

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

Meeting of July 27, 2017 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, July 27, 2017 at 3:10 p.m. at the DiSalle Data Center. Present: Mr. Seifert, presiding, Mr. Brown, Ms. Shamanoff, Mr. Williams, Mr. Moss, and Mr. Castleman. Absent: Mr. Eisbart.

ADOPTION OF THE AGENDA

On motion of Ms. Shamanoff, the agenda was adopted.

APPROVAL OF MINUTES

On motion of Mr. Williams, the minutes of the following meeting were approved as written:

- a. Minutes of executive session June 22, 2017.
- b. Minutes of regular session June 22, 2017.
- c. Minutes of approval of claims July 7, 2017.

FINANCIAL REPORT

On motion of Mr. Williams, the financial report for June 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 Ms. Shamanoff, the claims were approved for payment.

Wires

EFT	7/14/17	Old National HSA Employer Contribution	\$	8,541.67
	7/14/17	PERF Contributions PR #14	\$	52,102.79
	7/19/17	Medical claims from PHP for 7/21/17	\$	106,153.56
	7/28/17	PERF Contributions PR #15	\$	52,778.58
		EFT Subtotal:	\$	219,576.60

Payroll

	7/14/17	Gross	\$	472,791.86	net	\$	331,982.93
		Payroll Taxes				\$	<u>131,161.92</u>
				Payroll Subtotal:		\$	463,144.85
	7/28/17	Gross	\$	488,066.35	net	\$	342,882.83
		Payroll Taxes				\$	<u>136,188.81</u>
				Payroll Subtotal:		\$	479,071.64

Accounts Payable Check Batches:

(See “Check Register” for detail of total)

Star Bank general	7/17/17	#218694-#218708	\$ 159,200.67
operating accounts	7/27/17	#218709-#218917	\$ 324,258.09
	7/27/17	#218918-#218919	\$ 3,492.25
Less VOIDS:		#218702 & #218592	\$ (100,079.48)
		Star Bank Subtotal:	\$ 386,871.53
		Accounts Payable Check Batches Subtotal:	\$ 386,871.53
		Grand Total:	<u>\$ 1,548,664.62</u>

REPORT OF DIRECTOR

Ms. Southard’s report was distributed at the meeting for the board to review. Ms. Southard invited Data Center staff to report out on recent activities. Tim Corey, Senior Network Specialist and George Johnson-Coffey, Audio Reading Service Manager, gave reports on each of their respective departments’ happenings.

Mr. Corey reported on first quarter IT trends including increasing the library’s internet bandwidth, noticing an increase in Wi-Fi use and a steady decline in public computers use, as well as the usefulness of the ACPL Mobile App - 40.1% of holds were placed using the app and 48.4% of renewals were made using the app.

Ms. Johnson-Coffey shared that the Audio Reading Service has partnered with Fort Wayne’s Burmese Advocacy Center to offer recorded audio readings of children’s books in English and in Burmese to teach children both languages. Volunteerism is the core of the Audio Reading Service’s operations and staff asked volunteers to share why they enjoy working there to highlight on the library’s social media pages, a few volunteer quotes were read. Two long-time volunteers who are both in their 90s will be retiring at the end of August, their reading partnership has spanned 25 years and the newspaper will be doing a special story on them. A tour of the Data Center was provided at the conclusion of the meeting.

COMMITTEE REPORTS

The Finance and Personnel Committee met on Thursday, July 13 at the Main Library. Ms. Southard reported that items discussed included an update on health programs, the preliminary 2018 budget and planning assumptions, and distribution of the 2018 budget planning calendar.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:05 p.m.

Kent Castleman, Secretary