

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

Meeting of June 25, 2020 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, June 25, 2020 at 3:02 p.m. at the Main Library. Present: Mr. Castleman, presiding, Mr. Seifert, Mr. Eisbart, Ms. Tucker, Mr. Williams, and Mr. Moss. Absent: Ms. Shamanoff.

ADOPTION OF THE AGENDA

On motion of Mr. Eisbart, the amended agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Ms. Tucker, the minutes of the following meeting were approved as written:

- a. Minutes of regular session May 28, 2020.
- b. Minutes of approval of claims June 12, 2020.

FINANCIAL REPORT

On motion of Mr. Moss, the financial report for May 2020 was approved. A copy of this report is appended to and made a part of these minutes. A discussion was held regarding capital projects as well as the library’s pandemic expenditures. Allen County Council will not proceed with bond issue due to available reserves. Capital projects will be incorporated into the operating budget. Mr. Seifert said he will convene a Capital Projects Committee soon.

APPROVAL OF CLAIMS

Ms. Southard 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. Eisbart, the claims were approved for payment.

EFT	6/17/20	Medical claims from Pro-Claim Plus for 6/19/20	\$	103,519.55
	6/26/20	PERF Contributions PR #13	\$	55,607.19
		EFT Subtotal:	\$	159,126.74
Payroll	6/26/20	Gross	\$	458,820.93
		Payroll Taxes		net \$ 324,406.18
				\$ 120,840.99
		Payroll Subtotal:	\$	445,247.17

Accounts Payable Check Batches:

(See “Check Register” for detail of total)

Star Bank general	6/25/20	#232750 - #232875	\$	444,215.92
-------------------	---------	-------------------	----	------------

Operating accounts

Less VOIDS: #225360, #227392, #230621, #231555-560, #231750-753 \$ (49,518.28)

Star Bank Subtotal: \$ 394,697.64

Accounts Payable Check Batches Subtotal: \$ 394,697.64

Grand Total: \$ 999,071.55

AMENDED SCHEDULE OF HOLIDAYS & CLOSINGS FOR 2020

Ms. Samulak explained to the board that due to this year’s pandemic situation, we will not be having a Staff Development Day closing. The Parkview Mirro Center, which we had reserved for Staff Day, is no longer an option and retaining speakers will be difficult. We will be recognizing our staff in other ways this year. As a result, all library locations will be open on Friday, August 21, 2020 and the Schedule of Holidays & Closings for 2020 needs updated. On motion of Mr. Eisbart, the board approved the amended Schedule of Holidays and Closings for 2020.

REPORT OF DIRECTOR

Ms. Southard gave the board an update on system-wide activities. Since March 16th Circulation staff have received and processed 1,040 online digital library cards. Cards have been mailed out and new cardholders can choose to complete the process by Zoom with Circulation staff to virtually provide verification of identity and residence, so far eight customers have been interested in this option. New cards provide immediate access to electronic materials, completing the verification process provides access to the physical collection.

Attached to the printed report was a table of contents to the ACPL Reopen 2020 document. This document is the result of many staff teams. The full document will receive final review by the Managers and then be shared out to staff. A separate FAQ is being developed for the public that will be posted to the website that will inform them on what they can expect when they visit our locations. A draft of that document was also included. Reopening date remains Monday, July 6th. ACPL will be the first library in Indiana to use new technology which offers touchless checkout screens. The panels are to be installed July 1-2. Hours of business will change, branches will close at 8:00 p.m. instead of 9:00 p.m. After reopening, curbside service will still continue for customers, though curbside hours may change.

Mr. Witcher, Manager of Genealogy and Special Collections, reported that great progress continues to be made on the development of the Rolland Center. Library staff and members of the executive committee of the Friends of the Lincoln Collection participated in series of development meetings this month. In these meetings, state-of-the-art technological approaches were finalized, initial exhibit themes were decided, and more specifics were agreed to regarding the particular physical layout of the space. The next steps will be the actual building of the virtual exhibits and planning the physical construction of the space.

Staff across the library system continue to offer programs virtually to customers and are beginning to prepare for reopening. Many staff have used this time to complete online trainings, shift shelving, reorganize work spaces, and ensure that their locations are ready to welcome customers back on July 6th.

OTHER BUSINESS

a. Request to amend ACPL Code of Conduct

The board reviewed a request to make face masks mandatory at all ACPL locations once the library reopens to the public. Different ideas of how to implement masks were suggested and discussed. It was mentioned that the Allen County Board of Health has not required masks to be worn in public settings. The Board held a lengthy discussion on the issue, with the consensus being that anyone over the age of 2 years must wear a mask while inside a library building for the next 90 days. It was stated that the requirement should be reevaluated in 90 days. Mr. Eisbart moved that all persons over the age of 2 years must wear a mask while in any library facility. After further discussion, the motion carried with 4 ayes and 2 nays. Mr. Castleman and Mr. Moss were opposed.

b. Shawnee Branch curbside service

A brief discussion was held regarding a request to open up curbside service at the Shawnee Branch. Shawnee Branch is being used as a technology center for customers and has been operating well. Shawnee Branch will not start curbside service.

c. Televis Board meetings

The board mentioned the idea of televising their monthly meetings through a cable access channel. It was requested that this topic be added to the July meeting agenda.

PUBLIC COMMENT

The board heard one public comment at the meeting.

Otherwise, comments from the public are not being taken with virtual Board meetings due to the COVID-19 pandemic. Please direct comments and questions to trustees@acpl.info.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 5:02 p.m.

Sharon Tucker, Secretary