

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

Meeting of August 25, 2022 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, August 25, 2022 at 3:00 p.m. at the Main Library. Present: Mr. Eisbart presiding, Mr. Seifert, Ms. Shamanoff, Mr. Williams, Mr. Moss, Ms. Tucker, and Mr. Castleman.

ADOPTION OF THE AGENDA

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

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

APPROVAL OF MINUTES

- a. Minutes of Finance and Personnel meeting August 24, 2022**
- b. Minutes of Regular session August 25, 2022**
- c. Minutes of Executive session August 25, 2022**

Minutes of approval of claims for August 10, 2022 were taken off agenda due to lack of signatures and are to be approved today. On the motion of Ms. Tucker, the minutes of the preceding meetings were approved.

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

FINANCIAL REPORT

Mr. Sedestrom reported the vehicle service spending is the only line running ahead of the spending schedule due to the renovation of the Library-At-Home van. ARPA grant money will be needed to appropriate the money during the year-end transfers. Mr. Seifert asked if the van was improved because we weren't able to buy another vehicle and Mr. Sedestrom confirmed. It may be a goal in the future to buy another vehicle. Ms. Baier noted there has been great press and growing interest in Library-At-Home services.

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

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

Mr. Castleman – Aye.

APPROVAL OF CLAIMS

Mr. Sedestrom reported the largest claims of August 10th were the health insurance premiums at \$340,000 and library materials of \$134,000. The largest claims of August 25th, were I&M at \$68,000, then Kinder Construction to finish StoryScape and our library materials. Mr. Sedestrom updated the board that IT has set up AdobeSign to allow electronic signatures without the need for separate accounts. This process will be available once a policy is made stating who is allowed to electronically sign for claims and other necessary documents.

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

Mr. Eisbart – Aye.

Mr. Seifert – Aye.

Ms. Tucker – Aye.

Mr. Williams – Aye.

Ms. Shamanoff – Aye.

Mr. Castleman – Second.

Wires				
			Wires Subtotal:	<u>\$</u>
EFT				
	8/1/2022	Medical claims from PHP TPA Services for 08/03/2022	\$	101,222.85
	8/5/2022	PERF Contributions PR #16	\$	<u>57,695.00</u>
			EFT Subtotal:	<u>\$ 158,917.85</u>
Payroll				
	8/5/2022	Gross \$ 519,851.26	net \$	385,298.78
		Payroll Taxes	\$	<u>133,892.60</u>
			Payroll Subtotal:	<u>\$ 519,191.38</u>
Accounts Payable Check Batches				
		(See "Check Register" for detail of total)		
Star Bank general	8/1/2022	#241096	\$	75,772.97
operating accounts	8/5/2022	#241097-#241103	\$	39,834.66
	8/9/2022	#241104	\$	9,943.02
	8/10/2022	#241105 - #241182	\$	581,968.99
	8/10/2022	AP EFT #08102022-001 - #08102022-012	\$	29,062.78
	Less VOIDS:	#241029, #240880, #240487 & #240989	\$	(89,208.02)
			Star Bank Subtotal:	<u>\$ 647,374.40</u>
			Accounts Payable Check Batches Subtotal:	<u>\$ 647,374.40</u>
			Grand Total:	<u>\$ 1,325,483.63</u>

Introduction of Aja Michael-Keller, Director of Communications

Ms. Michael-Keller introduced herself to the board. She spoke about prior work experience in education and nonprofits.

ACPL and NIIC Partnership – Nate Burnard, Main Library Manager and Mike Fritsch, NIIC.

Mr. Burnard discussed how ACPL and NIIC have been partnering and collaborating together since 2018 to offer and assist our community with entrepreneurship resources and coaching. ACPL offers resources, workshops, marketing, staff, meeting spaces, WIFI, and virtual programs. He also mentioned ACPL and NIIC created entrepreneurship program offerings to our Team Read. ACPL is a part of the Community Navigator Pilot Program and has a goal to help connect the NIIC and other grant partners to rural and underserved communities through the use of our ACPL staff, facilities and technical infrastructures. Mr. Fritsch spoke about how their organization had to strategize and find out how to interface with the community and mentioned how ACPL is one of their trusted connector organizations.

Committee Reports.

Finance and Personnel.

Mr. Sedestrom stated the Finance and Personnel Committee met August 24th to discuss the overall budget. Mr. Sedestrom and Ms. Baier will be meeting with the Department of Local Government Finance next week to apply for their approval of the official budget with a 5% increase and likewise in the levy and expenditures budget. Another Finance and Personnel Committee meeting will be scheduled on September 20th or 21st to further discuss the proposed 2023 Compensation and Benefits in more detail.

Staffing Reorganization – Chief of Public Service Operations Kim Bolan, Main Library Manager Nate Burnard, and User Experience Manager Mike Ashby.

