

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

Meeting of December 21, 2017 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, December 21, 2017 at 4:02 p.m. at the Main Library. Present: Mr. Seifert, presiding, Mr. Castleman, Mr. Moss, Ms. Shamanoff, Mr. Brown, and Mr. Williams. Absent: Mr. Eisbart.

**ADOPTION OF THE AGENDA**

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

**APPROVAL OF MINUTES**

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

- a. Minutes of executive session November 16, 2017.
- b. Minutes of regular session November 16, 2017.
- c. Minutes of approval of claims December 7, 2017.

**FINANCIAL REPORT**

On motion of Mr. Brown, the financial report for November 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.

<b>Wires</b>	12/22/17	Bank of New York Bond Payment	\$3,042,000.00
<b>EFT</b>			
	12/29/17	PERF Contributions PR #26	\$ 52,271.27
	1/03/18	Medical claims from PHP for 1/5/18	\$ 304,656.18
	1/12/18	PERF Contributions PR #1	\$ 54,041.19
	1/12/18	Old National – HSA	\$ 9,166.69
	1/17/18	Medical claims from PHP for 1/19/18	<u>\$ 145,528.89</u>
		<b>EFT Subtotal:</b>	<b>\$ 565,664.22</b>
<b>Payroll</b>			
	12/29/17	gross \$444,507.94	net \$ 306,333.16
		Payroll Taxes	<u>\$ 123,011.56</u>
		<b>Payroll Subtotal:</b>	<b>\$ 429,344.72</b>

*Board of Library Trustees –December 21, 2017*

1/12/18		gross \$463,378.84	net \$ 317,978.51
	Payroll Taxes		<u>\$ 130,890.85</u>
		<b>Payroll Subtotal:</b>	<b>\$448,869.36</b>
<b>Accounts Payable Check Batches:</b>			
(see "Check Register" for detail of total)			
Chase Bank general	12/29/17	#221299-#221383	\$ 292,430.89
operating accounts	01/12/18	#221384-#221389	\$ 13,373.04
	01/16/18	#221390-#221478	\$ 317,450.55
Less VOIDS:		#221342	<u>\$ (42.88)</u>
		<b>Chase Bank Subtotal:</b>	<b>\$ 623,211.60</b>
		<b>Accounts Payable Check Batches Subtotal:</b>	<b>\$ 623,211.60</b>
		<b>Grand Total:</b>	<b><u>\$5,109,089.90</u></b>

**APPROVAL OF TREASURER’S BOND**

Ms. Shamanoff moved that the bond for the library’s treasurer, David K. Sedestrom, be approved in the amount of \$100,000, with the premium payable by the library. The motion carried.

**RESOLUTION NO. 2017-7, “RESOLUTION TO TRANSFER APPROPRIATIONS WITHIN THE OPERATING FUND.”**

Mr. Moss moved the adoption of Resolution No. 2017-7, “Resolution to Transfer Appropriations within the Operating Fund.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

**STRATEGIC PLANNING**

Mr. Moss moved to amend the Strategic Planning contract with Kim Boland and Associates to \$41,589.97. The motion carried.

**REPORT OF DIRECTOR**

Mr. Sedestrom provided the monthly board primer, giving an overview of public sector capital financing as related to library funds. Mr. Sedestrom outlined the permissible uses of the Library Improvement Reserves (LIRF) and Rainy Day Fund, as well as three different options for bond/lease financing depending on the size of the project and the approval mechanisms for each. Ms. Southard provided press impressions for December 2017, reviewed the prior month’s usage statistics, noting that the year-end statistics would be available in January and would be used in the compilation of the Annual Report to the State. Ms. Southard distributed the 2018 Board meeting schedule and noted that the Public Library Association meeting, which she will be attending, conflicts with the March 22 Board meeting. The board discussed

this date conflict and asked Ms. Southard to execute a Doodle Poll amongst the Board members to determine if an alternate March meeting date could be found.

### **BYLAWS COMMITTEE REPORT**

Mr. Castleman moved that the bylaws be approved as amended in Article III, Section 1, with the addition of: “and evaluate the performance of the Director, at least annually.” Motion carried.

### **AUTHORIZED STAFFING TABLE FOR START OF YEAR 2018**

Ms. Southard referred the board to the Authorized Staffing Table for 2018, setting forth pay rates for the library staff established within the framework of the pay structure and guidelines previously adopted by the board. Mr. Brown motioned to approve the Authorized Staffing Table for 2018, the motion carried.

### **REVIEW OF POLICY ON COMPUTER USE AND INTERNET ACCESS**

The board reviewed and discussed the library’s existing Policy on Computer Use and Internet Access, which was adopted December 17, 2015 and reaffirmed December 2016. Staff recommend revising the policy to remove the old mission statement and insert the new mission statement and removing “ID needed for visitors outside of Allen County to use the library’s computers.” On motion of Mr. Castleman, the board approved the Policy on Computer Use and Internet Access as revised.

### **APPOINTMENT OF FOUNDATION BOARD MEMBER**

Mr. Moss moved that Mr. Stan Richard be appointed to the ACPL Foundation Board. Motion carried.

### **NOMINATING COMMITTEE**

Mr. Seifert appointed Mr. Moss to chair the Nominating Committee, with Mr. Castleman and Mr. Seifert serving as committee members. The committee is tasked with preparation of a slate of Officers for 2018.

### **RESOLUTION NO. 2017-7, “RESOLUTION TO AMEND AND RENEW PARKING LOT LEASE WITH LIGHT AND BREUNING, INC.”**

Mr. Castleman moved Resolution No. 2017-8, “Resolution to Amend and Renew Parking Lot Lease with Light and Breuning, Inc.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

### **DUNKIN DONUTS LEASE**

Mr. Williams moved that Ms. Southard be authorized to sign Dunkin Donuts assignment of lease and related documents. Motion carried.

**OTHER BUSINESS**

Mr. Brown advised the board that while he very much enjoyed his board service he would be tendering his resignation from the Board due to the press of other business commitments. The Board thanked him for his service and noted that they deeply regretted accepting his resignation.

**ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 4:59 p.m.

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Kent Castleman, Secretary