

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

Meeting of September 24, 2020 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, September 24, 2020 at 3:02 p.m. at the Main Library and remotely through Zoom. Due to technical issues, Mr. Castleman paused the meeting and called the meeting back to order at 3:18 p.m. Present: Mr. Castleman, presiding, Mr. Eisbart, Mr. Seifert, Mr. Moss, Ms. Shamanoff, Ms. Tucker, and Mr. Williams.

ADOPTION OF THE AGENDA

On motion of Ms. Shamanoff, the 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 executive session August 27, 2020.
- b. Minutes of regular session August 27, 2020.
- c. Minutes of special session September 14, 2020.
- d. Minutes of approval of claims September 10, 2020.

FINANCIAL REPORT

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

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 Mr. Eisbart, the claims were approved for payment.

Wires

EFT	9/21/20	Medical claims from Pro-Claim Plus for 9/23/20	\$	57,080.49
	9/18/20	PERF Contributions PR #19	\$	53,614.51
	9/15/20	Old National HSA Employer Contribution	\$	7,916.72
		EFT Subtotal:	\$	118,611.72
Payroll	9/18/20	Gross	\$	449,355.86
		Payroll Taxes		net \$ 317,722.84
				<u>\$ 118,431.01</u>
		Payroll Subtotal:	\$	436,153.85

Accounts Payable Check Batches:

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(see “Check Register” for detail of total)

Star Bank general operating accounts	9/24/20	#233834-#233920	\$	416,088.13
	9/24/20 AP EFT #09242020001-09242020002		\$	314.81
Less VOIDS:	AP EFT #09102020001		\$	(13.80)
		Star Bank Subtotal:	\$	416,389.14
		Accounts Payable Check Batches Subtotal:	\$	416,389.14
		Grand Total:	\$	<u>971,154.71</u>

RECAP SUMMER LEARNING PROGRAM 2020

Marra Honeywell, Youth Services Coordinator, recapped the 2020 Summer Learning Program. Library staff adapted the Summer Learning Program with innovative virtual content, at home activities for families, and virtual program offerings. To-Go Programs that children and teens could enjoy at home were the summer’s biggest hit and those will continue. Books and programs were delivered to 1,200 children at 66 childcares. By the numbers there were 7,200 registered readers, 8 million minutes of reading was logged, and 33,000 To-Go Programs were created for children and teens. Many of the changes proved to be very popular and will be continued in future years. Adjusting to the needs of the community allowed us to discover new ways to bring the joy of Summer Learning to Allen County. Support from the Foellinger Foundation, ACPL Foundation, and Friends of the ACPL continue to make this community program possible.

APPROVAL OF EMPLOYEE HANDBOOK UPDATES

Ms. Samulak answered questions regarding the Employee Handbook Policies updates. On motion of Mr. Eisbart, the board approved the Employee Handbook Policies updates.

PUBLIC TRANSPARENCY

Mr. Castleman said that public emails to the Trustees’ need to have an organized approach so the board has a timely receipt of the public’s comments. Discussion was held on best practices of handling email replies from the board. Ideally the board would receive the public’s emails on a weekly basis and send a timely response back. Ms. Davis will talk with IT staff in order to set up an automatic forwarding function for the Trustees’ email account. This will allow the full board to receive Trustees’ emails in real time. The Executive Committee will then work on writing a response. Staff will write a procedure on this process and share it at the next board meeting.

REPORT OF INTERIM DIRECTOR

Ms. Davis talked about the highlights of employee engagement Action Plans for 2020. The goal of developing action plans in each branch and department is to guide staff toward more internal engagement and collaboration, while identifying achievable goals for staff. Attached

to the board packet were slides compiled by Human Resources reflecting first steps in the action planning process. Staff will be surveyed again regarding organizational engagement to understand movement in engagement levels across the library.

The Amnesty Program has been well received by the public. From August 19 - September 14:

- Total amount waived – \$27,360.80 (includes Replacement fees, processing fees, and overdue fines)
- Items that had some kind of fee/fine waived – 9,314
- Estimate that 537 items that were “Lost” have been taken back by ACPL

The Genealogy Department was recognized with an Award of Merit. Colleagues from across the country and Curt Witcher, along with FamilySearch, were recently recognized for their efforts in developing an online tool for discovery of information about the National Park Service’s records of Mexican War soldiers and sailors. This helps visitors get to their Mexican War historic sites as well as genealogists and historians.

After the Director’s search survey closes a survey will be shared with the public to better understand how many library users are still utilizing curbside service, how the public is feeling about attending in-person programming, and get an overall sense of how best to serve the public during this next phase in the pandemic.

A system-wide report from Branch and Department Managers was enclosed in the meeting’s packet.

COMMITTEE REPORTS

Director Search Committee

Jobeth Bradbury, Managing Consultant of Bradbury Miller Associates, updated the board on next steps of the Director’s Search Committee. Mrs. Bradbury thanked the staff that helped troubleshoot the Director’s Search survey link. Thus far for the survey there have been 688 public responses and 100 staff responses. The survey deadline has been extended through September 30th due to the technical issues with the original survey link. The timeline for the hiring process is to have the posting open from October 1-November 22. Semifinal interviews will occur the first week of December and final interviews will be scheduled mid-December. Due to the pandemic the majority of the interviews will likely be conducted virtually. The search firm’s goal is to have the Executive Director position filled and ready to start by early February 2021. Bradbury Miller Associates has been communicating regularly with the Director Search Committee and any/all information can be shared as broadly as possible to the staff and public to enhance transparency of the recruiting and hiring process.

Finance & Personnel Committee

The Committee will meet on Friday, October 9 via Zoom to discuss the 2021 budget, compensation, and benefit proposals.

Capital Projects Committee

Mr. Seifert said the Capital Projects Committee will convene a meeting before the October board meeting and will come back to the full board with a report and recommendations at the October 22, 2020 meeting.

OTHER BUSINESS

Mr. Castleman said on Saturday, September 19 a group of citizens had setup a table and was campaigning with political merchandise near the Dupont Branch Library. Concerned members of the public contacted the board about the political group. Mr. Castleman along with library staff looked at property lines and confirmed that the political group was using the public sidewalk on public property, and was on the library's property. The board appreciated the public's concerns and thanked them for reaching out.

PUBLIC COMMENT

No in-person public comment was given. Public comments can be submitted to trustees@acpl.info.

ADJOURNMENT

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

Sharon Tucker, Secretary