

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

Meeting of March 25, 2021 in Regular Session

The Board of Library Trustees of the Allen County Public Library met virtually in regular session on Thursday, March 25, 2021 at 3:43 p.m. Present: Ms. Tucker presiding, Mr. Castleman, Mr. Moss, Mr. Seifert, Ms. Shamanoff, and Mr. Williams. Absent: Mr. Eisbart

**ADOPTION OF THE AGENDA**

On motion of Mr. Seifert, the agenda was adopted with an amendment of the claims for March 11, 2021 as presented by Mr. Sedestrom. Roll call vote was recorded:

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

**APPROVAL OF MINUTES**

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

**a. Minutes of Regular Session February 25, 2021.**

Roll call vote was recorded:

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

**FINANCIAL REPORT**

Mr. Sedestrom reported that spending for services has increased primarily in the snow removal/landscaping line. Capital spending has increased due to the Rolland Center project plus 2020 carryover capital projects. Mr. Sedestrom reported that The State Board of Accounts informed him that, due to a backlog of audits with schools, they will be outsourcing the Library audit to a private CPA firm, Crowe, LLC. It is anticipated that this should not lead to any delays in meeting the June 30, 2021 deadline for submission of the Certified Annual Financial Report to the GFOA for award determination. The Facilities Master Plan process is proceeding with more

information to be reported under the Capital Projects Committee report. Ms. Tucker inquired if there were any updates regarding the impacts Covid-19 on the Library’s revenue collections. Mr. Sedestrom reported that income tax impacts will not be show up until 2022 since 2021 distributions are based on 2019 returns. He also reported that Property Tax collections came in as expected with just the usual losses from property tax caps. In addition, recent information on Statewide revenue impacts showed that the State came through the pandemic recession well due to the strong manufacturing base driving revenues and that projections show that the State should end 2021 with a fund balance close to what it was at the end of 2019. In May and June, the budget workshops from the Department of Local Government Finance and the State Board of Accounts are scheduled, so more information regarding potential revenue impacts for 2022, will be reported then. Mr. Castleman stated that it was important for the public to know that the on-going capital projects being funded through reserves, and reported as part of the financial report packet, will ultimately help reduce the amounts which might be required for future projects and any associated bond financings. On motion of Mr. Williams, the financial report for February 2021 was approved. A copy of this report is appended to and made a part of these minutes. Roll call vote was recorded:

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

**APPROVAL OF CLAIMS**

Ms. Davis 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. Seifert, the claims were approved for payment. Roll call vote was recorded:

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

**Wires**

			\$ _____
		<b>Wires Subtotal:</b>	<b>\$</b>
<b>EFT</b>			
	03/05/21	PERF Contributions PR #5	\$ 55,826.45
	03/08/21	Medical claims from Pro-Claim Plus for 03/10/21	\$ <u>124,360.30</u>
		<b>EFT Subtotal:</b>	<b>\$ 180,186.75</b>

**Payroll**

03/05/21	gross	\$468,318.38	net \$	333,044.76
	Payroll Taxes		\$	<u>121,490.03</u>
			<b>Payroll Subtotal:</b>	<b>\$ 454,534.79</b>

**Accounts Payable Check Batches:**

(See "Check Register" for detail of total)

Star Bank general	03/04/21	#235896 - #235904	\$	25,002.99
operating accounts	03/10/21	#235905 - #236042	\$	836,543.23
	03/10/21	AP EFT #03102021-001 - #03102021-004	\$	104.96
Less VOIDS:		#235854 & 235213	\$	(58.64)
			<b>Star Bank Subtotal:</b>	<b>\$ <u>861,592.54</u></b>
			<b>Accounts Payable Check Batches Subtotal:</b>	<b>\$ 861,592.54</b>
			<b>Grand Total:</b>	<b><u>\$ 1,496,314.08</u></b>

