

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

Meeting of August 27, 2020 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, August 27, 2020 at 3:21 p.m. at the Main Library and remotely through Zoom. The meeting recording is available on the library website. Present: Mr. Castleman, presiding, Mr. Seifert, Ms. Tucker, Mr. Moss, Mr. Williams, Mr. Eisbart, and Ms. Shamanoff.

ADOPTION OF THE AGENDA

On motion of Ms. Shamanoff, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. Seifert, the minutes of the following meeting were approved as written:

- a. Minutes of regular session July 23, 2020.
- b. Minutes of approval of claims August 11, 2020.
- c. Minutes of executive session August 13, 2020.
- d. Minutes of special session August 13, 2020.

FINANCIAL REPORT

On motion of Mr. Williams, the financial report for July 2020 was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Sedestrom 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 his knowledge and belief. Then on motion of Ms. Shamanoff, the claims were approved for payment.

Wires

EFT	8/23/20	PERF Contributions PR #17	\$	54,207.64
	8/15/20	Old National HSA Employer Contribution	\$	8,645.88
	8/14/20	Medical claims from Pro-Claim Plus for 8/16/20	\$	95,868.31
EFT Subtotal:				\$ 158,721.83

Payroll

8/23/20	Gross	\$ 462,575.67	net	\$ 327,886.25
	Payroll Taxes			<u>\$ 121,309.07</u>
Payroll Subtotal:				\$ 449,205.32

Accounts Payable Check Batches:

(see "Check Register" for detail of total)

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Star Bank general	8/20/20	#279025-#279032	\$ 66,598.28
	8/27/20	#279033-#279203	\$ 220,780.84
Operating accounts			
	Less VOIDS:	#278971 & #278149	\$ 366.88
		Star Bank Subtotal:	\$ 286,746.00
		Accounts Payable Check Batches Subtotal:	\$ 286,746.00
		Grand Total:	<u>\$ 894,663.15</u>

INTERIM DIRECTOR INTRODUCTION

Mr. Castleman took a pause from the meeting’s agenda to welcome and thank Ms. Denise Davis for stepping into the Interim Director role. Ms. Davis will be filling in as Interim Director in order to keep the daily operations of the library running smoothly during the transition period.

CIRCULATION SCHEDULE POLICY REVISION

Mrs. Quintrell, Director of Collections and IT Services, reported that the revisions to the Circulation Schedule Policy are minor but needed, to allow the Library to expand its services now and in the future. After a brief discussion, Mr. Moss motioned to approve the revised Circulation Schedule Policy which includes the Circulation Schedule and the Schedule of Fines and Fees. The motion carried and the revised policy so adopted is appended to and made a part of these minutes.

RESOLUTION NO. 2020-6, “COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR PUBLIC LIBRARY INTERNET ACCESS FOR FUNDING YEAR JULY 1, 2021 THROUGH JUNE 30, 2022.”

Mr. Moss moved the adoption of Resolution No. 2020-6, “Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2021 through June 30, 2022.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

REPORT OF INTERIM DIRECTOR

Ms. Davis gave an update on recent library happenings and programs, referring the Board to various reports in the packet. The board asked her to highlight any key findings from the quarterly strategic plan update. Ms. Davis remarked on continued gains even during the pandemic regarding staff training, and virtual programs and attendance.

COMMITTEE REPORTS

Capital Projects Committee

Mr. Seifert reported that the committee met on August 24, 2020. The committee reviewed and discussed the proposed Facilities Master Plan goals and timeline which was created using past building assessments and strategic plan framework. The plan’s purpose is to inform the development of an RFP for capital improvements to the 15 ACPL locations. A discussion was held on bonding and financial options to support capital projects. Design guidelines still need to be developed for each project. The guidelines would be used as a framework to hand off to an architecture firm. The senior staff will submit design guidelines by early October to the Capital Projects Committee.

Director Search Committee

Mr. Eisbart gave an update on the director’s search. The committee is comprised of Mr. Eisbart, Chair, Mr. Williams, Mr. Moss, and Mrs. Samulak, Director of Human Resources. After reviewing proposals from four different search firms the committee recommended Bradbury Miller Associates’ services for the search. Bradbury Miller Associates has been in business for 35 years and specializes in public sector libraries. The following information was shared regarding the search process:

- Initial estimates are that the process will take 3-4 months.
- BMA anticipates much interest and will present 30-35 candidates to the search committee.
- The committee will then narrow it down to 3-4 final candidates to interview.
- There will also be input from the Board, staff, and other stakeholders.

The full board voted to unanimously approve the committee’s recommendation.

OTHER BUSINESS

Mr. Eisbart motioned the Interim Director and/or the Board President be empowered to sign documents as appropriate committing the library to such goods and services that are represented in that contract (Bradbury Miller Associates).

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:01 p.m.

Sharon Tucker, Secretary