

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

Meeting of January 25, 2024 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, January 25, 2024, at 3:08 p.m. at the Main Library. Present: Ms. Shamanoff presiding, Ms. Tucker, Mr. Moss, Mr. Pasterick, and Mr. Williams. Mr. Eisbart and Mr. Seifert were absent.

**ADOPTION OF THE AGENDA**

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

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

**APPROVAL OF MINUTES**

- a. Minutes of regular session December 21, 2023.
- b. Minutes of executive session December 21, 2023.
- c. Minutes of capital projects executive session January 10, 2024.

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

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

**FINANCIAL REPORT**

Mr. Sedestrom opened by reporting the fund balance in the General Fund grew by almost 6.6 million. This is a result of an interest earnings increasing by over \$1.6 million and the supplemental income tax distribution of over \$1.5 million. He continued reporting that an additional request for a budget transfer in the 2023 budget would be brought forth in the New Business section of the meeting. Mr. Sedestrom mentioned the carry-over encumbrances resolution that would be discussed later as well. He also announced the 31<sup>st</sup> year of winning the Certificate of Excellence for the Annual Financial Report. Mr. Sedestrom also confirmed the need for the Dupont branch to have a roof replacement. He estimates the cost of restoration will be close to \$500,000.

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

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

**APPROVAL OF CLAIMS**

Mr. Sedestrom stated the claim were larger than normal due to the early monthly claims being combined into one register with the claims for today’s meeting. The total claims come to about \$3.6 million. He explained the typical high billing continued in this set of claims with insurance, snow removal, annual maintenance, and utilities.

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

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

Allen County Public Library Board of Library Trustees January 25, 2024			
<b>Wires</b>			
		Wire Subtotal:	\$ -
<b>EFT</b>			
	December 27, 2023	Medical claims from PHP TPA Services for 12/27/2023	\$ 101,788.84
	January 5, 2024	PERF Contributions PR #01	\$ 47,449.88
	January 8, 2024	Medical claims from PHP TPA Services for 01/08/2024	\$ 1.57
	January 12, 2024	PERF Contributions Wellness Payroll	\$ .38
	January 15, 2024	UMMS HBA Employer Contribution	\$ 1.62
	January 19, 2024	PERF Contributions PR #2	\$ 98,422.27
	January 19, 2024	UMMS HBA Employer Contribution	\$ 210.17
	January 22, 2024	Medical claims from PHP TPA Services for 01/24/2024	\$ 132,183.88
		EFT Subtotal:	\$ 417,043.88
<b>Payroll</b>			
	January 5, 2024	Gross \$ 680,981.16	net \$ 426,002.52
		Payroll Taxes	\$ 150,653.55
		Payroll Subtotal:	\$ 676,656.68
<b>Payroll</b>			
	January 12, 2024	Gross \$ 73,185.96	net \$ 62,841.30
		Wellness Payroll	\$ 17,882.51
		Payroll Subtotal:	\$ 80,723.81
<b>Payroll</b>			
	January 19, 2024	Gross \$ 684,817.62	net \$ 430,113.26
		Payroll Taxes	\$ 151,617.81
		Payroll Subtotal:	\$ 681,731.28
<b>Accounts Payable Check Batches</b> (See "Check Register" for detail of total)			
Star Bank general operating accounts	December 29, 2023	#246220 #246264	\$ 213,908.07
	December 31, 2023	#246265 #246311	\$ 297,188.08
	January 25, 2024	#246312 #246713	\$ 1,534,571.43
			\$ -
			\$ -
	December 29, 2023	AP EFT #122923-001 - #122923-010	\$ 608.81
	December 31, 2023	AP EFT #123123-001 - #123123-017	\$ 908.62
	January 25, 2024	AP EFT #012524-001 - #012524-004	\$ 14,160.18
		Less VORIS	\$ (8,181.20)
		Star Bank Subtotal:	\$ 2,843,165.76
		Accounts Payable Check Batches Subtotal:	\$ 2,843,165.68
		Grand Total:	\$ 3,436,331.44

## **RESOLUTION TO TRANSFER APPROPRIATIONS WITHIN OPERATING FUNDS**

Mr. Sedestrom continued with the resolution 2024-01. The resolution is to carry forward encumbrances from 2023 to 2024. This year's encumbrances total about \$1.4 million to primarily cover the expenses of five different HVAC projects and equipment and the typical library materials purchase commitments open at year-end.

