

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

Meeting of December 21, 2023 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, December 21, 2023, at 3:00 p.m. at the Main Library. Present: Mr. Eisbart presiding, Ms. Tucker, Ms. Shamanoff, Mr. Castleman, Mr. Moss, Mr. Seifert, and Mr. Williams.

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 – Aye.
Mr. Moss – Second.
Mr. Seifert – Aye.
Mr. Williams – Aye.

APPROVAL OF MINUTES

- a. Minutes of regular session November 16, 2023.
- b. Minutes of executive session November 16, 2023.
- c. Minutes of approval of claims December 8, 2023.

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

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

FINANCIAL REPORT

Mr. Sedestrom opened with reporting that four budget lines were now spending beyond their benchmarks. He listed the budget lines as computer maintenance, building maintenance, travel, and programs/presenters. These are to be handled by budget transfers to be discussed later in the meeting. Mr. Sedestrom also discussed the Treasurer's Bond of \$100,000 required by the state of Indiana which will be submitted for approval later in the agenda.

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

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

APPROVAL OF CLAIMS

Mr. Sedestrom continued with the highest billings being utilities, material renewals, and purchases.

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

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

Allen County Public Library Board of Library Trustees December 21, 2023			
Wires			
		Wires Subtotal:	\$ -
EFT			
December 15, 2023	UMB HSA Employer Contribution	\$	7,870.85
December 18, 2023	Medical claims from PHP TPA Services for 12/19/2023	\$	145,719.87
December 22, 2023	PERF Contributions PR #26	\$	84,007.88
		EFT Subtotal:	\$ 217,598.60
Payroll			
December 22, 2023	Payroll Taxes	Gross \$ 545,733.12	net \$ 408,815.56
			\$ 141,718.14
		Payroll Subtotal:	\$ 860,331.70
Accounts Payable Check Batches			
(See "Check Register" for detail of total)			
Star Bank general operating accounts	December 14, 2023	#246120 - #246121	\$ 810.00
	December 21, 2023	#246122 - #246219	\$ 785,003.25
	December 14, 2023	AP EFT #122123-001 - #12212-020	\$ 2,350.32
Less VOIDS:			
		Star Bank Subtotal:	\$ 788,163.57
		Accounts Payable Check Batches Subtotal:	\$ 788,163.57
		Grand Total:	\$ 1,356,203.86

RESOLUTION TO TRANSFER APPROPRIATIONS WITHIN OPERATING FUNDS

Mr. Sedestrom continued with the aforementioned resolution, resolution 2023-03. He explained to the board the resolution would move money from other under-budget lines to fulfill the previously mentioned lines that were spending over budget. He highlighted some of the larger transfers, specifically mentioning building maintenance receiving \$750,000 for the Aboite roof repair and the computer maintenance line due to the Polaris ILS conversion. He continued with other lines that were needing funds transferred such as the legal services line (due to work on the Facility Master Plan), the gas, electric, and other utility lines, and the vehicle maintenance line.

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

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

APPROVAL OF TREASURER'S BOND

Mr. Sedestrom continued with his last section about the Treasurer's Bond of \$100,000. This is considered the minimum per the state of Indiana.

On the motion of Ms. Tucker, the Treasurer's Bond was approved.

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

APPROVAL OF 2024 AUTHORIZED STAFFING TABLE

Ms. Bane presented the staffing table, which confirmed the previous meeting's approved table changes. Ms. Bane brought forward the proposed change of job description and title designating the Senior Genealogy Librarians. There is no change in pay grade for this request. Ms. Bane continued with the request to change one of the two part-time Maker Space Guide positions to a full-time position. She also proposed changing the vacancy of the Senior Acquisitions Assistant to the Technical Services Assistant with no pay grade change. Ms. Bane continued with the request to add two full-time Circulation Specialists, one each for the

Waynedale and Grabill branches. She continued with the requested addition of a full-time librarian to the Tecumseh branch to cover for the new dual-manager model and the outreach programming done by the Tecumseh manager. She also requested the title change for the current Program and Partnership Specialist with Youth Focus to just Youth Services Coordinator and no pay grade or duties change. Two more title changes were requested: changing Branch Services Manager to Public Services Manager as the role took on supervisory responsibilities previously held by the Main Manager. The second change will be to the title of Chief of Public Services Operations to Chief Operating Officer.

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

Mr. Eisbart – Aye.

Ms. Tucker – Aye.

Ms. Shamanoff – Aye.

Mr. Castleman – Second.

Mr. Moss – Aye.

Mr. Seifert – Aye.

Mr. Williams – Aye.

