

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

Meeting of January 28, 2021 in Regular Session

The Board of Library Trustees of the Allen County Public Library met virtually in regular session on Thursday, January 28, 2021 at 3:38 p.m. Present: Mr. Eisbart presiding, Mr. Castleman, Mr. Moss, Mr. Seifert, Ms. Shamanoff, Ms. Tucker, and Mr. Williams.

**ADOPTION OF THE AGENDA**

On motion of Mr. Williams, 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.  
Mr. Williams – Aye.

**APPROVAL OF MINUTES**

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

**a. Minutes of regular session December 17, 2020.**

Roll call vote was recorded:

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

**b. Minutes of executive session December 21, 2020.**

Roll call vote was recorded:

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

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

**c. Minutes of executive session December 22, 2020.**

Roll call vote was recorded:

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

**d. Minutes of special session January 7, 2021.**

Roll call vote was recorded:

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

**FINANCIAL REPORT**

On motion of Mr. Seifert, the financial report for December 2020 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.  
Mr. Williams – Aye.

**RESOLUTION NO. 2021-1 “TO CARRY FORWARD CERTAIN ENCUMBRANCES FOR 2021.”**

Mr. Sedestrom stated the library budget is approved by the department of local government finance plus the encumbrance dollars carried over and approved by the board through resolution. All outstanding contracts and purchase orders that existed as of 12/31/2020 were commitments

already made in 2020 and invoices are expected to arrive in later 2021. Mr. Sedestrom asked for approval to pay 2020 commitments with 2020 budget dollars. Mr. Williams moved the adoption of Resolution No. 2021-1 "To carry forward certain encumbrances 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. Castleman – Aye.  
 Mr. Eisbart – Aye.  
 Mr. Moss – Aye.  
 Mr. Seifert – Aye.  
 Ms. Shamanoff – Aye.  
 Ms. Tucker – Aye.  
 Mr. Williams – 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. Moss, the claims were approved for payment. On motion of Mr. Moss, 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.  
 Mr. Williams – Aye.

**Wires**

12/28/20	Bank of New York Bond Payment	<u>\$ 3,043,500.00</u>
	<b>Wires Subtotal:</b>	<b><u>\$ 3,043,500.00</u></b>

**EFT**

12/23/20	PERF Contributions PR #26	\$ 53,689.47
12/28/20	Medical claims from Pro-Claim Plus for 12/30/20	\$ 178,263.32
01/08/21	PERF Contributions PR #1	\$ 62,183.87
01/11/21	Medical claims from Pro-Claim Plus for 1/31/21	\$ 64,748.43
01/15/21	Old National – H S A	\$ 8,333.38
01/15/21	PERF Contributions PR #2A Wellness Points	\$ 10,402.23
01/22/21	PERF Contributions PR #2	\$ 55,216.85
01/25/21	Medical claims from Pro-Claim Plus for 1/27/21	<u>\$ 91,651.25</u>
	<b>EFT Subtotal:</b>	<b><u>\$ 524,488.80</u></b>

**Payroll**

12/23/20	gross \$451,135.99	net \$ 319,595.59
	Payroll Taxes	<u>\$ 117,289.12</u>
	<b>Payroll Subtotal:</b>	<b><u>\$ 436,884.71</u></b>
01/08/21	gross \$518,874.14	net \$ 367,345.45

	Payroll Taxes		\$ 136,225.68
		<b>Payroll Subtotal:</b>	<b>\$ 503,571.13</b>
01/15/21 (Wellness Points)	Payroll Taxes	gross \$74,205.38	net \$ 60,541.33
			\$ 18,411.32
		<b>Payroll Subtotal:</b>	<b>\$ 78,952.65</b>
01/22/201	Payroll Taxes	gross \$462,620.91	net \$ 329,099.09
			\$ 119,673.02
		<b>Payroll Subtotal:</b>	<b>\$ 448,772.11</b>

**Accounts Payable Check Batches:**

(See "Check Register" for detail of total)

Star Bank general	12/31/20	#235127 - #235330	\$ 213,664.02
operating accounts	01/14/21	#235331 - #235409	\$ 382,878.25
	01/27/21	#235410 - #235419	\$ 51,863.49
	01/27/21	#235420 - #235648	\$ 962,652.91
	12/31/20	AP EFT #12312020-001 - #12312020-007	\$ 459.09
	01/14/21	AP EFT #01142021-001 - #01142021-008	\$ 329.61
	01/27/21	AP EFT #01272021-001	\$ 6.90
	01/27/21	AP EFT #01272021-002	\$ 130.00
Less VOIDS:	State dated checks		\$ (803.81)
	#234789 & #234936		\$ (30.00)
		<b>Star Bank Subtotal:</b>	<b>\$ 1,611,150.46</b>

