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

Meeting of October 24, 2019 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, October 24, 2019 at 3:00 p.m. at the Main Library. Present: Mr. Williams, presiding, Mr. Seifert, Mr. Castleman, Ms. Shamanoff, Mr. Moss, and Mr. Eisbart. Absent: Ms. Tucker.

ADOPTION OF THE AGENDA

On motion of Mr. Eisbart, the meeting's agenda was adopted.

APPROVAL OF MINUTES

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

b. Minutes of regular session September 26, 2019.
c. Minutes of approval of claims October 10, 2019.

FINANCIAL REPORT

On motion of Mr. Seifert, the financial report for September 2019 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.

Wires

EFT

10/18/19   PERF Contributions PR #21   $ 54,891.26
10/16/19   Old National HSA Employer Contribution $ 8,333.38
10/23/19   Medical claims from Pro-Claim Plus for 10/25/19 $ 176,737.51

EFT Subtotal: $ 239,962.15

Payroll

10/18/19   Gross $ 456,134.07   net $ 321,952.29
   Payroll Taxes $ 119,855.72

Payroll Subtotal: $ 441,808.01

Accounts Payable Check Batches:
(See "Check Register" for detail of total)
STAR TREETIC PLAN UPDATE

Ms. Davis reported out on strategic plan initiatives. Bigger investments in quarter three included a lot of staff training around 3 products: Communico, Zoom, and Wise. Total staff training hours per FTE in Q3-2019 was focused on WISE training with an estimated 5,100 hours logged in Q3-2019. Annual safety training saw more than 3,600 hours logged. Zoom meeting and collaboration software were introduced in 2019 and staff logged over 2,000 training hours year to date learning this new tool.

Communico makes it possible for individuals to book study and meeting rooms online. This is providing more accurate building-use data. Meeting and study rooms were reserved and used by the community 4,243 times by over 15,300 customers in Q3-2019 by groups such as the Federation for the Blind, Youth NAACP, and NE Indiana Society of Women Engineers.

On August 25 ACPL collaborated with the National Book Foundation to host Family Histories: Charmaine Craig and Shane McCrae with two National Book Awarded authors. ACPL staff have presented about this important collaboration at regional Housing Authority conferences, the National Summer Learning Conference, and at the National Conference for Families Learning.

ACPL participated in the Public Library Associations’ Inclusive Internship Initiative, hosting a junior at South Side High School who spent 8 weeks this summer working with an ACPL staff mentor, Aisha Hallman (Teens Assistant Manager), to develop a community project based on her interests. From the start of the project Jocelyn Perez’s focus was on teens from immigrant families who do not have access to the information they need to make sound financial decisions. Here is the final paragraph from Jocelyn’s essay, “This project honestly means the world to me, knowing I could help people in need. Reading the book “Dear America, Notes of an Undocumented Citizen” has really inspired me. If I have the voice and opportunity, why not use them? Many would love to do the same but cannot due to their immigration status. This is my project: a resource group for Latino youth that covers many topics and subtopics, varying from healthcare, transportation, money and college.” Throughout the summer Jocelyn kept in touch with the PLA internship team. In June, Jocelyn traveled to Chicago to meet other interns from across the US and brainstorm project ideas and in September she went to Washington DC to share her ACPL internship experience.

In Q3, the Library focused on leveraging its engaged users across our website, media and marketing platforms more effectively. As we move towards the WISE implementation,
monitoring the email newsletter subscribers is critical to anticipate how effective messaging will be on this new platform.

Access Fort Wayne has been busy! AFW made 488 TV programs, played 4,891 hours of programs on the three channels, and volunteers gave 592 hours of service to helping make all the shows possible.

10 programs surveyed for Outcomes in Q3-2019, with a total of 243 customers responding. See summary report for details. For Summer Learning, 19 programs were surveyed with about 650 responses, and 875 customers provided overall SPARK feedback with an average impact score of 4.3 (of a possible high score of 5).

During Q3-2019, Outreach team delivered 5,632 books, DVD and CDs to customers unable to physically access the library, such as those who are homebound or currently reside in assisted living facilities, nursing homes, or rehabilitation centers. The library is participating in an 18-month beta test of a Listen4Good net promoter score survey tool that is being used to learn from outreach and homebound service participants their experience with the service. Surveys have been developed and deployed to residential staff, residents, and homebound. The first round of information gathering will continue thru mid-November 2019. Staff will review the feedback and determine how best to apply the learnings to outreach services.

SCHEDULE OF HOLIDAYS AND CLOSINGS FOR 2020

On motion of Mr. Castleman, the board approved the following schedule of library holidays and closings for the year 2020:

<table>
<thead>
<tr>
<th>Library Closing Schedule for 2020</th>
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<tbody>
<tr>
<td>New Year's Day</td>
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<tr>
<td>Martin Luther King, Jr. Day</td>
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<tr>
<td>Washington's Birthday/President's Day</td>
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<tr>
<td>Easter</td>
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<td>Memorial Day Weekend</td>
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<td>Memorial Day</td>
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<td>Holiday Weekend</td>
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Board of Library Trustees – October 24, 2019

Independence Day  Saturday, July 4, 2020 (Closed, paid holiday)
Staff Development Day  Friday, August 21, 2020 (Closed, paid if attending)
Labor Day Weekend  Sunday, September 6, 2020 (Closed, unpaid – Staff scheduled to work this day will work their scheduled hours on a different day.)
Labor Day  Monday, September 7, 2020 (Closed, paid holiday)
Thanksgiving Day  Thursday, November 26, 2020 (Closed, paid holiday)
Christmas Eve  Thursday, December 24, 2020 (Closed, paid holiday)
Christmas Day  Friday, December 25, 2020 (Closed, paid holiday)
New Year’s Eve  Tuesday, December 31, 2020 (Library closes at 5 pm)

SATURDAY CLOSINGS

Branches (except Aboite, Dupont, Georgetown, and Shawnee) will begin their summer schedule of Saturday closings on Saturday, June 1, 2020, and continue through Saturday, August 31, 2020.

OTHER BUSINESS

Nominating Committee

Mr. Castleman volunteered to chair the Nominating Committee, Mr. Moss and Mr. Eisbart will also serve on the committee. The committee is tasked with preparation and recommendation of a Slate of Officers for 2020.

Collection Management

On motion of Mr. Eisbart, the board approved library staff to discard damaged materials regardless of where the materials are located, which would include storage.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:11 p.m.

[Signature]

Ben Eisbart, Secretary