

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

Meeting of January 23, 2020 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, January 23, 2020 at 3:04 p.m. at the Main Library. Present: Mr. Castleman, presiding, Mr. Seifert, Ms. Shamanoff, Mr. Williams, Mr. Moss, and Mr. Eisbart. Absent: Ms. Tucker.

ADOPTION OF THE AGENDA

On motion of Mr. Eisbart, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. Seifert, the minutes of the following meetings were approved as written:

- a. Minutes of regular session December 19, 2019.
- b. Minutes of executive session January 14, 2020.

RESOLUTION NO. 2020-1, “RESOLUTION TO CARRY FORWARD CERTAIN ENCUMBRANCES TO 2020.”

Mr. Seifert moved the adoption of Resolution No. 2020-1 “Resolution to Carry Forward Certain Encumbrances to 2020.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

FINANCIAL REPORT

On motion of Mr. Moss, the financial report for December 2019 was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Ms. Southard certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of her knowledge and belief. Then on motion of Mr. Seifert, the claims were approved for payment.

Wires

12/27/2019	Bank of New York Bond Payment	\$ 3,044,000.00
	Wires Subtotal:	\$ 3,044,000.00

EFT	12/27/2019	PERF Contributions PR #26	\$ 54,515.99
	1/02/2020	Medical Claims from Pro-Claim Plus for 1/3/20	\$ 105,235.78
	1/10/2020	PERF Contributions PR #1	\$ 58,128.55
	1/15/2020	Old National – HSA	\$ 8,229.22
	1/15/2020	Medical Claims from Pro-Claim Plus for 1/17/20	\$ 64,350.97

Board of Library Trustees – January 23, 2020

1/17/2020	PERF Contributions PR #2A Wellness Points	\$	12,628.18
1/24/2020	PERF Contributions PR #2	\$	55,799.26
	EFT Subtotal:	\$	<u>358,887.95</u>

Payroll

12/27/2019	Gross \$	460,723.57	net \$	327,198.97
	Payroll Taxes			<u>\$ 120,709.78</u>
	Payroll Subtotal:			\$ 447,908.75
1/10/2020	Gross \$	487,929.71	net \$	345,567.38
	Payroll Taxes			<u>\$ 129,405.33</u>
	Payroll Subtotal:			\$ 474,972.71
1/17/2020	Gross \$	90,496.40	net \$	73,012.85
(Wellness Points)	Payroll Taxes			<u>\$ 23,404.39</u>
	Payroll Subtotal:			\$ 96,417.24
1/24/2020	Gross \$	467,228.10	net \$	330,681.01
	Payroll Taxes			<u>\$ 123,210.17</u>
	Payroll Subtotal:			\$ 453,891.18

Accounts Payable Check Batches:

(See "Check Register" for detail of total)

Star Bank general	12/20/2019	#231107	\$	24,767.49
Operating accounts	12/27/2019	#231108 - #231110	\$	8,828.69
	12/30/2019	#231111	\$	38,728.02
	12/30/2019	#231112 - #231177	\$	130,645.93
	12/31/2019	#231178 - #231295	\$	403,760.24
	1/23/2020	#231296 - #231314	\$	48,646.92
	1/23/2020	#231315 - #231513	\$	867,352.45
Less VOIDS:	Stale Dated Checks from 2017		\$	(1,686.69)
	#230618, #230965, #230093, #231137, #231004, #231185 & #231247		\$	<u>(25,125.44)</u>
	Star Bank Subtotal:		\$	<u>1,495,917.61</u>

Accounts Payable Check Batches Subtotal: \$ 1,495,917.61

Grand Total: \$ 6,371,995.44

RESOLUTION NO. 2020-2, "RESOLUTION TO APPROVE A NEW PAY STRUCTURE FOR 2020, TO BECOME EFFECTIVE FEBRUARY 2, 2020."

