

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

Meeting of July 23, 2020 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, July 23, 2020 at 3:08 p.m. at the Main Library and through Zoom. Present: Mr. Castleman, presiding, Mr. Eisbart, Mr. Moss, Mr. Seifert, and Ms. Shamanoff. Absent: Ms. Tucker and Mr. Williams.

ADOPTION OF THE AGENDA

Mr. Seifert moved to adopt the agenda. The amended agenda was adopted with an addition to Other business – discussion of the Governor’s Executive Order regarding face mask wearing. Vote was recorded:

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

APPROVAL OF MINUTES

On motion of Mr. Seifert, the minutes of the following meeting were approved as written:

- a. Minutes of regular session June 25, 2020.
- b. Minutes of approval of claims July 10, 2020.

Vote was recorded:

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

FINANCIAL REPORT

On motion of Mr. Moss, the financial report for June 2020 was approved. A copy of this report is appended to and made a part of these minutes. Vote was recorded:

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

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. Then on motion of Mr. Moss, the claims were approved for payment. Vote was recorded:

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

Wires

EFT	7/15/20	Old National HSA Employer Contribution	\$	8,020.89
	7/15/20	Medical claims from Pro-Claim Plus for 7/17/20	\$	92,966.66
		EFT Subtotal:	\$	100,987.55

Payroll

	7/24/20	Gross	\$	470,079.77	net \$	333,244.64
		Payroll Taxes			\$	123,864.75
		Payroll Subtotal:			\$	457,109.39

Accounts Payable Check Batches:

(See “Check Register” for detail of total)

Star Bank general	7/16/20	#233193-#233200	\$	82,122.74
Operating accounts	7/23/20	#233201-#233321	\$	123,864.75
Less VOIDS:		#232809 & #233199	\$	(7,493.63)
		Star Bank Subtotal:	\$	345,857.29

Accounts Payable Check Batches Subtotal: \$ 345,857.29

Grand Total: \$ 903,954.23

FINE AMNESTY PLAN

Ms. Southard outlined that the reason for the Fine Amnesty Plan proposal is to improve how ACPL supports children and families’ use of the collection. The plan is in response to a suggestion by Mr. Eisbart at a previous board meeting to explore an amnesty program for borrowers. Ms. Southard tasked a Strategic Plan Work Group – Innovative and Adaptable Services – with refining some work they had already begun around waiving fines. The plan will launch a specific promotion encouraging customers to return their unpaid overdue, damaged and lost items for a waiver of all fines and fees associated with the returned items during a six-week period from mid-August through the end of September 2020. This Amnesty program has the potential to help the 11% of library users currently unable to access library resources due to blocked cards. The program will encourage library cardholders to look for and return ACPL materials, and will decrease barriers to access for

customers by removing the blocks from the borrowers card. The Library will advertise the program throughout the community, leveraging radio and TV, along with at-library marketing, social media, and the ACPL website. Mr. Eisbart motioned to implement the Fine Amnesty Plan. Vote was recorded:

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

BOARD MEETINGS ON PUBLIC-ACCESS TV

Mr. Castleman reintroduced the topic of recording Library Board meetings on public-access TV, reminding the Board that this idea was raised at the June 2020 Board meeting and the goal today is to decide what the Board wants to do and what recording meetings might look like. Commissioners (County/City) also use Facebook Live. The library Board could expand to Facebook Live and cable access TV, along with the current Zoom live meeting access. Discussion was held to decide if the Board wants to move forward with recording their monthly meetings.

Norm Compton, Access Fort Wayne Manager (AFW), shared with the board that Access Fort Wayne (AFW) TV production is robust. Currently, AFW records public meetings around Allen County and sound quality is more important than video – they have refined their approaches to recording. AFW equipment allows the library to take Zoom recordings to an improved format. Playback on cable access channels is also possible. Facebook Live is very popular, and AFW can post there, as well. It is important to have an administrator to monitor comments during Facebook Live. Mr. Castleman noted that County Council monitors and responds during their meetings in real time, assigning a staff member to monitor. Mr. Moss noted that recording and live stream broadens access, so maybe the Board doesn't have to move locations as it did in the past. Ms. Shamanoff commented that going to the other library branches was important, and doesn't want to give up on that approach. Mr. Compton shared that AFW records about 10-18 meetings per month for the City, and about 12 per month for the County, plus quarterly special meetings. Ms. Southard asked about record retention requirements for the recordings. Mr. Mellers, Lawyer, said that the recording would become public information, so they need to be stored and archived. The length of time for storage would have to be investigated. Mr. Compton noted that for County Council the meeting minutes are the official record of the meetings, not the recorded event.

