

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

Meeting of June 24, 2021 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, June 24, 2021 at 3:00 p.m. Present: Mr. Eisbart presiding, Mr. Seifert, Ms. Shamanoff, Ms. Tucker, Mr. Williams. Mr. Castleman, Absent, Mr. Moss Absent.

Roll call vote was recorded:

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

**ADOPTION OF THE AGENDA**

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

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

**APPROVAL OF MINUTES**

Mr. Eisbart had a point of clarification to the May 2021 meeting minutes with regards to the error in approximation to the total of outstanding fines and fees that were waived as part of the Fresh Start Youth Amnesty Program. It changed from \$300,000 to \$450,000. With that being said, none of the present board members wanted to change their prior vote.

- a. Minutes of regular session May 27, 2021.**
- b. Minutes of approval of claims June 10, 2021**

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

**Wires**

			<u>\$</u>	-
		<b>Wires Subtotal:</b>	\$	
<b>EFT</b>	05/28/21	PERF Contributions PR #11	\$	55,191.03
	06/11/21	PERF Contributions PR #12	\$	55,589.78
	06/07/21	Medical claims from Pro-Claim for 06/09/2021	\$	<u>204,296.16</u>
		<b>EFT Subtotal:</b>	\$	<b>315,804.97</b>

**Payroll**

06/11/21	gross	\$480,424.45	net \$	343,202.29
	Payroll Taxes		\$	<u>124,923.29</u>
			<b>Payroll Subtotal:</b>	<b>\$ 468,125.58</b>

**Accounts Payable Check Batches:**

(See "Check Register" for detail of total)

Star Bank general	06/10/21	#236741 - #236905	\$	902,107.14
			\$	
operating accounts			\$	
	06/10/21	AP EFT #06102021-001 - #06102021-007	\$	287.77
Less VOIDS:			\$	

**Star Bank Subtotal: \$ 902,394.91****Accounts Payable Check Batches Subtotal: \$ 902,394.91****Grand Total: \$ 1,686,325.46****FINANCIAL REPORT**

Mr. Sedestrom reported no new of the lines were out of their bench mark spending levels. Two mains things to report are the completing of the annual financial report. The auditors are confident that it will be completed by the 06/30/2021 deadline but suggested that an extension be requested just in case. Mr. Sedestrom said that it has been interesting having an independent firm instead of the State Board of Accounts. While the learning curve has resulted in a longer audit, they have given valuable suggestions. The other thing to report is upcoming budget. Two major pieces of information will be coming out soon. First is the growth quotient (determines allowed increase in budget and property tax levels) coming out on 06/30/2021, and circuit breaker numbers by the end of July. The income tax estimates should be available by mid-August. A Finance and Personnel committee will be scheduled to discuss the budget proposal, and also an additional option for health insurance. Finally, after about 25 years, ACPL is moving to another payroll system. ACPL is changing from ADP to Paycom. Staff are currently in training and the system will roll out with the first payroll in July.

On motion of Mr. Eisbart the financial report was accepted.

Mr. Eisbart – Aye.

Mr. Moss – Aye.

Ms. Williams – Second.

Ms. Shamanoff – Aye.

Ms. Tucker – Moved.

## **APPROVAL OF CLAIMS**

Mr. Sedestrom stated that the amount of claims was approximately \$348,000 with the highest amount going to Indiana and Michigan Power. Other high dollar items are for materials and for the Rolland Center, even though those are getting smaller because they are near to completion. On motion of Mr. Eisbart the approval of claims of June 22, 2021 was accepted.

Mr. Eisbart – Aye.

Ms. Shamanoff – Aye.

Ms. Tucker – Second.

Mr. Williams – Moved.

Mr. Seifert – Aye.

## **STAFF PRESENTATION**

Carla Bauman, Little Turtle branch manager, gave a video presentation touring her library branch and collection.

## **COMMITTEE REPORTS**

### **a. Capital Projects: update on Facilities Master Plan.**

Mr. Seifert reported that the last meeting took place on 06/22/2021 with Ms. Baier to discuss where they were with the project. They talked about the focus groups, staff surveys, and public engagement sessions. There have been presentations and/or focus groups to the ACPL Foundation, non-profits, Hispanic organizations, and elected officials. Another presentation for elected officials is planned due to scheduling conflicts. The consultants will be here 7/13 – 7/16 for public engagement, focus groups and visioning sessions with staff. Public engagement survey will be launched 07/06/2021.

## **DIRECTOR REPORT**

Ms. Baier presented a written Director's Report to the Board. She noted summer reading is off to a great start! As of 12:30 pm this afternoon, the community has read 2,984,392 minutes, and is headed towards the 10 million mark. When that goal is reached a donation to Humane FW will be made to provide food for the animals for a month. Ms. Baier stated that candidates have been interviewed for the HR Director position and two finalists have been invited for in-person interviews. Ms. Baier spoke about her participation with Lisa Worrell, the Pontiac Branch Manager, in the Juneteenth Celebration at McMillen Park on 06/19/2021. They gave away almost 200 books. Ms. Baier stated that she is on the agenda for a short introduction, and meet/greet with the County Council meeting on 07/15/2021. Ms. Baier said that she did a ride along with the Library at Home team. Ms. Baier made an announcement regarding a reception in honor of Terra Brantley, who is the new CEO of the Urban League, and Judge Lori K. Morgan being held today at 5:00 pm – 7:00 pm in the Krull Gallery.

## **“Fresh Start” Youth fine Amnesty Campaign Update**

Ms. Baier stated the goal was to get children back in the building and checking out materials. She said that they are seeing that due to the campaign and other factors. Ms. Baier provided some stats to show the increase from 01/2021 until 06/21/2021 of youth users and items loaned. So far for the month of June there have been 2425 youth users and 23,232 items loaned, and gained over 1000 new cardholders primarily due to a partnership with Fort Wayne Community Schools.

### **NEW BUSINESS**

No new business to report

### **PUBLIC COMMENT**

No public comments to be addressed during the board meeting were received via [trustees@acpl.info](mailto:trustees@acpl.info) or sign in sheet.

### **ADJOURNMENT**

**There being no further business to come before the board, the meeting adjourned at 3:24 p.m.**

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**Gloria Shamanoff, Secretary**