Mr. Eisbart moved the adoption of Resolution No. 2020-2, "Resolution to Approve a new Pay Structure for 2020, to become effective February 2, 2020." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

AUTHORIZED STAFFING TABLE FOR FEBRUARY 2020

Mrs. Samulak referred the board to the revised Authorized Staffing Table for February 2020, setting forth pay rates for the library staff established within the framework of the pay

structure and guidelines previously adopted by the board. Mr. Eisbart motioned to approve the revised Authorized Staffing Table for February 2020, the motion carried.

APPROVAL OF VACATION AND PAY ADMINISTRATION POLICIES

Mrs. Samulak and Ms. Southard presented the policies to the board. With the planned implementation of the classification and compensation study results, a review of the Employee Handbook was undertaken to insure policy alignment. Two policies were identified that would need revising as a result of changing the pay grades and structure, Vacation and Salary and Wage Administration. Staff is proposing renaming the Wage Administration Policy to: Pay Administration.

Mr. Eisbart motioned to approve the Vacation and Pay Administration Policies, the motion carried.

REPORT OF DIRECTOR

Greta invited Nate Burnard, Main Library Manager, to present the topic of the board primer, a presentation on the Federal Depository Library Program. The mission of the Federal Depository Library Program (FDLP) is to provide free, ready, and permanent public access to Federal Government information, now and for future generations. The FDLP program is administered at the federal government level by the Government Publications Office (GPO), and served by regional and selective libraries throughout the United States and dependent territories. The Allen County Public Library is a participant in this program, serving as a Selective Depository. Allen County has served as a depository library since 1896. The FDLP collection is the property of the United States government, the ACPL hosts the collection and maintains it according to FDLP protocols under the guidance of the Regional Depository and GPO. ACPL FDLP collection is currently housed in Lower Level 2, and can be requested by the public in the Business, Science, and Technology department, where some additional FDLP materials are also held. The ACPL historical FDLP collection (pre 1976) is substantial and in excellent physical condition, making it a prime collection to digitize for the federal government. Nearly the entire ACPL FDLP collection is uncatalogued, which is common for FDLP collections across the United States. Beginning late 2019, ACPL began a 2-5 year project to shelf read, shift, inventory, and catalog the entire FDLP collection, and make it more visible and accessible to the public.

Branch managers have been formatting their monthly reports to align with the strategic plan pillars: Culture of Collaboration, Leadership, Learning; Community Awareness and Engagement; Library as Place; and Innovative and Adaptable Content and Services. This has provided the opportunity for staff to create and establish an array of goals and branch improvements from shelving changes to implementing new programs.

Cheryl Taylor, President of the Foellinger Foundation, has requested the library to apply earlier in spring for the Summer Learning Program grant, so their board has adequate time to make decisions on awarding grants prior to Ms. Taylor's retirement. The current Foellinger grant does not expire until December 2020 and we anticipate another three-year grant cycle.

Multiple architecture firms submitted proposals for the Rolland Center for Lincoln Research project. Interviews were conducted and Design Collaborative was selected for the project. Legal counsel will review the contract. Planning meetings will begin taking place soon. The Rolland Center will be designed to showcase the Lincoln collection and make it more publically accessible/inclusive with the overall goal of continued community engagement with the collection.

The Indiana Library Federation has been working with legislators on bill SB410. Greta will provide updates throughout the short session. From the bill digest: “Makes changes to statutes applicable to the review of budgets of certain public libraries. Establishes a procedure for public libraries to identify the applicable city, town, or county fiscal body to receive a public library's proposed budget. Includes public libraries in the definition of "qualified entities" for purposes of criminal background checks. Requires, before December 31, 2020, public libraries to conduct criminal background checks for individuals who are more than 18 years of age and who: (1) apply to the public library for employment or volunteer work; or (2) are currently employed by or perform volunteer work for the public library. Provides that a library board may issue a local library card without charge or for a reduced fee to an individual who is not a resident of the library district and who is a child receiving foster care services.”

OTHER BUSINESS

Mr. Castleman asked about the process of setting the monthly board agenda. A brief discussion was held explaining governmental procedures the library must abide by when conducting board business.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:16 p.m.

Sharon Tucker, Secretary