

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

Meeting of February 22, 2018 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, February 22, 2018 at 3:03 p.m. at the main library. Present: Mr. Williams, presiding, Mr. Eisbart, Mr. Moss, Mr. Seifert, Ms. Tucker, and Ms. Shamanoff. Absent: Mr. Castleman.

**ADOPTION OF THE AGENDA**

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

**APPROVAL OF MINUTES**

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

- a. Minutes of executive session January 31, 2018.
- b. Minutes of Board of Finance January 31, 2018.
- c. Minutes of regular session January 31, 2018.
- d. Minutes of approval of claims February 9, 2018.

**FINANCIAL REPORT**

On motion of Mr. Eisbart, the financial report for January 2018 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. Seifert, the claims were approved for payment.

**Wires**

<b>Wire Subtotal:</b>	\$ _____
	\$ -

<b>EFT</b>	2/23/18	PERF Contributions PR #4	\$ 54,277.10
	1/22/18	Old National HSA Employer Contribution	\$ 208.33
	2/02/18	Old National HSA Employer Contribution	\$ 208.33
	2/15/18	Old National HSA Employer Contribution	\$ 9,583.35
	2/14/18	Medical claims from Pro-Claim Plus for 2/16/18	\$ <u>106,986.26</u>
		<b>EFT Subtotal:</b>	<b>\$ 171,263.37</b>

**Payroll**

2/23/18	Gross \$	466,002.12	net \$	330,292.61
	Payroll Taxes			<u>\$ 123,358.49</u>
			<b>Payroll Subtotal:</b>	<b>\$ 453,651.10</b>

**Accounts Payable Check Batches:**

	(see “Check Register” for detail of total)			
Star Bank general operating accounts	2/22/18	#221908-#222074	\$	403,731.60
Less VOIDS:		#220791	\$	(10.00)
			<b>Star Bank Subtotal:</b>	<b>\$ 403,721.60</b>
			<b>Accounts Payable Check Batches Subtotal:</b>	<b>\$ 403,721.60</b>

**Grand Total:** \$ 1,028,636.07

**REVIEW OF FACILITY CONDITION ASSESSMENT FINDINGS**

Bill Champion, EMG Corp. Senior Program Manager, presented the facility condition assessment findings executive summary report. Executive Summary Report binders were distributed to the board for review and discussion.

**REVIEW OF 2017 ANNUAL STATE REPORT**

The Board reviewed the 2017 Annual Report to the State Library. Then on motion of Mr. Eisbart, the report was approved for submittal to the State Library.

**REPORT OF DIRECTOR**

Ms. Southard gave a Strategic Plan update, Work Group leaders participated in a full day of training, introducing them to the variety of tools that Strategic Initiatives Manager Denise Davis and Training Specialist Michelle Merritt have assembled. Work Group Leaders have begun meeting with their teams. The Friends donated books to be given to Fort Wayne Housing sites to supplement the materials available to us through the book Rich Environment partnership program that we are involved in with the public housing authority. The program has been very well received. The Inaugural SPARK Winter Reading Program was a success, 1,200 readers logged nearly 325,000 minutes of reading time through Beanstack. ACPL was 4<sup>th</sup> in the nation for time logged, putting us in the running for an extra donation from Beanstack funder, Mark Cuban. During the month of January, 221 customers attended Monroeville Branch’s model train demonstrations. Members of the Fort Wayne model railroading club, Three Rivers and Indiana Northern, are present during the demonstrations to answer any questions about the model railroading hobby. The Tecumseh Branch has started offering community yoga classes twice a month on Saturday mornings taught by a yoga

*Board of Library Trustees –February 22, 2018*

instructor, the class is designed for beginners and easy enough for families of all ages to do together.

**ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 4:15 p.m.

---

Ben Eisbart, Secretary