

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

Meeting of April 26, 2018 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, April 26, 2018 at 3:07 p.m. at the Grabill Branch Library. Present: Mr. Williams, presiding, Mr. Moss, Mr. Eisbart, and Ms. Shamanoff. Absent: Mr. Castleman, Ms. Tucker, and Mr. Seifert.

ADOPTION OF THE AGENDA

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

APPROVAL OF MINUTES

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

- a. Minutes of executive session March 27, 2018.
- b. Minutes of regular session March 27, 2018.
- c. Minutes of approval of claims April 10, 2018.

FINANCIAL REPORT

On motion of Mr. Eisbart, the financial report for March 2018 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	4/25/18	Medical claims from Pro-Claim Plus for 4/27/18	\$ 171,461.25
	4/13/18	Old National HSA Employer Contribution	\$ 9,375.02
	4/20/18	PERF Contributions PR #8	\$ 53,053.28
		EFT Subtotal:	\$ 233,889.55

Payroll

4/20/18	Gross	\$ 453,280.08	net	\$ 320,682.24
	Payroll Taxes			<u>\$ 119,343.98</u>
		Payroll Subtotal:		\$ 440,026.22

Accounts Payable Check Batches:

(See "Check Register" for detail of total)

Star Bank general	4/12/18	#222637	\$ 1,894.06
Operating accounts	4/20/18	#222638 - #222659	\$ 53,186.34

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4/26/18	#222660 - #222833	\$	349,076.42
Less VOIDS:	#22245, #220900, #222487 & #222563	\$	(483.40)
	Star Bank Subtotal:	\$	403,673.42
	Accounts Payable Check Batches Subtotal:	\$	403,673.42
	Grand Total:	\$	<u>1,077,589.19</u>

BRANCH PUBLIC SPACE REPORT

The Facilities Space Assessment Consultants from Kimberly Bolan and Associates presented a high level Branch Assessments overview of the draft report. Kimberly Bolan conducted site visits at 13 branch libraries to assess building layouts, programming spaces, public services desks, meeting rooms, fixtures, furniture, décor, etc.... The findings of the Branch Assessments draft was broken into 4 categories: Replace/New Building, Renovate & Expand, Significant Renovations & Reorganization, and lastly Minor Renovations & Reorganization. The assessments also included budgetary estimates to offer the Board an indication of renovation costs for each Branch. The final report will be submitted to staff when complete, which will include funding recommendations.

REPORT OF DIRECTOR

Ms. Southard invited Mindy Patterson, Manager of the Grabill Branch, to update the Board on recent programs and happenings around Grabill. Ms. Patterson explained that Grabill is considered one of the smaller county branches within the ACPL system and operates with a seven person staff. Grabill sees a high volume of Amish customers visit the Branch and use its services. Grabill’s Homeschool Workshops are frequently well attended and always incorporate a creative art project for the kids to take home. A new popular adult program is the Amateur Radio certification class. Those that attend have the opportunity to get their Amateur Radio license and learn about how useful the radios can be, especially in emergency situations. Another expanding program is Tech Time with Librarian Craig Bailey, which has evolved into an outreach opportunity with the neighboring retirement community called The Cedars. Craig interacts with the residents and assists them with using their electronic devices and answers technology questions. Grabill staff connected with the Library’s WELT Radio to begin a Tune into ACPL program which offers customers the chance to request their favorite song(s) to be played during a specific radio program and time.

OTHER BUSINESS

Ms. Southard talked to the Board about a new Integrated Library System called Wise, an OCLC product that is most commonly used in Europe. OCLC’s team are introducing Wise to the United States, and since our libraries are structured differently, ACPL has been participating in a beta test for the past several months. We hosted members of the Wise/OCLC team at our library this past winter, including members from the Netherlands. ACPL staff members from throughout the system spent quite a bit of time with them talking about various aspects of our library system and how Wise might help us work in a more streamlined way. Integrated Library Systems have never been viewed as a customer service tool. They have always been used as a way to manage the collection and organize

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books. The Wise system will bring those capabilities, but will also allow greater capabilities in terms of serving the customer, marketing, and meeting both internal and external needs.

After discussion was held regarding the Wise system, Mr. Eisbart motioned to move forward with purchasing a new Integrated Library System (ILS). The motion carried unanimously.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:26 p.m.

Ben Eisbart, Secretary