Mr. Moss motioned that library staff in Access Fort Wayne proceed with broadcasting the monthly Board of Trustees' meetings. Vote was recorded:

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

REPORT OF DIRECTOR

Ms. Southard introduced Nate Burnard, Main Library Manager, to provide a primer on the status of collection management at Main. Mr. Burnard shared that library staff are now working with Design Collaborative, the same firm designing and managing the Rolland Center project, to assist us in the process of relocating parts of our collection.

To quote Design Collaborative, the big idea is “to simplify the customer experience in using and navigating the Main Branch Library and to create an even more customer-friendly environment.” While this project is long overdue and necessary to undertake, it has also identified and exacerbated some problems in how we are currently managing the collection. Many of these problems are related to the fact that, with the exception of damaged items, we have not weeded Storage since March 2019. Because we cannot apply professional standards in weeding Storage, we are unable to manage the collection appropriately. Managers and staff throughout the organization have been asking if or when they can weed or send items to Main. The GreenGlass tool tells us what items in our collection might be rare or of value. In addition, it also provides a broader understanding of what is in Storage. GreenGlass evaluated more than 848,000 records in Storage. This number reflects materials that are not browsable by the public but are available upon request. It does not include Genealogy materials or items such as recorded books and DVDs. Over 50% of records in Storage were listed as possible duplicates. Hardback copies and mass market paperbacks of the same title currently sit side-by-side in Storage. Ideally, the paperbacks, which were never designed to last for long periods, should be discarded. Overall, the inability for professional staff to appropriately manage items in Storage has created issues throughout the organization.

Mr. Moss asked for clarification about why library staff members aren’t weeding in storage. Mr. Castleman noted that staff are still under a Board directive to not weed in storage, except for damaged materials. Mr. Moss stated that he has complete faith in library staff’s ability to manage the collection. Mr. Moss asked if there were any fire code issues given how full storage is. Mr. Burnard remarked that the library actively manages capacity to avoid any code issues. Mr. Burnard commented that tremendous progress has been made through collaboration among staff to develop and/or update collection management policies and procedures. On the website are three such policies – Collection Development Policy, Material Selection – Operating Procedure, and Material Deselection – Operating Procedure. In addition, staff are able to track the life cycle of an item in more detail than in the past, so we know exactly why a staff member removed an item from the collection. Mr. Burnard indicated that he was confident in the quality of staff’s work in managing the collection. Ms. Southard asked the Board to lift the moratorium on weeding from storage and allow the library to resume managing the entire collection.

Ms. Shamanoff moved that the Board rescind the policy to not do any weeding in storage, allowing staff to apply their professional abilities to manage the collection and that this be effective today, July 23, 2020. Staff will keep the Board up to date on weeding. Vote was recorded:

Mr. Castleman – Aye.

Mr. Eisbart – Aye.

Mr. Moss – Aye.

Mr. Seifert – Aye.

Ms. Shamanoff – Aye.

COMMITTEE REPORTS

Mr. Seifert, Chair of the Capital Projects Committee, noted that he will get a Capital Projects Committee meeting scheduled.

OTHER BUSINESS

Governor’s Executive Order – Face masks

Mr. Castleman introduced a discussion on the pending Governor’s Executive Order for wearing face masks and the age requirements varying from what ACPL adopted in June. Mr. Eisbart thought that a medical condition exception should be included in the library’s policy. ACPL policy should align with the Governor’s Executive Order, and the variance is with ages:

Ages 8 and over wear mask

Ages under 8 mask highly recommended

Mr. Seifert asked if compliance has been an issue. Ms. Southard asked that managers be polled on compliance and shared results with the Board. Generally, compliance is not an issue at any of our locations. Child size masks for the public are available at all locations.

Ms. Southard did ask that a “medical exemption” statement be added, as this has been a complaint from customers. Mr. Castleman concurred that the Board had received a few similar complaints, but not many. Mr. Mallers remarked that proof of a medical need is difficult to establish. Mr. Moss asked about those who have chosen not to return to the library because of the mask requirement. Ms. Southard shared that there has been some feedback from staff on this, but not many have opted to not comply with the mask requirement. We continue to offer curbside delivery for those uncomfortable with coming into the library. Also, libraries across the county are reporting much lower visits in buildings. This is a result of many factors, including no in-person programs. It was noted that in-person borrowing is holding steady at about 80% and curbside at about 20%, even though borrowing is lower than pre-COVID. Mr. Castleman requested that the clause “unless a medical exemption exists” be added to the current policy. Everyone agreed the medical exemption needed to be added.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:35 p.m.

Sharon Tucker, Secretary