

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

Meeting of April 27, 2017 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, April 27, 2017 at 3:25 p.m. at the Main Library. Present: Mr. Seifert, presiding, Mr. Williams, Mr. Moss, Ms. Shamanoff, Mr. Castleman, Mr. Brown, and Mr. Eisbart.

ADOPTION OF THE AGENDA

On motion of Mr. Brown, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Ms. Shamanoff, the minutes of the following meeting were approved as written:

- a. Minutes of executive session March 23, 2017.
- b. Minutes of regular session March 23, 2017.
- c. Minutes of approval of claims April 10, 2017.
- d. Minutes of executive session April 24, 2017.

FINANCIAL REPORT

On motion of Mr. Williams, the financial report for March 2017 was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Ms. Southard 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. Brown, the claims were approved for payment.

| | | | | |
|------------|---------|--|----|------------------------------------|
| EFT | 4/12/17 | Medical claims from PHP for 4/14/17 | \$ | 72,397.30 |
| | 4/26/17 | Medical claims from PHP for 4/28/17 | \$ | 58,998.53 |
| | 4/17/17 | Old National HSA Employer Contribution | \$ | 8,541.67 |
| | 4/21/17 | PERF Contributions PR #8 | \$ | 51,276.31 |
| | | | | EFT Subtotal: \$ 191,213.81 |

Payroll

| | | | | | | |
|---------|---------------|----|------------|--------------------------|----|-------------------|
| 4/21/17 | Gross | \$ | 428,809.87 | net | \$ | 297,041.62 |
| | Payroll Taxes | | | | \$ | <u>119,246.52</u> |
| | | | | Payroll Subtotal: | \$ | 416,288.14 |

Accounts Payable Check Batches:

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(see “Check Register” for detail of total)

| | | | | |
|--------------------|---------|---|-----------|----------------------------|
| Star Bank general | 4/13/17 | #217577 - #217578 | \$ | 1,735.00 |
| operating accounts | 4/27/17 | #217579 - #217750 | \$ | 454,156.29 |
| | 4/27/17 | #217751 | \$ | 5.00 |
| | 4/27/17 | #217752 | \$ | 38,028.89 |
| Less VOIDS: | | | | |
| | | #217244, #217586 & #217686 | \$ | (38,048.89) |
| | | Star Bank Subtotal: | \$ | 455,876.29 |
| | | Accounts Payable Check Batches Subtotal: | \$ | 455,876.29 |
| | | Grand Total: | \$ | <u>1,063,378.24</u> |

WHISTLEBLOWER POLICY

The approval of the Whistleblower Policy was tabled until the May meeting for further review and discussion.

STRATEGIC PLANNING

On motion of Ms. Shamanoff, the Board approved to enter into a contract for strategic planning services at an amount not-to-exceed \$29,750.00 with Kimberly Bolan and Associates. The principle consultant on the project will be Rob Cullin.

REPORT OF DIRECTOR

Ms. Southard shared that Rebecca Wolfe, Dupont Branch Manager, has created a new outreach program—taking library programming to Gigi’s Playhouse, a local affiliate of a national organization that provides social and educational opportunities for folks with Down Syndrome. She has started a book club for adults and teens, where participants take turns reading out loud, they’ve started with *Because of Winn-Dixie*. A fresh take on a traditional activity. All four 1st grade classes from Franke Park Elementary visited the Little Turtle branch for a special story time and exciting behind-the-scenes library tour. The Genealogy Center’s weeks’ worth of programming for *March Madness Genealogy Style* provided some diverse offerings while making connections with community organizations. The annual *Spring Puppet Show for Preschoolers* is a must attend program for many daycares, preschools, and families. Registration begins one week in advance of the performances and ten performances were offered by Main’s Children’s Services staff in the theater. Over 1,300 kids participated in this wildly popular event.

Keri Favory, Material Support Services Manager and Michael Ashby, Circulation Manager gave presentations on their respective departments and explained how their day-to-day operations help keep library services running smoothly.

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ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:28 p.m.

Kent Castleman, Secretary