POLICY REVIEW AND APPROVAL FOR VACATION LIMITS

Ms. Bane opened with proposed changing the vacation cap for full-time staff members who are in pay grades A1 – P1 as follows:

At the time of hire – 2 weeks

5 years – 3 weeks

10 years – 4 weeks

15 years – 5 weeks

The board suggested an alternative vacation proposal. The board proposed changing the vacation cap for full-time staff members who are in pay grades lower than P2 as follows:

At the time of hire – 3 weeks

3 years – 4 weeks

10 years – 5 weeks (capped)

The board modified the P2 to M4 paygrades to move to the following:

At the time of hire – 4 weeks

10 years – 5 weeks (capped)

On the motion of Ms. Tucker, the vacation limits policy was approved.

Mr. Eisbart – Aye.

Ms. Tucker – Aye.

Ms. Shamanoff – Aye.

Mr. Castleman – Aye.

Mr. Moss – Second.
Mr. Seifert – Aye.
Mr. Williams – Aye.

POLICY REVIEW AND APPROVAL FOR USE OF BEREAVEMENT LEAVE

Ms. Bane continued with the policy change from “Death in the Family” to “Bereavement Leave”. She explained the current model requires the employee use the leave as five consecutive days immediately following the notice. The requested change was to be five days that can be taken any time within 90 days of the death for immediate family. The request also opens the language up to being someone other than a blood relative. This policy will be a guideline and monitored by both managers and HR.

On the motion of Mr. Seifert, the bereavement leave policy was approved.

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

POLICY REVIEW AND APPROVAL FOR PAID PARENTAL LEAVE

Ms. Bane introduced a new policy for paid parental leave. The policy would grant non-birthing parents three weeks of paid leave, which must be taken within the first twelve weeks of the birth or adoption. Birth mothers would receive six weeks of paid leave. If they take an additional six more weeks and are eligible, short term disability would supplement the remainder of their leave. Employees would be eligible for this benefit if they have (1) been employed by ACPL for at least 12 months, (2) worked at least 1250 hours prior to the leave, and (3) are approved for FMLA or medical leave.

On the motion of Mr. Williams, the paid parental leave benefit was approved.

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

EXECUTIVE DIRECTOR’S REPORT

Ms. Baier opened her report by welcoming Jacki Fulwood to the Youth Services Manager position.

She announced that Foellinger Foundation approved a \$1,065,000.00 three-year program grant to the Library Foundation for the continued support of the SPARK summer learning program and team read. She also thanked Ms. Boatright for leading the grant application.

Ms. Bane was selected to be a part of the Greater Fort Wayne Inc. leadership class of 2024.

Teen Librarian Charlotte Hinniger has been named an American Library Association Emerging Leader for 2024. She is one of fifty selected Librarians from the United States and Canada to participate in project planning work groups, networking with peers, and have an opportunity to serve the profession in a leadership capacity in an early stage of her career.

ACPL was selected to participate in the Institute of Museum and Library Services funded program called Nourishing Minds. The Nourishing Minds initiative focuses on developing the capacity of libraries and addressing the Teen Mental Health crisis in the United States. Ms. Hinniger and Aisha Hallman will be leading this effort.

Ms. Baier continued with the announcement of a new archival portal in the online Community Album celebrating the work of United Hispanic Americans Incorporated.

She continued with another digital asset going live on ACPL's website. It is called LOTE (Languages Other than English) for kids. This database holds 3,000 digital picture books in 65 different languages with English translations.

Winter SPARK, the celebration of Science, Play, Arts, Reading, and Knowledge, begins December 26, 2023. The program is available for all ages and includes books and other prizes.

Ms. Baier announced Curt Witcher as a 2024 "I Love My Librarian" honoree. Mr. Witcher is one of ten librarians in the United States to receive this honor out of 1,400 nominees.

RECOGNITION OF ACPL EMPLOYEE RETIREMENTS FOR 2023

1. Sue Pfeiffer – 35 years of the Technical Services Department
2. Kay Spears – 23 years of the Genealogy Department
3. Larry Banks – 20 years of Access Fort Wayne
4. Kathy Burd – 17 years of the Genealogy Department
5. Cynthia Theusch – 15 years of the Genealogy Department
6. Randy Grepke – 15 years of Maintenance

NEW BUSINESS

Mr. Castleman announced the end of his term on the ACPL Library Board of Trustees. The Board and staff thanked him for his many contributions to ACPL.

PUBLIC COMMENT

Dr. Earl Braunlin spoke on the availability of computer classes at ACPL.

ADJOURNMENT

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



Gloria Shamanoff, Secretary

