

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

Meeting of December 16, 2021 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, December 16, 2021 at 3:00 p.m. at the Main Branch Library. Present: Mr. Eisbart presiding, Mr. Castleman, Mr. Seifert, Ms. Shamanoff, Ms. Tucker, Mr. Moss, and Mr. Williams.

**ADOPTION OF THE AGENDA**

Mr. Eisbart made note of a change to the agenda. Item #12 should read: "Appointment of Building Corporation Directors. On the motion of Ms. Tucker, the agenda change was noted and adopted. Roll call vote was recorded:

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

**APPROVAL OF MINUTES**

- a. Minutes of regular Session November 18, 2021.**
- b. Minutes of Executive Session November 11, 2021**
- c. Minutes Finance and Personnel Session November 11, 2021**
- d. Minutes of CAPS Executive session December 3 2021**
- e. Minutes of CAPS Executive session November 18, 2021**
- f. Minutes of approval of claims December 10, 2021**

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

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

**FINANCIAL REPORT**

Mr. Sedestrom stated there were two lines spending above benchmark, cleaning supplies (Covid related), and the water and sewer expense. There were rate increases this year, and an increase in water usage. One of the projects was the cooling tower for the main library and there were some

hot water issues. The line is not in the red right now, but, money will be moved just in case the December bill comes in high. No other lines are outside the benchmark.

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

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

**APPROVAL OF CLAIMS**

Mr. Sedestrom stated that there is a very small claim run because one faxed earlier last week was a utility one. This one is for only a little over \$79,000.00. There're over 180 checks because this time of year it's mostly memberships in different areas. The highest one is for Sensource Monitoring (\$21,000.00).

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

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

**Wires**

			\$ <u>          -</u>
		<b>Wires Subtotal:</b>	\$
<b>EFT</b>	11/26/21	PERF Contributions PR #24	\$ 56,211.14
	12/10/21	PERF Contributions PR #25	\$ 56,467.13
	12/06/21	Medical claims from PHP TPA Services for 12/08/2021	\$ 135,679.71
	11/22/21	Medical claims from PHP TPA Services for 11/23/2021	\$ <u>166,979.23</u>
		<b>EFT Subtotal:</b>	<b>\$ 223,190.37</b>

**Payroll**

	11/26/21	gross \$462,145.44	net \$ 329,881.38
		Payroll Taxes	<u>\$ 119,430.29</u>
		<b>Payroll Subtotal:</b>	<b>\$ 449,311.67</b>
	12/10/21	gross \$462,829.19	net \$ 330,329.67
		Payroll Taxes	<u>\$ 119,579.22</u>
		<b>Payroll Subtotal:</b>	<b>\$ 449,908.89</b>

**Accounts Payable Check Batches:**

(See "Check Register" for detail of total)

Star Bank general	11/30/21	#238429 - #238435	\$ 82,705.23
operating accounts	12/10/21	#238436 - #238822	\$ 959,859.23
	12/10/21	AP EFT #12102021-001 - #12102021-030	\$ 4,393.90
Less VOIDS:		#2383111, & 238159	\$ (35.00)
		<b>Star Bank Subtotal:</b>	<b>\$ 1,046,923.36</b>
		<b>Accounts Payable Check Batches Subtotal:</b>	<b>\$ 1,046,923.36</b>
		<b>Grand Total:</b>	<b>\$ 2,169,334.29</b>

**Resolution to Transfer Appropriations with Operating Funds**

Mr. Sedestrom requested permission to move \$873,000.00 between increases and decreases. The main ones are the ones that he referenced mainly putting money into the architectural/engineering line for the FMP, and the consulting line. The largest one is the HVAC/Trane contract of about \$280,000.00.

On motion of Ms. Shamanoff, the Appropriations with Operating Funds were accepted.

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

**Approval of Treasurer's Bond**

Mr. Sedestrom said that this is a state requirement that the library treasurer have a performance bond of about \$100,000.00. The main coverage directors and officer at \$10 million dollars.

On motion of Ms. Tucker, the Appropriations with Operating Funds were accepted.

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

## **Presentation – Shawnee Branch – Tonya Frandle, Branch Manager**

Ms. Frandle submitted a video presentation touring her library branch and collection.

### **COMMITTEE REPORTS**

#### a. Capital Projects:

Mr. Seifert reported that the final draft recommendations are being finalized. The leadership is working with FMP coordinators to get everything into shape. There is a meeting that is scheduled for 01/05/2022 at 3:00 pm. It is a special board meeting for the presentation and to answer questions. All board members and the public are encouraged to attend. Once approved by the Board, a draft plan will be released for public feedback. Multiple opportunities for public feedback will be scheduled for January and February 2022, including a livestream virtual session presented by the building consultants on January 10, 2022 at 7 pm. The Board anticipates having a final recommendation on April 7, 2022.

#### b. Nominating Committee

Ms. Shamanoff reported that they would like to retain the current officers for a period of one year. The slate is President Ben Eisbart, Vice President Sharon Tucker, and Secretary Gloria Shamanoff.

