

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

Meeting of May 23, 2019 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, May 23, 2019 at 3:01 p.m. at the Waynedale Branch. Present: Mr. Williams, presiding, Mr. Seifert, Ms. Shamanoff, Mr. Eisbart, Mr. Castleman, and Ms. Tucker. Absent: Mr. Moss.

ADOPTION OF THE AGENDA

On motion of Ms. Shamanoff, 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 executive session April 25, 2019.
- b. Minutes of regular session April 25, 2019.
- c. Minutes of approval of claims May 10, 2019.

FINANCIAL REPORT

On motion of Mr. Eisbart, the financial report for April 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

EFT	5/17/19	PERF Contributions PR #10	\$ 55,001.76
	5/15/19	Old National HSA Employer Contribution	\$ 8,541.71
	5/22/19	Medical claims from Pro-Claim Plus for 5/24/19	\$ 174,249.69
	5/24/19	Old National HSA Employer Contribution	\$ 104.17
			EFT Subtotal: \$ 237,897.33

Payroll

5/17/19	Gross \$ 463,092.80	net \$ 327,505.39
	Payroll Taxes	\$ 121,779.94
		Payroll Subtotal: \$ 449,285.33

Accounts Payable Check Batches:

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(see “Check Register” for detail of total)

Star Bank general	5/23/19	#227946-#228125	\$	327,683.11
Operating accounts	5/23/19	#228126	\$	500.00
Less VOIDS:			\$	-
		Star Bank Subtotal:	\$	328,183.11
		Accounts Payable Check Batches Subtotal:	\$	328,183.11
		Grand Total:	\$	<u>1,015,365.77</u>

WISE UPDATE

The library’s Wise Implementation Team presented a Wise update to the board. Wise is the new Integrated Library System the library will be migrating to this year. The Implementation Team’s presentation included:

- Overview of Product
- Overview of ACPL Wise Implementation Team
- Features
- Preparation for the Migration
- High Level Timeline
- Detail Timeline to Go Live
- Training

REVISED COLLECTION DEVELOPMENT POLICY

The board discussed the revised Collection Development Policy, which was previously included in the April 25 board meeting packet and tabled at that meeting until May. On motion of Ms. Shamanoff the board approved the revised Collection Development Policy.

REPORT OF DIRECTOR

Ms. Southard invited Amanda Vance, Manager of the Waynedale Branch, to give the board an update on happenings at Waynedale. Amanda shared that Waynedale staff have been busy with preparing to roll out the 2019 Summer Learning Program. Amanda provided an overview of Waynedale’s activities and services and shared how customers benefit from library offerings.

Ms. Southard told the board that all locations are in the final weeks of preparation for the SPARK Summer Learning Program which will include 1,200 programs being offered over the course of 8 weeks system-wide. Staff who open and close buildings and set the security alarms have gone through the new access controls training put on by the Security Department. In preparing for the migration to Wise the whole management team has been reviewing and updating operating procedures in order to better relate with the Wise system.

PUBLIC COMMENT

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

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 5:13 p.m.

A handwritten signature in black ink, appearing to read "Ben Eisbart", written over a horizontal line.

Ben Eisbart, Secretary