**Accounts Payable Check Batches Subtotal: \$ 1,611,150.46**

**Grand Total: \$ 6,647,319.86**

**ADOPT STATEMENT ON RACE AND SOCIAL EQUITY**

Ms. Davis shared the expressed interest by staff to adopt the Urban Libraries Council (ULC) statement on race and social equity back in the Fall of 2020 and therefore, took staff through an activity to discuss the statement, where are they applying it now and in the future and what were some of the challenges they would need to address to achieve the goals. The activity was completed in December 2020 and in January 2021 was review by management. In alignment, Ms. Davis notified the board that the library has joined the Fort Wayne United Front initiative. Ms. Davis asked the board to endorse the Library joining the ULC initiative. The work that the library has already done, and will continue to do in this area is enhanced by endorsing the ULC statement. On motion of Ms. Tucker, the endorsement for the Statement on Race and Social Equity was approved. Roll call vote was recorded:

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

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

### **APPROVE INSTALLATION OF CITY OF FORT WAYNE ELECTRIC CAR CHARGING STATIONS IN A MAIN LIBRARY SURFACE LOT**

Ms. Davis discussed how our library was approached by the City of Fort Wayne to partner in installing electric car stations in Fort Wayne funded through a government grant. The library agreed in principle, but added we would need board approval to proceed if approved. The library learned the grant was approved. Mr. Sedestrom discussed how the city wanted to install 27 stations across the city as part of the green initiative and wanted some charging stations downtown. The project, patrolling, insurance, and future costs would be totally funded and overseen by the grant and/or the city. Two stations powering up to 4 vehicles are requested to be installed in the Webster street lot. Installation is estimated to begin in spring 2021 and completed by the end of 2022. On motion of Mr. Seifert, the installation 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.  
Mr. Williams – Aye.

### **DISCUSS TRUSTEE TO LIBRARY FOUNDATION BOARD**

Mr. Eisbart previously mentioned he had a schedule conflict and asked if any board member would be interested in replacing him to serve as a trustee to the library Foundation Board. He only received one response which came from Mr. Castleman. On motion of Ms. Tucker, the nomination for Mr. Castleman 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.  
Mr. Williams – Aye.

### **DISCUSS EMERGENCY FMLA POLICY AND PAID SICK LEAVE POLICY**

Ms. Samulak recapped the current EFMLA and Paid Sick leave policies and reminded board that it expires today. Mr. Seifert asked if staff were aware the policy expires today and Ms. Samulak responded that we initially told staff when this expired. Ms. Samulak reviewed 4 different options for the board to consider and stated what the city/county were doing now. Mr.

Castleman inquired about any barriers regarding staffing issues and keeping branches open to ensure services. Ms. Samulak replied that the policy doesn't create barriers to keep branches open but does enable staff to stay home when necessary. Mr. Moss inquired about the number of COVID-related instances. Ms. Samulak reported more than half of our staff had COVID related instances. Mr. Moss suggested we follow the city/county guidelines and Ms. Tucker requested clarification of which option was being considered for a vote. Ms. Samulak clarified that the EFMLA coverage paid at 75% to care for an individual would no longer be in place. Staff would use available leave balances, and could apply for FMLA following current procedures for documentation, etc. If all time off is exhausted, staff may go to unpaid status under FMLA. In the modified options provided the board, Ms. Samulak explained that if a staff member is off due to COVID exposure, needs to quarantine, or tests positive for COVID the 10 days at 100% would be available. This is not an additional 10 days. After exhausting the 10 days, staff would apply for FMLA and use accrued time.

On motion of Mr. Moss, it was approved to follow the same policy our city & county is following, the Roll call vote was recorded:

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

Ms. Davis circled back to the Paid Sick Leave policy and asked for an end date for the policy. On motion of Mr. Castleman, it was approved to continue Paid Sick Leave policy through June 30, 2021. Roll call vote was recorded:

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

## **APPROVE EXTENSION OF LIMITED SERVICE LEVELS**

Ms. Davis reviewed library services during Code Red versus Code Orange. Since the county was in Code Orange for over 2 weeks and positivity rates were level or declining, the library is ready to move to a hybrid approach to full reopening. This would mean staying with changes that were implemented while in Code Red levels, while shifting to regular service levels for most services. The library would like to continue with mandatory mask wearing, social distancing, reduced hours of operations, maintain expanded curbside delivery hours for several weeks then review usage, keep PC reservation to one 2hr session per day, and allow for closing Main underground parking if security staff levels fall below three security officers. Under Code

