

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

Meeting of October 26, 2017 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, October 26, 2017 at 3:07 p.m. at the Main Library. Present: Mr. Seifert, presiding, Mr. Moss, Mr. Castleman, Ms. Shamanoff and Mr. Eisbart. Absent: Mr. Brown and Mr. Williams.

**ADOPTION OF THE AGENDA**

On motion of Ms. Shamanoff, the amended agenda, revising the order of business, was adopted.

**OTHER BUSINESS**

A concerned library customer attended the board meeting to address the Trustees on collection development issues she believes is occurring at multiple branches.

As the end of the year approaches, the board requested that Human Resources initiate an email for the 2017 Director's evaluation process to begin. Mrs. Samulak will move forward with sending out communication inviting board members and senior staff to fill out the survey. Mr. Castleman will be in charge of compiling the survey data.

Ms. Southard informed the board that the library is currently \$3,000 over what the board previously authorized for strategic planning expenditures. Once all bills have been finalized, which could be November or December, the board will need to take action to increase the budget.

**APPROVAL OF MINUTES**

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

- a. Minutes of executive session September 28, 2017.
- b. Minutes of regular session September 28, 2017.
- c. Minutes of approval of claims October 10, 2017.

**FINANCIAL REPORT**

On motion of Mr. Eisbart, the financial report for September 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

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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>	10/20/17	PERF Contributions PR #21	\$	52,751.65
	10/13/17	Old National HSA Employer Contribution	\$	8,229.18
	10/11/17	Medical claims from Pro-Claim for 10/13/17	\$	32,954.88
	10/25/17	Medical claims from Pro-Claim for 10/27/17	\$	48,738.51
		<b>EFT Subtotal:</b>	<b>\$</b>	<b>142,674.22</b>

**Payroll**

	10/20/17	Gross	\$	448,597.21	net	\$	310,672.96
		Payroll Taxes				\$	125,540.06
		<b>Payroll Subtotal:</b>	<b>\$</b>	<b>436,213.02</b>			

**Accounts Payable Check Batches:**

(See "Check Register" for detail of total)

Star Bank general	10/11/17	#219817	\$	337.00
operating accounts	10/11/17	#1041	\$	6.96
	10/26/17	#219818-#219964	\$	432,317.53

Less VOIDS: \$ -

**Star Bank Subtotal: \$ 432,661.49**

**Accounts Payable Check Batches Subtotal: \$ 432,661.49**

**Grand Total: \$ 1,011,548.73**

**STRATEGIC PLAN**

Mr. Rob Cullin, Strategic Planning Consultant, summarized the findings that were derived from the synthesis meetings, retreat, and public/staff forums. He also reviewed the draft version of the Strategic Plan Framework. The draft framework has been placed on the library's website for public comment. Mr. Cullin distributed three versions of a new library mission statement and asked for board input. Consensus was made to share a survey link on the library's website asking for staff members' and the public's feedback on an updated mission statement. The final Strategic Plan is expected to be presented at November's board meeting.

**SCHEDULE OF HOLIDAYS AND CLOSINGS FOR 2018**

On motion of Mr. Moss, the board approved the following amended schedule of library holidays and closings for the year 2018:

**Library Closing Schedule for 2018**

New Year's Day	Monday, January 1, 2018 (Closed, paid holiday)
Martin Luther King, Jr. Day	Monday, January 15, 2018 (Open, paid holiday to be taken between January 15 and October 13, 2018)

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Washington's Birthday/President's Day	Monday, February 19, 2018 (Open, paid holiday to be taken between February 19 and October 13, 2018)
Easter	Sunday, April 1, 2018 (Closed. Staff scheduled to work this day will work their scheduled hours on a different day.)
Memorial Day Weekend	Sunday, May 27, 2018 (Closed, unpaid)
Memorial Day	Monday, May 28, 2018 (Closed, paid holiday)
Independence Day	Wednesday, July 4, 2018 (Closed, paid holiday)
Labor Day Weekend	Sunday, September 2, 2018 (Closed, unpaid)
Labor Day	Monday, September 3, 2018 (Closed, paid holiday)
Staff Development Day	Friday, October 5, 2018 (Closed, paid if attending)
Thanksgiving Day	Thursday, November 22, 2018 (Closed, paid holiday)
Christmas Eve	Monday, December 24, 2018 (Closed, paid holiday)
Christmas Day	Tuesday, December 25, 2018 (Closed, paid holiday)
New Year's Eve	Monday, December 31, 2018 (Library closes at 5 pm)

**SATURDAY CLOSINGS**

Branches (except Aboite, Dupont, Georgetown, and Shawnee) will begin their summer schedule of Saturday closings on Saturday, June 2, 2018, and continue through Saturday, September 1, 2018.

**REPORT OF DIRECTOR**

Ms. Southard reported that staff have been finalizing the Summer Learning grant 2015-2016 report due to the Foellinger Foundation, and the grant application for 2018-2020 Summer Learning Program.

Building off of the Strategic Planning Retreat: Summary Data materials, at the October meeting of the full management team, the managers engaged in a modified strength/weakness exercise to assess staff/organizational baseline – where we are now on the seven high level themes captured in the summary data materials. This was the first of many group activities related to the development and implementation of the strategic plan.

This month instead of sharing happenings from around the library system in her written report, Ms. Southard included a more in-depth look at the work of two branches and one department at Main. The Pontiac and Aboite branches have utilized feedback from the strategic planning process and have reconfigured how they plan out programs and services to align better with their customers' needs.

**BYLAWS REVIEW**

One standard from the State Library is that the Board should be reviewing the Board of Trustees' Bylaws every three years. Records indicate the bylaws were last reviewed in November 2011. After a brief discussion, Mr. Seifert assigned a work group to review the bylaws. Volunteers for the committee are: Mr. Seifert, Mr. Eisbart, and Ms. Shamanoff. The committee will report out at the December board meeting.

**ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 4:11 p.m.

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Kent Castleman, Secretary