

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

Meeting of February 28, 2019 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, February 28, 2019 at 3:07 p.m. at the main library. Present: Mr. Williams, presiding, Mr. Eisbart, Mr. Seifert, Ms. Tucker, Ms. Shamanoff, and Mr. Castleman. Absent: Mr. Moss.

**ADOPTION OF THE AGENDA**

On motion of Ms. Tucker, the agenda was adopted as presented.

**SCHEDULED PUBLIC COMMENTS**

The Board heard from members of the public who are concerned by the Library's approach to collection management.

The Board shared an email address ([trustees@acpl.lib.in.us](mailto:trustees@acpl.lib.in.us)) which the public is invited to use to send in any questions.

On motion of Mr. Eisbart, the Board of Trustees approved holding a Public Meeting to address collection management. A list of the public's questions will be sent ahead of the meeting.

On motion of Mr. Eisbart, the Board approved to pause all weeding systemwide until the Public Meeting has been held. Mr. Seifert opposed.

**APPROVAL OF MINUTES**

On motion of Mr. Seifert, the minutes of the following meetings were approved as written:

- a. Minutes of executive sessions 1 & 2 January 24, 2019.
- b. Minutes of Board of Finance January 24, 2019.
- c. Minutes of regular session January 24, 2019.
- d. Minutes of approval of claims February 12, 2019.

**FINANCIAL REPORT**

On motion of Ms. Shamanoff, the financial report for January 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. Castleman, the claims were approved for payment.

**Wires**

\$ -  
**Wire Subtotal:** \$ -

<b>EFT</b>	2/22/19	PERF Contributions PR #4	\$	54,881.36
	2/13/19	Medical claims from Pro-Claim Plus for 2/15/19	\$	76,152.53
	2/15/19	Old National HSA Employer Contribution	\$	8,229.22
	2/26/19	Old National HSA Employer Contribution	\$	104.17
	2/27/19	Medical claims from Pro-Claim Plus for 3/01/19	\$	<u>111,926.43</u>
		<b>EFT Subtotal:</b>	\$	<b>251,293.71</b>

**Payroll**

	2/22/19	Gross \$	462,018.58	net \$	328,217.69
		Payroll Taxes		\$	<u>121,275.45</u>
		<b>Payroll Subtotal:</b>	\$	<b>449,493.14</b>	

**Accounts Payable Check Batches:**

(see "Check Register" for detail of total)

Star Bank general	2/13/19	#226943	\$	17,967.39
operating accounts	2/22/19	#226944 - #226951	\$	54,323.30
	2/28/19	#226952 - #227102	\$	746,691.18

Less VOIDS: #226924, #221970 \$ (17,994.69)

**Star Bank Subtotal:** \$ **800,987.18**

**Accounts Payable Check Batches Subtotal:** \$ **800,987.18**

**Grand Total:** \$ **1,501,774.03**

**APPOINTMENTS TO ACPL FOUNDATION BOARD OF TRUSTEES**

The Board reviewed their two recommended reappointments to the Foundation Board. The members being recommended by the Foundation Board for reappointment are Ben Eisbart and Richard E. Beck, Jr. The terms of service for these appointments commences January 1, 2019 and ends December 31, 2021. On motion of Mr. Seifert, Mr. Eisbart and Mr. Beck were reappointed to serve another term on the ACPL Foundation Board.

**REVIEW OF 2018 ANNUAL STATE REPORT**

The Board reviewed the 2018 Annual Report to the State Library. Then on motion of Mr. Seifert, the report was approved for submittal to the State Library.

## **REPORT OF DIRECTOR**

The topic of the Board Primer was a presentation from Marra Honeywell, Youth Services Coordinator, on the results of the SPARK Winter Reading Program which was popular among all ages this year. For the second year of the Winter Reading Program, there was a community goal of 500,000 minutes logged and over 3,000 books read. Marra reported that the community reached these goals. The Winter Reading Program is a great way to encourage families and individuals to set reading goals and to log their total minutes/books read, and everybody benefits from being a part of a reading community.

The Director submitted a piece to the Journal Gazette responding to issues recently raised in the press regarding collection management. We released *Where Have All the Books Gone? Myth vs Fact* to respond to misinformation circulating in the community. This document was crafted in consultation with Board members Jim Williams, Ben Eisbart, and Kent Castleman. Stephanny Smith, Community Engagement Manager attended the South West Area Partnership meeting on February 20 to answer any questions they might have.

HB1343, Library Budget Approval, passed in the house and has moved to the Senate. Amendments have been added changing the language to ‘may’ so that the local budget authority can determine if they want binding review and approval of the library’s budget. The Indiana Library Federation is actively engaged in the issue.

One of the areas that Public Services has spent a lot of time evaluating, adjusting, and developing has been programming. While our Children’s Department has been a programming powerhouse, we have given perfunctory programming to adults. Monica Casanova, Public Services Manager, reports that she is proud to say that this approach is changing and our programmers are actively developing programs geared towards adults, more holistically they are looking at market segmentation data to learn who our customers are and then they formulate program ideas on that information and customer feedback. Our Youth Services Coordinator, Main Library Manager, and Public Services Manager are working together to lead the change in programming direction system-wide. With help from our Strategic Initiatives Manager, they have provided programmers tools to evaluate, develop, and guide programming. This structured approach begins with programmers submitting a program proposal using a Stress Test and Logic Model worksheet. These tools allow the programmer at the very beginning, to intentionally and purposely develop programs with identified outcomes, strategic plan goal alignment, and responses to basic logistical and organizational issues such as cost, frequency, and staff impact. As a team, Marra, Nate, and Monica receive the proposals and provide feedback before approving the program proposal. As a result, programmers are taking time and thought to the intent of their programs, who their audience is, and how to be responsive to the demands of our customers. While it has taken time to change direction and lots of training, we are seeing positive steps in ensuring that all our customers are being served.

Public Services has also cultivated and established partnerships through Allen County, which before had not been a coordinated and thoughtful approach. Now, we encourage and

emphasize partnerships not only to develop new and better programming, but also to help our partners meet joint goals of serving the community. Often, our customers are the same clientele that our partners work for. One example are schools. While schools have been welcoming and open hosts in the month of May to help us promote our Summer Learning Program, we have had sporadic success in developing relationships with local schools. Now we are actively meeting with school officials and asking what their goals are, what they are trying to accomplish, and how the library can help meet those goals. Most recently, Readers Services at Main have developed a new partnership program with the Early Literacy Alliance. We now offer ESL classes weekly for their clientele, an initiative that originated from the Early Literacy Alliance's use of our Computer Lab for digital literacy classes.

Custom collections, which is a service that only the Children's Department had offered has now been expanded to all of ACPL so that our customers can not only request children's materials, they can also request any type of material from throughout the system. We have developed a procedure, flow chart, and updated the library's Custom Collections page on our website, providing customers even greater and convenient access to place their requests.

#### **ADJOURNMENT**

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



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Ben Eisbart, Secretary