

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

Meeting of August 22, 2019 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, August 22, 2019 at 3:13 p.m. at the Hessen Cassel Branch. Present: Mr. Williams, presiding, Mr. Seifert, Mr. Moss, Mr. Eisbart, and Ms. Shamanoff. Absent: Mr. Castleman and Ms. Tucker.

**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 July 25, 2019.
- b. Minutes of approval of claims August 9, 2019.

**FINANCIAL REPORT**

On motion of Mr. Seifert, the financial report for July 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 Ms. Shamanoff, the claims were approved for payment.

**Wires**

<b>EFT</b>	8/23/19	PERF Contributions PR #17	\$ 54,207.64
	8/15/19	Old National HSA Employer Contribution	\$ 8,645.88
	8/14/19	Medical claims from Pro-Claim Plus for 8/16/19	\$ 95,868.31
<b>EFT Subtotal:</b>			<b>\$ 158,721.83</b>

**Payroll**

8/23/19	Gross	\$ 462,575.67	net \$ 327,886.25
	Payroll Taxes		<u>\$ 121,309.07</u>
<b>Payroll Subtotal:</b>			<b>\$ 449,195.32</b>

**Accounts Payable Check Batches:**

(see "Check Register" for detail of total)

Star Bank general	8/19/19	#229025-#229032	\$ 66,598.28
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	8/22/19	#229033-#229203	\$ 219,780.84
Operating accounts			
	Less VOIDS:	#228971 & #228149	\$ 366.88
		<b>Star Bank Subtotal:</b>	<b>\$ 286,746.00</b>
		<b>Accounts Payable Check Batches Subtotal:</b>	<b>\$ 286,746.00</b>
		<b>Grand Total:</b>	<b>\$ <u>894,663.15</u></b>

**RESOLUTION NO. 2019-2, “COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR PUBLIC LIBRARY INTERNET ACCESS FOR FUNDING YEAR JULY 1, 2020 THROUGH JUNE 30, 2021.”**

Mr. Eisbart moved the adoption of Resolution No. 2019-2, “Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2020 through June 30, 2021.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

**REPORT OF DIRECTOR**

Ms. Southard invited Hessen Cassel Branch Manager, Edith Helbert, to speak about special programs and recent highlights from her branch. Ms. Helbert shared that the majority of children in the area near the library are in childcare centers throughout the day, so the librarians will be doing 11-12 outreach visits in September and see 300 children. Hessen Cassel has started offering more programming for adults and it has been well-received. Program offerings include: African American authors’ book club, financial literacy classes, weekly chair yoga, and monthly painting workshops. Ms. Helbert expressed hopefulness in hiring a part-time Youth Specialist soon, the position has been open for a while.

Ms. Southard said the employee engagement survey project is proceeding on schedule and she also shared summer programming highlights from all across the library system.

The Genealogy Center hosted the Midwest African American Genealogy Institute (MAAGI) 2019 from Monday, July 8, to Thursday, July 11. This was the fourth year that the library has hosted this very unique and specialized institute. The event began with an evening reception before starting three days of in-depth courses and collaborative discussions concerning African American genealogy. Attendees from twenty-one states as far away as Maine, Florida, and California, congregated to learn from fifteen experts in the field. The eighty-one attendees had the opportunity to choose from six focused topics specific to researching African American family history. On July 14, Family Tree Maker representatives presented two programs on using the very popular genealogical data management software. These sessions were more than two hours each, with one in the afternoon and another in the evening. Nearly four hundred individuals attended.

Outreach was one of the focal points for activity at Shawnee Branch in June. Manager Pamela Martin-Diaz was invited to do two separate programs, in Spanish, for newcomer English language learners whose children attend Fort Wayne Community Schools. She spoke

to 75 adults about the importance of maintaining their home language, the library and all that it has to offer them and their families.

The Woodburn Branch hosted 66 people for an African Drumming program. Diane Rogers was very engaging, entertaining and enthusiastic! They had a range of participants from preschool to adults and everyone was included. It was so exciting to see the children as they learned various rhythms and songs. Everyone had a chance to try the drums as well as the other instruments that they brought. This was an awesome program that included a learning experience, culture and music to be enjoyed by all ages.

Waynedale reported that summer programming was so much fun this year for so many and they had huge groups for all of the great programming. Some of Waynedale community's favorites included making their own Pokémon and Pokeballs as well as making their own very interesting 'edible' creations during Teen Iron Chef. The kids also got to make catapults in Simple Machines and launch things across the meeting room, trying to beat the distance of their friends. It was great to see so many different types of programs for so many different interests. It was also absolutely adorable to watch a group of preschoolers dance around in tutus for Pre-K Ballet.

### **COMMITTEE REPORTS**

The Finance and Personnel Committee met on Thursday, August 8 at the Main Library. Ms. Southard reported that items discussed included an update on the 2019 benefit program, 2020 benefits discussion, Classification and Compensation Study discussion, and preliminary 2020 budget planning assumptions. The committee is going to schedule another meeting before the September 26 board meeting.

### **ADJOURNMENT**

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



Ben Eisbart, Secretary