

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

Meeting of April 28, 2022 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, April 28, 2022 at 3:45 p.m. at the Main Branch Library. Present: Mr. Eisbart presiding, Mr. Seifert, Ms. Shamanoff, Mr. Moss, Mr. Castleman, and Mr. Williams. Ms. Tucker was absent.

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

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

APPROVAL OF MINUTES

- a. Minutes of Capital Projects Committee Executive Session April 5, 2022.**
- b. Minutes of Regular session March 24, 2022**
- c. Minutes of Executive session March 24, 2022**
- d. Minutes of Special Meeting April 7, 2022**
- e. Minutes of approval of claims April 11, 2022**
- f. Minutes of Capital Projects Committee Executive Session April 12, 2022.**

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

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

FINANCIAL REPORT

Mr. Sedestrom reported that one line he wanted to note was that of engineering architectural line is overspending their budget, but not really over. He said that he put it in engineering. It's the Bostwick charges for the Facilities Master Plan. The original budget was in the professional services line, and that the end of the year he'll move money over from that line up to that line. Other lines are within their benchmark except landscaping. It is the highest claim again due to the snow removal for March. The only other item to discuss is the audit. It is taking place at this time by Crowe LLC. They are doing the audit for the SBOA. It is going well, and we're six weeks ahead of schedule from last year. There was a meeting with them 4/27/2022 and they are

entering their last phases of the testing and sampling. No questions or issues. There is a 6/30/2022 submission to GFOA for the annual report award. No problem meeting that deadline

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

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

APPROVAL OF CLAIMS

Mr. Sedestrom said that the highest claim is a \$89,000 for the snow removal for the end of March and it was billed in April. The next one would be for Trane for repairs that are on the Capital side. Also, various books and media for the library collection.

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

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

Wires

			\$ _____
		Wires Subtotal:	\$
EFT	04/01/22	PERF Contributions PR #7	\$ 57,714.02
	03/28/22	Medical claims from Pro-Claims Plus for 03/30/2022	<u>\$ 148,619.05</u>
		EFT Subtotal:	\$ 206,333.07

Payroll

	04/01/22	gross \$481,102.71	net \$ 350,793.26
		Payroll Taxes	<u>\$ 123,909.51</u>
		Payroll Subtotal:	\$ 474,702.77

Accounts Payable Check Batches:

(See "Check Register" for detail of total)

Star Bank general	04/04/22	#240048 - #240056	\$ 46,711.06
operating accounts	04/11/22	#240057 - #240138	\$ 688,091.12
	04/09/22	AP EFT #04112022-001 - #04112022-013	\$ 9,390.91
Less VOIDS:		#239953, #240010, #239927 & 239947	\$ (2,311.466)

Star Bank Subtotal: \$ 741,881.63

Accounts Payable Check Batches Subtotal: \$ 741,881.63

Grand Total: \$ 1,422,917.47

COMMITTEE REPORTS

a. Capital Projects:

Mr. Seifert reported that the two public hearings regarding the facility transformation project were complete. The Board received a copy of the bond resolution to review in advance of the meeting. Pending the Board's approval of the resolution, the Notice of Preliminary Determination will be published May 3, 2022. Mr. Moss said that Mr. Sedestrom deserves significant credit for being a good steward over the finances.

Consideration of Preliminary Determination/Reimbursement Resolution Regarding the 2022 County-Wide Library Facilities Transformation Project

On motion of Mr. Seifert, the Preliminary Determination/Reimbursement Resolution Regarding the 2022 County-Wide Library Facilities Transformation Project was passed.

Mr. Castleman – Aye.

Mr. Seifert – Aye.

Mr. Eisbart – Aye.

Mr. Williams – Aye.

Mr. Moss – Aye.

Ms. Shamanoff – Aye.

Proposal to Rename Silent Reading room at Main Library to Alan McMahan Meeting Room

Ms. Baier said that she needed to give credit to Stephanny Smith for this idea. In Reader Services in the Main Library, there is a space currently known as the Silent Reading Room. For months, Ms. Bolan worked with Events to make some upgrades to the room. Ms. Smith proposed that the name of the space be changed to the Alan McMahan Reading Room. The name change would reflect our appreciation to Alan McMahan for the decades of service to the library and the community. Mr. McMahan passed away January 2022. He served as an ACPL trustee for 32 years, and he also served on the ACPL Foundation Board. Mr. Eisbart recently spoke with Mrs. McMahan, and she was very pleased and thankful.

On motion of Mr. Moss, the proposal to Rename Silent Reading room at Main Library to Alan McMahan Meeting Room was approved.

Mr. Castleman – Aye.

Ms. Shamanoff – Aye.

Mr. Seifert – Aye.

Mr. Eisbart – Aye.

Mr. Williams – Second.

Mr. Moss – Aye.

Appointment to ACPL Foundation Board

Ms. Baier said that in the board packet, there is a recommendation letter from Chairman Beck for two names for consideration to be appointed to the Board of Trustees of the ACPL Foundation Board. The two names are Kathryn Roudebush and Lisa Worrell. Ms. Roudebush served on the board previously, and Ms. Worrell is a former ACPL employee.

On motion of Mr. Seifert, the nomination was approved.

Mr. Castleman – Aye.

Mr. Seifert – Aye.

Mr. Eisbart – Aye.

Mr. Williams – Aye.

Mr. Moss – Second.

Ms. Shamanoff – Aye.

Request to Close All ACPL Facilities on Monday, September 19, 2022 for Staff Training Day

Ms. Baier this has been approved by the board annually. Once a year all ACPL locations are closed so that that all staff can be available for staff training. Last year the training was virtually. Trustees and foundation board members are invited to attend. The Mirro Center has been tentatively reserved for 09/19/2022 pending board approval.

Mr. Castleman noted that the funding for Staff Training Day is provided by the ACPL Friends and Foundation organizations.

On motion of Mr. Castleman, the Request to Close All ACPL Facilities on Monday, September 19, 2022 for Staff Training Day was approved.

Mr. Castleman – Aye.

Ms. Shamanoff – Aye.

Mr. Seifert – Second.

Mr. Eisbart – Aye.

Mr. Williams – Aye.

Mr. Moss – Aye.

Executive Director's Report

Ms. Baier said that Tuesday, May 3, 2022 is election day and four locations, Georgetown, Monroeville, Dupont, and Hessen Cassel branches will serve as polling places. The Cherry Blossom Festival returns to the library after a two year hiatus on Sunday, May 15, 2022. She also said that later this evening she is a speaker at the Allen County Neighborhood Association Quarterly meeting at Citizens Square regarding the FMP. Lastly, she wanted to give a thank you and much appreciation to Director of Communications Stephanny Smith. This will be her last

board meeting. As of May 6, 2022, she will be leaving for another position. We are grateful for her service, time and talent. She will be greatly missed.

New Business

N/A

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 4:08 p.m.

Gloria Shamanoff, Secretary