

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

Meeting of March 24, 2022 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, March 24, 2022 at 3:00 p.m. at the Main Branch Library. Present: Mr. Eisbart presiding, Mr. Seifert, Mr. Moss, Ms. Tucker, Mr. Castleman, and Mr. Williams. Ms. Shamanoff was absent.

Prior to the start of the meeting there was a moment of silence for the people of Ukraine.

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

Mr. Castleman – Aye.  
Mr. Eisbart – Aye.  
Mr. Seifert – Aye.  
Mr. Williams – Second.

**APPROVAL OF MINUTES**

- a. Minutes of Capital Projects Committee Executive Session February 18, 2022.**
- b. Minutes of Regular session February 24, 2022**
- c. Minutes of Executive session February 24, 2022**
- d. Minutes of Special Meeting March 9, 2022**
- e. Minutes of approval of claims March 10, 2022**
- f. Minutes of Capital Projects Committee Executive Session March 14, 2022.**

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

Mr. Castleman – Second.  
Mr. Seifert – Aye.  
Mr. Eisbart – Aye.  
Mr. Williams – Aye.

**FINANCIAL REPORT**

Ms. Noll (Financial Services Manager) sat in for Mr. Sedestrom (in his absence) and she stated that spending is a little high due to snow removal in February. Going to keep an eye on that. Some adjustments may be needed at the end of the year. All other lines are okay. Crowe, LLC will be performing the audit again this year. They are looking at the weeks 4/8/2022 – 05/09/2022 for the field work and testing. This will be a remote audit just like last year. She said that they are pretty confident that they will have every thing ready to be submitted to GFOA by 06/30/2022 deadline.

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

Mr. Castleman – Aye.

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

**APPROVAL OF CLAIMS**

Ms. Noll said that there are claims a little over \$721,000.00. The big-ticket items on that list are CMM corporation (\$119,000.00), the bulk of that is the Rolland Center, and the Great Hall lighting. Also \$100,000.00 of that is for Overdrive for eBooks and Audiobooks.

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

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

**Wires**

			\$ _____
		<b>Wires Subtotal:</b>	<b>\$ _____</b>
<b>EFT</b>	03/04/22	PERF Contributions PR #5	\$ 58,603.56
	02/28/22	Medical claims from Pro-Claims Plus for 03/02/2022	<u>\$ 81,580.58</u>
		<b>EFT Subtotal:</b>	<b>\$ 140,184.14</b>

**Payroll**

	03/04/22	gross \$497,767.23	net \$ 355,286.23
		Payroll Taxes	<u>\$ 130,459.43</u>
		<b>Payroll Subtotal:</b>	<b>\$ 485,745.66</b>

**Accounts Payable Check Batches:**

(See “Check Register” for detail of total)

Star Bank general	03/04/22	#239780 - #239788	\$ 49,779.79
operating accounts	03/10/22	#239789 - #239944	\$ 733,603.26
	03/10/22	AP EFT #03102022-001 - #03102022-007	\$ 348.99
Less VOIDS:		#239464	\$ (12.00)

**Star Bank Subtotal:** \$ 783,720.04

**Accounts Payable Check Batches Subtotal:** \$ 783,720.04

**Grand Total:** \$ 1,409,649.84

## COMMITTEE REPORTS

### a. Capital Projects:

Mr. Seifert reported that there was a special meeting on March 9, 2022 which was a review public feedback concerning the FMP. The consultants will present their final report at a special board meeting on April 7, 2022. Public comments about the plan can still be submitted.

### **Staff Presentation – Rebecca Wolfe, Dupont Branch Manager “Outreach to Adults with Disabilities”**

Ms. Wolfe gave a presentation on her outreach services targeted toward adults with IDD (Intellectual Developmental Disabilities) and the programs offered through ACPL. Allen County is home for nearly 14,000 people with intellectual disabilities. ACPL has partnerships with LIFE Adult Day Academy (LADA), Benchmark, Easter Seals Arc, Gigi’s Playhouse, Camp Red Cedar, Maple Seed Farms, and Northrop and South Side High Schools.

### **Recommendation to Enter Contract for Wireless Services**

The IT Department represented by Kevin Wells, Tim Corey, and Tom Manning presented a recommendation to enter into a contract for wireless service with NSI base. They believe that NSI which uses Meraki access points (40% more) would be the best to replace the current wireless system that is 6 years old. It will increase the number of access points to give better coverage in our facilities. This is an eRate eligible project with up to an 85% discount. A letter of intent has been signed contingent on Board approval, eRate approval and a purchase request.

On motion of Ms. Tucker, the recommendation to Enter into a Contract for Wireless Services with NSI base was approved.

Mr. Castleman – Aye.

Ms. Tucker – Aye.

Mr. Seifert – Aye.

Mr. Eisbart – Aye.

Mr. Williams – Aye.

Mr. Moss – Second.

### **Adjustment of Subscription Card Cost (Schedule of Fines and Fees)**

Ms. Baier said that there is a subscription card that is sold to non-residents of Allen County. Per the State Library the cost needs to be raised from \$85.00 to \$87.00 annually due to an increase in our operating expenses per capita. Currently, we have 337 subscription card members.

On motion of Mr. Castleman, the Adjustment of Subscription Card Cost was approved.

Mr. Castleman – Aye.

Ms. Tucker – Second.

Mr. Seifert – Aye.

Mr. Eisbart – Aye.  
Mr. Williams – Aye.  
Mr. Moss – Aye.

### **Proposal to Rename Human Resource Staff Position (Adjustment to Staffing Table)**

Ms. Bane introduced the new Employee Experience Coordinator, Mayra Pressley, and she is very happy to have her on board. Also, Alex McQuade, one of the HR specialists is retiring at the end of the month after 16 years of service. The role consists of a number of generalist duties. With position becoming vacant, this is an opportunity to look at and re-evaluate the position. Ms. Bane would like to adjust the position to a HR Generalist, and change the other position to Senior Lead HR Specialist.

On motion of Mr. Moss, the Proposal to Rename Human Resource Staff Position was approved.

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

### **Executive Director's Report**

Ms. Baier said that some of the ACPL librarians are currently in Portland, OR at the PLA (Public Library Association) Conference. Ms. Baier reported that Kevin Wells has accepted the promotion to IT Manager. Lisa Worrell, the Pontiac Branch Manager, is resigning to spend more time with her family, and Deborah Meserve has been promoted to the position. She comes from the Georgetown branch where she was the Assistant Manager for five years. Mindy Patterson from the Grabill branch has accepted a position as the Director of Kendallville Library. Over 70 applications were received for the Director of Community Partnerships and Programs, and those were narrowed down to three. Those interviews are currently taking place, and we hope to have an update next month. The City of Fort Wayne reached out to us to partner in support of the ERA (Emergency Rental Assistance) Program. City workers have office hours in several branches to assist patrons who were impacted by the pandemic and fell behind on their rent. The Aboite branch was recently closed for a couple of days due to an underground leak. Thanks to Maintenance Manager Jake Ullom and his team for the repair work. Ms. Baier read a statement from a Shawnee branch patron who was very grateful about going fine free for minors.

### **NEW BUSINESS**

No new business.

### **PUBLIC COMMENT**

No public comments to be addressed during the board meeting were received via [trustees@acpl.info](mailto:trustees@acpl.info) or sign in sheet.

### **ADJOURNMENT**

**There being no further business to come before the board, the meeting adjourned at 3:49 p.m.**

\_\_\_\_\_ **Gloria Shamanoff, Secretary**