

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

Meeting of April 22, 2021 in Regular Session

The Board of Library Trustees of the Allen County Public Library met virtually in regular session on Thursday, April 22, 2021 at 3:02 p.m. Present: Mr. Eisbart presiding, Mr. Castleman, Mr. Moss, Mr. Seifert, Ms. Shamanoff, Ms. Tucker, Mr. Williams.

ADOPTION OF THE AGENDA

On motion of Ms. Tucker, the agenda was adopted as presented. Roll call vote was recorded:

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

APPROVAL OF MINUTES

Mr. Castleman had a point of clarification on the March 2021 meeting minutes with regards to the mask policy for ACPL. Ms. Tucker had made an amendment that it would continue until 04/30/2021, and Mr. Castleman asked that the minutes reflect that.

- a. Minutes of regular session March 25, 2021.**
- b. Minutes of approval of claims April 9, 2021**

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

Roll call vote was recorded:

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

FINANCIAL REPORT

Mr. Sedestrom reported in the financial report there are a couple of lines overspending. Because of heavier than expected snowfalls, the snow removal line will require additional funds be transferred during the year-end budget adjustments. Temporary help agencies are being utilized due to trouble filling positions in Housekeeping and Security areas which has resulted in spending to be higher than expected. The Library has received word from GFOA that the Library has once again been awarded the Excellence in Financial Reporting recognition. This represents the 28th year the Library has received the award. Currently we are in the middle of the audit by Crowe, LLC. The target date for the completion of the audit is 06/01/2021. Economic forecasts for the state are looking positive. Going to start receiving budget 2022 information, with the first being actual 2021 tax cap info by 4/30/2021. Also, seminars and information sessions will start to take place. A Capital Project Committee meeting took place earlier this week. Mr. Sedestrom distributed a report of projects that have been completed (or are in progress) since last summer which have been funded from reserves. Many of them are HVAC related and other building renovation projects. Mr. Moss asked a question with regards to expenses and whether the reports could show prior year's numbers for comparison. Mr. Sedestrom pointed out the comparison is listed in the last column of the Combined Revenues and Expenses report currently distributed in their monthly Treasurers report packets. Mr. Moss also inquired about the progress of developing some efficiency factors which might compare such items as expenses, hours, services provided, etc. Mr. Sedestrom said that it will continue to be worked on.

On motion of Mr. Williams the financial report was accepted.

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

APPROVAL OF CLAIMS

Mr. Sedestrom stated that the largest amount of \$251,000 to CME corporation all on the Rolland Center renovation. The others are on the utilities, around \$100,000, and book purchases, and book materials. On motion of Mr. Castleman the claims were approved.

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

Wires

\$ _____ -

			Wires Subtotal:	\$
EFT				
	04/02/21	PERF Contributions PR #7	\$	56,291.90
	04/05/21	Medical claims from Pro-Claim for 04/07/2021	\$	<u>106,731.23</u>
		EFT Subtotal:	\$	163,023.13

Payroll				
	04/02/21	gross	\$468,929.62	net \$ 332,571.92
		Payroll Taxes		\$ <u>122,150.30</u>
		Payroll Subtotal:	\$	454,722.22
		gross	\$	net \$
		Payroll Taxes		\$ _____
		Payroll Subtotal:	\$	

Accounts Payable Check Batches:

(See "Check Register" for detail of total)

Star Bank general	04/06/21	#236217 - #236226	\$	39,887.92
operating accounts	04/09/21	#236227 - #236325	\$	849,755.65
	04/09/21	AP EFT #04092021-001 - #04/09/2021-002	\$	77.50
			\$	
Less VOIDS:			\$	
		Star Bank Subtotal:	\$	<u>889,721.07</u>
		Accounts Payable Check Batches Subtotal:	\$	889,721.07
		Grand Total:	\$	<u><u>1,507,466.42</u></u>

STAFF PRESENTATION

Paige Shook, Woodburn branch manager, gave a video presentation touring her library branch and collection.

