

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

Meeting of July 25, 2019 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, July 25, 2019 at 3:05 p.m. at the Aboite Branch. Present: Mr. Williams, presiding, Ms. Tucker, Mr. Eisbart, and Mr. Seifert. Absent: Ms. Shamanoff, Mr. Moss, and Mr. Castleman.

ADOPTION OF THE AGENDA

On motion of Mr. Seifert, the agenda was adopted.

APPROVAL OF MINUTES

On motion of Ms. Tucker, the minutes of the following meeting were approved as written:

- a. Minutes of regular session June 27, 2019.
- b. Minutes of executive session June 27, 2019.
- c. Minutes of approval of claims July 10, 2019.

FINANCIAL REPORT

On motion of Mr. Williams, the financial report for June 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. Seifert, the claims were approved for payment.

Wires

EFT	7/15/19	Old National HSA Employer Contribution	\$	8,645.88
	7/12/19	PERF Contributions PR #14	\$	54,269.92
	7/17/19	Medical claims from Pro-Claim Plus for 7/19/19	\$	126,078.18
	7/26/19	PERF Contributions PR #15	\$	54,396.16
		EFT Subtotal:	\$	243,390.14

Payroll

	7/12/19	Gross	\$	500,778.15	net \$	358,804.59
		Payroll Taxes			\$	131,096.26
		Payroll Subtotal:			\$	489,900.85
	7/26/19	Gross	\$	505,541.14	net \$	362,441.79
		Payroll Taxes			\$	132,596.57
		Payroll Subtotal:			\$	495,038.36

Accounts Payable Check Batches:

(See “Check Register” for detail of total)

Star Bank general	7/18/19	#228673-#228677	\$	61,915.56
Operating accounts	7/25/19	#228678-#228840	\$	463,915.69
Less VOIDS:	#219016, #219392, #219927, #220971, #221311 & #225976		\$	(449.29)
	#220497, #228430 & #228585		\$	(63.94)
		Star Bank Subtotal:	\$	<u>525,318.02</u>
		Accounts Payable Check Batches Subtotal:	\$	525,318.02
		Grand Total:	\$	<u>1,753,647.37</u>

COMPENSATION STUDY

A consultant from Pontifex Consulting Group presented a report on the recently conducted Classification and Compensation Study. The library has not had a compensation and classification study done since the 1980s.

The objectives of the study were to:

- Validate the compensation philosophy and its alignment to the Allen County Public Library’s strategy and direction.
- Review job content information for all Library jobs.
- Examine current compensation programs and structures for Library jobs.
- Analyze current competitive labor market compensation practices.
- Provide new job descriptions for all Library jobs.
- Provide recommendations for classification structures (internal equity).
- Provide recommendations for compensation structures (labor market equity).
- Provide recommendations for maintenance of classification and compensation systems.
- Prepare a written report of findings and comparisons.

REPORT OF DIRECTOR

Greta introduced Kris Lill, Manager, Aboite Branch, and invited her to give an update on their activities. Kris shared that Aboite Branch has had to double up on storytime offerings because they are so popular with families. There’s a new early learning area in the Children’s Services space of the library that many kids have been enjoying. Adult programming over the summer has been a tremendous success, with many customers requesting more programming about wellness, cooking, and history talks. Summer has been busy with the Summer Learning Program, and staff have enjoyed interacting with customers for numerous programs that left a positive impact on young and old customers.

The public now has the ability to reserve meeting room/study room space from our website; this feature was just released Thursday, July 18. This project involved collapsing many individual ways of booking rooms into one consolidated system, testing, training staff, and

releasing to the public. Booking spaces via the website provides a more streamlined and convenient approach to booking space at ACPL. This has been a huge undertaking, and kudos goes to Mindy Patterson, Manager, Grabill Branch, who has served as point person for this migration activity.

The Library Foundation has been invited to participate in a program that Target is beta testing, a similar initiative to Kroger's Community Rewards program. This program provides the opportunity for the Foundation to be featured so that local shoppers can vote to donate to it from a grant pool made available from Target. This invitation was made to about 10 local non-profits.

The Indiana State Library is hosting an Indiana Public Library Trustee Summit on Friday, August 16 at the Indiana State Library in Indianapolis, all Trustees are invited to attend the one-day conference.

OTHER BUSINESS

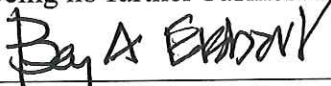
Human Resources is working with an outside group to organize an Employee Engagement Survey. The purpose of the survey is to take the pulse of the staff to be more responsive as an organization. The survey will be conducted on an annual basis. The vendor, Leadership IQ, will create the survey, as they have experience working with libraries. The survey is intended to help develop strategies and educational opportunities. All staff will be encouraged to participate. The survey will be confidential and information submitted will be sent only to Leadership IQ, not to ACPL. ACPL will receive aggregate information.

PUBLIC COMMENT

The Board heard comments and questions from the public.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:32 p.m.



Ben Eisbart, Secretary