

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

Meeting of April 25, 2019 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, April 25, 2019 at 3:50 p.m. at the Monroeville Branch Library. Present: Mr. Williams, presiding, Mr. Moss, Ms. Shamanoff, Mr. Castleman, Ms. Tucker, and Mr. Seifert. Absent: Mr. Eisbart.

ADOPTION OF THE AGENDA

On motion of Ms. Tucker, 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 March 28, 2019.
- b. Minutes of regular session March 28, 2019.
- c. Minutes of executive session April 10, 2019.
- d. Minutes of approval of claims April 10, 2019.

FINANCIAL REPORT

On motion of Ms. Tucker, the financial report for March 2019 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.

EFT	4/24/19	Medical claims from Pro-Claim Plus for 4/26/19	\$ 85,387.73
	4/15/19	Old National HSA Employer Contribution	\$ 8,437.55
	4/19/19	PERF Contributions PR #8	\$ 54,694.37
		EFT Subtotal:	\$ 148,519.65

Payroll

4/19/19	Gross	\$ 459,835.24	net	\$ 325,204.17
	Payroll Taxes			<u>\$ 120,799.25</u>
		Payroll Subtotal:		\$ 446,003.42

Accounts Payable Check Batches:

(See "Check Register" for detail of total)

Star Bank general	4/22/19	#227632 - #227637	\$ 47,245.85
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Board of Library Trustees –April 25, 2019

Operating accounts	4/25/19	#227638 - #227778	\$	270,358.89
Less VOIDS:		#217493, #227635, & #227598	\$	(716.56)
		Star Bank Subtotal:	\$	316,888.18
		Accounts Payable Check Batches Subtotal:	\$	316,888.18
		Grand Total:	\$	<u>911,411.25</u>

ANALYSIS & RECOMMENDATION FOR PARKING CONTROLS SYSTEM

The Board reviewed and discussed a report submitted from John Hidy, Safety and Security Manager, outlining the Request for Proposal process and recommendations to secure a vendor for the replacement of the Main Library’s parking control system. The existing system is no longer supported by the manufacturer. Mr. Hidy presented the analysis to the Board and answered questions. His recommendation within the report is to approve Signature Controls Systems as the new parking control system.

On motion of Mr. Moss, the Board approved the purchase of the parking controls system as recommended to Signature Control Systems at the proposed cost of \$397,562.00. Ms. Tucker voted to oppose.

REVISED COLLECTION DEVELOPMENT POLICY

Ms. Southard presented revisions to the Collection Development Policy which were reviewed and revised with input from the full management team at their April 16 meeting. At that time the group worked through the entire document, discussing alternate language and talking through the pros and cons of suggestions made during the meeting. The senior management staff reviewed all recommendations from the management team meeting and incorporated changes as appropriate, and reported back out to the management team.

The management team also reviewed and discussed the draft Selection Operating Procedure and the draft Deselected Items Operating Procedure. Their suggestions were discussed and incorporated, or further refined by the senior management team at their April 17 meeting.

After a brief discussion, the approval of the revised Collection Development Policy was tabled until the May 23 Board of Trustees meeting.

REPORT OF DIRECTOR

Chris Wiljer, Manager of the Monroeville Branch, provided an overview of his Branch’s activities, services, and the important role the library plays within the Monroeville community. Chris also shared in the 25 years he has worked for ACPL and the 19 years at Monroeville, this was only his third time to address and host the board.

Ms. Southard advised the Board of actions and activities that staff have undertaken as a result of the March 27 Public Meeting.

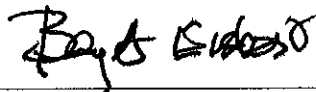
PUBLIC COMMENT

The Board heard comments and questions from members of the public.

The Board shared an email address (trustees@acpl.lib.in.us) which the public is invited to use to send in any questions and comments.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 5:50 p.m. on motion of Ms. Tucker.



Ben Eisbart, Secretary