

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

Meeting of November 18, 2021 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, November 18, 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**

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

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

**APPROVAL OF MINUTES**

- a. Minutes of regular Session October 28, 2021.**
- b. Minutes of Executive Session October 28, 2021**
- c. Minutes of CAPS Executive session October 20, 2021**
- d. Minutes of CAPS Executive session November 8, 2021**
- e. Minutes of approval of claims November 11, 2021**

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

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

**FINANCIAL REPORT**

Mr. Sedestrom stated there was one new line spending above benchmark and that was the engineering/architectural line. That is strictly due to the Facilities Master Plan activity. Money will be moved next month when budget adjustments are brought to the Board for approval. Year-

end activities have started with budget adjustments in December and the carry-over encumbrance resolution being brought in January. The other item to take-action on later in this meeting will be the compensation and benefit decisions as discussed in the Finance and Personnel executive session earlier.

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

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

**APPROVAL OF CLAIMS**

Mr. Sedestrom stated that there is a very small claim run because one was just signed last week. The total amount on this claim run approximately is \$149,000.00, with the highest check being for \$23,000.00 for the work on the water heater replacement and plumbing.

On motion of Ms. Shamanoff, the claims were accepted.

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

**Wires**

**Wires Subtotal:**      \$           -

**EFT**

	11/08/21	Medical claims from PHP TPA Services for 11/01/2021	\$ <u>103,733.72</u>
		<b>EFT Subtotal:</b>	<b>\$ 103,733.72</b>

**Payroll**

	11/12/21	gross \$465,454.11	net \$ 332,076.34
		Payroll Taxes	\$ <u>120,445.74</u>
		<b>Payroll Subtotal:</b>	<b>\$ 452,522.08</b>

**Accounts Payable Check Batches:**

(See "Check Register" for detail of total)

Star Bank general	11/05/21	#238581 - #238192	\$ 28,764.45
operating accounts	11/11/21	#238193 - #238282	\$ 795,067.84
	11/11/21	AP EFT #11112021-001 - #11112021-003	\$ 369.99
Less VOIDS:		#237611, 237860, & 237784	\$ (1,290.51)
		<b>Star Bank Subtotal:</b>	<b>\$ 822,911.77</b>
		<b>Accounts Payable Check Batches Subtotal:</b>	<b>\$ 822,911.77</b>
		<b>Grand Total:</b>	<b><u>\$ 1,379,167.57</u></b>

**COMMITTEE REPORTS**

a. Capital Projects:

Mr. Seifert stated that the Capital Projects Committee is moving along and the report is similar to last month's report. The committee has met in executive session to discuss real estate issues. At a meeting held on 11/11/21, estimates and cost ranges for proposed improvements were reviewed with Bostwick Group.

Mr. Seifert said ACPL is committed to an open and participatory FMP process, designed to share information and gain feedback from the community. Consultants are adding details to the Public Comment Draft Facilities Master Plan, which will include branch by branch summaries, system-wide recommendations, and costs. The Draft is designed to include both a presentation and summary report to inform all residents in clear and accessible terms. Upon release of the Draft, ACPL will launch a public feedback process, currently scheduled for Jan and Feb 2022. The community feedback received will shape the final recommendations to the ACPL Board, currently anticipated end of 1<sup>st</sup> quarter 2022.

b. Finance and Personnel Committee Report

Mr. Sedestrom said the Finance and Personnel committee has met twice. They met 11/11/2021 to discuss the presentation of the compensation and benefit plan. Ms. Bane presented starting with the recommendations for 2022:

**Benefits**

**The Narrow Network** – Three Rivers Preferred Providers Network will allow employees to have access to any one in the Lutheran System (Parkview or Lutheran Physicians) as long as they

are a part of the network. It saves about 23% in monthly premiums. This would be added as an additional plan.

**Removal of Exclusions** – Removal of transgenders exclusions from healthcare plans that are currently in place.

**Prorated Leave** – addition of a week of prorated sick leave for all part-time employees that cannot participate in the regular health benefits. This would equal to roughly \$34,000.00 in yearly costs.

**Guardian Insurance** – critical illness and voluntary life insurance is available upon start of employment; Guardian is willing to re-open and offer to all employees working over 20 hours per week. The guaranteed issue would go from \$5000 to \$10,000 for employees and from \$2,500 to \$5,000 for spouses. This is a voluntary benefit with no additional cost to ACPL. It would also reopen voluntary life for employees 20 plus hours. The guaranteed issue would go from \$150,000 to \$200,000 for employees. Guardian is also willing to add accident coverage for employees working over 20 hours per week.

