

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

Meeting of November 19, 2020 in Regular Session

The Board of Library Trustees of the Allen County Public Library met virtually in regular session on Thursday, November 19, 2020 at 3:02 p.m. Present: Mr. Castleman, presiding, Mr. Seifert, Mr. Williams, Mr. Moss, Ms. Shamanoff, Mr. Eisbart, and Ms. Tucker.

**ADOPTION OF THE AGENDA**

On motion of Ms. Shamanoff, the amended agenda was adopted. Roll call vote was recorded:

Mr. Eisbart – Aye.  
Mr. Moss – Aye.  
Ms. Shamanoff – Aye.  
Mr. Williams – Aye.  
Mr. Castleman – Aye.  
Ms. Tucker – Aye.

**APPROVAL OF MINUTES**

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

- a. Minutes of regular session November 19, 2020.

Roll call vote was recorded:

Mr. Eisbart – Aye.  
Mr. Moss – Aye.  
Ms. Shamanoff – Aye.  
Mr. Williams – Aye.  
Mr. Castleman – Aye.

**FINANCIAL REPORT**

On motion of, the financial report for November 2020 was approved. A copy of this report is appended to and made a part of these minutes. Roll call vote was recorded:

Mr. Eisbart – Aye.  
Mr. Moss – Aye.  
Ms. Shamanoff – Aye.  
Mr. Williams – Aye.  
Mr. Castleman – Aye.  
Ms. Tucker – Aye.

**APPROVAL OF CLAIMS**

Ms. Davis 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 Ms. Tucker, the claims were approved for payment. Roll call vote was recorded:

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

**Wires**

<b>EFT</b>	10/30/20	INPRS Contributions PR #22	\$	53,503.51
	11/02/20	Medical claims from Pro-claim for 11/04/20	\$	170,079.57
	11/13/20	Old National HSA Employer Contribution	\$	8,125.05
	11/13/20	INPRS Contributions PR #23	\$	53,641.41
	11/16/20	Medical claims from Pro-claim for 11/18/20	\$	<u>94,381.80</u>
		<b>EFT Subtotal:</b>	\$	<b>379,731.34</b>

<b>Payroll</b>	10/30/20	Gross	\$ 450,166.47	net \$	318,491.42
		Payroll Taxes		\$	<u>117,382.88</u>
		<b>Payroll Subtotal:</b>		\$	<b>435,874.30</b>

<b>Payroll</b>	11/13/20	Gross	\$ 449,343.71	net \$	317,715.58
		Payroll Taxes		\$	<u>116,912.77</u>
		<b>Payroll Subtotal:</b>		\$	<b>434,628.35</b>

**Accounts Payable Check Batches:**

(See “Check Register” for detail of total)

Star Bank general	11/02/20	#234170-#234178	\$	90,368.96
Operating accounts	11/11/20	#234179-#234330	\$	751,293.17
	11/19/20	#234331-#234653	\$	444,264.31

11/11/20	AP EFT #11112020-001-11112020-006	\$	677.51
11/19/20	AP EFT #11192020-001-11192020-008	\$	191.25

Less VOIDS:	#233889, #234094, & #234104	\$	(6,543.20)
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**Star Bank Subtotal:** \$ 1,280,252.00

**Accounts Payable Check Batches Subtotal:** \$ 1,280,252.00

**Grand Total:           \$ 2,530,485.99**

**APPROVAL OF TREASURER’S BOND**

**RESOLUTION NO. 2020-8, “RESOLUTION TO APPROVE A PAY STRUCTURE FOR 2021.”**

Mr. Moss moved the adoption of Resolution No. 2020-8, “Resolution to Approve a Pay Structure for 2021.” The motion carried and the resolution so adopted is appended to and made a part of these minutes. Roll call vote was recorded:

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

**AUTHORIZE STAFFING TABLE FOR 2021**

Ms. Samulak requested approval of the Authorize Staffing Table for 2021.

**Mr. Williams** motioned to approve the Authorize Staffing Table for 2021 as presented. The motion carried unanimously. Roll call vote was recorded:

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

Ms. Samulak discussed the approval of eFMLA from May 5, 2020 will expire December 31, 2020. Ms. Samulak requested the board approve an extension of eFMLA on the instruction of the Federal extension and Department of Health & Human Services through to our next board meeting scheduled January 28<sup>th</sup>, 2021. At the January 28<sup>th</sup> meeting

**APPROVAL OF CONTINUATION OF EMERGENCY FAMILY AND MEDICAL LEAVE AND PAID SICK LEAVE POLICY**

- Mr. Eisbart – Aye.
- Mr. Moss – Aye.

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

## **RECOGNITION OF 2020 STAFF RETIREMENTS**

### **ROLAND CENTER FOR LINCOLN RESEARCH UPDATE, INCLUDING RECOMMENDATION OF CONTRACTOR ROLLAND CENTER FOR LINCOLN RESEARCH UPDATE**

Mr. Witcher gave an update on the Rolland Center for Lincoln Research. Mr. Witcher shared that ACPL is partnering with the Friends of the Lincoln Collection to build a space in the Main Library that will highlight the thousands of items in the Lincoln Collection currently housed in the Library's lower levels. These include original photographs of Abraham Lincoln, his family, Cabinet members, and generals; letters and documents to and from Lincoln; diaries of Civil War soldiers; and much more. The Center will also incorporate an expert-in-residence program. That expert may be a scholar, artist, or someone else who works with the materials in the Collection to further an understanding of Lincoln.

