

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

Meeting of May 24, 2018 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, May 24, 2018 at 3:10 p.m. at the Dupont Branch. Present: Mr. Williams, presiding, Mr. Seifert, Ms. Shamanoff, and Mr. Moss. Absent: Mr. Eisbart, Mr. Castleman, and Ms. Tucker.

ADOPTION OF THE AGENDA

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

APPROVAL OF MINUTES

On motion of Ms. Shamanoff, the minutes of the following meeting were approved as written:

- a. Minutes of executive session April 26, 2018.
- b. Minutes of regular session April 26, 2018.
- c. Minutes of approval of claims May 10, 2018.

FINANCIAL REPORT

On motion of Mr. Moss, the financial report for April 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

EFT	5/18/18	PERF Contributions PR #10	\$ 53,635.53
	5/15/18	Old National HSA Employer Contribution	\$ 9,791.68
	5/23/18	Medical claims from Pro-Claim Plus for 5/25/18	\$ 51,265.09
EFT Subtotal:			\$ 114,692.30

Payroll

5/18/18	Gross \$ 455,585.04	net \$ 322,708.86
	Payroll Taxes	\$ 119,793.23

Payroll Subtotal: \$ 442,502.09

Accounts Payable Check Batches:

Board of Library Trustees –May 24, 2018

(see “Check Register” for detail of total)

Star Bank general	5/17/18	#223079-#223094	\$ 18,309.47
Operating accounts	5/24/18	#223095-#223202	\$ 301,177.57
Less VOIDS:		#222893, #222374, & #222609	\$ (201.68)
		Star Bank Subtotal:	\$ 319,285.36
		Accounts Payable Check Batches Subtotal:	\$ 319,285.36
		Grand Total:	<u>\$ 876,479.75</u>

REPORT OF DIRECTOR

Ms. Southard let the Board know that Senior Staff have been reviewing and revising operating procedures. The most recent are: Circulation Procedure for Discarding Material(s); Request for Reconsideration these processes are now documented, and there is a new Request for Reconsideration form that replaces the Materials Evaluation form previously used. The Collection Development Team have been revising the existing Resource Development Policy approved in 1992, modernizing it and retitling it as a Collection Development Policy. We will bring this policy recommendation to the board at the June meeting. Stephanny Smith, Community Engagement Manager, has formed a partnership with WANE-TV on a marketing campaign that will run through the end of August. There has been a general library focused commercial and there will be two additional commercials that promote the Summer Learning Program and our Genealogy Center. In addition to the commercials, ACPL will have a weekly segment called “At the Library” that will run during the 8:00 a.m. hour of the Saturday First News. Each week we’ll be promoting different programs, events, and other things of interest happening throughout ACPL. ACPL staff have been providing support to the Friends as they prepare for the summer book sale which will take place the week of June 25. Tuesday, June 26 will be the preview sale for the members of the Friends of the Library, the public sale will run Wednesday, June 27 through Saturday, June 30. Staff everywhere are gearing up for the Summer Learning Program (SLP). The Collection Development team is ordering prize books; Community Engagement team is finalizing the promotional materials, calendar of events, and securing funder review of promotional materials; Youth Services Manager is ordering programming supplies, finalizing speaker and performer contracts; Finance is receiving, sorting, and redistributing to branches program material orders; Public Service staff is visiting schools to talk about the Summer Learning Program.

Ms. Southard invited Rebecca Wolfe, Manager of the Dupont Branch, to give the board an update on activities at Dupont. The Dupont Road construction project has impacted library use and other surrounding businesses. Circulation numbers along with door count totals have slightly decreased. The construction is projected to last through the summer. Dupont has formed a niche of programs focusing on people with special needs and cognitive disabilities including autism and Down syndrome. Rebecca has created an outreach curriculum targeted for these specific groups which multiple special needs agencies have found beneficial for their residents. Rebecca offers a weekly outreach program at L.I.F.E. Adult Day Academy

where she sings songs and focuses on dance and movement. Gigi's Playhouse which advocates for people with Down syndrome has Rebecca provide a book club where they all read the same book aloud to improve upon literacy. Outreach programs also occur at Camp Red Cedar, Maple Seed Farms, and the Children's Autism Center. Dupont is also offering a way for people with special needs to practice job skills by offering volunteer shelver positions. These volunteers work with their job coaches and register through the library's Human Resources Department and then are placed at Dupont to learn how to become shelvers and how to better interact with others. Dupont has garnered much interest from the special needs community and receives a number of requests to go to outreach at their agencies. The popularity has led to the Autism Society presenting at an upcoming Public Services meeting so other Branch Managers can learn more about offering outreach programming and about how to train staff members to offer programs similar to Rebecca's.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:05 p.m.

Ben Eisbart, Secretary