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

Ms. Shamanoff – Aye.

Mr. Moss – Aye.

Ms. Tucker – Second.

Mr. Pasterick – Aye.

Mr. Williams – Aye.

## **APPOINTMENT TO ACPL FOUNDATION BOARD**

ACPL Foundation Board of Directors President Rich Beck submitted a letter of nomination for the appointment of Ms. Jacqueline Caserio to the ACPL Foundation Board.

On the motion of Ms. Tucker, Ms. Caserio was approved to join the ACPL Foundation Board of Directors.

Ms. Shamanoff – Aye.

Mr. Moss – Second.

Ms. Tucker – Aye.

Mr. Pasterick – Aye.

Mr. Williams – Aye.

## **REPORT FROM NOMINATING COMMITTEE**

Ms. Tucker offered the nominated candidate, Mr. Moss, for the ACPL Board of Trustees Vice President.

On the motion of Ms. Tucker, Mr. Moss was approved as the new Vice President of ACPL's Board of Trustees.

Ms. Shamanoff – Aye.

Mr. Moss – Aye.

Ms. Tucker – Aye.

Mr. Pasterick – Aye.

Mr. Williams – Second.

## **CAPITAL PROJECTS COMMITTEE**

On the motion of Ms. Tucker, Mr. Moss was approved as a member of the Capital Projects Committee.

Ms. Shamanoff – Aye.

Mr. Moss – Aye.

Ms. Tucker – Aye.

Mr. Pasterick – Aye.

Mr. Williams – Second.

## **EXECUTIVE DIRECTOR'S REPORT**

Ms. Baier announced the upcoming launch of three limited edition library cards featuring local murals.

Ms. Baier announced that Pat Stelte, the Government Access Coordinator of Access Fort Wayne, was the recipient of the Unsung Hero award from Downtown Fort Wayne.

She continued with information about the management cohort, a leadership training series for new ACPL managers.

Ms. Baier announced the start of ACPL's new podcast Pages & Voices.

The Dupont branch has acquired a new feature, 24/7 holds lockers, which will allow patrons to pick up holds when they are available. The lockers will be available for use in the upcoming weeks.

Kim Bolan and Aja Michael-Keller shared plans for relocating and expanding the Main Library Maker Lab into the space formerly occupied by Dunkin' Donuts.

## **NEW BUSINESS**

Per Indiana State Library requirements, public library bylaws must be reviewed every three years. Ms. Baier, along with Ms. Bolan and Mr. Sedestrom, will review the current ACPL bylaws in partnership with Pete Mallers and bring any suggested revisions to the Board in the coming months.

Mr. Sedestrom presented resolution 2024-02. This resolution will transfer \$150,000 from the capital line to the services line.

On the motion of Mr. Williams, the resolution 2024-02 was approved.

Ms. Shamanoff – Aye.

Mr. Moss – Aye.

Ms. Tucker – Second.

Mr. Pasterick – Aye.

Mr. Williams – Aye.

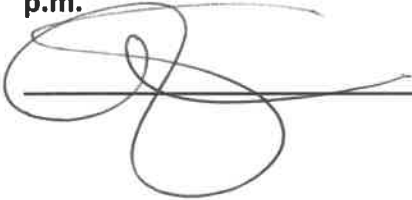
Ms. Baier announced that Curt Witcher was named a “Distinguished Hoosier” by Governor Holcomb. Ms. Baier presented Mr. Witcher with the proclamation.

**PUBLIC COMMENT**

N/A

**ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 3:51 p.m.



~~Gloria Shamanoff, Secretary~~

Ms. Sharon Tucker, Member