

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

Meeting of September 26, 2019 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, September 26, 2019 at 3:02 p.m. at the Main Library. Present: Mr. Williams, presiding, Mr. Eisbart, Mr. Castleman, Mr. Seifert, Mr. Moss, and Ms. Shamanoff. Absent: Ms. Tucker.

ADOPTION OF THE AGENDA

On motion of Mr. Seifert, 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 August 22, 2019.
- b. Minutes of regular session August 22, 2019.
- c. Minutes of approval of claims September 11, 2019.

FINANCIAL REPORT

On motion of Ms. Shamanoff, the financial report for August 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	9/11/19	Medical claims from Pro-Claim Plus for 9/12/19	\$ 75,483.76
	9/25/19	Medical claims from Pro-Claim Plus for 9/26/19	\$ 75,465.71
	9/20/19	PERF Contributions PR #19	\$ 54,225.15
	9/13/19	Old National HSA Employer Contribution	\$ 8,645.88

EFT Subtotal: \$ 213,820.50

Payroll

9/20/19	Gross \$	450,598.07	net \$	318,037.33
	Payroll Taxes			<u>\$ 118,333.81</u>

Payroll Subtotal: \$ 436,371.14

Accounts Payable Check Batches:

(see "Check Register" for detail of total)

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Star Bank general operating accounts	9/26/19	#229419-#229536	\$ 401,155.50
	Less VOIDS:		\$ -
		Star Bank Subtotal:	\$ 401,155.50
		Accounts Payable Check Batches Subtotal:	\$ 401,155.50
		Grand Total:	\$ <u>1,051,347.14</u>

RESOLUTION NO. 2019-3, “ORDINANCE FOR APPROPRIATIONS AND TAX RATES”

Mr. Eisbart moved the adoption of Resolution No. 2019-3, “Ordinance for Appropriations and Tax Rates.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

SCHEDULE OF FINES AND FEES

Mr. Castleman moved the approval of the revised Subscription Card fee to \$85.00 on the Schedule of Fines and Fees. The motion carried with one opposed.

SUMMER LEARNING PROGRAM REPORT

Marra Honeywell, Youth Services Coordinator, presented the Summer Learning Program summary. Funded in part by the Foellinger Foundation, the Friends of the Allen County Public Library, and the Allen County Public Library Foundation, this year’s theme, SPARK - incorporated Science, Play, Arts, Reading, Knowledge to express the variety of ways the library engages our community through lifelong learning and discovery.

By the numbers the program had: 16,037 program registrants, 1,800 individual programs, 33,000 program attendees in the library, 11,000 attendees at outreach programs, and a total of 12,051,173 total minutes read by our community.

This year 34 Team Read teen readers visited 22 locations weekly and distributed 6,200 books to children at Team Read sites which included: Wellspring, Fort Wayne Parks and Rec Playgrounds and Centers, Concordia Lutheran School, Boys and Girls Club, and YMCA Summer Camps. The Free Lunch and Snack Program in partnership with Fort Wayne Community Schools served 15,286 lunches and snacks at 8 ACPL lunch locations. Because of the Summer Learning Program 96% of caregivers reported that their child maintained or increased reading skills and 88% reported that their child reads more often.

REPORT OF DIRECTOR

Ms. Southard reported that as of Thursday, September 19, 81% of staff have participated in the employee engagement survey. Request for Services for the Design of the Rolland Center for Lincoln Research was posted to the library’s website and staff reached out to several architects advising them of that posting. A tour of the space as well as a question and answer

session was provided to architects on September 19. Responses to the Request for Services are due by October 11, 2019. Curt Witcher was invited to attend the Rolland Family Foundation meeting in early September and was pleased to update them on the project. Kimberly Bolan Cullin will be joining ACPL as the Public Services Manager October 1. Kim brings to us a wealth of knowledge with over thirty years of experience as a library practitioner, consultant, and author. For library departments and branches, August is downtime between the end of the Summer Learning Program and gearing up for the school year. Some departments and branches reported they took a break from programming the month of August to focus on reorganizing staff workrooms, cleaning up public facing spaces, moving around shelving, planning fall program offerings, and shifting staffing hours to better meet afternoon needs for the school year. Managers shared before and after pictures in their monthly reports of spaces that staff worked hard on changing to better suit the needs of staff and customers. Many Managers reported that their staff has been continuing to explore Wise, and utilizing training scenarios on Niche Academy to better understand how the new integrated library system will operate.

OTHER BUSINESS

ACPL Building Corporation

Mr. Sedestrom and Mr. Mallers explained the reappointment process for the library's Building Corporation Directors, which requires the Board of Trustees approval. The Building Corporation is comprised of 5 members and there is currently one vacancy due to the passing of Betty Stein. The board formed an Ad-hoc Nominating Committee comprised of Mr. Seifert, Mr. Castleman, and Mr. Moss in order to recommend a candidate to the Building Corporation. Mr. Mallers said he would put a packet of materials together about the history of the Building Corporation and its current members for the committee to review.

Art Advisory Committee Request

The board discussed a customer's request to place a framed photograph of William Crane, a past library employee, in the law library section of the Business, Science and Technology Department of the Main Library. After a brief discussion, the Art Advisory Committee referred the request to library staff.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:50 p.m.

Ben Eisbart, Secretary