There are four points that are being used as a North Star to guide the work through the planning and construction process.

1. Connect people to the life and times of Abraham Lincoln.
2. Display and bring to life this incomparable collection of Lincoln materials.
3. Deliver a 21<sup>st</sup> century engaging experience.
4. Make the Center a destination for people inside and outside of our community.

As the two Lincoln Librarians, Emily Rapoza and Jessie Cortesi, began to organize the materials and develop storylines, they settled on the following themes:

- Lincoln overview
- Lincoln family album
- Lawyer & legislator
- Elections
- Commander-in-Chief
- Slavery/Emancipation Proclamation

These themes will be expanded upon through a combination of the physical items in the Lincoln Collection and digital interactive displays. This will not be a typical museum experience. Instead, staff will use technology in such a way that individuals of varying abilities, ages, and knowledge levels will be able to fully engage with the Collection.

The Center will be located in the Great Hall near the Plaza entrance. It will use the space currently known as Bays 2 and 3, and will extend a bit into Readers' Services. It is important

to know and to communicate to others that the entire project is being funded by the Friends of the Lincoln Collection. ACPL will not be responsible for costs related to construction, technology, etc. There will be a Memorandum of Understanding between the Friends of the Lincoln Collection and ACPL. The Center is scheduled to open in April 2021.

Mr. Eisbart – Aye.

Mr. Moss – Aye.

Ms. Shamanoff – Aye.

Mr. Williams – Aye.

Mr. Castleman – Aye.

Mr. Seifert – Aye.

Ms. Tucker – Aye.

## **REPORT OF INTERIM DIRECTOR**

Ms. Davis reported on recent library happenings. Staff have received Kroger vouchers for the November/December holidays thanks to the Library Friends and Foundation. In lieu of the annual staff training day and outing, cancelled due to the pandemic, senior staff shifted to using some of those funds to provide Kroger vouchers staff can use for the upcoming holidays.

The Facilities Master Plan request for proposal development is moving forward. Following review by library legal counsel, the RFP will be posted with bid review expected in late January and a recommendation brought to the Board at its February 2021 meeting.

The Strategic Plan Q3-2020 update is included in the Board materials, along with the monthly service outputs summary. The investments highlighted for Q3-2020 include:

- Partnerships promoting unique library services – Genealogy and special collections
- Use of facilities by the community and direct customer services that support lifelong learning and discovery; and,
- Service measures – reference transactions, curbside delivery, and database uses

Ms. Davis updated the board on how the library is transitioning services due to COVID-19 cases increasing. In accordance with the County Metrics and Requirements outlined in Governor Holcomb's Executive Order 20-48, Allen County now finds itself color coded red. While Allen County is red, ACPL will respond in the following ways:

- Adjust how services are delivered to the community
- Limit occupancy in ACPL buildings
- Take appropriate steps to manage rolling staff shortages throughout the organization.

Beginning Friday, November 27 the following practices will take effect at all ACPL locations. They will remain in place until Thursday, January 28 *or* until two weeks after Allen County has returned to a code orange status, whichever comes first.

- Library materials will be available via curbside delivery only.
- Meeting and study rooms at all locations are unavailable to the public.

- Other than those who have made appointments, ACPL buildings will not be open to the public.
- Business hours and curbside delivery times will change at all locations.
- Business hours for computer reservations and reference assistance will be adjusted.

ACPL will enforce the following requirements of those wishing to enter library buildings:

- The proper wearing of a mask or face covering is mandatory and appropriate signage will communicate that expectation. Refusal to properly wear a mask prevents building entry and, while in the building, may result in being asked to leave.
- If a library visitor is unable or unwilling to wear the appropriate face covering, he/she may access library services through other methods.
- Food/drink are not permitted by the public inside ACPL buildings in order to comply with State and Allen County mask requirements.
- Social distancing remains in effect in all locations.

### **COMMITTEE REPORTS**

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- Director Search Committee
- Mr. Eisbart updated the board on the Director's search. Bradbury Miller Associates received helpful feedback from the stakeholders' survey. The job posting will be open longer, closing on Monday, November 30. The top 7 or 8 candidates will be interviewed by the Board and then narrowed down to the top 3 or 4, who will move on to the final interviews. Face-to-face interviews are highly improbable due to COVID, so the whole interviewing process will be conducted virtually.
- **Nominating Committee**

### **OTHER BUSINESS**

In compliance with state law, the Library Director must have the designation of Purchasing Agent. On motion of Ms. Shamanoff the board designated Ms. Davis as the Purchasing Agent for the Allen County Public Library.

### **PUBLIC COMMENT**

No public comments were received via [trustees@acpl.info](mailto:trustees@acpl.info).

### **ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 4:45 p.m.

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Sharon Tucker, Secretary