

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

Meeting of September 28, 2023 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, September 28, 2023, at 3:00 p.m. at the Main Library. Present: Mr. Eisbart presiding, Ms. Shamanoff, Ms. Tucker, Mr. Castleman, Mr. Seifert, and Mr. Williams. Mr. Moss was not present.

PUBLIC HEARING ON 2024 LIBRARY OPERATING BUDGET

Indiana has limited the levy and budget growth to 4% for the 2024 fiscal year making the ACPL General Fund official budget \$38,502,459. The budget will have to accommodate the estimated \$1.8 million tax caps reduction. October will be the meeting for the final passage of the 2024 budget.

The public hearing had no comments from the trustees or the public. The hearing was closed at 3:15 PM.

ADOPTION OF THE AGENDA

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

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

APPROVAL OF MINUTES

- a. Minutes of regular session August 24, 2023.
- b. Minutes of executive session August 24, 2023.
- c. Minutes of approval of claims September 11, 2023.
- d. Minutes of Capital Projects Executive Sessions September 11 and September 12, 2023.

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

Mr. Eisbart – Aye.
Ms. Shamanoff – Aye.
Ms. Tucker – Second.
Mr. Castleman – Aye.

Mr. Seifert – Aye.
Mr. Williams – Aye.

FINANCIAL REPORT

Mr. Sedestrom said that no new account lines were spending outside of their benchmark limits. Mr. Sedestrom also reminded the board of the upcoming Finance and Personnel committee meeting on October 12 at 3:00 PM to discuss compensation and benefit packages for 2024. Our consultants from Gibson will be joining the meeting and providing the presentation on the benefit proposals. The compensation and benefits information approved in the November meeting will then be used for the corresponding staffing table resolutions voted on at the December board meeting.

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

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

APPROVAL OF CLAIMS

Mr. Sedestrom stated the total of the claims was approximately \$548,000. The highest claim is for electrical services at \$81,000, with the next being insurance premiums at \$73,000.

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

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

Allen County Public Library
Board of Library Trustees
September 28, 2023

Wires				
			Wires Subtotal:	\$ -
EFT				
September 14, 2023	UMS HSA Employer Contribution			\$ 8,091.86
September 14, 2023	Medical claims from PHP TPA Services for 08/14/23			\$ 363,126.40
September 16, 2023	PERF Contributions PR #19			\$ 63,963.82
September 27, 2023	Medical claims from PHP TPA Services for 09/27/23			\$ 58,985.24
September 29, 2023	PERF Contributions PR #20			\$ 63,619.12
			EFT Subtotal:	\$ 623,809.32
Payroll				
September 15, 2023	Gross \$ 542,732.66		net \$	399,664.06
	Payroll Taxes			\$ 141,548.61
			Payroll Subtotal:	\$ 541,212.66
Payroll				
September 30, 2023	Gross \$ 544,823.08		net \$	401,617.26
	Payroll Taxes			\$ 141,767.80
			Payroll Subtotal:	\$ 543,286.06
Accounts Payable Check Batches				
	(See "Check Register" for detail of total)			
Star Bank general operating accounts	September 21, 2023 #245133			\$ 2,000.00
	September 28, 2023 #245134 - #245334			\$ 545,069.78
	September 28, 2023 AP EFT #082823-001 - #082823-010			\$ 1,852.61
	Less VOIDs			\$ -
			Star Bank Subtotal:	\$ 548,922.39
			Accounts Payable Check Batches Subtotal	\$ 548,922.39
			Grand Total:	\$ 2,157,318.43

STRATEGIC PLAN UPDATE

Ms. Baier shared with the Board potential goals and action items for the five proposed strategic plan focus areas. The five proposed focus areas are (1) celebrating reading and learning, (2) creating a culture of belonging, (3) connecting community, (4) leading through innovation, and (5) designing functional, friendly spaces.

Ms. Baier spoke of potential goals that would support the proposed plan focus areas. Those goals included the following:

- An increased emphasis on early literacy
- Increasing programs and services that celebrate diversity
- Continue to strengthen ACPL's partnerships and collaboration with Friends of ACPL, Friends of the Lincoln Collection, and the ACPL Foundation
- Genealogy expansion through ACPL and the community
- Provide welcoming entrances and responsive service points

The Board offered feedback on the proposed goals. Ms. Baier said she would bring a final draft of the strategic plan for approval to the October board meeting.

