

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

Meeting of June 22, 2023, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, June 22, 2023, at 3:00 p.m. at the Main Library. Present: Mr. Eisbart presiding, Ms. Shamanoff, Ms. Tucker, Mr. Castleman, Mr. Moss, and Mr. Williams. Mr. Seifert was absent.

ADOPTION OF THE AGENDA

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

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

APPROVAL OF MINUTES

- a. Minutes of regular session May 25, 2023.
- b. Minutes of executive session May 25, 2023.
- c. Minutes of approval of claims June 9, 2023.

On the motion of Ms. Tucker, the minutes of the preceding meetings were approved.

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

FINANCIAL REPORT

Mr. Sedestrom opened with a few remarks about some expense lines spending ahead of benchmark. Specifically, the legal services line from work involving the Facility Master by Barnes and Thornburg. Money will be moved during year-end adjustments and will be reimbursed once the bonds are issued. Mr. Sedestrom also touched on vehicle service costs spending faster than normal due to inflation. If these lines continue to spend higher than budgeted, funds will be moved during year-end adjustments.

Mr. Sedestrom moved on to financial news and notes. He stated that the progress with the Indiana SBOA audit was moving along smoothly. The auditors exit conference is to happen the following Tuesday, June 27th. The completed Annual Comprehensive Financial Report document will then be printed and filed with GFOA by June 30th to qualify to be considered for the award of excellence.

Mr. Sedestrom continued by noting budgets are being worked on with State provided figures slated to begin coming out around the end of June. It is planned to bring the budget to the board in October for approval. He also informed the group of a bill that had passed, HB1499, with a growth quotient that will be limited to 4% or 80% of the actual MLGQ for the next two years. This change will adjust ACPL's budget down by about \$248,000. This bill was intended to alleviate some inflation costs for residents.

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

- Mr. Eisbart – Aye.
- Ms. Shamanoff – Aye.
- Ms. Tucker – Aye.
- Mr. Castleman – Aye.
- Mr. Moss – Second.
- Mr. Williams – Aye.

APPROVAL OF CLAIMS

Mr. Sedestrom stated the total of the claims was around \$349,000. The largest line item being the usual system wide electrical billings from Indiana Michigan Power at about \$66,000. The second largest line item was for self-insurance at around \$35,000.

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

- Mr. Eisbart – Aye.
- Ms. Shamanoff – Aye.
- Ms. Tucker – Second.
- Mr. Castleman – Aye.
- Mr. Moss – Aye.
- Mr. Williams – Aye.

Allen County Public Library
Board of Library Trustees
June 22, 2023

Wire					
					\$ -
				Wires Subtotal:	<u>\$ -</u>
EFT					
	June 23, 2023	PERF Contributions PR #13		\$	64,839.31
	June 15, 2023	UMB HSA Employer Contribution		\$	8,421.86
	June 19, 2023	Medical claims from PHP TPA Services for 06/21/2023		\$	43,227.90
				\$	-
				EFT Subtotal:	<u>\$ 116,489.07</u>
Payroll					
	June 23, 2023	Gross \$ 593,060.48		net \$	441,892.30
		Payroll Taxes		\$	153,454.46
				Payroll Subtotal:	<u>\$ 595,346.76</u>
Accounts Payable Check Batches					
		(See "Check Register" for details of total)			
Star Bank general operating accounts	June 22, 2023	#244386 - #244495		\$	345,919.20
	June 22, 2023	AP EFT #06222023-001 - #06222023-015		\$	3,605.56
	Less VOIDs	#243919 & #244288		\$	(440.00)
				Star Bank Subtotal:	<u>\$ 349,084.76</u>
				Accounts Payable Check Batches Subtotal:	<u>\$ 349,084.76</u>
				Grand Total:	<u><u>\$ 1,060,920.59</u></u>

ACPL Social Work Intern Presentation from Conor Ross, Indiana University School of Social Work.

Information Services Manager Traci Ward opened with just some of the items our librarians help patrons with that may not seem like a typical librarian’s job description. She explained that with COVID the demand on this type of assistance surged. She explained that the Parkview Homeless team and IU Social Work intern have had an immeasurable impact for both ACPL’s patrons and staff.

Conor Ross served as a social work intern at the Main Library from January through May 2023. Mr. Ross opened with information about the characteristics of a population that has a high psychosocial need and the tolls it can take on staff. This toll often leads to burnout of otherwise satisfied staff. Mr. Ross spoke about common challenges to many ACPL patrons: technology literacy, mental health, lack of social support, and lack of resources. Mr. Ross also assisted in bringing training to staff and also provided input into a revised patron behavior policy.

Acceptance of Community Foundation of Greater Fort Wayne Fund for Monroeville Branch Library.

The Community Foundation of Greater Fort Wayne informed Ms. Baier that they held an endowment for an organization that had closed, and a new home needed to be found for the fund. The organization that had held the fund was located in Monroeville and served youth, and

the Community Foundation was seeking a similar new home for the fund. They thought of our Monroeville Branch. The Community Foundation board approved transferring the endowment to a new fund named *Allen County Public Library Monroeville Branch*. This endowment would be held at the Community Foundation, and ACPL would be allowed to take annual distributions in the \$5400 range. The funds must be used for youth programs and resources at the Monroeville Branch. This can include programs, supplies, books and other materials, and furnishings for use by children and/or teens. There is currently about \$138,000 in the fund.

On the motion of Mr. Williams, the request to accept the Community Foundation of Greater Fort Wayne Fund for the Monroeville Branch was accepted.

Mr. Eisbart – Aye.

Ms. Shamanoff – Aye.

Ms. Tucker – Second.

Mr. Castleman – Aye.

Mr. Moss – Aye.

Mr. Williams – Aye.

EXECUTIVE DIRECTOR'S REPORT

Ms. Baier reported that ACPL patrons have read 2.5 million minutes so far in the Summer Learning Program.

ACPL recently hosted with HealthVisions Midwest “History Heals,” a community conversation to bridge the gap between historical racism and issues that Fort Wayne residents experience today. Local leaders gave overviews of topical issues and also had an open forum afterward to allow for continued dialogue and questions.

She mentioned that ACPL’s outreach has been extremely busy with numerous festivals throughout Fort Wayne, including German Fest, Arab Fest, and Juneteenth.

Ms. Baier reported 20 Lincoln Financial executives from across the country visited the Rolland Center on June 21.

The ACPL Foundation will now meet six times a year versus four. The Foundation also approved a partnership with Questa Education Foundation to offer forgivable loans to staff pursuing a master’s degree in library science. The Foundation has pledged \$110,000 in support over the next five years. Questa will work to raise matching funds through other sources.

Several ACPL staff will attend the American Library Association conference in Chicago this upcoming weekend. The Friends of the Library has generously covered the cost of the charter bus so 14 employees can visit the exhibit hall.

Ms. Baier continued with news of Youth Services Manager Marra Honeywell accepting the director position at West Lafayette Public Library. Ms. Honeywell has been a dedicated staff member of ACPL for the last 18 years. Her last day will be July 28.

Ms. Baier also announced the presentation by Ms. Paxia and Mr. Downs at the July Board meeting to discuss their findings regarding ACPL's relationships with immigrant and refugee populations. This information will be used to shape the next iteration of ACPL's strategic plan.

NEW BUSINESS

N/A

PUBLIC COMMENT

N/A

Adjournment

There being no further business to come before the board, the meeting adjourned at 3:32 p.m.

 **Gloria Shamanoff, Secretary**

