

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

Meeting of May 26, 2022 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, May 26, 2022 at 3:00 p.m. at the Main Branch Library. Present: Ms. Tucker presiding, Mr. Seifert, Ms. Shamanoff, and Mr. Williams. Mr. Eisbart, Mr. Moss, and Mr. Castleman were absent.

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

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

APPROVAL OF MINUTES

- a. Minutes of Regular session May 26, 2022**
- b. Minutes of Executive session May 26, 2022**
- c. Minutes of approval of claims June 10, 2022**

On the motion of Mr. Seifert, the minutes of the preceding meetings were approved.

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

FINANCIAL REPORT

Mr. Sedestrom reported that there are no new lines spending out of their benchmark, even though spending is up due to summer programs starting (programming supplies and presenters, etc.). Mr. Sedestrom said that word was received from GFOA that the Finance Department won the Certificate of Achievement for Excellence in Financial Reporting for the 29th year in a row for 2020 Comprehensive Annual Financial Report. A few suggestions were made that will be implemented but now the auditors are finishing up their analytics this week on the audit of 2021. We should be getting closer to an exit conference soon. That will give finance plenty of time to submit the 2021 report for GFOA award. That would make it the 30th year in a row to receive the award. Mr. Sedestrom said that he, Ms. Baier and Jill Noll attended a Budget Workshop put on by the Indiana State Library. No changes to the forms or processes for the 2023 budgets. We will still be planning on conducting the public hearing and passing the budget in October 2022. We will start preparing the various documents and reviewing the budget needs, especially as they may relate to the Transformation Project funding and expenditures.

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

Mr. Seifert – Aye.
Mr. Eisbart – Aye.
Mr. Williams – Aye.
Ms. Shamanoff – Second.

APPROVAL OF CLAIMS

Mr. Sedestrom said that the total for today's claims was \$395,000 with the highest claim being for electrical service (\$99,000) due to the change in weather. The Great Hall LED lighting project final billing is also included in this claim run. The first billings for the new copiers and printers are also included.

On motion of Mr. Seifert, the claims were accepted.

Mr. Seifert – Aye.
Mr. Williams – Second.
Ms. Shamanoff – Aye.
Ms. Seifert – Aye.

Wires

Wires Subtotal: \$ _____
\$ _____

EFT

05/09/22 Medical claims from PHP TPA Services for 05/11/2022 \$ 217,818.11
EFT Subtotal: \$ 217,818.11

Payroll

05/13/22 gross \$476,663.01 net \$ 346,400.62
Payroll Taxes \$ 123,798.00
Payroll Subtotal: \$ 470,198.62

Accounts Payable Check Batches:

(See "Check Register" for detail of total)

Star Bank general 05/05/22 #240311 - #240316 \$ 16,437.04
operating accounts 05/10/22 #240317 - #240359 \$ 746,507.62
05/11/22 #240360 - #240412 \$ 163,128.56
05/10/22 AP EFT #05102022-001 - #05102022-012 \$ 29,700.65

Less VOIDS: \$ _____

Star Bank Subtotal: \$ 955,773.87

Accounts Payable Check Batches Subtotal: \$ 955,773.87

Grand Total: \$ 1,643,790.60

SPARK Summer Review – Marra Honeywell, Youth Services Manager

Ms. Honeywell gave a presentation on the Summer Learning Program. She said that the months of April and May have been very busy visiting schools across the county. She spoke on how the staff was ready and excited about a return to normal for the summer programs. She shared a promotional video featuring Georgetown Teen Librarian Karris Sims.

COMMITTEE REPORTS

a. Capital Projects:

Mr. Seifert reported that we are currently in wait mode after the two April public hearings. In the meantime, the design guide and facility planning need to be updated along with creating building programs for specific sized libraries. The phasing of the building projects also needs to be considered.

Request to Adjust Authorized Staffing Table

Ms. Baier presented a proposal regarding two new positions to the staffing table, and elimination of an existing but vacant one. Since Kim Quintrell vacated the position of Director of Collections and Information Technology Services, a study has taken place within the last few months. Staffing needs were evaluated with visioning sessions, input from numerous employees and the study of various organizational charts. The proposal is the elimination of the Director of Collections and Information Technology Services, and use the savings to create two new positions that would be at a lower classification level. Those two new positions would be:

Collection Services Manager - Collection Development would have a full time manager with relevant education and experience to oversee this important part of the library.

Branch Services Manager – would be the direct supervisor of the branch managers.

The creation of the two positions would create professional growth and career path opportunities for staff. An organizational chart and annual saving documents were provided to the board.

On motion of Mr. Seifert, the request to Adjust Authorized Staffing Table was accepted.

Mr. Seifert – Aye.

Mr. Williams – Second.

Ms. Shamanoff – Aye.

Ms. Tucker – Aye.

Executive Director's Report

Ms. Baier reported that Marra Honeywell and Nate Burnard had a contribution to a new book from the American Library Association Libraries Build Business. The book has a section on our

Team Read program, and Marra and Nate are listed as contributors. The new Director of Community Programs and Partnerships, Beth Boatright first day will be 5/31/2022. Interviews have started to fill the Director of Communications position that was vacated by Stephanny Smith. There were an estimated 11,000 patrons in attendance for the Cherry Blossom Festival. The Events Staff did an amazing job supporting this event. The entire staff working that day did an incredible job ensuring that it was enjoyable and safe. Special mention was given to the EVS Staff for the amazing clean up after having so many patrons in attendance. With a recommendation from Curt Witcher, Ms. Baier accepted a board position with the Friends of the Lincoln board. She also shared that the Midwest Travel Journalist Association had their conference in Fort Wayne, and included was a visit to the Genealogy Center at ACPL. Genealogy Center staff prepared 22 family histories to give to the visiting journalists, much to their delight. Ms. Baier gave an update with regards to the ARPA Pandemic relief funds received a few months ago for \$21,143. Unfortunately, the order for the second outreach vehicle was canceled because of supply chain issues. The funds instead are being used to update the current outreach van with a new lift and new shelving. Staff will revisit the need to purchase a second vehicle in the coming months, taking into consideration supply chain issues.

New Business

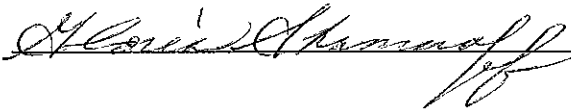
N/A

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 3:29 p.m.



Gloria Shamanoff, Secretary