

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

Meeting of May 28, 2020 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, May 28, 2020 at 3:01 p.m. at the Main Library and on Zoom teleconference. Present: Mr. Castleman, presiding, Mr. Seifert, Ms. Shamanoff, Mr. Eisbart, Ms. Tucker, Mr. Williams, and Mr. Moss.

ADOPTION OF THE AGENDA

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

APPROVAL OF MINUTES

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

- a. Minutes of regular session April 23, 2020.
- b. Minutes of special session May 5, 2020.
- c. Minutes of approval of claims May 8, 2020.

PUBLIC HEARING

A public hearing was held at 3:07 p.m. concerning the possible long-term Capital Maintenance Improvement Projects at one or more existing Allen County Public Library facilities.

As stated in the Public Hearing Notice - all interested parties were entitled and encouraged to attend to present their testimony and ask any questions relative to all or any portion of any or all of the 2020 Multi-Facility Long-Term Capital Maintenance Improvement Projects. As an alternative to attending the public hearing to present their testimony and ask any questions relative to all or any portion of any or all of the 2020 Multi-Facility Long-Term Capital Maintenance Improvement Project, interested parties could submit such testimony and questions to the Board via electronic mail at Trustees@acpl.info, at least twenty-four hours in advance of the public hearing.

No one from the public was in attendance at the meeting nor sent in questions electronically.

Mr. Sedestrom presented to the board about the bond measure proposal. Also participating in the presentation via Zoom were Bond Attorney Mr. Qualkinbush and Financial Advisors Mr. Samuelson and Mr. Tanselle. Library board members discussed and asked questions about: the library's unencumbered reserves, bond repayment costs, legal fees, insurer fees, municipal fees, timing of capital projects, annual budget projections, tax dollars, operating budget, and debt service rate. There being no further questions, the public hearing closed at 4:02 p.m.

COMMITTEE REPORTS

Capital Projects Committee

Mr. Seifert gave an update on the Capital Projects Committee. The committee met on April 29, 2020 electronically through a Zoom teleconference. The committee discussed the proposed 2020 maintenance bond issue and reviewed various support documents detailing the projects to be funded by the bond proceeds. The committee also reviewed the planning calendar for the bonding process. The committee recommended proceeding with the publication of the notice of the public hearing and bringing forth for approval the necessary resolutions for the bond issuance at the May 28, 2020 meeting of the Board of Library Trustees.

APPROVAL OF RESOLUTION NO. 2020-4, “RESOLUTION AUTHORIZING ISSUANCE OF BONDS.”

On motion of Ms. Shamanoff, the board voted to approve Resolution 2020-4, “Resolution Authorizing Issuance of Bonds.” The motion carried with 4 ayes and 3 nays. Mr. Castleman, Mr. Moss, and Ms. Tucker were opposed. The resolution so adopted is appended to and made a part of these minutes.

APPROVAL OF RESOLUTION NO. 2020-5, “RESOLUTION AUTHORIZING ADDITIONAL APPROPRIATION TO BUDGET.”

On motion of Mr. Eisbart, the board voted to approve Resolution 2020-5, “Resolution Authorizing Additional Appropriation to Budget.” The motion carried with 5 ayes and 2 nays. Mr. Moss and Ms. Tucker were opposed. The resolution so adopted is appended to and made a part of these minutes.

FINANCIAL REPORT

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

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. Williams, the claims were approved for payment.

Wires

EFT	4/28/20	Old National HSA Employer Contribution	\$ 104.17
	5/15/20	PERF Contributions PR #10	\$ 55,564.36
	5/15/20	Old National HSA Employer Contribution	\$ 8,229.22
	5/20/20	Medical claims from Pro-Claim Plus for 5/22/20	\$ 91,517.14
	5/28/20	Old National HSA Employer Contribution	<u>\$ 416.66</u>

			EFT Subtotal: \$ 155,831.55
Payroll			
	5/15/20	Gross \$ 458,083.29	net \$ 325,048.94
		Payroll Taxes	\$ 120,216.91
			Payroll Subtotal: \$ 445,265.85
Accounts Payable Check Batches:			
	(see “Check Register” for detail of total)		
Star Bank general	5/19/20	#232287 - #232300	\$ 54,117.24
Operating accounts	5/28/20	#232301 - #232459	\$ 522,240.74
Less VOIDS:	#231408 & #230243		\$ (80.00)
			Star Bank Subtotal: \$ 576,277.98
			Accounts Payable Check Batches Subtotal: \$ 576,277.98
			Grand Total: <u>\$ 1,620,761.70</u>

REPORT OF DIRECTOR

Ms. Southard gave the board an update on recent library activities. Attached to the Director’s report were preliminary results from the reopening planning survey conducted May 2-11, 2020 on the library’s website. Ms. Southard and Ms. Davis talked to the board about how the survey was rolled out. The purpose of the survey was to get a snap-shot of what services customers used and valued before and during the COVID closure, gauge the community wellbeing, and to understand if staff’s thinking on phasing-in services to the community were in alignment with public sentiment. A few points about the survey:

- ❖ The survey itself was mirrored from a tool used by Toledo Public Library.
- ❖ The survey was administered using Survey Monkey, and was open May 2 thru morning May 11.
- ❖ The majority of responses were received on the first day the survey was open (about 4,400 received on May 2).
- ❖ We received a total of 6,872 responses.
- ❖ On average, response rates to each question was over 90%.
- ❖ The survey is fully anonymous - we have no respondent demographics or home branch information.
- ❖ Text analysis of the comments is still underway.

