

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

Meeting of October 24, 2024 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, October 24, 2024, at 3:00 p.m. at the Main Library. Present: Mr. Moss presiding, Ms. Shamanoff, Mr. Pasterick, and Mr. Williams. Mr. Kerley was on Zoom. Mr. Eisbart and Mr. Seifert were absent.

**ADOPTION OF THE AGENDA**

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

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

**APPROVAL OF MINUTES**

- a. Minutes of regular session September 26, 2024.
- b. Minutes of executive session September 26, 2024.
- c. Minutes of approval of claims October 9, 2024.

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

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

**FINANCIAL REPORT**

Dave Sedestrom reported that three lines were pushing the limits of their benchmarks. First is the Telephone Service line due to less E-rate assistance and increased service costs. The professional services line is spending more than normal due to the roof, chiller, and solar project. Lastly, landscape and snow removal due to heavier than usual snow events occurring earlier in the year.

He reminded the board of the finalization of the budget document to be discussed later in the meeting along with the benefits package updates from Human Resources. He also clarified that the presentation for compensation would occur during the November meeting.

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

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

**APPROVAL OF CLAIMS**

Mr. Sedestrom stated the claims totaled around \$1.147 million. System-wide electrical was a leading component at \$53,800. Self-insurance followed at \$37,000. The remainder belongs to material purchases and general operational costs.

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

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

Allen County Public Library Board of Library Trustees October 24, 2024			
<b>Wires</b>			
			<b>Wires Subtotal:</b>
			\$ -
<b>EFT</b>			
	October 14, 2024	Medical claims from PHP TPA Services for 10/16/2024	\$ 74,579.94
	October 15, 2024	UMB HSA Employer Contribution	\$ 8,641.03
		<b>EFT Subtotal:</b>	<b>\$ 83,220.97</b>
<b>Payroll</b>			
	October 25, 2024	Gross \$ 615,661.13	net \$ 453,839.95
		Payroll Taxes	\$ 162,880.30
		<b>Payroll Subtotal:</b>	<b>\$ 616,720.25</b>
<b>Accounts Payable Check Batches</b>			
(See "Check Register" for detail of total)			
Star Bank general operating accounts	October 22, 2024	#249036	\$ 37,744.03
	October 24, 2024	#249037 - #249153	\$ 405,439.88
	October 24, 2024	AP EFT #102424-001 - #102424-014	\$ 4,147.40
	Less VOIDS:	#248959	\$0.00
		<b>Star Bank Subtotal:</b>	<b>\$ 447,331.31</b>
		<b>Accounts Payable Check Batches Subtotal:</b>	<b>\$ 447,331.31</b>
		<b>Grand Total:</b>	<b>\$ 1,147,272.53</b>

## **ORDINANCE FOR APPROPRIATION AND TAX RATES**

Mr. Sedestrom continued with discussing the official operating budget being near \$41 million. The levy will be \$30,829,292. The advertised rate is 13.5 cents but it is anticipated to be lower at 11.76 cents. There has been no filing of comments from the public to require a review.

On the motion of Mr Williams. , the ordinance for appropriation and tax rates were approved.

Mr. Moss – Aye.

Ms. Shamanoff – Aye.

Mr. Kerley – Aye.

Mr. Pasterick – Aye.

Mr. Williams – Second.

## **PRESENTATION OF 2025 EMPLOYEE BENEFITS PACKAGE**

LaRae Bane presented the 2025 employee benefits package. Most of the traditional options remained the same. The high deductible option will increase to stay competitive with market rates by 1%. HR is investigating creating a waiver to remove the \$1 fee for those not interested in Dental and Vision coverage to aid Finance. She also proposed voluntary pet insurance through MetLife, a highly requested item from staff.

Ms. Bane continued with information about testing a voluntary benefit called ICRA or Individual Coverage Health Reimbursement Arrangement for part time staff. ACPL would not be providing part time staff health insurance, but assisting with health care premiums through the marketplace. The amount of reimbursement would be based on age bracketing and hours worked.

A representative from Parkview Health shared information on the proposed Employer Clinics that would be available for covered full time staff and their dependents. The overarching goal is to create long-term cost savings through care for staff before the problem becomes an emergency room or specialist issue.

