

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

Meeting of November 16, 2017 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, November 16, 2017 at 3:00 p.m. at the Main Library. Present: Mr. Seifert, presiding, Mr. Castleman, Mr. Moss, Ms. Shamanoff, Mr. Eisbart, and Mr. Williams. Absent: Mr. Brown.

ADOPTION OF THE AGENDA

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

APPROVAL OF MINUTES

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

- a. Minutes of executive session October 26, 2017.
- b. Minutes of regular session October 26, 2017.

FINANCIAL REPORT

On motion of Mr. Williams, the financial report for October 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. Moss, the claims were approved for payment.

Wires

EFT	11/3/17	PERF Contributions PR #22	\$ 52,104.45
	11/9/17	Medical claims from Pro-claim for 11/10/17	<u>\$ 79,653.20</u>
		EFT Subtotal:	\$ 131,757.65

Payroll	11/3/17	Gross \$ 441,389.43	net \$ 305,452.66
		Payroll Taxes	<u>\$ 122,724.30</u>
		Payroll Subtotal:	\$ 428,176.96

Accounts Payable Check Batches:

(See "Check Register" for detail of total)

Star Bank general	10/26/17	#219965	\$ 41,709.34
operating accounts	10/26/17	#219966	\$ 14,336.83

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11/10/17	#219967-#220153	\$ 998,166.81
Less VOIDS:	#219498 & #219894	\$ (56,078.15)
Star Bank Subtotal:		\$ 998,134.83
Accounts Payable Check Batches Subtotal:		\$ 998,134.83
Grand Total:		<u>\$ 1,558,069.44</u>

Wires

EFT	11/17/17	PERF Contributions PR #23	\$ 52,493.85
	11/15/17	Old National HSA Employer Contribution	\$ 8,437.52
EFT Subtotal:			\$ 60,931.37

Payroll	11/17/17	Gross \$ 446,518.75	net \$ 309,066.61
		Payroll Taxes	\$ 124,126.87
Payroll Subtotal:			\$ 433,193.48

Accounts Payable Check Batches:

(See “Check Register” for detail of total)

Star Bank general operating accounts	10/16/17	#220154-#220448	\$ 2,303,396.87
Less VOIDS:			\$ -
Star Bank Subtotal:			\$ 2,303,396.87
Accounts Payable Check Batches Subtotal:			\$ 2,303,396.87
Grand Total:			<u>\$ 2,797,521.72</u>

STRATEGIC PLAN

The Board reviewed survey results for the mission statement concepts. After a brief discussion, on motion of Mr. Eisbart, the mission statement, “Enriching the community through lifelong learning and discovery” was approved.

The draft strategic plan framework was put on the library’s website for public and staff comment. No substantive comments were received that would require revising the draft plan. The Board had no changes to make to the plan. On motion of Mr. Eisbart, the strategic plan was approved.

COMMITTEE REPORTS

The Finance and Personnel Committee met on Tuesday, October 31 at the Main Library. Ms. Southard reported that items discussed included: self-insurance health plan, proposed 2018 benefits, annual salary survey, 2018 compensation recommendations, pay structure adjustment to range minimums and maximums, employee insurance plans, and flexible spending accounts. The Committee also discussed the need to go out to the marketplace in 2018 for a benefits consultation as it has not been done in 5 years or more.

APPROVAL OF 2018 COMPENSATION AND BENEFITS

Ms. Southard, Ms. Samulak, and Mr. Sedestrom reported on the Compensation and Benefits Recommendations for 2018.

Consensus was made to separate the approval of compensation and benefits. On motion of Mr. Eisbart, the 2018 Benefits were approved. On motion of Ms. Shamanoff, the 2018 Compensation plan, including a 3% salary increase, was approved with five in favor and one opposed. A copy of this report is appended to and made a part of these minutes.

RESOLUTION NO. 2017-6, “RESOLUTION TO APPROVE A PAY STRUCTURE FOR 2018.”

Mr. Eisbart moved the adoption of Resolution No. 2017-6, “Resolution to Approve a Pay Structure for 2018.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

REPORT OF DIRECTOR

Ms. Southard reported that the Senior Management team has been engaged in an organizational competencies exercise as part of our next steps in the development of implementation plans related to strategic planning. Ms. Southard has accepted an invitation to join the Visit Fort Wayne Board of Directors. ACPL was well represented at the recent Indiana Library Federation Conference, staff presented three programs focusing on collection development practices, customer service training initiative, as well as technology training. Public Services Manager Monica Casanova implemented at her prior workplace.

Normally the Director’s report includes snippets from across this system; however, this month the report includes a more in-depth look at the work of two branches and one department at Main that have been reconfiguring how they plan and implement programs and services. The agencies have also been using insightful survey tools to gauge customers’ satisfaction levels and thoughts on programs they attended. This has allowed staff to improve program planning to align with customers’ needs.

OTHER BUSINESS

The Director’s end-of-year performance review survey will be sent out next week to any staff members who report directly to Ms. Southard.

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Ms. Samulak reminded the Board that the bi-annual Holiday Party is taking place Friday, December 1 at the Memorial Coliseum from 7-11 p.m. All Board members are invited and can RSVP to the Human Resources Department to receive tickets.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:52 p.m.

Kent Castleman, Secretary