

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

Meeting of August 29, 2017 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Tuesday, August 29, 2017 at 2:15 p.m. at the Main Library. Present: Mr. Seifert, presiding, Mr. Moss, Mr. Castleman, Mr. Eisbart, Ms. Shamanoff, and Mr. Williams. Absent: Mr. Brown.

**ADOPTION OF THE AGENDA**

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

**APPROVAL OF MINUTES**

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

- a. Minutes of regular session July 27, 2017.
- b. Minutes of executive session July 27, 2017.
- c. Minutes of approval of claims August 11, 2017.

**FINANCIAL REPORT**

On motion of Mr. Moss, the financial report for July 2017 was approved. A copy of this report is appended to and made a part of these minutes.

**APPROVAL OF CLAIMS**

Mr. Sedestrom 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 his knowledge and belief. Then on motion of Mr. Eisbart, the claims were approved for payment.

**Wires**

<b>EFT</b>	8/25/17	PERF Contributions PR #17	\$ 52,445.35
	8/15/17	Old National HSA Employer Contribution	\$ 8,541.67
	8/16/17	Medical claims from PHP for 8/18/17	\$ 106,626.04
<b>EFT Subtotal:</b>			<b>\$ 167,613.06</b>

**Payroll**

8/25/17	Gross	\$ 446,499.35	net	\$ 309,971.11
	Payroll Taxes			<u>\$ 124,380.32</u>
<b>Payroll Subtotal:</b>			<b>\$ 434,351.43</b>	

**Accounts Payable Check Batches:**

(see "Check Register" for detail of total)

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Star Bank general	8/22/17	#219072	\$	19.28
operating accounts	8/24/17	#219073-#219261	\$	256,267.82
		Less VOIDS:	\$	-
		<b>Star Bank Subtotal:</b>	<b>\$</b>	<b>256,287.10</b>
		<b>Accounts Payable Check Batches Subtotal:</b>	<b>\$</b>	<b>256,287.10</b>
		<b>Grand Total:</b>	<b>\$</b>	<b><u>858,251.59</u></b>

**RESOLUTION NO. 2017-4, “COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR PUBLIC LIBRARY INTERNET ACCESS FOR FUNDING YEAR JULY 1, 2018 THROUGH JUNE 30, 2019.”**

Ms. Shamanoff moved the adoption of Resolution No. 2017-4, “Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2018 through June 30, 2019.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

**STRATEGIC PLAN UPDATE**

Ms. Southard distributed a handout explaining the details of the Strategic Planning process, timeline, and implementation. The Strategic Planning process is in four phases:

Public, Staff and Library Board comments – focus group sessions, August 8-September 7

Synthesis meetings – strategic plan working group, staff and key stakeholders will be brought together October 2 to review and synthesize all the feedback received from the community and staff. There will be two separate four-hour meetings with different participants as well as a core group. The intent is to include a wider complement of staff participating in the analysis of the data. Board members may want to participate in these meetings, if interested. Board participation will need careful consideration so that we do not venture into a public meeting, nor do we stifle open discussion of the participants.

Strategic retreat – strategic plan working group, staff and key stakeholders (different from the synthesis meeting attendees), will be brought together on October 4, a few days after the Synthesis meeting, to develop the strategic plan; establishing the goals that we will aspire to, as staff then later develop the work plan to support the institutional goals. The same caution applies about careful consideration of Board participation.

Review and adoption – staff and the Library Board will review the draft strategic plan. The goal is to deliver the draft plan to the Board at their October 26 meeting for adoption.

It is anticipated that the plan will be adopted by the Library Board at their October meeting. Once adopted, Ms. Southard will form working groups for the key strategic areas (goals/objectives) and staff will be engaged in launching the new plan.

The board discussed moving review of the final strategic plan back to the November 16, 2017 board meeting. All data compiled from the surveys, synthesis meetings, and retreat will be sent out to the full board. The draft strategic plan will be reviewed at the October 26, 2017 board meeting and will also be displayed on the library's website for public comment in October.

## **REPORT OF DIRECTOR**

Ms. Southard reported that PHP, the library's medical claims processor, is merging with Pro-Claim. We have been advised that self-funded insurance plans will now be serviced by Pro-Claim, and will transition to them October 1. Details about this merger and the impact to us are still unfolding. Mr. Sedestrom and Ms. Southard met with the County Council August 18 as part of the 2018 budget process. Council was very complimentary of the work of ACPL. The library received notification that our E-Rate application was approved for funding year July 1, 2017 – June 30, 2018, providing \$384,780.88 to us. Indiana Department of Workforce Development will convene Workforce Innovation Network Employer Feedback Sessions at ACPL on Wednesday, September 6. Our participation is a result with our work with the Indiana Library Federation as they develop a working relationship with the DWD. Ms. Southard shared highlights in her written report from various department and branch Managers about the wide array of programs offered in July during the Summer Learning Program.

## **ART ADVISORY COMMITTEE REPORT**

The Art Advisory Committee met to review a proposed gift of a photograph on canvas of the quarry in Waynedale. Details of the proposed gift were described in the materials provided to the board at the June 22, 2017 board meeting. After thorough consideration, the Art Advisory Committee unanimously and enthusiastically endorsed the proposed gift and hereby recommends that the library board approve this piece for installation at the Waynedale Branch library.

Mr. Williams motioned to approve the art piece for installation at the Waynedale Branch library and to recommend Ms. Southard work with the donor to finalize the gift to the library in accordance with library procedures. The motion carried unanimously.

## **LINCOLN COLLECTION**

The board held discussion on creating a more visible space to look at and better showcase the Lincoln Collection. Mr. Moss moved to approve library staff to take the direction of reconfiguring the Lincoln Library Collection. The motion carried unanimously.

## **ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 3:20 p.m.

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Kent Castleman, Secretary