.

ADOPTION OF THE AGENDA

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

Mr. Eisbart – Aye.
Ms. Shamanoff – Aye.
Mr. Moss – Second.
Mr. Pasterick – Aye.
Mr. Williams – Aye.

APPROVAL OF MINUTES

- a. Minutes of regular session November 21, 2024.
- b. Minutes of executive session November 21, 2024.
- c. Minutes of approval of claims December 6, 2024.

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

Mr. Eisbart – Aye.
Ms. Shamanoff – Aye.
Mr. Moss – Aye.
Mr. Pasterick – Second.
Mr. Williams – Aye.

FINANCIAL REPORT

Mr. Sedestrom reported the movement in the lines would be discussed later in the agenda and that the Finance Department was well underway to being ready for fiscal year 2025.

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

- Mr. Eisbart – Aye.
- Ms. Shamanoff – Aye.
- Mr. Moss – Aye.
- Mr. Pasterick – Second.
- Mr. Williams – Aye.

APPROVAL OF CLAIMS

Mr. Sedestrom stated the claims totaled around \$662,000. The highest claim was \$154,000 for the yearly 20% computer hardware refresh.

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

- Mr. Eisbart – Aye.
- Ms. Shamanoff – Aye.
- Mr. Moss – Aye.
- Mr. Pasterick – Aye.
- Mr. Williams – Second.

| Allen County Public Library Board of Library Trustees December 19, 2024 | | | |
|---|-------------------|---|---|
| Wires | | | |
| | | | Wires Subtotal: |
| | | | \$ - |
| EFT | | | |
| | December 12, 2024 | UMB HSA Employer Contribution | \$ 8,639.94 |
| | December 9, 2024 | Medical claims from PHP TPA Services for 12/11/2024 | \$ 39,066.35 |
| | December 19, 2024 | PERF Contributions PR #26 | \$ 79,688.54 |
| | | | EFT Subtotal: |
| | | | \$ 127,384.83 |
| Payroll | | | |
| | December 20, 2024 | Gross \$ 608,270.29 | net \$ 454,933.21 |
| | | Payroll Taxes | \$ 159,625.97 |
| | | | Payroll Subtotal: |
| | | | \$ 614,559.18 |
| Accounts Payable Check Batches | | | |
| (See "Check Register" for detail of total) | | | |
| Star Bank general operating accounts | December 19, 2024 | #249497 - #249599 | \$ 662,061.37 |
| | December 19, 2024 | AP EFT #121924-001 - #121924-013 | \$ 2,129.63 |
| | Less VOIDS: | #249375, 249443 | \$ (41,339.68) |
| | | | Star Bank Subtotal: |
| | | | \$ 622,851.32 |
| | | | Accounts Payable Check Batches Subtotal: |
| | | | \$ 622,851.32 |
| | | | Grand Total: |
| | | | <u>\$ 1,364,795.33</u> |

RESOLUTION TO TRANSFER APPROPRIATIONS WITHIN OPERATING FUNDS

Mr. Sedestrom explained the transfer of appropriations would not result in more money being added to lines but rather to move money from one underutilized line to a line with an overage. Specifically, he indicated that the largest movement of money was resulting from the \$8 million roofing/chiller/solar project being done. Funds are to be moved from the building and structure line to other related lines like heating, air conditioning, and professional services. He also mentioned the more robust expenditures for furniture and equipment were higher than usual this year. He also indicated that in January, the resolution to carry-over 2024 encumbrances to 2025 will be brought to the Board for approval.

On the motion of Mr. Williams, the resolution to transfer appropriations within operating funds was approved.

Mr. Eisbart – Aye.
Ms. Shamanoff – Aye.
Mr. Moss – Second.
Mr. Pasterick – Aye.
Mr. Williams – Aye.

APPROVAL OF TREASURER BOND

Mr. Sedestrom explained Indiana requires this type of bond for all libraries. He explained this year would be different with the additional need of coverage for Ms. Noll taking over for Mr. Sedestrom. He mentioned that once he leaves ACPL the insurance company will rebate part of the expense.

On the motion of Mr. Pasterick, the approval of treasurer's bonds were approved.

Mr. Eisbart – Aye.
Ms. Shamanoff – Aye.
Mr. Moss – Aye.
Mr. Pasterick – Aye.
Mr. Williams – Second.

