

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

Meeting of October 25, 2018 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, October 25, 2018 at 3:00 p.m. at the Main Library. Present: Mr. Williams, presiding, Mr. Seifert, Mr. Castleman, Ms. Shamanoff, and Mr. Eisbart. Absent: Ms. Tucker and Mr. Moss.

ADOPTION OF THE AGENDA

On motion of Mr. Seifert, the meeting's agenda was adopted.

APPROVAL OF MINUTES

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

- a. Minutes of executive session September 27, 2018.
- b. Minutes of regular session September 27, 2018.
- c. Minutes of approval of claims October 8, 2018.

FINANCIAL REPORT

On motion of Mr. Eisbart, the financial report for September 2018 was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Sedestrom 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 his knowledge and belief. Then on motion of Mr. Seifert, the claims were approved for payment.

Wires

EFT	10/10/18	Medical claims from Pro-Claim Plus for 10/12/18	\$	89,406.14
	10/19/18	PERF Contributions PR #21	\$	52,831.14
	10/19/18	Old National HSA Employer Contribution	\$	8,854.22
	10/25/18	Medical claims from Pro-Claim Plus for 10/26/18	\$	61,247.66
		EFT Subtotal:	\$	212,339.16

Payroll

	10/19/18	Gross	\$	456,732.05	net	\$	342,882.83
		Payroll Taxes				\$	136,188.81
		Payroll Subtotal:	\$	479,071.64			

Accounts Payable Check Batches:

(See "Check Register" for detail of total)

Board of Library Trustees –October 25, 2018

Star Bank general	10/18/18	#224819-224827	\$ 53,754.13
Operating accounts	10/25/18	#224828-225036	\$ 337,632.83
Less VOIDS:			\$ 5,220.00
		Star Bank Subtotal:	\$ 396,606.96
		Accounts Payable Check Batches Subtotal:	\$ 396,606.96
		Grand Total:	<u>\$ 1,088,017.76</u>

STRATEGIC PLAN UPDATE

Ms. Davis reported out on strategic plan initiatives.

Currently being tested are meeting teleconference collaboration software (Zoom) to increase staff participation in meetings and serve on ACPL committees; interior wayfinding (signage, paint, etc.) at Main; consistent shelving protocols and materials placement across ACPL.

The Niche Staff Academy is now supporting 139 online training resources, accessed over 51,000 times by ACPL staff. The top training resources Jan-Sept 2018 were Practical Tips for Difficult Homeless Patrons, followed by ACPL Safety Training: Tornado Awareness, Reference Transactions - What are they and how to count them (2018), and Indiana State Police Active Shooter Training.

New Hire Orientation trained 46 new employees for a total of 1,440 hours Jan-Sept 2018, and had 917 hours of LEU eligible trainings reported. Staff Day (Oct 2018) resulted in approximately 2,100 hours of learning. New Hire Orientation includes core staff training (HR, ethics, payroll, internet use, etc.), meeting all managers within the system and learning about and visiting each branch or department throughout the organization. Goal is a global understanding of how ACPL serves customers, internally and externally.

The Main library’s book sale took place June 26-30. Approximately 45,000 items were sold, raising \$21,476.50 to benefit the Friends. Branch locations will hold book sales during the months of October and November. The Friends of ACPL held their first “Evening in the Stacks” “Friend-raising” event on October 13.

Translating Welcome packets, electronic resources brochure, and the ACPL Code of Conduct to Spanish is completed; efforts to translate to Burmese are ongoing.

Analytics on Demand – a demographic and market segmentation utility: staff training took place October 16 for managers, assistant managers, and programmers, a market profile search tool was developed by ACPL IT staff. Use of the reports and related resources will support staff as they better understand customers using their branches. The goal is to understand the similar community issues from the point of view of other organizations, and move ACPL out of its silo.

OCLC-WISE catalog “go-live” date is set for 7/15/2019. Collection inventory underway, 3 locations completed as of Sept 2018 (Monroeville, Pontiac and Aboite) and the remaining locations will be inventoried by the end of 2018.

During Jan-Sept 2018, Outreach team delivered 15,967 books, DVD and CDs to customers unable to physically access the library, such as those who are homebound or currently reside in assisted living facilities, nursing homes, or rehabilitation centers.

SCHEDULE OF HOLIDAYS AND CLOSINGS FOR 2019

On motion of Ms. Shamanoff, the board approved the following schedule of library holidays and closings for the year 2019:

Library Closing Schedule for 2019

New Year’s Day	Tuesday, January 1, 2019 (Closed, paid holiday)
Martin Luther King, Jr. Day	Monday, January 21, 2019 (Open, paid holiday to be taken between January 21 and October 26, 2019)
Washington's Birthday/President's Day	Monday, February 18, 2019 (Open, paid holiday to be taken between February 18 and October 26, 2019)
Easter	Sunday, April 21, 2019 (Closed. Staff scheduled to work this day will work their scheduled hours on a different day.)
Memorial Day Weekend	Sunday, May 26, 2019 (Closed, unpaid)
Memorial Day	Monday, May 27, 2019 (Closed, paid holiday)
Independence Day	Thursday, July 4, 2019 (Closed, paid holiday)
Staff Development Day	Friday, August 23, 2019 (Closed, paid if attending)
Labor Day Weekend	Sunday, September 1, 2019 (Closed, unpaid)
Labor Day	Monday, September 2, 2019 (Closed, paid holiday)
Thanksgiving Day	Thursday, November 28, 2019 (Closed, paid holiday)
Christmas Eve	Tuesday, December 24, 2019 (Closed, paid holiday)
Christmas Day	Wednesday, December 25, 2019 (Closed, paid holiday)
New Year’s Eve	Tuesday, December 31, 2019 (Library closes at 5 pm)

SATURDAY CLOSINGS

Branches (except Aboite, Dupont, Georgetown, and Shawnee) will begin their summer schedule of Saturday closings on Saturday, June 1, 2019, and continue through Saturday, August 31, 2019.

CLASSIFICATION AND COMPENSATION STUDY RFP RECOMMENDATIONS

Mrs. Samulak and Mr. Sedestrom reported out on the Classification and Compensation Study RFP Recommendations. The review committee selected a consulting group they thought best fit ACPL’s core needs and values. A summary sheet highlighting key features of the finalist was provided to the board. One of the key takeaways is that custom solution(s) can be administered by in-house Human Resources staff with no additional need for proprietary software. The consulting group also has three current library clients of similar size to ACPL. It was understood that the results from the study will be shared with the board to decide on a course of action. After a brief discussion was held, the review committee recommended to award the Classification and Compensation Study to Pontifex Consulting Group at a cost of \$44,500. This amount has already been budgeted for and would be within the 2018 budget under Professional Services.

On motion of Mr. Seifert, the board approved to move forward with awarding the Classification and Compensation Study to Pontifex Consulting Group.

OTHER BUSINESS

Mrs. Samulak reported to the board that she will be sending an email next week which will include the survey link for the 2018 Director’s Evaluation. The email will be sent to the Board of Trustees, the Presidents of the Friends and Foundation Boards, and Senior Staff members. Mr. Castleman will be in charge of compiling the survey data once it is complete. The evaluation results will be reviewed with Ms. Southard during the December 20, 2018 Executive Session.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:02 p.m.

Ben Eisbart, Secretary