

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

Meeting of December 17, 2020 in Regular Session

The Board of Library Trustees of the Allen County Public Library met virtually in regular session on Thursday, December 17, 2020 at 3:00 p.m. Present: Mr. Castleman, presiding, Mr. Seifert, Mr. Williams, Mr. Moss, Ms. Shamanoff, Mr. Eisbart. Ms. Tucker was absent at roll call.

ADOPTION OF THE AGENDA

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

Mr. Eisbart – Aye.
Mr. Moss – Aye.
Ms. Shamanoff – Aye.
Mr. Williams – Aye.
Mr. Castleman – Aye.
Mr. Seifert – Aye.

APPROVAL OF MINUTES

On motion of Ms. Shamanoff, the minutes of the following meeting was approved as written:

- a. Minutes of regular session November 19, 2020.

Roll call vote was recorded:

Mr. Eisbart – Aye.
Mr. Moss – Aye.
Ms. Shamanoff – Aye.
Mr. Williams – Aye.
Mr. Castleman – Aye.
Mr. Seifert – Aye.

FINANCIAL REPORT

On motion of Mr. Williams, the financial report for November 2020 was approved. A copy of this report is appended to and made a part of these minutes. Roll call vote was recorded:

Mr. Eisbart – Aye.
Mr. Moss – Aye.
Ms. Shamanoff – Aye.
Mr. Williams – Aye.
Mr. Castleman – Aye.
Mr. Seifert – Aye.

APPROVAL OF CLAIMS

Ms. Davis 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. Moss, the claims were approved for payment. On motion of Mr. Eisbart, the claims were approved for payment. Roll call vote was recorded:

Mr. Eisbart – Aye.
 Mr. Moss – Aye.
 Ms. Shamanoff – Aye.
 Mr. Williams – Aye.
 Mr. Castleman – Aye.
 Mr. Seifert – Aye.

Wires

Wires Subtotal: \$ -
 \$

EFT

| | | |
|----------|---|----------------------|
| 11/27/20 | PERF Contributions PR #24 | \$ 53,635.21 |
| 11/30/20 | Medical claims from Pro-Claim Plus for 12/02/20 | \$ 75,482.04 |
| 12/11/20 | PERF Contributions PR #25 | \$ 53,981.94 |
| 12/14/20 | Medical claims from Pro-Claim Plus for 12/16/20 | \$ 166,783.05 |
| 12/15/20 | Old National HSA Employer Contribution | \$ 8,020.88 |
| 12/17/20 | Old National HSA Employer Contribution | \$ <u>625.02</u> |
| | EFT Subtotal: | \$ 368,528.14 |

Payroll

| | | | |
|----------|--------------------|--------------------------|----------------------|
| 11/27/20 | Gross \$449,076.77 | net | \$ 317,651.54 |
| | Payroll Taxes | | \$ <u>116,839.47</u> |
| | | Payroll Subtotal: | \$ 434,491.01 |

Payroll

| | | | |
|----------|--------------------|--------------------------|----------------------|
| 12/11/20 | Gross \$455,175.70 | net | \$ 322,304.71 |
| | Payroll Taxes | | \$ <u>118,474.07</u> |
| | | Payroll Subtotal: | \$ 440,778.78 |

Accounts Payable Check Batches:

(See "Check Register" for detail of total)

| | | | |
|--------------------|----------|--|---------------|
| Star Bank general | 11/24/20 | #234654 - #234662 | \$ 91,323.63 |
| Operating accounts | 11/25/20 | #234663 | \$ 8,599.16 |
| | 12/03/20 | #234664 - #234673 | \$ 27,614.49 |
| | 12/10/20 | #234674 - #234876 | \$ 835,961.33 |
| | 12/17/20 | #234877 - #235126 | \$ 442,541.88 |
| | 12/03/20 | AP EFT #12032020-001 - #12032020-004 | \$ 191.99 |
| | 12/10/20 | AP EFT #12102020-001 - #12102020-002 | \$ 19.32 |
| | 12/17/20 | AP EFT #12172020-001 - #12172020-003 | \$ 122.85 |
| Less VOIDS: | | #233959, #234592, #234445, #234753 & #234394 | \$ (166.45) |

Star Bank Subtotal: \$ 1,406,207.20

Accounts Payable Check Batches Subtotal: \$ 1,406,207.20

Grand Total: \$ 2,840,006.13

APPROVAL OF TREASURER’S BOND

Mr. Sedestrom summarized the Treasurer’s Bond which is required by state law and is set up for lowest amount \$100,000 which has been completed and filed to be compliant by state law. On motion of Mr. Eisbart, the claims were approved for payment. Roll call vote was recorded:

- Mr. Eisbart – Aye.
- Mr. Moss – Aye.
- Ms. Shamanoff – Aye.
- Mr. Williams – Aye.
- Mr. Castleman – Aye.
- Mr. Seifert – Aye.

