

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

Meeting of June 27, 2019 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, June 27, 2019 at 3:10 p.m. at the Main Library. Present: Mr. Williams, presiding, Mr. Seifert, Mr. Eisbart, and Mr. Moss. Absent: Ms. Tucker, Ms. Shamanoff, and Mr. Castleman.

ADOPTION OF THE AGENDA

On motion of Mr. Eisbart, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. Moss, the minutes of the following meeting were approved as written:

- a. Minutes of executive session May 23, 2019.
- b. Minutes of regular session May 23, 2019.
- c. Minutes of approval of claims June 11, 2019.

FINANCIAL REPORT

On motion of Mr. Seifert, the financial report for May 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. Moss, the claims were approved for payment.

EFT	6/14/19	PERF Contributions PR #12	\$	55,057.42
	6/14/19	Old National HSA Employer Contribution	\$	8,645.88
	6/19/19	Medical claims from Pro-Claim Plus for 6/21/19	\$	109,806.45
	6/20/19	Old National HSA Employer Contribution	\$	208.34
	6/28/19	PERF Contributions PR #13	\$	54,326.61
		EFT Subtotal:	\$	228,044.70
Payroll				
	6/14/19	Gross	\$	485,936.33
		Payroll Taxes		net \$ 347,261.66
				\$ 126,867.59
		Payroll Subtotal:	\$	474,129.25
	6/28/19	Gross	\$	509,179.24
		Payroll Taxes		net \$ 365,414.70
				\$ 133,700.82
		Payroll Subtotal:	\$	499,115.52

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Accounts Payable Check Batches:

(See "Check Register" for detail of total)

Star Bank general	6/20/19	#228291-#228297	\$	52,658.41
Operating accounts	6/27/19	#228298-#228536	\$	386,941.07
Less VOIDS:		#227990	\$	(10.00)
		Star Bank Subtotal:	\$	439,589.48
		Accounts Payable Check Batches Subtotal:	\$	439,589.48
		Grand Total:	\$	<u>1,640,878.95</u>

2019 UPDATE TO 2006 DEMOGRAPHIC STUDY

Mr. Jerome McKibben, of McKibben Demographic Research, LLC presented an updated Allen County Demographic Study; which was an update to his 2006 study. The study encompassed population estimates/projections for the years 2015, 2020, 2025, 2030, and 2035 by age, sex, and total population for the areas of the Southwest Allen County service area (Aboite), the Dupont service area and the Huntertown service area.

Analysis of the demographic characteristics of each projection area and production of graphs and tables, concentrating on age structure, housing composition, migration patterns, family and household structure.

Mr. McKibben also produced and presented ArcGIS maps, a system for working with maps and geographic information, showing the boundaries of the 3 proposed Service Areas.

APPROVAL OF MARKETING AND COMMUNICATIONS POLICY

On motion of Mr. Seifert, the board moved the approval of the amended Marketing and Communications Policy. The motion carried unanimously.

APPROVAL OF CIRCULATION POLICY

On motion of Mr. Seifert, the board moved the approval of the amended Circulation Policy. The motion carried unanimously.

On motion of Mr. Eisbart, the board moved the approval of the Circulation Schedule. The motion carried unanimously.

On motion of Mr. Moss, the board moved the approval of the Schedule of Fines and Fees. The motion carried unanimously.

REPORT OF DIRECTOR

Ms. Southard invited Main Library Manager, Nate Burnard, to give an update on recent happenings at the Main Library. Mr. Burnard shared that the Summer Learning Program is

in full swing at Main and programming, outreach, and other activities are happening in and out of the building for customers all summer long. He also reviewed the Weeding Progress Report which was included in board packets. Mr. Burnard shared that all departments have been busy preparing for the transition to Wise and that staff training sessions have been going well.

Ms. Southard also shared updated from around the ACPL system. Edith Helbert, Manager, Hessen Cassel Branch was asked to serve on the 2020 Southeast Strategy Advisory Committee. The purpose of the committee that the City planning department has put together is to update the 2007 plan to guide as the city works to plan the next decade of growth in this quadrant.

Amanda Vance, Manager, Waynedale Branch reports that May was spent in the community with local schools for several staff members. They shared information about the SPARK program and free lunch program to the kids in their area. This is the first summer that the Waynedale branch will be participating in the free lunch program through FWCS. They are very excited about being another location that the kids in the area will be able to depend on a free meal daily.

At Georgetown Branch, during the month of May staffers, Dori Graham and Sarai Spears-Wells visited 21 schools, gave 70 Summer Learning Program presentations, and interacted with 7,484 students.

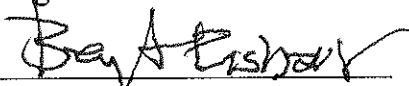
The Teens staff at Main promoted SPARK to over 1,500 middle school and high school students during May and early June. Teens is pleased that the Allen County Juvenile Center, Allen County Learning Academy, and Youth Services Center are also taking part in the SPARK summer learning program. In recent years, many print magazines have ceased publication. Teens has decided to move their magazines to a smaller shelving area, thereby freeing up a nice space to create a Learn and Earn display of college and career information and materials.

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 4:45 p.m.



Ben Eisbart, Secretary