

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

Meeting of May 25, 2017 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, May 25, 2017 at 3:00 p.m. at the Tecumseh Branch. Present: Mr. Seifert, presiding, Mr. Eisbart, Mr. Castleman, Mr. Brown, Ms. Shamanoff, and Mr. Williams. Absent: Mr. Moss.

**ADOPTION OF THE AGENDA**

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

**APPROVAL OF MINUTES**

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

- a. Minutes of executive session April 27, 2017.
- b. Minutes of regular session April 27, 2017.
- c. Minutes of approval of claims May 10, 2017.

**FINANCIAL REPORT**

On motion of Mr. Williams, the financial report for April 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**

<b>EFT</b>	5/19/17	PERF Contributions PR #10	\$	51,911.38
	5/15/17	Old National HSA Employer Contribution	\$	8,541.67
	5/24/17	Medical claims from PHP for 5/26/17	\$	84,329.95
<b>EFT Subtotal:</b>				<b>\$ 144,783.00</b>

**Payroll**

5/19/17	Gross	\$ 435,401.72	net	\$ 301,821.54
	Payroll Taxes			\$ 121,250.60
<b>Payroll Subtotal:</b>				<b>\$ 423,072.14</b>

**Accounts Payable Check Batches:**

(see “Check Register” for detail of total)

Star Bank general	5/19/17	#217964-#217973	\$	53,442.14
operating accounts	5/25/17	#217974-#218114	\$	297,547.87
Less VOIDS:			\$	-
		<b>Star Bank Subtotal:</b>	\$	<b>350,990.01</b>
		<b>Accounts Payable Check Batches Subtotal:</b>	\$	<b>350,990.01</b>
		<b>Grand Total:</b>	\$	<b><u>918,845.15</u></b>

**APPROVAL OF WHISTLEBLOWER POLICY**

On motion of Mr. Eisbart, the board moved the approval of the Whistleblower Policy. The motion carried unanimously.

**APPROVAL OF ETHICS POLICY**

On motion of Mr. Eisbart, the board moved the approval of the Ethics Policy. The motion carried unanimously.

**REPORT OF DIRECTOR**

Ms. Southard invited Deb Noggle, Manager of the Tecumseh Branch and Jennifer McKinney, Assistant Branch Manager, to give the board an update on activities at their branch. Fort Wayne Community Schools begins their free lunch program in the summer and Tecumseh is one of their feeding sites. In one day, Tecumseh serves lunches to 80 kids. Tecumseh has a full summer program schedule which offers fun activities for all ages. One of the popular programs is setting up a race track for kids to drive Peg Perego cars on the library’s plaza. Tecumseh is partnering with other community partners to offer grief counseling for kids effected by a recent shooting in the area. The outpouring of support has been well received by the community.

Ms. Southard gave the Board an update on the Facilities Assessment. Kick-off meeting with managers was held introducing Kimberly Bolan and Associates to the management team, discussing the work of the Facilities Assessment as well as Strategic Planning. Background data gathering for the facilities assessment has been completed, building walk through for Main will take place June 19, and the branches will be added as well. Facility concepts for Main will be available the week of August 3. Much of the background data will also be repurposed for strategic planning. We are in the process of laying out the timeline for stakeholder meetings. Focus groups will begin after June 12, board focus groups will be convened in July and August, dates to be determined. The goal is to show the board facilities concepts at the August board meeting.

**ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 3:50 p.m.

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Kent Castleman, Secretary