

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

Meeting of December 19, 2019 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, December 19, 2019 at 3:08 p.m. at the Main Library. Present: Mr. Williams, presiding, Mr. Seifert, Mr. Castleman, Ms. Tucker, Mr. Eisbart, Mr. Moss, and Ms. Shamanoff.

ADOPTION OF THE AGENDA

On motion of Mr. Eisbart, 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 executive session November 21, 2019.
- b. Minutes of regular session November 21, 2019.
- c. Minutes of approval of claims December 6, 2019.

FINANCIAL REPORT

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

Wires

Wires Subtotal: \$ -
\$ -

EFT

	12/13/19	Old National HSA Employer Contribution	\$ 8,750.05
	12/18/19	Medical claims from Pro-Claim Plus for 12/20/19	\$ 202,917.63
	12/13/19	PERF Contributions PR #25	<u>\$ 54,294.97</u>
		EFT Subtotal:	\$ 265,962.65

Payroll

	12/13/19	Gross \$455,190.76	net \$ 321,629.94
		Payroll Taxes	<u>\$ 118,874.11</u>
		Payroll Subtotal:	\$ 440,504.05

Accounts Payable Check Batches:

(See "Check Register" for detail of total)

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Star Bank general	12/11/19	#230672-#230674	\$ 4,371.00
Operating accounts	12/13/19	#230675-#230680	\$ 49,411.90
	12/19/19	#230681-#231104	\$ 302,158.32
	12/19/19	#231105-#231106	\$ 219.21

Less VOIDS: #230123, #230227, #229896, #229982 & #231062 \$ (12,294.93)

Star Bank Subtotal: \$ 343,865.50

Accounts Payable Check Batches Subtotal: \$ 343,865.50

Grand Total: \$ 1,050,332.20

APPROVAL OF TREASURER’S BOND

Mr. Eisbart moved that the bond for the library’s treasurer, David K. Sedestrom, be approved in the amount of \$100,000.00, with the premium payable by the library. The motion carried.

RESOLUTION NO. 2019-5, “RESOLUTION TO TRANSFER APPROPRIATIONS WITHIN THE OPERATING FUND.”

Ms. Shamanoff moved the adoption of Resolution No. 2019-5, “Resolution to Transfer Appropriations within the Operating Fund.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

APPOINTMENTS TO ACPL FOUNDATION BOARD

The Board reviewed their recommended reappointments to the Foundation Board. The members being recommended by the Foundation Board for reappointment are: Adie Baach, Michael Horton, Kim Stacey, and Stephen Chapman. The terms of service for these appointments commences January 1, 2020 and ends December 31, 2022. On motion of Mr. Eisbart, all were reappointed to serve another term on the ACPL Foundation Board.

APPOINTMENTS TO BUILDING CORPORATION BOARD

The Board reviewed their recommended reappointments to the Building Corporation Board for another year of service. The members being recommended for reappointment are: Michael Horton, Alan Grinsfelder, Janice Koday, and Richard Beck. On motion of Mr. Castleman, all were reappointed to serve another term.

AUTHORIZED STAFFING TABLE FOR START OF YEAR 2020

Mrs. Samulak referred the board to the Authorized Staffing Table for 2020, setting forth pay rates for the library staff established within the framework of the pay structure and guidelines previously adopted by the board. Mr. Eisbart motioned to approve the Authorized Staffing Table for 2020, the motion carried.

REVIEW OF POLICY ON COMPUTER USE AND INTERNET ACCESS

The board reviewed and discussed the library's existing Policy on Computer Use and Internet Access, which was last revised and approved on December 20, 2018. Changes proposed for 2020 include slight verbiage changes and clarifications, to make it more readable for staff and customers. Mr. Eisbart suggested changing the word customer to patron. After a brief discussion, the word customer was changed to library user. On motion of Mr. Seifert, the board approved the amended Policy on Computer Use and Internet Access.

REPORT OF DIRECTOR

Ms. Southard shared system-wide updates with the board. Year-end activities abound in all locations. As a follow-up activity to the staff engagement survey, action plans are being developed by all departments. These are shared with the appropriate Senior Manager and HR. Updates will occur quarterly, which increases staff collaboration.

Many managers shared that the big event in November that really impacted everything else was the transition to Wise. In the days leading up to the transition, staff worked hard to prepare, continuing to ask questions, practicing scenarios and supporting each other – while continuing to provide excellent customer service. During the week of November 11th, staff were so grateful to have support from the Wise Implementation Team and OCLC at all locations. They were a huge support, helping staff and customers, alike.

Genealogy reported that November was the month that Allen County welcomed the community-wide program, "Violins of Hope," sponsored by the Jewish Federation and the Fort Wayne Philharmonic together with many community partners. Programming was developed around having more than a couple of dozen restored violins that were played in Nazi concentration camps on display and being played in the community. The library hosted and helped coordinate three of those events, two of them coordinated by Special Collections. The first such event took place on Sunday, November 10. Bruce Haines, general manager of PBS39 led a discussion with Dr. James Grymes, author of the book "The Violins of Hope." The program, held in the Theater and attended by 137 individuals, actually combined an interview with the author and questions from audience members about the book. On the evening of November 4, 2019, Curt Witcher gave the closing presentation at the Indiana Historical Society's Founders Day dinner in Indianapolis, an event where he received the 2019 Eli Lilly Lifetime Achievement Award. The presentation highlighted the importance of history in finding the stories in our communities and the stories of our families. More than 300 people attended the event. Many kudos goes to Curt!

COMMITTEE REPORTS

NOMINATING COMMITTEE

Mr. Castleman reported that the Nominating Committee recently met and discussed the 2020 slate of officers. The Committee recommends the following slate of officers:

- Mr. Castleman, President
- Mr. Eisbart, Vice President
- Ms. Tucker, Secretary

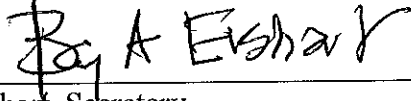
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- Mr. Sedestrom, Treasurer

On motion of Mr. Moss, the board approved to elect the 2020 slate of officers.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:13 p.m.



Ben Eisbart, Secretary