The Board of Library Trustees of the Allen County Public Library met in regular session on
Thursday, December 20, 2018 at 3:23 p.m. at the Main Library. Present: Mr. Williams,
presiding, Mr. Seifert, Mr. Castleman, and Ms. Tucker. Absent: Mr. Eisbart, Mr. Moss, and
Ms. Shamanoff.

ADOPTION OF THE AGENDA

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

APPROVAL OF MINUTES

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

c. Minutes of approval of claims December 7, 2018.

FINANCIAL REPORT

On motion of Ms. Tucker, the financial report for November 2018 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.
Castleman, the claims were approved for payment.

<table>
<thead>
<tr>
<th>Wires</th>
<th>$ -</th>
</tr>
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<tbody>
<tr>
<td>Wires Subtotal:</td>
<td>$ -</td>
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<table>
<thead>
<tr>
<th>EFT</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/13/18</td>
<td>Old National HSA Employer Contribution $ 8,750.06</td>
</tr>
<tr>
<td>12/19/18</td>
<td>Medical claims from Pro-Claim Plus for 12/21/18 $ 153,324.03</td>
</tr>
<tr>
<td>12/14/18</td>
<td>PERF Contributions PR #25 $ 52,983.04</td>
</tr>
<tr>
<td>EFT Subtotal:</td>
<td>$ 215,057.13</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Payroll</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/14/18</td>
<td>Gross $449,214.68 net $ 320,709.86 Payroll Taxes $ 117,013.92</td>
</tr>
<tr>
<td>Payroll Subtotal:</td>
<td>$ 437,723.78</td>
</tr>
</tbody>
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Accounts Payable Check Batches:
(See “Check Register” for detail of total)
Board of Library Trustees –December 20, 2018

Star Bank general 12/13/18 #225861-#225880 $ 2,527.69
Operating accounts 12/20/18 #225881-#226289 $ 320,915.32

Less VOIDS: #224539, #225859, #224732, #225626, #225627, #225711, #225719, #225727, #225730-32, #225734, #225745, #225785-86, #225791, #225799, & #225840 $ (3,851.17)

Star Bank Subtotal: $ 319,591.84
Accounts Payable Check Batches Subtotal: $ 319,591.84

Grand Total: $ 972,372.75

APPROVAL OF TREASURER’S BOND

Mr. Seifert moved that the bond for the library’s treasurer, David K. Sedestrom, be approved in the amount of $100,000.00, with the premium payable by the library. The motion carried.

RESOLUTION NO. 2018-5, “RESOLUTION TO TRANSFER APPROPRIATIONS WITHIN THE OPERATING FUND.”

Mr. Seifert moved the adoption of Resolution No. 2018-5, “Resolution to Transfer Appropriations within the Operating Fund.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

COMMITTEE REPORTS

NOMINATING COMMITTEE

Mr. Seifert reported that the Nominating Committee recently met and discussed the 2019 slate of officers. The Committee was in agreeance to continue with the same slate of officers as 2018: Mr. Williams, President; Mr. Castleman, Vice President; Mr. Eisbart, Secretary; and Mr. Sedestrom, Treasurer.

Mr. Seifert moved to elect the 2018 slate of officers to serve another term in 2019. The motion carried.

AUTHORIZED STAFFING TABLE FOR START OF YEAR 2019

Mrs. Samulak referred the board to the Authorized Staffing Table for 2019, setting forth pay rates for the library staff established within the framework of the pay structure and guidelines previously adopted by the board. Mr. Castleman motioned to approve the Authorized Staffing Table for 2019, the motion carried.

REVIEW OF POLICY ON COMPUTER USE AND INTERNET ACCESS

The board reviewed and discussed the library’s existing Policy on Computer Use and Internet Access, which was last revised and approved on December 21, 2017. Changes proposed for
2019 include reorganization and slight verbiage changes, as opposed to substantive changes, to make it more readable for staff and customers.

On motion of Ms. Tucker, the board approved the Policy on Computer Use and Internet Access as revised.

**ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 3:54 p.m.

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Ben Eisbart, Secretary