

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

Meeting of July 22, 2021 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, July 22, 2021 at 3:00 p.m. Present: Mr. Eisbart presiding, Mr. Castleman. Other board members were in route, and quorum had not been established. The agenda was varied to start with the staff presentation.

STAFF PRESENTATION

George Johnson-Coffey, Audio Reading Services Manager, gave a presentation regarding the program. The service was founded in 1979 as Northeast Indiana Radio Reading Service as a separate non-profit, and in the Little Turtle Branch. Then in 2004, they became a part of the Allen County Public Library. They offer broadcast and digital access to audio readings of local news, magazines, and other programming for individuals who have visual, physical, learning or language challenges to reading oriented material.

Roll call vote was recorded:

Mr. Castleman – Aye.
Mr. Eisbart – Aye.
Ms. Tucker – Aye.
Mr. Seifert - Aye

ADOPTION OF THE AGENDA

Mr. Sedestrom needed to modify the agenda under the approval of minutes. Item “b” of the agenda needed to be removed, and would be approved today and not be a part of the minutes. On motion of Mr. Seifert, the modification of the agenda was adopted as presented. Roll call vote was recorded:

Ms. Tucker –Second.
Mr. Castleman – Aye.
Mr. Eisbart – Aye.

APPROVAL OF MINUTES

a. Minutes of regular session June 24, 2021.

On the motion of Mr. Seifert, Roll call vote was recorded:

Ms. Tucker –Second.
Mr. Castleman – Aye.
Mr. Eisbart – Aye.

FINANCIAL REPORT

Mr. Sedestrom reported in the financial report that the only new line spending above benchmark was the unemployment line because of an increase in claims being filed. This line only has a \$2000 budget so it doesn't take much to go over benchmark. The exit conference for the 2020 audit was held with the auditors, Crowe, LLC. In attendance was Susan Baier, Ben Eisbart, and Mr. Sedestrom. It was reported that everything was in order and that no errors had been discovered. Crowe gave permission with filing the report with the GFOA for consideration of the award of excellence in financial reporting. We are still waiting on the SBOA to sign off on the work performance by Crowe before audit reports can be filed with the State. Work on the 2022 budget is proceeding as information continues to come in from the State is going to 4.3 % in 2022, an increase from 4.2 % in 2021. State caps came in and they are going up a little from the final 2021 number, but still well lower than the anticipated number. Numbers may go down later in the year when all budgets are finalized. The Finance and Personnel meeting is scheduled for 08/24/2021. Most of the information will be available at that point and proposals for budgets will be brought to the board for review.

On motion of Mr. Castleman, the financial report was accepted.

Ms. Tucker – Aye.
Mr. Eisbart – Aye.
Mr. Seifert - Second

APPROVAL OF CLAIMS

Mr. Sedestrom stated that these claims would be for 07/12/2021 and 07/22/2021. The largest amount of the claims would be AEP, consulting fees, self -insurance charges and library materials. On motion of Ms. Tucker, the claims were accepted.

Mr. Castleman – Aye.
Mr. Moss – Aye.
Mr. Eisbart – Aye.
Mr. Seifert - Second

Wires	06/28/21	Bank of New York Bond Payment		<u>\$2,343,000.00</u>
=			Wires Subtotal:	\$2,343,000.00
EFT				
	07/09/21	PERF Contributions PR #14	\$	55,205.97
	07/06/21	Medical claims from Pro-Claim for 07/07/2021	\$	<u>52,610.09</u>
			EFT Subtotal:	\$ 107,816.06
Payroll				
	07/09/21	gross \$492,333.10	net \$	353,707.93
		Payroll Taxes	\$	<u>127,703.76</u>

Payroll Subtotal: \$ 481,411.69

Accounts Payable Check Batches:

(See "Check Register" for detail of total)

Star Bank general	07/01/21	#237020 - #237024	\$ 46,441.22
	07/12/21	#237025 - #237153	\$ 397,914.55
operating accounts			\$ -
	07/12/21	AP EFT #07122021-001 - #07122021-006	\$ 233.57
Less VOIDS:		#234904 & #236976	\$ (176.00)

Star Bank Subtotal: \$ 444,413.34

Accounts Payable Check Batches Subtotal: \$ 444,413.34

Grand Total: \$ 3,376,641.09

COMMITTEE REPORTS

a. Capital Projects

Mr. Castleman reported that they have a lot of activity going on with regards to the Capital Project and Facilities Master Plan. Working through the community engagement phase has been positive. There has been a series of in person community conversations, and five different sessions, receiving input from staff as well. Mr. Castleman said that he participated in two of focus groups, and he said that it was good to hear from stakeholders, and the open public. He also said that that survey will be available until the end of July 2021. There have been over 549 responses as of 07/20/2021. The consultant will return at the end of August 2021 once the surveys close and things are tabulated to give the results of those focus groups and surveys. The board will hear back from the consultants in September to give highlights and to start working towards final approvals of the Facilities Master Plan at the end of October. Mr. Seifert added that the two main persons conducting the FMP will possibly attend the August board meeting in person, part maybe Executive Session, and part will be the Regular board meeting.

DIRECTOR REPORT

Ms. Baier submitted a written report to the Trustees. Ms. Baier reported that at the June 25th meeting the Indiana Library and Historical Board found ACPL to be in compliance with the public library standards for 2020. Ms. Baier reported that ACPL will have a table in the nonprofit resource area of the Fort Wayne Pride Festival. She announced that Mr. Witcher had some news regarding the Rolland Center. Mr. Witcher reported that the computer switch chip had arrived, and was installed. The goal is to have the final commission of the virtual exhibits in August.

Ms. Baier also announced that LaRae Bane has been selected as the HR Director. LaRae has Hoosier roots and is excited to moved back to the area. She also announced that Josette Jordan, Events Manager will retire as of September 30, 2021 and she will be missed. There is a vacancy for the Marketing Manager, and we will start recruiting soon for that position. Rock the Plaza will rock again beginning 08/14/2021. Also, ACPL is exploring possibilities of getting ARPA (American Rescue Funds Act) funds. These are pandemic relief funds for local agencies. There is a grant opportunity through the Indiana State Library, and several senior staff members are going to be on a Webinar tomorrow to find out more information. Also, there was an application to apply for READI funds submitted. Ms. Baier reported that they would like to get back to having the board meeting at the branches as normally scheduled. In August, the meeting would be at the Georgetown branch.

Expanded Operating Hours for Fall 2021

Ms. Baier presented a proposal for returning all ACPL libraries to pre-COVID hours with two exceptions. Those are Monroeville and Woodburn. Those branches in the past would close for lunch or dinner due to staffing shortages. It has been determined that is not serving the patrons very well. Their weekly open hours would be moved up from 41 hours a week to 48 hours. Additional part time staff hours would be added to Monroeville and Woodburn to cover the increase in hours. ACPL is also recruiting for a fifth floating librarian to provide coverage to those two libraries. The net effect would be around \$91,000 a year including the full time fifth floater. The change in operating hours would go into effect 09/13/2021. On motion of Ms. Tucker the proposal was accepted.

Mr. Eisbart – Aye.

Mr. Moss – Aye.

Mr. Seifert – Aye.

Mr. Castleman – Second.

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 3:39 p.m.

Gloria Shamanoff, Secretary