RESOLUTION NO. 2020-9, “RESOLUTION TO TRANSFER APPROPRIATIONS WITHIN THE OPERATING FUND.”

Mr. Eisbart moved the adoption of Resolution No. 2020-9, Resolution to Transfer Appropriations within the Operating Fund. The motion carried and the resolution so adopted is appended to and made a part of these minutes. Roll call vote was recorded:

- Mr. Eisbart – Aye.
- Mr. Moss – Aye.
- Ms. Shamanoff – Aye.
- Mr. Williams – Aye.
- Mr. Castleman – Aye.
- Mr. Seifert – Aye.

AUTHORIZE STAFFING TABLE FOR 2021

Ms. Samulak referred the board to the Authorized Staffing Table for 2021, setting forth pay rates for the library staff established within the framework of the pay structure and guidelines previously adopted by the board. Mr. Williams motioned to approve the Authorized Staffing Table for 2021, the motion carried. Roll call vote was recorded:

- Mr. Eisbart – Aye.
- Mr. Moss – Aye.
- Ms. Shamanoff – Aye.
- Mr. Williams – Aye.
- Mr. Castleman – Aye.
- Mr. Seifert – Aye.

APPROVAL OF CONTINUATION OF EMERGENCY FAMILY AND MEDICAL LEAVE AND PAID SICK LEAVE POLICY

Ms. Samulak discussed the previous approval of the Emergency Family and Medical Leave and Paid Sick Leave Policy from May 5, 2020 which is set to expire on December 31, 2020. Aligning with the Department of Health & Human Services, Ms. Samulak requested the board approve an extension of the Emergency Family and Medical Leave and Paid Sick Leave Policy

through to our next board meeting scheduled January 28, 2021 at which time additional action may need to be taken. Mr. Eisbart motioned to approve the Emergency Family and Medical Leave and Paid Sick Leave Policy, the motion carried. Roll call vote was recorded:

- Mr. Eisbart – Aye.
- Mr. Moss – Aye.
- Ms. Shamanoff – Aye.
- Mr. Williams – Aye.
- Mr. Castleman – Aye.
- Mr. Seifert – Aye.

RECOGNITION OF 2020 STAFF RETIREMENTS

Mr. Castleman stated each retirees’ name, years of service, and department and thanked each retiree for their service.

| <u>Name</u> | <u>Years of Service</u> | <u>Department</u> |
|--------------------|-------------------------|--------------------------|
| Devaun Patten | 62 | Technical Services |
| Mary Voors | 40 | Children’s Services |
| Cynthia Williams | 40 | Technical Services |
| Judith Wagner | 37 | Monroeville Branch |
| Tina Zeitl | 31 | Shawnee Branch |
| Beverly Ellerbrock | 29 | Technical Services |
| Linda Alberding | 29 | Technical Services |
| Karen Pressler | 28 | Technical Services |
| Marilyn Smith | 28 | Technical Services |
| David McDonnell | 26 | New Haven Branch |
| Dianna Burt | 25 | Hessen Cassel Branch |
| Judith Burch | 24 | Hessen Cassel Branch |
| Charlotte Vance | 23 | Technical Services |
| Pamela Martin-Diaz | 23 | Shawnee Branch |
| Carol Prosser | 22 | Environmental Services |
| Diane McCue | 22 | Technical Services |
| Evan Davis | 20 | Business, Science & Tech |
| Bambi Keller | 18 | Woodburn Branch |
| Richard Renninger | 17 | Environmental Services |
| Kerry Springer | 14 | New Haven Branch |
| Susan Leonard | 13 | Technical Services |
| Miriam Rose | 12 | Children’s Services |

ROLLAND CENTER FOR LINCOLN RESEARCH UPDATE, INCLUDING RECOMMENDATION OF CONTRACTOR

Mr. Witcher summarized the bid review process. The bid opening for the Rolland Center for Lincoln Research took place on December 4, 2020. Eight contractors bid on the project. The bids were nicely grouped together and within range of figures from Design Collaborative’s estimators.

