

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

Meeting of November 20, 2018 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, November 20, 2018 at 3:49 p.m. at the Main Library. Present: Mr. Williams, presiding, Mr. Seifert, Mr. Castleman, Mr. Moss, Ms. Shamanoff, and Mr. Eisbart. Absent: Ms. Tucker.

ADOPTION OF THE AGENDA

On motion of Ms. Shamanoff, the agenda was adopted as presented.

APPROVAL OF MINUTES

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

- a. Minutes of regular session October 25, 2018.

FINANCIAL REPORT

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

Wires

EFT	11/2/18	PERF Contributions PR #22	\$ 53,140.08
	11/7/18	Medical claims from Pro-claim for 11/9/18	<u>\$ 71,913.34</u>
		EFT Subtotal:	\$ 125,053.42

Payroll	11/2/18	Gross \$ 454,640.32	net \$ 324,036.51
		Payroll Taxes	<u>\$ 119,540.04</u>
		Payroll Subtotal:	\$ 443,576.55

	11/16/18	Gross \$ 444,065.15	net \$ 316,663.62
		Payroll Taxes	<u>\$ 115,928.27</u>
		Payroll Subtotal:	\$ 432,591.89

Accounts Payable Check Batches:

(See “Check Register” for detail of total)

Star Bank general	11/02/18	#225037-#225051	\$ 38,740.56
Operating accounts	11/09/18	#225052-#225066	\$ 65,510.04
	11/15/18	#225067-#225546	\$ 994,449.17
Less VOIDS:	#224400, #224432, #224304, #224162, #224673		\$ (2,026.22)
	#224567, #224711 & #224856		\$ (4,983.14)
		Star Bank Subtotal:	\$ 1,089,690.41
		Accounts Payable Check Batches Subtotal:	\$ 1,089,690.41
		Grand Total:	<u>\$ 2,090,912.27</u>

COMMITTEE REPORTS

The Finance and Personnel Committee met on Monday, November 5 at the Main Library. Ms. Southard reported that items discussed included: status of self-insurance health plan, proposed 2019 benefits, annual salary survey, 2019 compensation recommendations, pay structure adjustment to range minimums and maximums, employee health insurance and wellness plans, and flexible spending accounts.

APPROVAL OF 2019 COMPENSATION AND BENEFITS

Ms. Southard and Mr. Sedestrom reported on the Compensation and Benefits Recommendations for 2019.

On motion of Mr. Eisbart, the 2019 Compensation and Benefits were approved, including a 3% salary increase for incumbent library employees hired before September 1, 2018. A copy of this report is appended to and made a part of these minutes.

RESOLUTION NO. 2018-4, “RESOLUTION TO APPROVE A PAY STRUCTURE FOR 2019.”

Mr. Eisbart moved the adoption of Resolution No. 2018-4, “Resolution to Approve a Pay Structure for 2019.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

REPORT OF DIRECTOR

Ms. Southard reported out on Branch Book Sales – eight of our branches have had fall book sales in October with the rest of the branches scheduled for sales in November. Sales have totaled close to \$11,000 and about 13,000 items sold so far. The monies go to the Friends of the Library, who in turn fund Library activities that are beyond the scope of the Library operating budget.

Branch inventories are continuing with four completed in October, bringing our total to seven branches completed altogether. The remaining six will be completed through November in preparation for our Wise migration.

The Friends of the Library organized a special event, “An Evening in the Stacks.” Stephanny Smith, Community Engagement Manager, took the lead in working with a Friends committee in organizing this event. Friends and their invited guests had dinner in the gallery and visited Main Library Departments after business hours. The event was well received by attendees.

New Haven Branch’s newly created adult programs continued with great success. They had a crafting program where staff taught attendees how to do a very popular art style right now called Acrylic Pouring. Participants utilized the swiping technique of this style as it greatly reduces the amount of paint used and reduces the drying time. Some of the paintings turned out beautiful and others were the victim of the artist not learning to step away from their painting. New Haven also had a retired pharmacist speak to a very large group about wellness, aging, and brain health. It was very well received and many asked for him to speak again about very specific subjects. The plan is to have a health series starting in 2019. It will focus on very timely topics of Gut Health, Probiotics, Mouth and Oral Health, the Brain, etc.

Pontiac Branch’s Eugene & Marilyn Glick grant-funded program Introduction to Pottery had a total of 58 participants over its first 4 classes. They also held their first Fall Festival on Saturday, October 27. This was a group effort by all branch programmers, and it was a success! They had a couple people thank us specifically for “doing this for the community,” and saw at least 3 families that they have never seen before who attended specifically for this event. Pontiac Branch Manager, Lisa Worrell said, “There was a magical moment where we realized that not a single kid was on the computers because they were all engaged in the activities we were providing! We had 6 volunteers help out with the event, and we all left feeling very happy with what we provided that day.”

Children’s Services reported success at the Weaving Wall. Ten year-old library customer Isabel and her aunt worked for nearly an hour on the Weaving Wall. They talked and laughed and concentrated as they worked to first disentangle the fabric straps and then to create a beautiful woven masterpiece. When the work was completed, Olivia stood ever-so-proudly in front of her woven artwork. The weaving wall was selected very intentionally to install in the Children’s Services department. By the weaving wall, Children’s staff also hung a large poster created by Community Engagement which explains some of the benefits children can attain through its use.

The Winter Book Sale will be held December 13-15 at Main in the large meeting rooms. It will coordinate with Readers’ Services local author holiday book fair event on Saturday the 15th. We think this will be a good experiment to see if local author sales increase with the book sale being offered concurrently.

OTHER BUSINESS:

APPROVAL OF RENEWING PARKING LOT LEASE WITH LIGHT AND BREUNING, INC.

Mr. Mallers reported on renewing the parking lot lease with Light and Breuning, Inc. for a one year contract. On motion of Mr. Eisbart, the renewal of a one year parking lot lease with Light and Breuning, Inc. was approved.

NOMINATING COMMITTEE

Mr. Williams appointed Mr. Seifert to chair the Nominating Committee and to organize two other board members to serve on the committee along with him. The committee is tasked with preparation of a Slate of Officers for 2019.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:45 p.m.

Ben Eisbart, Secretary