System-wide, staff continue to change processes, spaces and workflows in preparing for the next components of our responsible restart. Virtual programming has become popular with customers of all ages. We are working to be able to dial our services up and down as resources allow. Sneeze guards have arrived and are being deployed; computers are being moved to new locations and spaced in compliance with six foot parameters; new ways of staff providing assistance to computer users from six feet away are being developed; workflows are being changed.

This year's Summer Learning Program will launch June 1st and be offered virtually to participants. Prize pickup will become available after the library opens to the public in July. Customers will be able to drive through curbside pickup to receive Summer Learning to-go packets and take home crafts.

The holds limit was increased to 10 items, customers really appreciated this change in service. Curbside pickup of holds started this week at several branches. This service was initially tested at Main, and then rolled out at branches as staffing allowed. A snapshot from last week, Tuesday, May 19 proved to be the busiest day of the week:

- Total Curbside transactions = 1,424
- Total Items Checked out = 3,188
- Total Items Checked in = 6,416

Mary Voors, Children's Services Manager, reported that while library staff were at home the entire month on "Mandated Close" status, Children's staff continued to research best practices and possible programs, complete professional training, brush up on reader's advisory and reference skills, and continue to support the library's mission of "Enriching the community through lifelong learning and discovery" with a wide variety of programs. As mentioned last month, storytimes are an integral part of our system's programming. To maintain this educational opportunity for our very youngest customers and their caregivers, a cooperative effort orchestrated by Marra Honeywell, Youth Services Manager, and involving Kay Gregg (Access Fort Wayne), the staff of Community Engagement, and librarians/storytime presenters Michal Miller (Georgetown), Angie Nitza (Children's), and Mary Voors was put into motion. Three virtual storytimes were filmed and edited to be pushed out weekly through social media channels. These have been VERY well received by our community. As of this morning, the first Virtual Storytime posted on YouTube has 8.1K views, the second one posted has 2.5K views, and the third one posted has 1.4K views.

Special Collections and Genealogy Manager Curt Witcher shared that virtual engagement with Library and Genealogy Center customers was a highlight of the month. One of those engagement activities was virtual programs. 873 individuals attended eleven virtual programs.

Georgetown Branch Manager Stephen Platt shared that all Georgetown staff learned the basic operations of Zoom using the Niche Academy and held their first All Staff meeting on April 24 over Zoom with EACH staff member attending. Despite being closed, Georgetown staff logged around 119 hours of online learning and training time. Including: Leadership trainings, Safety trainings, Summer Learning Program trainings, trainings relating to COVID and libraries, informational sessions, virtual programming best practices, and much more.

Audio Reading Service's Manager Georgean Johnson-Coffey reported that the Reading Service has also reinvented the wheel regarding their service to listening customers. When the library first closed, for the most part, their customer-base relied on encore presentations or downloads from other Reading Services to fill the program schedule. Staff soon realized this was not adequate, especially since the closure was going to be longer than originally thought. So they developed a plan to have as many volunteers as possible to read remotely

Board of Library Trustees –May 28, 2020

and send in their recordings to be produced. They had 41 of 97 volunteers respond that they wanted to be a Volunteer Reading Remotely.

E-Rate Funding Year 2020 Request has been approved. Our total funding approved cap amount is: \$255,976.09. Funding year is from July 1, 2020 – June 30, 2021.

On Monday, June 8 the library will be opening Technology Centers at 3 separate locations – Shawnee Branch, Pontiac Branch, and Main Library’s Readers’ Services Department. The target date to reopen to the public system-wide is the week after July 4, 2020 holiday weekend.

OTHER BUSINESS

Mr. Eisbart and Ms. Shamanoff commended library staff on serving the wellbeing of the public and affirmed trust in the library’s leadership. Ms. Tucker commended Ms. Southard and Ms. Samulak of their support of library staff. Mr. Castleman commented that the Emergency Family and Medical Leave and Paid Sick Leave Policy was the most generous policy in Allen County compared to other businesses and organizations. Mr. Castleman stated that any staff frustration should be directed to the Board and not the library administration. Mr. Castleman praised the curbside service the library is offering customers.

PUBLIC COMMENT

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 5:12 p.m.

Sharon Tucker, Secretary