Our project lead at Design Collaborative, Rachel Vedder, provided the library with a recommendation of the lowest responsible and responsive bidder, which was determined to be CME Corporation.

Staff recommend that CME Corporation be acknowledged by the board of trustees as the lowest responsible and responsive bidder. Further staff recommend taking Alternate 1 to replace the light fixtures in the Great Hall and other main corridors outside the Rolland Center; and not taking Alternates 2 or 3 (a substitution of the Gallery ceiling and eliminating plastic

laminate panels around the Presentation Room, respectively). Mr. Witcher confirmed the timeline for completion is still late Spring 2021. Mr. Eisbart motioned to approve the CME Corporation as primary contractor along with Alternate 1 to replace the light fixtures in the Great Hall and other main corridors outside the Rolland Center, the motion carried. Roll call vote was recorded:

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

APPROVAL OF SIGNING AUTHORITY

Ms. Davis requested the board give her signing authority for the construction contract for the Rolland Center project in order to keep the project moving forward. Mr. Shamanoff motioned to approve contract signing authority to Denise Davis, the motion carried. Roll call vote was recorded:

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

REPORT OF INTERIM DIRECTOR

Ms. Davis reported on recent library happenings.

With reduced services, our libraries are almost entirely curbside service. Curbside transactions went up from last week's total of nearly 4,400 transactions & 16,000 checkouts to this week's total of nearly 4,900 transactions & 17,000 checkouts with the ratio going from 4 items checked out per customer to 5 items per customer this week. Customers are benefiting from the increased hold limit.

Library staff continue to deal with staff shortages due to the pandemic and following Covid protocols. The library is making decisions on service levels on a day by day basis.

At the second Town Hall, engagement of staff was amazing and hearing about Access Fort Wayne, Outreach, and Audio Reading Services was beneficial. The library will try to continue to showcase other library services and departments to help teach and keep staff informed of all services.

The library is very pleased with the generosity from Friends of the Library and Foundation Board of Trustees for next year. Their assistance will go a long way to support our efforts for programming and other library services. Ms. Shamanoff was amazed and gave kudos to their generosity.

A new web page was put up called Staff's Two Top Picks following the interest expressed by the board to share more with the community about what staff are working on. Staff are excited to showcase their efforts.

On mention of the library Foundation, Mr. Eisbart notified the board of his schedule conflict with the Foundation quarterly meetings and asked they appoint someone else as Trustee representative to the Foundation. Mr. Castleman suggested the board present this to the new board president in 2021 and if interested indicate that to the new president.

COMMITTEE REPORTS

Director Search Committee

Mr. Eisbart updated the board on the Director's search. Search committee, Bradbury Miller Associates, has screened resumes, performed zoom interviews and narrowed the group down to four candidates. The search committee is performing reference checks and next week will be meeting with each candidate for 1-hour in-depth interviews to decide who will advance to the final stage. Information has been distributed to The Friends of the Library, Foundation Members and those appointed have informed other entities of the four candidates being considered for the director position. Ms. Samulak reviewed the three staff groupings - Direct Reports (moderated by Kendra), Public Services Managers (moderated by JoBeth), and Department Heads (moderated by Karen) - each conducting conversations with candidates and providing feedback to Bradbury Miller Associates.

Nominating Committee

Ms. Tucker reported that the Nominating Committee met and discussed the 2021 slate of officers. The Nominating Committee recommends the following slate of officers:

- Mr. Eisbart, President
- Ms. Tucker, Vice President
- Ms. Shamanoff, Secretary
- Mr. Sedestrom, Treasurer

On motion of Mr. Moss, the board approved to elect the 2021 slate of officers. The motion carried. Roll call vote was recorded:

Mr. Eisbart – Aye.

Mr. Moss – Aye.

Ms. Shamanoff – Aye.

Mr. Williams – Aye.

Mr. Castleman – Aye.

Mr. Seifert – Aye.

Ms. Tucker – Aye.

OTHER BUSINESS

Ms. Shamanoff along with the rest of the board and senior staff thanked Mr. Castleman for all his time and effort as board president.

PUBLIC COMMENT

No public comments were received via trustees@acpl.info.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:48 p.m.

Sharon Tucker, Secretary