

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

Meeting of March 27, 2018 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Tuesday, March 27, 2018 at 3:03 p.m. at the Main Library. Present: Mr. Williams, presiding, Mr. Castleman, Mr. Eisbart, Mr. Seifert, and Ms. Tucker. Absent: Mr. Moss and Ms. Shamanoff.

**ADOPTION OF THE AGENDA**

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

**APPROVAL OF MINUTES**

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

- a. Minutes of regular session February 22, 2018.
- b. Minutes of approval of claims March 13, 2018.

**FINANCIAL REPORT**

On motion of Mr. Castleman, the financial report for February 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. Castleman the claims were approved for payment.

<b>EFT</b>	3/23/18	PERF Contributions PR #6	\$ 53,610.99
	3/15/18	Old National HSA Employer Contribution	\$ 9,375.02
	3/14/18	Medical claims from Pro-Claim Plus for 3/16/18	\$ 59,854.64
		<b>EFT Subtotal:</b>	<b>\$ 122,840.65</b>

<b>Payroll</b>	3/23/18	Gross \$ 453,939.48	net \$ 322,078.48
		Payroll Taxes	\$ 118,988.99
		<b>Payroll Subtotal:</b>	<b>\$ 441,067.47</b>

**Accounts Payable Check Batches:**

(See "Check Register" for detail of total)

Star Bank general Operating accounts	3/22/18	#222303 - #222315	\$ 49,923.70
---	---------	-------------------	--------------

*Board of Library Trustees – March 27, 2018*

3/27/18	#222316 - #222445	\$ 408,956.46
3/27/18	#222446	\$ 13,366.00
Less VOIDS:	#222405	\$ (13,366.00)

**Star Bank Subtotal: \$ 458,880.16**

**Accounts Payable Check Batches Subtotal: \$ 458,880.16**

**Grand Total: \$ 1,022,788.28**

**REPORT OF DIRECTOR**

Ms. Southard gave the Board an update on recent happenings around the library system. Over the last few months, staff have been working on developing a programming relationship with the Northeast Indiana Innovation Center (The NIIC). This relationship is coming to fruition, with the announcement that NIIC will establish regular office hours in the Main Library, offering one-one-one business coaching at no charge for customers needing help or advice on starting or growing a business. ACPL staff will provide assistance to the NIIC business and coaches who need data to support their business decisions. ACPL offers extensive databases and information resources. Both organizations will offer education and training to customers through workshops at both ACPL and The NIIC. We have nearly 30 book clubs in the system. We are working to streamline the process for securing materials, develop a consistent process for how we manage book clubs, and how we market them to the public. The Reader's Services staff at Main have begun a Writer's Group, as an outgrowth of the annual writer's fair they host. The first meeting was held February 26, and deemed wildly successful by staff. There were 24 aspiring writers in attendance, including a very diverse mix of ages, genders, and race. The program participants expressed their long-time desire to find a supportive writing community, and were genuinely excited about the formation of this group. One of our Lincoln Librarians, Emily Rapoza, collaborated with Access Fort Wayne colleague, Kay Gregg, to produce a quick-paced informational YouTube introducing individuals to the Lincoln Financial Foundation Collection. It is our aspiration that both staff and customers will take advantage of this great overview. We are working on scripts and planning several other videos describing aspects of this great collection. We had record program attendance for a February at Pontiac this year, 971 customers attended programs. These included our special Black History Month programs – our annual Sit-In event, the African-American Read-In, 4 free breakfast events (a nod to the Black Panther Party's social program Free Breakfast for School Children), and a special storytelling event with Condra Ridley, which drew a record story time attendance of 140!

**ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 3:48 p.m.

---

Ben Eisbart, Secretary