JUMPSPARK PRESENTATION

Ms. Smith spoke that it has been over 13 months since the start of the Pandemic. Children have been back to school in person, virtually, or a combination of the two, and it has been a really weird year for all students, caregivers and educators alike. Throughout this situation, the library has stepped up to help families, with the support of the board. We were able to give access to ACPL's digital materials to all library card holders, even if they had fines that would have blocked them otherwise. ACPL has offered Tutor.com to library carders, a free online tutoring service that aids all students K-12, as well as college prep materials. We are now approaching are Summer Spark learning. Typically, the librarians would go into the classrooms, but due to COVID that has been limited. ACPL's summer learning program is designed to prevent the "summer slide" that occurs when students are out of the classroom and not actively learning. They lose knowledge and are not prepared when they return in the fall. This year, we

are also combating “COVID slide” and the summer months will be even more important. To create awareness of summer learning, ACPL is launching is JumpSpark (Science, Play, Art, Reading, and Knowledge). This program is interactive and available in English and Spanish, and at the end they earn a prize. We have partnered with FWCS to provide the program to each of its 14,000 elementary school students, and are in talks with other school systems. Mr. Eisbart asked if this was a self-generated program and not purchased. Ms. Smith stated that it was all created in-house by ACPL staff. Ms. Tucker stated that this was phenomenal and asked if there was a way to track usage. It is being tracked by the librarians at the schools. Parents can also use the Beanstack app to track minutes read and activities completed. Students have already begun to claim their prizes. Ms. Smith said that Foellinger dollars fund the prizes. Mr. Eisbart asked if the board could receive the final numbers of the program upon completion.

COMMITTEE REPORTS

a. Capital Projects: update on Facilities Master Plan.

Mr. Seifert reported that at the last meeting it was voted to authorize Ms. Baier to start the Facilities Master Plan services by hiring Bostwick Designs. The contract was signed, and community engagement will begin, and it is moving forward in the next few weeks. Mr. Castleman stated that Mr. Sedestrom passed out a Capital Project report showing that \$1.5 million dollars are coming from reserves and kudos to the financial staff for watching the pennies.

DIRECTOR REPORT

Ms. Baier presented a written Director’s Report to the Board. She noted that all of the library staff are participating in United Front training. United Front is a program that develops a conversation around race and inclusion. ACPL has developed a monthly virtual town hall forum for staff to discuss what they have learned in United Front training. Ms. Baier wanted to extend her congratulations to Mr. Sedestrom and his team for winning for the 28th year the award of excellence for the certified annual financial report. She also wanted to share an initiative organized by Ms. Bolan, Director of Public Services, regarding branch managers now attending the city Area Quadrant meetings representing the library’s neighborhood to give community members updates as to what is going on in their libraries. Ms. Baier stated that she has attended three of the meetings and as a new resident to the area has learned a lot. Mr. Moss commented on how Ms. Baier has made a great effort of jumping into the community.

2021 HOLIDAY CLOSURE

Ms. Baier asked the board to approve a change in the 2021 holiday calendar for Staff Development Day (closed day to the public, but work day for staff) from 08/20/2021 to 10/04/2021. The adjustment was made due to the pandemic. Mr. Eisbart asked that the request be formalized in the form of a motion. On motion of Mr. Moss, the revised 2021 holiday calendar was approved.

Mr. Eisbart – Aye.

Mr. Moss – Aye.

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

MASK REQUIREMENT

Ms. Baier stated that the current mask requirement for all locations is for patrons ages eight and up until 04/30/2021. The senior staff recommendation is to extend that requirement through 07/04/2021. The justification for the request is to align with other government buildings in Allen County and currently City of Fort Wayne buildings which are requiring masks through 07/04/2021, and confirmed from results of a recent patron survey.

A discussion was held among the trustees regarding the senior staff recommendation to extend the mask mandate.

On motion of Mr. Seifert the motion was to extend the mandate for another thirty days until 05/28/2021 to discuss again at the next board meeting.

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

NEW BUSINESS

No new business to report

PUBLIC COMMENT

No public comments to be addressed during the board meeting were received via trustees@acpl.info or sign in sheet.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:06 p.m.

Gloria Shamanoff, Secretary