Ms. Bane informed trustees of the proposed move from our existing EAP provider to Parkview EAP services, which would offer employees 6 sessions and other options like financial counseling.

On the motion of Mr. Williams, the benefits package for 2025 was approved.

Mr. Moss – Aye.

Ms. Shamanoff – Second.

Mr. Kerley – Aye.

Mr. Pasterick – Aye.

Mr. Williams – Aye.

## **APPROVAL OF HOLIDAY AND CLOSURES FOR 2025**

Ms. Bane presented the proposed holiday and closures for 2025. She also mentioned Staff Day had not yet been scheduled and would be brought to the trustees at a later date.

On the motion of Mr. Pasterick, the holiday and closure schedule was approved.

Mr. Moss – Aye.

Ms. Shamanoff – Second.

Mr. Kerley – Aye.

Mr. Pasterick – Aye.

Mr. Williams – Aye.

## **APPROVAL OF BOARD MEETING CALENDAR FOR 2025**

Susan Baier presented the proposed schedule and locations for the 2025 Board of Trustees meetings.

On the motion of Mr. Williams, the board meeting schedule was approved.

Mr. Moss – Aye.

Ms. Shamanoff – Aye.

Mr. Kerley – Aye.

Mr. Pasterick – Second.

Mr. Williams – Aye.

## **REVIEW OF POLICY ON COMPUTER USE AND INTERNET ACCESS**

Ms. Baier explained the policy for Computer Use and Internet Access had not changed.

On the motion of Mr. Pasterick, the Policy on Computer Use and Internet Access was approved.

Mr. Moss – Aye.

Ms. Shamanoff – Aye.

Mr. Kerley – Aye.

Mr. Pasterick – Aye.

Mr. Williams – Second.

## **REVIEW OF NETWORK SECURITY POLICY**

Kevin Wells explained the policy for Network Security and the revisions being made.

On the motion of Mr. Pasterick, the Network Security Policy was approved.

Mr. Moss – Aye.

Ms. Shamanoff – Aye.

Mr. Kerley – Aye.

Mr. Pasterick – Aye.

Mr. Williams – Second.

## **REVIEW OF PLAZA POLICY**

Ms. Baier explained the Plaza policy and the updated language being added.

On the motion of Mr. Williams, the Plaza Policy was approved.

Mr. Moss – Aye.

Ms. Shamanoff – Aye.

Mr. Kerley – Aye.

Mr. Pasterick – Second..

Mr. Williams – Aye

## **EXECUTIVE DIRECTOR'S REPORT**

Ms. Baier congratulated Carol Brown on her appointment as the new Financial Services Manager for ACPL.

She continued with the news of the Tweens HIVE being opened to the public in the Children's department.

Ms. Baier updated the board on the annual United Way and Arts United giving campaign. She expressed her thanks to Craig. Bailey who has been championing the project for the past few years and the generosity of our staff giving to both organizations.

Ms. Baier announced that the Imagination Library had reached and exceeded its needed funding to start the program. She also gave thanks to the Dupont Meijer employees who chose to give \$5,000 to the Imagination Library Fund. ACPL is now working with the Dollywood Foundation to learn the procedures to open this program. The anticipated open enrollment time for families should start in 4-6 weeks, in time to give children a new book in the new year.

She continued with news of the Facilities Master Plan petition having 3400 supporters. Several local organizations including the League of Women Voters, the American Association of University Women of Fort Wayne, and Greater Fort Wayne Inc. Legislative Committee have heard presentations on the plan.

Ms. Baier congratulated Ms. Bane on graduating from GFW Inc.'s Leadership Fort Wayne program.

She praised the ingenuity of ACPL's Maker Lab for coming forward with a cost-effective solution to a broken eagle that tops our flags in the library by 3D printing a new model.

Ms. Baier shared excerpts from the Quarterly Managers Report.

**NEW BUSINESS**

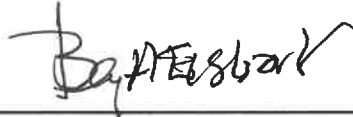
N/A

**PUBLIC COMMENT**

N/A

**ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 3:53 p.m.



~~Gloria Shamanoff, Secretary~~

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Ben Eisbart, President