

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

Meeting of March 23, 2017 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, March 23, 2017 at 3:05 p.m. at the Main Library. Present: Mr. Seifert, presiding, Mr. Moss, Ms. Shamanoff, Mr. Castleman, Mr. Brown, and Mr. Eisbart. Absent: Mr. Williams.

**ADOPTION OF THE AGENDA**

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

**APPROVAL OF MINUTES**

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

- a. Minutes of executive session February 23, 2017.
- b. Minutes of regular session February 23, 2017.
- c. Minutes of approval of claims March 10, 2017.

**FINANCIAL REPORT**

On motion of Mr. Brown, the financial report for February 2017 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 Ms. Shamanoff the claims were approved for payment.

<b>EFT</b>	3/24/17	PERF Contributions PR #6	\$	50,696.04
	3/15/17	Old National HSA Employer Contribution	\$	8,333.33
	3/15/17	Medical claims from PHP for 3/17/17	\$	78,407.31
		<b>EFT Subtotal:</b>	<b>\$</b>	<b>137,436.68</b>

**Payroll**

	3/24/17	Gross	\$	426,078.34	net	\$	295,751.38
		Payroll Taxes				\$	118,326.91
		<b>Payroll Subtotal:</b>	<b>\$</b>	<b>414,078.29</b>			

**Accounts Payable Check Batches:**

(see "Check Register" for detail of total)

Star Bank general

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operating accounts	3/23/17	#217197 - #217329	\$ 422,542.30
	Less VOIDS:	#209666, #216068, & #216456	\$ (55.00)
		<b>Star Bank Subtotal:</b>	<u>\$ 422,487.30</u>

**Accounts Payable Check Batches Subtotal: \$ 422,487.30**

**Grand Total: \$ 974,002.27**

**RESOLUTION NO. 2017-3, “RESOLUTION TO AMEND THE CIRCULATION POLICY – APPENDIX A: SCHEDULE OF FINES, FEES, AND CHARGES.”**

Mr. Eisbart moved the adoption of Resolution No. 2017-3, “Resolution to Amend the Circulation Policy – Appendix A: Schedule of Fines, Fees, and Charges.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

**STRATEGIC PLANNING**

Senior staff distributed a Request for Proposal (RFP) to secure proposals for consulting services for strategic planning. The RFP was posted on the library’s website, posted online at the Library Consultants Directory and emailed to consultants who had previously enquired about ACPL’s strategic planning timeline. Nine proposals were received in response to our RFP. The costs ranged from a high of \$95,130 to a low of \$12,300 from a consultant employing video conferencing with minimal on-site visits to ACPL. Comparing proposals is a subjective process requiring evaluation of multiple factors including price, accuracy, quality and completeness of the proposals, references, recommendations and input from third parties.

Senior staff have narrowed it down to the top two respondents and will conduct reference checks with prior clients. The top contender offers a not-to-exceed cost of \$29,750 based on time and materials. This consultant has worked with other libraries in Indiana, will be working with us on facility planning, and is familiar with our State Library requirements regarding the composition of a strategic plan.

By consensus of the Board, the next phase of the process will be in-person interviews with full Board participation. The top two consulting firms will be interviewed in a special Executive Session prior to the April 27 Board of Trustees meeting.

**REPORT OF DIRECTOR**

Ms. Southard enclosed a letter from the Allen County Election Board thanking us for use of our facilities as early satellite voting locations. In working with the Board of Elections staff have provided them feedback on how the logistics worked. Quarterly fire drills are in progress and must be conducted at each location. Monroeville Youth League had representatives at the library signing up children for summer t-ball and little league baseball, 53 kids and their parents came to this event. This is also a great time for us to sign up parents and kids for library cards. Arts, Music, and Media department will be hosting free screenings

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of programming that the Lincoln Center in New York City has begun offering to public libraries. These screenings offer chamber music, orchestral music, ballet, opera, pop music and musicals that have been performed over the last few years in their facilities. We will be offering them in March, April, and May and again in September, October, and November. Staff at Little Turtle will be taking the mobile seed library to community events this spring and summer, so far, the list includes: 3 Rivers Natural Grocery, Fort Wayne Farmers Market and New Haven Farmers Market.

**ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 4:18 p.m.

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Kent Castleman, Secretary