

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

Meeting of April 23, 2020 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session electronically on Thursday, April 23, 2020 at 3:02 p.m. Present: Mr. Castleman, presiding, Mr. Eisbart, Mr. Seifert, Mr. Williams, Ms. Tucker, and Mr. Moss. Absent: Ms. Shamanoff.

ADOPTION OF THE AGENDA

On motion of Mr. Seifert, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. Eisbart, the minutes of the following meetings were approved as written:

- a. Minutes of executive session February 20, 2020.
- b. Minutes of regular session February 20, 2020.
- c. Minutes of approval of claims March 11, 2020.
- d. Minutes of special session March 19, 2020.
- e. Minutes of approval of claims April 8, 2020.
- f. Minutes of executive session April 22, 2020.

FINANCIAL REPORT

On motion of Mr. Williams, the financial reports for February 2020 and March 2020 were approved. A copy of these reports are appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Ms. Southard 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. Approval of claims were done electronically and there were four signatures, sufficient to affirm. Then on motion of Mr. Eisbart, the claims were approved for payment.

EFT	4/22/20	Medical claims from Pro-Claim Plus for 4/24/20	\$	63,336.34
	4/15/20	Old National HSA Employer Contribution	\$	8,125.05
	4/17/20	PERF Contributions PR #8	\$	55,745.00
				<hr/>
			EFT Subtotal: \$	127,206.39
Payroll	4/17/20	Gross	\$	462,060.69
			net \$	327,169.57
		Payroll Taxes		<u>\$ 121,404.49</u>
		Payroll Subtotal:	\$	448,574.06

Accounts Payable Check Batches:

(See “Check Register” for detail of total)

Star Bank general Operating accounts	4/23/20	#232169 - #232237	\$	424,304.04
Less VOIDS:			\$	-
				<u>Star Bank Subtotal: \$ 424,304.04</u>
				Accounts Payable Check Batches Subtotal: \$ 424,304.04
				Grand Total: <u>\$ 1,000,084.49</u>

RESOLUTION NO. 2020-3, “RESOLUTION TO PAY CLAIMS DURING PUBLIC HEALTH EMERGENCY.”

Mr. Sedestrom noted a date change in the resolution was needed, modified from March 26, 2020 to the April 23, 2020 board meeting date. Mr. Eisbart moved the adoption of modified Resolution No. 2020-3, “Resolution to Pay Claims During Public Health Emergency.” The motion carried and the modified resolution so adopted is appended to and made a part of these minutes.

REPORT OF DIRECTOR

Ms. Southard highlighted various projects staff were developing to engage the community during closure, Mr. Eisbart commented that variety of programs and creativity was wonderful to see. General discussion about the overarching direction to staff from the Director. Managers were given clear direction and expectations set for work plans during the closure, and equipped with the tools to work from home. Laptops were redeployed to those who needed them. There are regular check-ins with staff by Managers and senior managers. Among the work is planning for the reopen, especially around Summer Learning, programs services to be offered. Staff are expected to adhere to the Governor’s stay at home Executive Order.

Ms. Southard mentioned requests to use the downtown parking lots for voting, as the Grand Wayne Center will be the location downtown. Also planning for building reopen and need to adjust spaces to support social distancing, including PCs, seating, and so on. All of this is under discussion and planning. The approach is a phased-in restart of services to the community.

COVID-19 UPDATE

Mr. Castleman asked for a briefing to the Board on the phased in approach to reopening as soon as it is available. He acknowledged the virtual services currently being offered, but asked about use of the physical collection. Ms. Southard mentioned that we are following CDC guidance on quarantine, which recommends 24 hours before use. And, there were a few solid plans including:

1. Beginning with curbside pickup at Main as soon after staff can return to the building as possible, then expand to other locations as the process at Main is refined.

2. Using computers by appointment – different times for different activities based on customer needs (e.g., job seeking, benefits application, etc.).
3. Summer Learning Program will take place, but will be delivered in a different fashion.

Broad discussion of staffing and many questions about implementing curbside service, especially as related to adequate staffing levels. There are many issues to consider in developing a phased reopen. Ms. Southard was asked whether or not she expected the entire workforce to return? Ms. Southard said yes, she is assuming all staff who are well and able to return to work, will do so.

Board questions included whether or not we were keeping track of EFMLA? Yes, HR is tracking that. Ms. Southard explained that some staff circumstances have changed since late March when this started. The board was interested as to whether or not we can start now to see who may not return. Mrs. Samulak responded that HR department would reach out formally with staff who have filed EFMLA paperwork. Doing that too soon could create extra work – the timing should be closer to the directive from the Governor to lift the stay at home order. Ms. Southard reiterated that managers may have different information about the current situation with staff – circumstances may have changed, such as child care or caring for a family member. That is not reflected in the EFMLA paperwork on file with HR.

Questions were asked about the number of maintenance and security staff working in buildings. Mrs. Samulak responded essential staff have been identified and they are checking on buildings, alarms, etc. Mr. Sedestrom mentioned that maintenance staff are working daily (managers and techs) throughout the system. EVS (housekeeping) have some staff in cleaning carpets and various locations. Board members expressed concern that some staff working and others not, while all are being paid, creates an inequity issue.

Mr. Castleman said the Board will revisit the COVID-19 policy, but wait for the Governor's update next week, and review it with an eye to the Federal requirements and fiscal responsibilities of the ACPL Board. The goal is to keep staff paid, but how best to do this with a phased in plan regarding number of staff, other creative ways that ACPL is discussing.

It was noted that the aforementioned policy was effective March 16 and all parts of the policy have been invoked.

Mr. Mallers was asked about the date of the Executive Order from the Governor for stay at home – Pete responded March 23. It was noted that the Board was informed on the same day the Governor issued the stay at home Executive Order. General discussion ensued of Governor's stay at home orders, impact on staffing feasibility of non-compliance, impact on staff and community.

Mr. Moss requested a discussion of the policy as soon after May 1 as possible.

Mr. Castleman advised the Board that a special meeting will be scheduled ASAP after May 1st Governor's Executive Order update.

Mr. Castleman also raised the issue that with schools being physically closed, how can we address kids in the libraries? How can we provide services to kids who have no classroom to go to? Ms. Southard mentioned discussions with FWCS about eCards for school aged children. She asked staff to analyze the number of card holders in the age range of 5-19 that had cards but were blocked due to accrued fines/fees over \$15 – this is just over 6,000 in the past 7 years and totals about \$309,000. We need to get students access, so addressing the blocked card issue is the first step.

COMMITTEE REPORTS

The Capital Projects Committee is meeting next week.

PUBLIC COMMENT

Comments from the public are not being taken with virtual Board meetings due to the pandemic. Please direct questions to trustees@acpl.info.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:05 p.m.

Sharon Tucker, Secretary