Orange, all libraries would be open to the public and resume normal services for customers—10 eBook checkouts, 10 holds limit, able to book meeting rooms at Main, browse shelves, and checkout in-person starting Monday, February 1st. Ms. Tucker questioned hours of operation and staffing. Ms. Samulak estimated 10 staff members are currently off. Ms. Davis explained that at times we need to close a branch or department due to COVID and are reluctant to move staff around and expose more staff to the virus and also clarified branch closings are site specific not a system-wide closure. Mr. Moss questioned why can't staff be moved to another branch if there is a staffing issue and since we are already practicing social distancing. Ms. Bolan responded that the library does move staff around when possible but at times we have no extra staff. Mr. Moss & Mr. Castleman suggested 4-5 part time people be hired to help when there are low staffing levels. Ms. Bolan clarified our larger branches are open until 8pm and smaller branches until 6pm. Ms. Shamanoff applauded the library staff efforts, board members for questioning, and the community for accepting our limited services. Ms. Tucker had some reservations about the reduced hours and Mr. Moss opposed the approval of limited service levels wanting as many services as possible to be available. On motion of Mr. Seifert, it was approved to move forward with the hybrid of Code Red & Code Orange and to re-evaluate our limited services at next month's board meeting. Roll call vote was recorded:

Mr. Castleman – Aye.

Mr. Eisbart – Aye.

Mr. Moss – Nay.

Mr. Seifert – Aye.

Ms. Shamanoff – Aye.

Mr. Tucker – Aye.

Mr. Williams – Aye.

## **COMMITTEE REPORTS**

### **a. Capital Projects: update on Facilities Master Plan.**

Mr. Seifert, chair of the Capital Projects committee, stated Ms. Bolan gave him a Main Library tour and discussed the ongoing Roland Center project as well as the adjustments needed to library spaces. The Facility Master Plan request for proposal process is on schedule, with 16 expressing interest and 11 proposals received by the January 27 deadline. Proposal were from both local and national firms. The target of the review team, senior staff and Mr. Seifert will be to narrow down to 4 proposals and schedule February 16-17 for interviews in hopes of presenting a contract to the board at the March 25 meeting.

## **INTERIM DIRECTOR REPORT**

Ms. Davis pointed out the various reports in the packet and reported library staff continue to excel at providing virtual services despite the pandemic. Staff training is up along with professional development. Mr. Castleman expressed his appreciation for the efforts of the library staff and wanted to stress that if the library has recommendations or modifications that are needed such as additional staff to keep the library at adequate levels to notify the board in order help support our staff. Ms. Tucker mentioned it is a hard balance between emails from public complaints about the lack of service and making sure library staff are supported. She also complimented Ms. Davis and her team for their efforts. Per Mr. Eisbart's inquiry, Ms. Davis

discussed that our new library director Susan Baier visited in early January and had a tour of the Main Library with the help of Ms. Smith and Mr. Witcher.

## **NEW BUSINESS**

In a previous meeting, Mr. Eisbart mentioned the need of a new appointment to the Library Corporation Building Board as a result of the passing of Betty Stein. Currently, on the board are Mike Horton, Rich Beck, Alan Grinsfelder, and Janice Koday. A fifth appointment is needed and he asked if anyone had suggestions or nominations. Ms. Shamanoff had someone in mind and asked for more information. Our library attorney, Mr. Mallers, anticipated this board would have another bond finance meeting due to the Capital Project in the Spring. Mr. Seifert asked if a trustee board member has ever served on this Board to which none had. After discussion, it was agreed and preferred that no trustees board member should serve to keep responsibilities separate. Recommendations are to be given to Mr. Eisbart within the next 2 weeks to complete this task.

Mr. Moss asked Mr. Eisbart when will the board meetings return to in-person or can we make it a goal. Mr. Eisbart prefers caution but opened this up for discussion. Ms. Davis said the library can look into in-person meetings and with the new hybrid model our meeting rooms are now able to be booked. Sound quality may be an issue and the number of individuals participating remains restricted due to current social distancing guidelines. Ms. Davis will see if this is possible for February's board meeting. Ms. Smith reminded the board that aside from the live stream the board meeting is recorded and posted to Facebook, ACPL website, and Access Fort Wayne.

## **PUBLIC COMMENT**

No public comments to be addressed during the board meeting 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 4:59 p.m.**

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**Gloria Shamanoff, Secretary**