

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

Meeting of November 21, 2019 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, November 21, 2019 at 3:01 p.m. at the Main Library. Present: Mr. Williams, presiding, Mr. Seifert, Mr. Castleman, Mr. Moss, Ms. Shamanoff, and Mr. Eisbart. Absent: Ms. Tucker.

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 meetings were approved as written:

- a. Minutes of regular session October 24, 2019.
- b. Minutes of executive session October 24, 2019.
- c. Minutes of approval of claims November 11, 2019.

FINANCIAL REPORT

On motion of Ms. Shamanoff, the financial report for October 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	11/15/19	PERF Contributions PR #23	\$ 55,392.47
	11/15/19	Old National HSA Employer Contribution	\$ 8,541.71
	11/20/19	Medical claims from Pro-claim for 11/22/19	<u>\$ 106,025.31</u>
		EFT Subtotal:	\$ 169,959.49

Payroll	11/15/19	Gross \$ 462,248.75	net \$ 326,882.92
		Payroll Taxes	<u>\$ 121,552.52</u>
		Payroll Subtotal:	\$ 448,435.44

Accounts Payable Check Batches:

		(See "Check Register" for detail of total)	
Star Bank general	11/12/19	#230126	\$ 2,500.00

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Operating accounts	11/12/19	#230127	\$ 2,500.00
	11/15/19	#230128	\$ 3,000.00
	11/20/19	#230129	\$ 3,000.00
	11/21/19	#230130-#230523	\$ 440,284.86
Less VOIDS:	#230126, #229640, #229691		\$ (2,617.00)
		Star Bank Subtotal:	<u>\$ 448,667.86</u>
		Accounts Payable Check Batches Subtotal:	<u>\$ 448,667.86</u>
		Grand Total:	<u><u>\$ 1,067,062.79</u></u>

2019 EMPLOYEE ENGAGEMENT SURVEY BRIEFING

Mark Murphy, CEO of Leadership IQ, presented a briefing on the results of the recently completed Employee Engagement Survey. All managers will be working with their staff to complete Action Plans based off of the survey results and feedback from their staff. The next Employee Engagement Survey will be conducted in February of 2021.

APPROVAL OF 2020 COMPENSATION AND BENEFITS

Ms. Samulak, Mr. Sedestrom, and Ms. Southard reported on the Compensation and Benefits Recommendations for 2020 which include:

- A 3% salary increase for incumbent library employees hired before September 1, 2019.
- Employees who would exceed the maximum of their pay grade due to the across the board increase would receive a lump sum bonus payment for that annualized amount on paycheck dated 1/10/2020.
- All insurances including health, dental, group life, disability, vision, and flexible spending accounts will continue for 2020 with no major changes.

After a brief discussion, Mr. Eisbart motioned to amend the proposed lump sum bonus payment for employees who exceed the maximum of their pay grade to a quarterly payout disbursed throughout 2020. Mr. Williams, Mr. Castleman, and Mr. Eisbart voted in favor of the motion, while Ms. Shamanoff, Mr. Seifert, and Mr. Moss opposed. Due to a tied vote the motion was nullified and failed.

Mr. Seifert motioned to approve the 2020 Compensation and Benefits as presented. The motion carried unanimously. A copy of this report is appended to and made a part of these minutes.

RESOLUTION NO. 2019-4, “RESOLUTION TO APPROVE A PAY STRUCTURE FOR 2020.”

Mr. Eisbart moved the adoption of Resolution No. 2019-4, “Resolution to Approve a Pay Structure for 2020.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

COMPENSATION AND CLASSIFICATION STUDY

Ms. Samulak presented the recommendations from Pontifex Consulting Group, several options were presented to the Board for consideration in implementing a new pay structure to ensure market competitiveness. The Finance and Personnel Committee recommends splitting the proposed structure changes up over three years. The first year changes will take effect February 2, 2020. All staff will be moved to their new pay grade and those who are not at the new minimum rate for their new pay grade, will be moved to the new minimum for their pay grade. This process will be followed for the following two years when pay grades will then reflect the proposed pay structure from Pontifex Consulting Group.

On motion of Mr. Seifert, the board approved the Compensation and Classification Study Proposal.

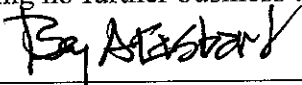
REPORT OF DIRECTOR

Ms. Southard reported out recent library happenings. The Dunkin Donuts located inside Main Library closed their location on Saturday, November 2. Attached to the director’s report was a report from Curt Witcher on the Highlights of Lincoln Financial Foundation Collection Activities at the Allen County Public Library for the 4th Quarter. Ms. Southard included numerous reports from department and branch managers across the library system. Many managers have been framing their reports based on the four pillars of the strategic plan: Culture of Collaboration, Leadership and Learning, Community Awareness and Engagement, Innovative and Adaptable Content and Services, and Library as Place. In doing so managers have found it helpful to apply the strategic plan to daily tasks, goal setting, and program planning.

Ms. Southard invited Mrs. Smith, Community Engagement Manager, to debrief the board on the November 11 integrated library system upgrade with the installation of Wise. There was communication with the public in advance of the launch date including physical mailings and electronic communication via email and the library app. There was on the ground support at every location the week of the installation, which was helpful to frontline staff. During go live week, an operations center was setup at Main for fielding staff questions. The installation week was a good team building opportunity for staff. Staff offered superior customer service to customers while troubleshooting system issues. No one could foresee the response to the mailings, so during the first couple of days the website and phone app traffic impacted the system response time, but everything is working now.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:47 p.m.



Ben Eisbart, Secretary