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

### **Approval of 2022 Authorized Staffing Tables**

Ms. Bane spoke regarding the Authorized Staffing Tables for 2022 with the approved compensation changes from the November 18, 2021 board meeting. In addition to those compensation changes, there was request for approval of the Staffing Tables for 2022. New positions requested include the following:

**Director of Strategic Initiatives** position becomes **Director of Community Partnerships and Programs** upon the retirement of Denise Davis, same M4 pay grade, will serve on the senior staff team, and will lead the efforts in fostering key relationships in the community and overseeing, coordinating a variety of programs aimed at meeting the needs of our patrons.

**Director of Public Services** becomes **Chief of Public Service Operations**, this is a position adjustment for Kim Bolan with the same M4 pay grade. Will work collaboratively with the Executive Director to lead planning, evaluation, and direction of the Library's Operations and

Public Services activities and functions. Will serve in charge in the absence of the Executive Director.

**Director of Community Engagement** becomes **Director of Communications** this is a title change for Stephanny Smith. No change in salary, and title change is to better reflect role, duties, and focus.

**Training Specialist** becomes **Employee Experience Coordinator**, same pay grade, and will plan develops and implements internal library experiences that support employee and volunteer productivity, training and overall engagement.

**Youth Services Specialist** A3 pay grade, (20 hours/wk), this is an addition to the Grabill branch, to respond to the community need for youth programs and services at out fifth highest circulation branch.

**Rolland Center Assistant**, this position is an addition to the staffing table, (20 hours/wk) A2 pay grade (\$13,000 annually), grant funded position to assist in Rolland Center duties.

On motion of Ms. Shamanoff, the Staffing Tables for 2022 were approved.

Mr. Castleman – Aye.

Ms. Tucker– Aye.

Ms. Shamanoff – Aye.

Mr. Moss – Aye.

Mr. Seifert – Aye.

Mr. Eisbart – Aye.

Mr. Williams – Second.

### **Proposal to Remove Late Fees for Minors**

Ms. Baier spoke about having conversations this year with regards to removing late fees for minors. The recommendation is that effective January 3, 2022, cardholders under the age 18 would no longer pay late, or overdue fees on returned items. That include waving the existing late fees which currently is about \$65,000.00. They would remain financially responsible for lost or damaged items. Ms. Baier said that many libraries are going fine free in efforts to improve access. A friendly amendment was requested to change the age from 18 and under to 17 and under.

On motion of Ms. Tucker, to accept the elimination of Youth Fines Proposal and the changes in the circulation Policy and Schedule of Fines and Fees was approved.

Mr. Castleman – Aye.

Ms. Tucker– Aye.

Ms. Shamanoff – Second.

Mr. Moss – Aye.

Mr. Seifert – Aye.

Mr. Eisbart – Aye.

Mr. Williams – Aye.

## **Appointment of Building Corporation Directors**

Mr. Eisbart said that the letter included in your packet is one that was sent by Ms. Baier to the existing directors if they would be consider being re-elected for a one-year appointment.

On motion of Ms. Shamanoff, the Appointment of Building Corporation Directors for a one-year appointment was accepted.

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

## **Director's Report**

Ms. Baier said that in this Sunday's Journal Gazette on the front page of the Perspective section there will an article about the best books of 2021 as recommended by the ACPL staff. The SPARK Winter Reading Program starts January 1, 2022 and the community reading goal is set at 1 million minutes. The Open Enrollment season was November 28, 2021 to December 11, 2021. Human Resources was excellent in making themselves available to educate and assist staff through the selection process. Six employees signed up for the new Narrow Network option.

Mr. Witcher announced there would be soft openings of the Rolland Center on January 7-8, 2022, with the official opening slated for walk in business on January 10, 2022.

Ms. Baier spoke with regards to the monthly manager's report to go from a monthly report to a quarterly report.

With Code Red protocols currently in place we are still open with reduced hours, and curbside service available. In person programs have been paused.

Director of Strategic Initiatives Denise Davis will retire this February 2022. Her last day in the office will be January 7, 2022, and on that day, we will be having a reception in her honor in the theater lobby from 1 pm to 3 pm. All board members are invited to attend.

## **Recognition of ACPL Employee Retirements for 2021**

Mr. Eisbart read the names of the ACPL Retirees for 2021 and sincerely thanked them for their years of hard work, dedication and service:

Jan Oatman – 31years – Children’s Services  
Mark Ueber - 26 years – Aboite Branch  
Evan Davis – 20 years – Business, Science & Technology  
Maria Astorga – 18 years – Environmental Services  
Deborah Stevens – 16 years – Genealogy  
Eileen Haskell – 16 years – New Haven Branch  
Steven Senesac – 15 years – Information Tech Services  
Josette Jordan – 15 years – Events Management

**NEW BUSINESS**

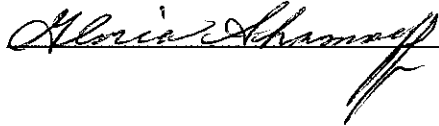
No new business.

**PUBLIC COMMENT**

No public comments to be addressed during the board meeting were received via trustees@acpl.info or sign in sheet.

**ADJOURNMENT**

**There being no further business to come before the board, the meeting adjourned at 3:54 p.m.**



\_\_\_\_\_  
Gloria Shamanoff, Secretary