

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

Meeting of February 25, 2021 in Regular Session

The Board of Library Trustees of the Allen County Public Library met virtually in regular session on Thursday, February 25, 2021 at 3:00 p.m. Present: Mr. Eisbart presiding, Mr. Castleman, Mr. Moss, Mr. Seifert, Ms. Shamanoff, Ms. Tucker. Absent: Mr. Williams.

ADOPTION OF THE AGENDA

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

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

APPROVAL OF MINUTES

On motion of Ms. Tucker, the minutes of the following meetings were approved as written:

a. Minutes of Executive session January 28, 2021.

Roll call vote was recorded:

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

b. Minutes of Board of Finance January 28, 2021.

Roll call vote was recorded:

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

c. Minutes of Regular Session January 28, 2021.

Roll call vote was recorded:

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

FINANCIAL REPORT

On motion of Mr. Moss, the financial report for January 2021 was approved. A copy of this report is appended to and made a part of these minutes. Roll call vote was recorded:

Mr. Castleman – Aye.
Mr. Eisbart – Aye.
Mr. Moss – Aye.
Ms. Seifert – Aye.
Ms. Shamanoff – 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 Mr. Seifert, the claims were approved for payment. Roll call vote was recorded:

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

Wires

			\$ _____
		Wires Subtotal:	\$ _____
EFT			
	02/05/21	PERF Contributions PR #3	\$ 55,344.03
	02/08/21	Medical claims from Pro-Claim Plus for 02/11/21	\$ 40,147.22
	02/19/21	PERF Contributions PR #4	\$ 55,735.46
	02/22/21	Medical claims from Pro-Claim Plus for 02/24/21	\$ 452,610.44
	02/16/21	Old National HAS Employer Contribution	\$ 8,437.54
		EFT Subtotal:	\$ 612,274.69

Payroll

02/05/21		gross	\$465,313.77	net \$	331,124.54
	Payroll Taxes			\$	<u>120,474.39</u>
		Payroll Subtotal:		\$	451,598.93
02/19/21		gross	\$468,427.19	net \$	333,145.41
	Payroll Taxes			\$	<u>121,432.97</u>
		Payroll Subtotal:		\$	454,578.38

Accounts Payable Check Batches:

(See "Check Register" for detail of total)

Star Bank general	02/10/21	#235652 - #235764	\$	1,244,244.98
operating accounts	02/25/21	#235765 - #235895	\$	644,294.11
	02/10/21	AP EFT #02102021-001 - #02102021-005	\$	399.64
	02/25/21	AP EFT #02252021-001 - #02252021-002	\$	168.78
Less VOIDS:	#234901, #234941, #232537, #235573 & #235074 & #235225		\$	(5,040.91)
		Star Bank Subtotal:	\$	<u>1,884,066.60</u>
		Accounts Payable Check Batches Subtotal:	\$	1,884,066.60
		Grand Total:	\$	<u>3,402,518.60</u>

DISCUSSION OF NOMINATIONS AND APPOINTMENT TO THE LIBRARY BUILDING CORPORATION.

Ms. Shamanoff is actively trying to find a nominee and asked how many times a year the corporation meets. Mr. Mallers responded the building corporation meets once a year for the annual meeting even if there is no new business and when there is business they meet a couple times a year. Mr. Sedestrom noted the nominee doesn't need knowledge of building construction and that the meetings are mainly to discuss and decide financial aspects. Board members will continue with nominee ideas.

APPROVE TELEPHONE SYSTEM REPLACEMENT RECOMMENDATION.

Ms. Davis informed that our existing telephone system was installed in 2006 and needs replacement due to technological changes. The library received eight proposal from five vendors. The most responsive, and cost effective, is vendor ENA. Mr. Eisbart asked and Ms. Quintrell confirmed the features and benefits would be enhanced with the new phone system and current features would remain. He also asked about ENA's reliability and Ms. Quintrell responded we use ENA for our internet & filtering service and are reliable. Mr. Moss asked and Ms. Quintrell confirmed the 3-year cost reported is one fixed cost and estimated monthly charges to cover the full 3 years. On motion of Ms. Shamanoff, the replacement of our telephone system was approved. Roll call vote was recorded:

Mr. Castleman – Aye.

Mr. Eisbart – Aye.
Mr. Moss – Aye.
Mr. Seifert – Aye.
Ms. Shamanoff – Aye.
Mr. Tucker – Aye.

REVIEW AND APPROVAL OF 2020 ANNUAL REPORT TO INDIANA STATE LIBRARY

Ms. Davis explained our library is required to respond and complete the annual Indiana State Library report which was similar to prior years except for some exceptions related to the pandemic. Programming statistics differed this year and the library pivoted to utilizing virtual programs and recorded programs versus in person participation. Ms. Davis will try to make sense of this in the upcoming monthly reports. Comparing to past years, there was an on average 30 % decline in circulation, visits, program attendance, WiFi usage, PC reservations, but an increase in digital content due to our closure, reduced/limited services and the reluctance for patrons to enter into the building. Mr. Eisbart questioned the license database statistics and Ms. Davis replied the library reviewed the state definitional adjustments for databases such as Internet Archives and how we interpret what we have and what we call a collection. On motion of Ms. Tucker, the annual Indiana State Library report was approved. Roll call vote was recorded:

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

COMMITTEE REPORTS

a. Capital Projects: update on Facilities Master Plan.

Mr. Seifert reported the committee narrowed down the list to four proposals, and on last Tuesday and Wednesday interviews were conducted. During those interviews, they discussed the timeline and the possibilities for the facilities master plan. Ms. Davis and Ms. Bolan were asked to schedule a meeting next week for the committee which consists of Mr. Eisbart, Mr. Castleman, and himself to give their impressions and to bring a recommendation to the next board meeting, or a special session may be scheduled to move forward in hopes to finish this project by Summer.

INTERIM DIRECTOR REPORT

Ms. Davis reported that the library continues to follow the Governor's Covid 19 instructions for the next 30 days. Masks are still required. Ms. Bolan's team is working to open the meeting rooms soon. Ms. Davis reported the positive feedback for our new tool Tutor.com and will continue to review statistics and report back to the board. Ms. Davis reported on the January statistics that circulation increased when the libraries reopened, curbside decreased but will

continue and be evaluated and PC reservation usage is rising. Ms. Tucker asked a question with regards to Zoom rooms and Ms. Bolan responded her team is investigating and will have proposals soon. Ms. Shamanoff asked about our summer program and Ms. Davis responded that our focus will be on virtual programming. Ms. Bolan and Ms. Smith responded that starting in April/May the program Jump Spark will launch, getting parents and children in the mindset and teachers can begin promoting the Summer Learning Program.

a. New Haven Branch report

The New Haven branch manager, Rachael King showed an informational branch tour of her library building and collection.

NEW BUSINESS

Ms. Davis introduced our new executive assistant, Helen Starks, and thanked Michelle Vance for her help during the interim.

Mr. Eisbart reminded the board our new Executive Director, Susan Baier starts on Monday, March 1st and to setup a virtual meeting with their appointing body to get Ms. Baier acclimated to the legacy of the library appointing system. Ms. Samulak will check Ms. Baier's schedule and email the board her availability.

PUBLIC COMMENT

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

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:53 p.m.

Gloria Shamanoff, Secretary