Mr. Burnard explained the purpose and need of a new service model to decentralize circulation services, increase capacity at our branches and decrease wait time for patrons. Mr. Ashby explained how in the past Circulation Services staff primarily helped in person at the Main Library and assisted staff throughout the system and patrons over the phone with renewal and account assistance. With the new service model, Circulation Focused staff members are now strategically placed at our busier branches and can assist staff and patrons in person at the branch or over the phone. This change will improve services, empower staff at the point of need and help areas to work collectively as a unit instead of individually. Recently, the library switched from a paper application process to a paperless registration process which has helped with a quick turnaround for patrons to get their library cards and to checkout as well as less time for staff to process registrations. Mr. Burnard mentioned this new model also focused on the services we provide such as programming, outreach opportunities, collection evaluation process, reference services, and scheduling. Art, Music & Media, Business, Science & Technology, & Readers Services departments will be reorganized into two departments - Adult Services and Information Services. Adult Services will handle programs, outreach, and collection management. Information Services will handle reference services, desk scheduling and circulation. Teen and Children's will remain distinct departments but will have opportunities to work with the Adult and Information Services to collaborate and plan programs and outreach opportunities. These changes will provide staff with more leadership opportunities and will align

staff resource with projected library staffing needs and provide flexibility in scheduling. Mr. Seifert asked how has library staff been notified and how have they been able to give input of these new changes. Mr. Burnard referred to the timeline stating numerous meetings were conducted 1:1, in departments, and through emails to get feedback. Going forward, there will be scheduled feedback opportunities, checkpoints will be built in, and managers are encouraged to communicate with staff. Ms. Baier noted no one was demoted or saw a loss in pay due to the reorganization and just titles and duties may have changed.

Request to Adjust Authorized Staffing Table.

Ms. Bane requested board approval to adjust the staffing table of our current managers and assistant managers in Art, Music, & Media, Business Science & Technology, and Readers Services departments to Manager and Assistant Manager of Adult Services and Manager and Assistant Manager of Information Services. In support of the reorganization, the request is to adjust the 4 current titles to the proposed new titles using the same staff we have.

On motion of Mr. Castleman, the request to adjust the Authorized Staffing Table was accepted.

Mr. Eisbart – Aye.

Mr. Seifert – Aye.

Ms. Tucker –Aye.

Mr. Williams –Second.

Ms. Shamanoff – Aye.

Mr. Moss – Aye.

Mr. Castleman – Aye.

Circulation Schedule – Proposal to Increase DVD/BluRay checkout limits.

Ms. Baier requested an adjustment to our Circulation Schedule to increase the borrowing limits of our DVD and BluRay collections from 10 to 20 items. She said DVD/BluRay circulation makes up about 14 percent of total circulation. That percentage has declined in recent years due to the popularity of streaming, but there are patrons who don't have access to streaming services that depend greatly on our DVD collection.

On motion of Mr. Castleman, the request to adjust our Circulation Schedule to increase the borrowing limits of our DVD and BluRay collections from 10 to 20 items was accepted.

Mr. Eisbart – Aye.

Mr. Seifert – Second.

Ms. Tucker –Aye.

Mr. Williams –Aye.

Ms. Shamanoff – Aye.

Mr. Moss – Aye.

Mr. Castleman – Aye.

Commitment to Join Indiana State Library Consortium for Public Library Internet Access.

Ms. Baier reported on the resolution to continue in the Indiana State Library Consortium for public library internet access. This is the E-Rate program in which federal funding is

available to all public libraries for telecommunication and internet services discounts. The library would be able to get a 90% discount on internet services as being a part of this consortium.

On motion of Mr. Seifert, the continued access was accepted.

Ms. Shamanoff-Aye.

Mr. Eisbart - Aye.

Mr. Moss -Aye.

Mr. Seifert –Aye.

Ms. Tucker -Aye.

Mr. Williams -Second.

Mr. Castleman - Aye.

EXECUTIVE DIRECTOR’S REPORT

Ms. Baier reported the final stats are being tallied in our SPARK program with over 8 million minutes of reading logged. She highlighted many outreach opportunities that happened this month such as the Open Street event and the Monroeville Harvest parade. ACPL will be at the Taste of the Arts event this weekend and this Saturday the library will have our final Rock the Plaza concert for the season. She thanked John Hidy for his 24 years of service and announced the new Safety & Security Manager, Shannen Auker. A new Executive Assistant, Alaina Massey, has been hired and will begin September 12th. ACPL spoke about the Facility Master Plan at the August meeting of the Regional Art Council. The library is preparing for Staff Day at the Mirro Center on Monday, September 19th and all of the board members are invited. An invitation was given to each board member to attend a ribbon cutting and reception for the StoryScape Early Learning Center on Friday, September 23rd at 5 pm. This was made possible by a generous gift of \$250,000 from the Foundation. Former director, Jeff Krull, will be at the Main Library as a featured author and presenter of his debut novel entitled “Single Wing” on Thursday, October 20th at 6:30 pm. Ms. Boatright discussed the after-school pilot program at the Georgetown Branch. With the need for an afterschool program, Karris Sims, Stephen Platt, Aisha Hallman created and implemented a structured program for students which included a guided schedule, programs and snacks. The number of suspensions has gone down and stronger relationships are being built between staff, students and their parents due to these changes.

NEW BUSINESS

N/A

PUBLIC COMMENT

N/A

Adjournment

There being no further business to come before the board, the meeting adjourned at 3:58 p.m.

 Gloria Shamanoff, Secretary