COMMITTEE REPORTS

Mr. Williams recapped the online meeting and nominated committee chairs. Mr. Eisbart is to remain president, Mr. Moss to remain vice President, and Ms. Shamanoff to remain secretary.

On the motion of Mr. Eisbart, the nominated committee was approved.

REVIEW OF BYLAW AS AMENDED

Ms. Baier reviewed with the Board the proposed amendments to the bylaws. Per state standards, bylaws must be reviewed at least every three years by the Board of Trustees.

On the motion of Mr. Williams, the amended bylaws were approved.

Mr. Eisbart – Aye.

Ms. Shamanoff – Aye.

Mr. Moss – Second.

Mr. Pasterick – Aye.

Mr. Williams – Aye.

REVIEW OF COLLECTION DEVELOPMENT POLICY

Ms. Baier introduced the Special Collections manager, Mr. Etzel, for his presentation of the updated Collection Development policy. Mr. Etzel explained the changes primarily pertained to team roles, management of those teams, language surrounding the process of selecting material, and linking the policy to the mission and strategic plan.

On the motion of Mr. Pasterick, the amended Collections Development policy was approved.

Mr. Eisbart – Aye.

Ms. Shamanoff – Aye.

Mr. Moss – Aye.

Mr. Pasterick – Aye.

Mr. Williams – Second.

APPROVAL OF 2025 AUTHORIZED STAFF TABLE

On the motion of Mr. Williams, the authorized staffing table was approved.

Mr. Eisbart – Aye.

Ms. Shamanoff – Aye.

Mr. Moss – Aye.

Mr. Pasterick – Second.

Mr. Williams – Aye.

STRATEGIC PLAN UPDATE

Ms. Baier updated the Board on the progress made in the first year of the 2024-28 Strategic Plan. She shared with them a pamphlet that highlighted goals met in the focus areas of Celebrating Reading and Learning, Creating a Culture of Belonging, Connecting Community, Designing Functional, Friendly Spaces, and Leading Through Innovation.

EXECUTIVE DIRECTOR'S REPORT

Dolly Parton's Imagination Library has 4,500 children registered. The Library Foundation has raised \$142,000 to fund the program. The Do It Best organization will be donating \$10,000 to the Imagination Library soon.

The AWS Foundation awarded via the Library Foundation a \$60,000 grant to go towards the purchase of a new Library At Home outreach vehicle.

Ms. Baier shared the progress of the roof, chiller, and solar panel construction. A portion of Wayne Street and the Main Library parking garage were closed for several days to accommodate the big construction crane.

Ms. Baier, Mr. Eisbart, and Youth Services Manager Jacki Fulwood gave an ACPL update at the December Fort Wayne Community Schools board meeting.

Ms. Baier updated the board about the newest addition to the website, specifically the branch pages. Previously patrons could view minimal information about the branches. This update shows upcoming programming, recommendations from the branch staff, and land acknowledgments.

The English Bonter Mitchell Foundation awarded the Questa Foundation \$20,000 to support the ACPL Foundation Scholars program.

RECOGNITION OF ACPL EMPLOYEE RETIREMENTS FOR 2024

Ms. Bane presented and congratulated the 2024 retirees.

| <u>Name</u> | <u>Years of Service</u> | <u>Department</u> |
|-----------------------|-------------------------|------------------------|
| Victoria Timinisky | 52 | Genealogy |
| Scott Mertz | 42 | Shawnee Branch |
| Stacey Stamas | 35 | Adult Services |
| Mary Bearman | 32 | Technical Services |
| Sammy Jimenez | 32 | Information Technology |
| Ted Brown | 31 | Environmental Services |
| Tom Manning | 26 | Information Technology |
| John Wagner | 17 | Maintenance |
| Susan Ricker | 13 | Dupont Branch |
| George Johnson-Coffey | 10 | Audio Reading Services |
| Karen Ross | 9 | Dupont Branch |
| James Thomas Jr. | 8 | Pontiac Branch |

NEW BUSINESS

N/A

PUBLIC COMMENT

N/A

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:48 p.m.

Ben Eiskart

~~Gloria Shamánoff, Secretary~~

Ben Eiskart, President