

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

Meeting of October 27, 2022, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, October 27, 2022, at 3:00 p.m. at the Main Library. Present: Mr. Eisbart presiding, Mr. Moss, Mr. Seifert, Ms. Tucker, and Mr. Williams. Mr. Castleman and Ms. Shamanoff were absent.

ADOPTION OF THE AGENDA

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

Mr. Eisbart – Aye.
Mr. Moss – Aye.
Mr. Seifert – Second.
Ms. Tucker – Moved.
Mr. Williams – Aye.

APPROVAL OF MINUTES

- a. Minutes of regular session September 22, 2022.
- b. Minutes of executive session September 22, 2022.
- c. Minutes of approval of claims October 7, 2022.
- d. Minutes of Finance and Personnel Committee Meeting September 21, 2022.

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

Mr. Eisbart – Aye.
Mr. Moss – Aye.
Mr. Seifert - Moved
Ms. Tucker– Second.
Mr. Williams – Aye

FINANCIAL REPORT

Mr. Sedestrom reported there were lines that needed some attention due to being at full operations status after COVID. The items were trash disposal and program presenters. Finances will be moved to accommodate this overage. The main topic of the Treasurer's report, the 2023 budget submission, will be discussed in more detail later under a separate section of the agenda. Once passed by the Board and submitted to the Department of Local Government Finance they will have until December 31st to issue the actual budget order for 2023. Mr. Sedestrom mentioned the Finance and Personnel Committee meeting that was attended by most of the trustees, on October 25th, 2022. The topic of that meeting was the compensation and benefits proposals for 2023. The compensation and benefits plan will be brought to the November meeting for passage.

Committee Reports.

- **Finance and Personnel.**

Mr. Sedestrom said that the meeting on October 25th, 2022 discussed the compensation and benefits plan. He stated that Ms. Baier, Ms. Bane, and he would be working on information that had been requested during that meeting and sending it to the board at a later date. The compensation and benefits plan will be brought to the November meeting for passage.

ORDINANCE FOR APPROPRIATION AND TAX RATES – APPROVAL OF BUDGET

Mr. Sedestrom explained that the “Resolution for Appropriation of Tax Rate” or Form 4 is the final document needed to be approved to complete the 2023 budget process and that this is a form which requires each Trustee present and voting to sign individually. Once approved he will circulate the form for signatures. He continued with the official budget for 2023 will be \$37,023,941.00 with an estimated levy of \$28,512,659.00. This does not incorporate the tax cap losses which will make the internal budget close to \$2.5 Million lower than the \$37 Million budget with the working levy similarly reduced by the circuit breaker tax credit. The rate of tax will be approximately .1655 cents per \$100 of assessed value. This is likely to be adjusted to a lower rate due to the assessed value increase once the county assessor certifies their report. The Department of Local Government Finance will have this completed and released by December 31st, 2022 (1782 Form).

On the motion of Ms. Tucker, the budget was accepted.

Mr. Eisbart – Aye.
Mr. Moss – Aye.
Mr. Seifert – Second.
Ms. Tucker - Moved
Mr. Williams – Aye.

APPROVAL OF HOLIDAYS AND CLOSURES FOR 2023

Ms. Baier talked about the presented Holiday and Closures. She stated it is ten paid holidays in total. She continued by saying ACPL will have some closed, holidays when the branches will be closed, and open holidays, or “floating” holidays. Ms. Baier said the only closure that was not yet included in this document is the 2023 staff training day. She said the staff training day will likely be scheduled for either August or September 2023.

On the motion of Mr. Williams, the holidays and closures were accepted.

Mr. Eisbart – Aye.
Mr. Moss – Aye.
Mr. Seifert – Aye.
Ms. Tucker – Second.
Mr. Williams – Moved.

APPROVAL OF BOARD MEETING CALENDAR FOR 2023

Ms. Baier proposed holding board meetings at branches again in 2023. Hosting this coming year's board meetings will be Dupont, Little Turtle, New Haven, Shawnee, and the Main Library. Access Fort Wayne and the Events team will make livestreams possible at board meetings at branches. Mr. Williams asked if 2024 will incorporate more rural community branches such as Monroeville and Woodburn. Ms. Baier said they hope to if the stability of their internet access can be secured.

On the motion of Mr. Williams, the board meeting calendar was accepted.

Mr. Eisbart – Aye.

Mr. Moss – Second.

Mr. Seifert – Aye.

Ms. Tucker – Aye.

Mr. Williams – Moved.

APPROVAL OF AUTHORIZED STAFFING TABLE ADJUSTMENTS

Ms. Bane opened with the request to change the titles of two vacant positions. She requested the title change of the Web Developer position to a Digital Communications Specialist. She stated the pay rate would stay the same and include the duties priorly completed by the Web Developer title with the inclusion of other tasks to incorporate them into the broader marketing and communications activities. Ms. Bane continued with the second requested change to be made due to the reorganization of the Main Library staffing. This position will become the Programs and Partnership Specialist reporting to Ms. Boatright. Ms. Bane explained this position was previously the Business Science and Technology department manager at M2 pay grade. The duties will be system-wide support, project leadership, and emphasizing adult programming. The title will place it into the P2 pay grade, saving ACPL funds, as it is no longer needed to be a department manager.

On the motion of Mr. Moss, the authorized staffing table adjustments were accepted.

Mr. Eisbart – Aye.

Mr. Moss – Moved.

Mr. Seifert – Aye.

Ms. Tucker – Aye.

Mr. Williams – Second.

EXECUTIVE DIRECTOR'S REPORT

Access Fort Wayne won five 2022 Philo Festival of Media Awards and was nominated for two Excellence Awards.

WBOI 89.1 has teamed up with Access Fort Wayne to record the weekly regional musical performance show "Meet the Music" at the Main Library in Studio A.

Two ACPL team members were recently honored with professional awards. Peg Heinze, Library at Home outreach specialist, was named the John Philip Excellence in Outreach Award recipient by the Association of Bookmobile and Outreach Services (ABOS.)

Norm Compton, Access Fort Wayne Manager, was named the 2023 recipient of the H. Stanley Liddell Award. The Liddell Award is given to individuals who have made a uniquely significant contribution to the arts and culture of Fort Wayne and surrounding communities.

50 circulating hot spots were added to the collection this month, bringing our total count to 80. The redesigned Foundation and Friends website supportacpl.org launched this month. The website features descriptions of each group's current projects, goals, donation information, and membership information.

Ms. Baier attended the ribbon cutting for Library Lofts Apartments on October 15. The building served as the New Haven Library from 1925 to 2003 and was converted into six luxury apartment units. The owners thanked ACPL in their remarks for the building history research assistance provided by our Genealogy staff.

The annual fundraising campaign for the United Way and Arts United began October 4.

NEW BUSINESS

Mr. Eisbart requested to reappoint the nominating committee of 2022 for the year 2023. He requested Ms. Shamanoff, Ms. Tucker, and Mr. Moss. Mr. Eisbart requested a report by December 15th, 2022.

PUBLIC COMMENT

N/A

Adjournment

There being no further business to come before the board, the meeting adjourned at 3:24 p.m.



Gloria Shamanoff, Secretary