

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

Meeting of November 21, 2024, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, November 21, 2024, at 3:00 p.m. at the Aboite Branch. Present: Mr. Eisbart presiding, Mr. Moss, Mr. Pasterick, Mr. Seifert, and Mr. Williams. Ms. Shamanoff and Mr. Kerley were absent.

ADOPTION OF THE AGENDA

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

Mr. Eisbart – Aye.
Mr. Moss – Aye.
Mr. Pasterick – Aye.
Mr. Seifert – Aye.
Mr. Williams – Second.

APPROVAL OF MINUTES

- a. Minutes of regular session October 24, 2024.
- b. Minutes of executive session October 24, 2024.
- c. Minutes of approval of claims November 7, 2024.

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

Mr. Eisbart – Aye.
Mr. Moss – Aye.
Mr. Pasterick – Second.
Mr. Seifert – Aye.
Mr. Williams – Aye.

FINANCIAL REPORT

Mr. Sedestrom reported that two new lines were spending above benchmarks. Legal services has gone over budget due to work on the County-Wide Library Facilities Transformation Project while Insurance expenditures are over budget due to the addition of new coverages, such as cyber insurance. Transfers of money from other lines will be requested in December.

Mr. Sedestrom referenced the successful passage of the financing for phase I of the County-Wide Library Facilities Transformation The DLGF is currently reviewing the submitted 2025 ACPL budget with an anticipated approval coming sometime before the end of December. Mr.

Sedestrom reported on The Finance and Personnel meeting that took place before the regular November board meeting. He indicated that Board legislative actions will be presented at both the November and December meetings.

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

Mr. Eisbart – Aye.

Mr. Moss – Aye.

Mr. Pasterick – Second.

Mr. Seifert – Aye.

Mr. Williams – Aye.

APPROVAL OF CLAIMS

Mr. Sedestrom stated the claims totaled around \$935,000. The largest claim is from Trane for the roof, solar, and chiller project at \$260,000 and the next highest was approximately \$170,000 tied to the cyclical replacement of around 20% of the public and staff computers in the system.

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

Mr. Eisbart – Aye.

Mr. Moss – Aye.

Mr. Pasterick – Second.

Mr. Seifert – Aye.

Mr. Williams – Aye.

Wires					
				Wires Subtotal:	<u>\$ -</u>
EFT					
	November 11, 2024	Medical claims from PHP TPA Services for 11/13/24		\$	109,448.70
	November 15, 2024	UMB HSA Employer Contribution		\$	8,861.03
	November 22, 2024	INPRS Contributions PR #24		\$	73,260.52
				EFT Subtotal:	<u>\$ 191,570.25</u>
Payroll					
	November 22, 2024	Gross \$ 619,308.87		net \$	457,155.08
		Payroll Taxes		\$	162,717.64
				Payroll Subtotal:	<u>\$ 619,872.72</u>
Accounts Payable Check Batches					
		(See "Check Register" for detail of total)			
Star Bank general operating accounts	November 21, 2024	#249256 - #249384		\$	934,573.30
	November 21, 2024	AP EFT #112124-001 - #112124-014		\$	1,208.77
	Less VOIDS:	#248996		\$	(547.15)
				Star Bank Subtotal:	<u>\$ 935,234.92</u>
				Accounts Payable Check Batches Subtotal:	<u>\$ 935,234.92</u>
				Grand Total:	<u>\$ 1,746,677.89</u>

PRESENTATION OF 2025 EMPLOYEE COMPENSATION PROPOSAL

Ms. Bane discussed the annual employee compensation proposal. Effective 1/1/2025 all employees hired after September 1, 2024, will receive a 3% COLA increase, with a total cost to ACPL of about \$396,000. She mentioned that the Human Resources Department had conducted a national library salary survey, in addition to market-based research specific to Fort Wayne. The results suggested some changes to specific titles and areas in the library totaling approximately \$69,000.

She continued with information about the restructuring and the addition of some positions, totaling approximately \$250,000.

The entire proposal will total around \$715,000. Ms. Bane will present at the December meeting an updated Authorized Staffing Table for 2025 for board approval.

RESOLUTION TO APPROVE 2025 EMPLOYEE PAY STRUCTURE

On the motion of Mr. Seifert, the employee compensation proposal and pay structure resolution was approved.

Mr. Eisbart – Aye.
Mr. Moss – Second.
Mr. Pasterick – Aye.
Mr. Seifert – Aye.
Mr. Williams – Aye.

PRESENTATION OF SECURITY SYSTEM PROPOSAL

The contract for the existing security system expires at the end of 2024. Ms. Bolan said that upon review of submitted proposals, staff recommended that Koorsen be awarded the contract.

On the motion of Mr. Williams, the authorization of allowing Ms. Baier to sign a contract with Koorsen was approved.

Mr. Eisbart – Aye.
Mr. Moss – Aye.
Mr. Pasterick – Second.
Mr. Seifert – Aye.
Mr. Williams – Aye.

PROPOSED BYLAW AMENDMENTS – FIRST READING

To comply with Indiana State Library standards, bylaws must be reviewed every three years. Ms. Baier presented the trustees with a proposed revision based on consultation with Mr. Mallers and the Indiana State Library. Proposed changes included listing the Nominating Committee and the Capital Projects committee as standing committees.

The revised bylaws will be presented to the trustees for approval at the December meeting.

EXECUTIVE DIRECTOR'S REPORT

Ms. Baier introduced and thanked the Aboite branch manager Kris Lill for hosting the board meeting.

2,000 children have enrolled in Dolly Parton's Imagination Library in the initial soft launch period.

Ms. Baier announced that on October 9, 2025, the McMurtry lecture would feature National Public Radio journalist Steve Inskeep. He is the author of "Differ We Must: How Lincoln Succeeded in a Divided America." The lecture will be sponsored through a collaboration between the Friends of the Lincoln Collection, the Friends of the Allen County Public Library, and the Allen County Public Library Foundation.

At the recent Indiana Library Federation conference, ACPL received the Sarah Laughlin Marketing Award. The award was for the creative use of marketing regarding ACPL's successful transition to Polaris, the new integrated library system. This award also came with a \$1,000 prize. She reminded the Board that October 31st, 2024 was the first anniversary of the Polaris changeover. A few of the milestones for this changeover were issuing over 20,000 new library cards, adding more than 140,000 items to the collection, the completion of 417,000 holds, along with many other system improvements.

Ms. Baier said that Mr. Witcher would be a guest on the November 23, 2024 episode of Prime Time on PBS Fort Wayne speaking about the upcoming International Jewish Genealogy Conference to be held in Fort Wayne.

NEW BUSINESS

Mr. Eisbart appointed the nominating committee to be Ms. Shamanoff, Mr. Moss, and Mr. Williams.

PUBLIC COMMENT

N/A

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:37 p.m.



Ben Eisbart, President