## **Compensation**

Ms. Bane provided turnover rates and other data regarding employee recruitment and retention. In 2020 the turnover rate was 19.32%, and January 2021 thru October 2021 it was 20.4%. She also provided COLA information for other local public employers. Based on her findings, ACPL staff recommends a 4% across the board increase for staff starting January 1, 2022.

The second piece to the compensation proposal would be in addition to the 4% increase is to take the 2022 Pontifex grades and increasing them to 3% or 4%. At 4%, the total of both increases would be \$712,344.00.

## **Approval of 2022 Compensation and Benefits**

### **4% COLA Increase**

On motion of Ms. Tucker, the increase was accepted.

Mr. Castleman – Second.

Ms. Tucker– Moved.

Ms. Shamanoff – Aye.

Mr. Moss – Nay.

Mr. Seifert – Aye.

Mr. Eisbart – Aye.

Mr. Williams – Aye.

### **Adjustment Pontifex 2022 Pay Grade to 4% more**

On motion of Mr. Seifert, the adjustment was accepted.

Mr. Castleman – Nay.

Ms. Tucker– Nay.

Ms. Shamanoff – Second.

Mr. Moss – Nay.  
Mr. Seifert – Moved.  
Mr. Eisbart – Aye.  
Mr. Williams – Aye.

### **Adjusting Outlier Positions**

On motion of Mr. Seifert, the adjustment was accepted.

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

### **Change in Benefits Recommendation**

On motion of Mr. Seifert, the recommended changes to benefits as presented were accepted.

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

### **Resolution 2021-3 to Approve Pay Structure for 2022 (presented conceptually)**

On motion of Mr. Castleman, the approval of the pay structure is accepted.

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

### **Resolution 2021-3 to Establish an ARPA Grant Fund**

Ms. Baier said that she learned from the State Boards of Accounts and the Indiana State Library that to formally accept their ARPA Grant (\$21,143.00) to support the purchase of a second outreach vehicle we would need to establish a grant fund resolution.

On motion of Mr. Castleman, the approval of the ARPA Grant Fund is accepted.

Mr. Castleman – Moved.

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

### **Appointment of Board of Trustees Nominating Committee**

Mr. Eisbart said that he spoke with three of the board members, Ms. Tucker, Ms. Shamanoff, and Mr. Moss, and will now officially appoint them as the nominating committee for the selection of officers for next year. Mr. Eisbart asked that they meet and present at the December board meeting their suggestions for the three officer positions.

### **Approval of Recommendation for Printing, Scanning and Payment Services**

Mr. Schlatter said that the system that is currently in place was installed in 2012. It is well used, and it needs to be updated. An RFP was put together for a printing and payment system, and we received six proposals. Those proposals were scored on 100-point scale to narrow down the prospects, and it was decided that Konica Minolta was the vendor of choice. One of the deciding factors was that they provided the number of devices and payment points that would best meet the needs of ACPL patrons. They also have experience working with libraries. They have worked with the New York Public Library since 2000. They can work with the current library automation system (WISE) as well.

On motion of Mr. Seifert, the approval of the printing contract is accepted.

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

### **Director’s Report and Strategic Plan Quarterly Report**

Ms. Baier reported that she just returned from her first Indiana Library Federation Conference, and ACPL was well represented by conference presenters, Craig Bailey, Nate Burnard, Die Jia, and Tracy Alma. She said that she was proud that the staff could share creative and innovative ideas with the attendees. Holiday cheer has arrived and the decorations are going up at ACPL, and we will be participating in the Downtown Night of Lights. Also, a press release was forwarded with news of a partnership with Northeast Indiana Innovation Center (NIIC). They announced they were the recipient of a Small Business Association Community Navigator grant in the amount of \$1,000,000.00, and ACPL is one of several partners, and with that partnership we will be able to utilize about \$70,000.00 to fund some staffing costs and technology to reduce

barriers to underrepresented and underserved entrepreneurs. Ms. Baier also announced that she would be joining the Board of Visit Fort Wayne in January 2022, replacing Curt Witcher as the ACPL representative.

### **OSHA-IOSHA Vaccination Mandate**

Mr. Mallers gave a summary of the COVID-19 mandate and reported on recent court activity surrounding it. The Occupational Safety and Health Administration has suspended implementation and enforcement of the mandate after a federal court blocked the measure.

### **NEW BUSINESS**

No new business.

### **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 3:58 p.m.**

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**Gloria Shamanoff, Secretary**