

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

Meeting of January 31, 2018 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Wednesday, January 31, 2018 at 4:13 p.m. at the main library. Present: Mr. Williams, presiding, Mr. Seifert, Ms. Shamanoff, Mr. Castleman, and Mr. Eisbart. Absent: Ms. Tucker.

**ADOPTION OF THE AGENDA**

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

**ELECTION OF OFFICERS**

The Nominating Committee presented the following slate of officers for 2018: Mr. Williams, President; Mr. Castleman, Vice President; Mr. Eisbart, Secretary; Mr. Sedestrom, Treasurer. Ms. Shamanoff accepted the report by acclamation. Mr. Williams then assumed the chair and presided over the remainder of the meeting.

**APPROVAL OF MINUTES**

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

- a. Minutes of executive session December 21, 2017.
- b. Minutes of regular session December 21, 2017.

**RESOLUTION NO. 2018-1, "RESOLUTION TO CARRY FORWARD CERTAIN ENCUMBRANCES TO 2018."**

MS. Shamanoff moved the adoption of Resolution No. 2018-1 "Resolution to Carry Forward Certain Encumbrances to 2018." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

**FINANCIAL REPORT**

On motion of Mr. Seifert, the financial report for December 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. Seifert, the claims were approved for payment.

<b>Wires</b>					\$	-
				<b>Wires Subtotal:</b>	\$	-
<b>EFT</b>	1/19/2018	PERF Contributions PR #2A Wellness Points			\$	12,528.62
	1/26/2018	PERF Contributions PR #2			\$	53,999.92
	1/31/2018	Medical Claims from Pro-Claim Plus for 2/2/18			\$	<u>105,201.41</u>
				<b>EFT Subtotal:</b>	\$	<b>171,729.95</b>
<b>Payroll</b>						
	1/19/2018	Gross	\$ 89,050.00	net	\$	71,593.13
	(Wellness Points)	Payroll Taxes			\$	<u>23,442.16</u>
				<b>Payroll Subtotal:</b>	\$	<b>95,035.29</b>
	1/26/2018	Gross	\$ 454,739.54	net	\$	322,800.52
		Payroll Taxes			\$	<u>119,622.57</u>
				<b>Payroll Subtotal:</b>	\$	<b>442,423.09</b>
<b>Accounts Payable Check Batches:</b>						
				(See “Check Register” for detail of total)		
Star Bank general	1/19/2018	#221479 - #221483			\$	52,603.93
Operating accounts	1/25/2018	#221484 - #221490			\$	4,436.09
	1/25/2018	#221491 - #221755			\$	787,050.81
	1/26/2018	#221756 - #221760			\$	1,030.00
	1/29/2018	#221761 - #221762			\$	335,476.68
Less VOIDS:						
		#221019, #220096 & #220535			\$	(162.00)
				<b>Star Bank Subtotal:</b>	\$	<b><u>1,180,435.51</u></b>
				<b>Accounts Payable Check Batches Subtotal:</b>	\$	<b>1,180,435.51</b>
				<b>Grand Total:</b>	\$	<b><u>1,889,623.84</u></b>

**REPORT OF DIRECTOR**

Ms. Southard provided an update on the next step of the strategic planning process, the formation of staff work groups tasked with developing strategies, activities and tasks for the outcomes identified in each of the focus areas and goals in the strategic plan framework. An internal survey was implemented to identify staff interested in serving on a work group, 88

staff participated in the survey. Work groups have been selected, a kick off meeting for the work groups is being held February 1, and a day-long training session for the work group leaders is scheduled for February 8. Ms. Southard reported that staff from Facility Dude will present the executive summary of their physical assessment of our facilities. Ms. Southard reported that the U.S. Department of Education, Office for Civil Rights notified the Library of a complaint against our website; that it was not in ADA compliance as related to “tabbing” through the site. We are working with the Department of Ed to bring our site into compliance. Ms. Southard reported that through the ACPL Foundation, the Library has applied for a Limited Asset Improvement grant from the Foellinger Foundation to upgrade the equipment in WELT. Ms. Southard also noted that through the leadership of Mr. Sedestrom and the Finance department, the Library’s 2016 comprehensive annual financial report (CAFR) received GFOA’s Certificate of Achievement for Excellence in Financial Reporting. Ms. Southard invited Ms. Smith to provide an update on the very successful Friends of the Library book sales. Ms. Smith reported that the Friends raised \$13,975.70, sold 16,753 items, and had a 12.65% repeat customer rate. The Aboite branch was the top sales location. Ms. Smith also noted that the Friends recently approved the Library’s entire funding request to support various programs throughout the system. Additionally, the Friends provided \$1,600 of children’s books to be placed in libraries in community rooms at local Ft. Wayne Housing Authority sites as well as \$2,500 worth of in-kind adult materials.

**ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 5:00 p.m.

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Ben Eisbart, Secretary