EXECUTIVE DIRECTOR'S REPORT

The Aboite branch roof repairs are moving ahead of schedule, and staff and the public may be able to return to the branch as early as next week.

Ms. Baier continued with news of the AWS Foundation grant of \$100,000 being awarded to the Audio Reading Service department to update to digital equipment.

Ms. Baier announced the new Youth Services Manager, Jacki Fulwood, will start in early November. She is coming to ACPL from the Dayton Metro Library.

Ms. Baier continued with news of Super Shots returning in October to offer free flu shots for the public at several branches including Main.

Ms. Baier announced the City of Fort Wayne approved an amendment of the municipal code for funding of cable access originator grants. This will result in originators such as Access Fort Wayne receiving an increased percentage of the cable franchising fees, stair stepping up to 100% by 2030.

Ms. Baier introduced Director of Communications Ms. Michael-Keller to discuss the patron communication plan for the upcoming ILS migration. Ms. Michael-Keller said communication will begin October 1 and will involve email blasts, social media postings, app notifications, signage in libraries, a FAQ posted on the ACPL website, and press releases to local media.

NEW BUSINESS

N/A

PUBLIC COMMENT

N/A

Adjournment

There being no further business to come before the board, the meeting adjourned at 3:54 p.m.


 **Gloria Shamanoff, Secretary**

**OFFICIAL RECORDS OF
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BOARD OF LIBRARY TRUSTEES**

Meeting of September 28, 2023

The Board of Library Trustees of the Allen County Public Library met in executive session on Thursday, September 28, 2023 beginning at 4:01 pm. The meeting was held at the Main Library following the close of the regular session. Present: Mr. Eisbart, presiding, Mr. Williams, Mr. Seifert, Ms. Shamanoff, Mr. Castleman, and Ms. Tucker.

The board discussed matters as announced in the public notice of the meeting. No subject matter was discussed in the executive session other than the subject matter specified in the public notice for the meeting. The meeting adjourned at 5:00 pm.


Gloria Shamanoff, Secretary

**Allen County Public Library
Board of Library Trustees
Finance and Personnel Committee
Minutes of 10/13/23 meeting**

Members Present: Ben Eisbart, Gloria Shamanoff, Jim Williams, Sharon Tucker, Marty Seifert, Paul Moss

ACPL Staff Present: Susan Baier, David Sedestrom, Kim Bolan, LaRae Bane, Curt Witcher, Beth Boatright, Aja Michael-Keller

Mr. Eisbart called the meeting to order at 3 pm.

Allen Howard and Erin Shaw from Gibson spoke about options for the 2024 employee benefit plan. They recommended to keep the plan designs, deductibles, and networks unchanged. They also recommended transitioning to True Rx as the pharmacy benefits manager, and to implement the SHARx high-cost prescription drug advocacy program. Their initial data suggests this change could achieve potential annual savings of \$350,000.

Other options discussed including implementing an employee clinic through Parkview and changing dental and vision providers.

Ms. Bane presented a salary proposal containing a 4 percent COLA for all full-time staff making more than \$52,000 annually, and a \$1/hour increase for all other staff. Per the pay structure policy approved by the Board in 2022, pay grades would be increased by 4 percent in 2024.

Ms. Bane also shared a list of suggested new positions, title changes, and job reclassifications ACPL management is suggesting for 2024. She also proposed the addition of paid parental leave, changing the vacation accrual cap for full time staff members in administrative and P1 pay grades, and amending the bereavement leave policy to remove the requirement that days be taken consecutively and to allow for staff to take leave for non-family members.

The Committee asked that Ms. Bane do additional research on options for paid parental leave. Mr. Eisbart also suggested that ACPL consider increasing its life insurance benefits for staff.

The Committee reviewed the proposed holiday closure schedule for 2024 and offered their feedback and suggested changes. Susan Baier shared with the Committee the 2023 holiday closure schedules for the City of Fort Wayne and Allen County as a comparison. The Board will vote on the 2024 holiday closure schedule at the October 26, 2023 regular meeting.

The meeting was adjourned at 5:25 p.m.


Gloria Shamanoff, Secretary