**DISCUSSION OF NOMINATIONS AND APPOINTMENT TO THE LIBRARY BUILDING CORPORATION**

**Nominated: Tim Gosheff** per referral by Ms. Shamanoff

The nominee was referred by Ms. Shamanoff. The nominee works in the security division for Idemia, and is involved in the community, and she vouches for his integrity. Mr. Sedestrom will meet with him before the May library building corporation meeting discuss the process. Then on motion of Mr. Castleman, the claims were approved for payment. Roll call vote was recorded:

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

**COMMITTEE REPORTS**

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

Mr. Seifert had 14 proposal and narrowed down 4 interviews and met with all 4 through zoom. The committee met and came to unanimous decision to recommend Bostwick Design Partnerships. Ms. Bolan discussed the timeline Community and staff engagements Soon as we have a contract signed the library will launch into the community engagement process and the consultants will then do data gathering & analysis and recommendation. Committee agreed to extend to the end of Summer possibly September. Ms. Tucker asked Mr. Seifert to breakdown the cost of services. Mr. Seifert reported service fee of \$154,100, reimbursable expenses allowance of \$8,500, and enhanced services of \$76,450 totaling \$216,000 which would be the maximum if all services are needed. On motion of Mr. Moss, it was approved to authorize Susan to sign the contract. Roll call vote was recorded:

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

## **DIRECTOR REPORT**

Ms. Baier thanked the Board, Senior Staff, all ACPL staff and our community for welcoming her and making her feel supported. Orientation and the transition have been wonderful. Mr. Seifert asked about her tour of the branches and Ms. Baier enjoyed meeting the staff at each branch.

## **NEW BUSINESS**

Ms. Baier asked the board about their preference going forward to continue meeting through zoom or go back to in person meetings. Everyone agreed to resume in person board meetings in April. Mr. Castleman stated that the board meetings will continue to be streamed but through Access Fort Wayne.

Ms. Baier had a meeting with Ms. Davis, Ms. Bolan, Mr. Witcher to discuss operating hours. She proposed to extend current operating hours until Sept 4<sup>th</sup> with the only changes being branches will be open on Saturdays in the Summer and this is still within state certification requirements.

MAIN: Mon-Thu 10-8, Fri/Sat 10-6 Sun 12-5

ABT-DPT-GEO: Mon-Thu 10-8, Fri/Sat 10-6

GRB-HSC-LTL-PON-SHW-TEC-WAY: Mon-Thu 10-6, Fri/Sat 10-6

MON-WDB: Mon-Thu 10-1,2-6 Fri 10-1, 2-6 Sat 10-2

On motion of Castleman, it was approved to meet in person resuming April board meeting and extending operating hours until Sept 4<sup>th</sup> with branches will be open in the Summer. Roll call vote was recorded:

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

Ms. Baier reviewed our Indiana Governor's press conference as of April 6<sup>th</sup> mask would be an advisory not mandatory and the Public Health Emergency would continue until April 30<sup>th</sup>. She asked board to consider continuing mask requirement to continue through April 30<sup>th</sup> or unless the Public Health Emergency ends. Asking for an adjustment to our mask requirements to exempts kids under 8 years old. Board members discussed the pros and cons of our mask mandate. Some board member wanted to align with the governor to alleviate confusion for the public and other board members wanted to use caution due to Spring break coming with a

possible surge in Covid-19 numbers and give time for more people to get vaccinated. On motion of Mr. Seifert, it was approved to follow ACPL staff's request to continue the mask mandate until April 30<sup>th</sup> or until an executive order is modified and to also exempt kids under 8 years old from the mask mandate. Roll call vote was recorded:

Mr. Castleman – Nay.

Mr. Moss – Nay.

Mr. Seifert – Aye.

Ms. Shamanoff – Aye.

Ms. Tucker – Aye.

Mr. Williams – Aye.

### **PUBLIC COMMENT**

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

### **ADJOURNMENT**

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

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**Gloria Shamanoff, Secretary**