

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
DECEMBER 16, 2019**

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana on Monday, December 16, 2019 at 6:32 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Ms. Sanders presided as Chairman. Judge Jose D. Salinas acted as Secretary.

2. Roll Call

Members present: Mr. Andrews, Rev. Robinson, Judge Salinas and Ms. Sanders.

Members absent: Ms. Carlino, Dr. Jett and Ms. Payne

3. Report

Due to the inclement weather, Bradley Johnson, Supervisor of Shipping & Receiving, was not able to attend the meeting, therefore will present this report at a later date.

4. Public Comment and Communications

a. Public Comment

Outgoing Staff Association President Shelby Peak reviewed the Association’s highlighted activities from 2019. In addition to its efforts of funding staff scholarships, the Association sponsored the May Breakfast, the 4th of July celebration, Fall Fling Trivia Night, and the special Build-a-Bear project in which staff created and donated 43 teddy bears to Peyton Manning Children’s Hospital. She introduced Mollie Beaumont as the incoming President for 2020.

The Chairman commended the association and all their philanthropic endeavors.

b. Dear CEO Letters and Responses – were circulated for the Board’s general information.

c. Correspondence was circulated for the Board’s general information.

5. Approval Of Minutes:

a. Regular Meeting, November 25, 2019

The minutes from the Regular Meeting held November 25, 2019 were distributed to the Board.

Rev. Robinson made the motion, which was seconded by Judge Salinas, that the minutes be approved.

There was no discussion.

Motion carried.

b. Annual Meeting, November 15, 2019

The minutes from the Annual Meeting held November 25, 2019 were distributed to the Board.

Judge Salinas made the motion, which was seconded by Mr. Andrews, that the minutes be approved.

There was no discussion.

Motion carried.

COMMITTEE REPORTS

6. Finance Committee (Patricia Payne, Chair; John Andrews, Joanne Sanders)

a. Report of the Treasurer – November 2019

Ijeoma Dike-Young, Chief Financial Officer, provided the Treasurer's report and highlighted that the Library's year-to-date revenues of \$32.7 million and expenditures of \$39.8 million are in line with 2018 and on target for this year's projections. Judge Salinas inquired regarding property tax dollars, which Ije informed the board the Library is on par with the number of dollars collected, just not the projected percentages for this time of year. The shortfall is planned to be made up in the remaining tax distribution.

Judge Salinas made the motion, which was seconded by Rev. Robinson, that the Report of the Treasurer be filed for audit.

Motion carried.

b. Resolution 45 – 2019 (D&O Liability Insurance Renewal)

The Directors and Officers (D&O) Liability and Employment Practices Liability Insurance (EPLI) was up for renewal. Staff presented the total annual premium of \$15,504, up slightly from 2019. The D&O coverage protects the personal assets of the Library's Directors and Officers for losses arising out of lawsuits in conjunction with performing their duties and responsibilities in managing the Library. EPLI provides coverage against claims such as wrongful termination, discrimination, sexual harassment and retaliation.

Rev. Robinson made the motion, which was seconded by Mr. Andrews, that the resolution for D&O Liability Insurance be approved.

The motion carried.

c. Resolution 46 – 2019 (Cyber Insurance)

Staff recommended the purchase of Cyber Liability Insurance coverage for 2020 with BCS in the amount of \$6,785. The coverage is necessary due to the increased and evolving risk of cyber-attacks. It protects the Library from a range of threats and incidents relating to a breach event.

Judge Salinas made the motion to approve the Resolution of purchasing Cyber Liability Insurance. Ms. Sanders noted that since the Resolution came out of the Finance Committee a second was not needed but opened for discussion.

There was no discussion.

Motion carried.

d. Resolution 47 – 2019 (Transfers between Accounts and Classifications)

In order for the library to transfer funds between major classifications approval is needed. CFO Dike-Young stated that this resolution is for the transfer of \$239,269 in the Operating Fund from Personal Services to Capital to accommodate additional building costs for the West Perry and Brightwood construction projects. The delay in adding staff for those locations made the funds available.

Judge Salinas made the motion, which was seconded by Rev. Robinson, that the resolution for transfer between classifications be approved.

Motion carried.

e. Resolution 48 – 2019 (Waiving of Faxing Fees During ILS Implementation)

Staff proposed waiving the \$1.00 per page fee for faxing during the four days in January (19-22) when the new Polaris ILS is being implemented. The Integrated Library System will be down during this implementation process resulting in an estimated loss of \$650.

Judge Salinas made a motion to approve the Resolution of waiving faxing fees during

ILS implementation. Ms. Sanders noted that since the Resolution came out of the Finance Committee a second was not required but opened for discussion.

There was no discussion.

Motion carried.

7. Diversity, Policy and Human Resources Committee (Rev. T. D. Robinson, Chair; Patricia A. Payne, Judge Jose D. Salinas)

a. Resolution 49- 2019 (2020 Appointment List)

Katherine Lerg, Director of HR, presented the board action request for authorizing the appointments of a full-time and part-time benefit-eligible staff and non-benefit-eligible (hourly) staff for 2020. She explained that the adjustment of individual bi-weekly salaries and hourly rates as per the previously-approved Schedule of Pay Grades and Staff Positions are based on the recent Compensation Study. The additional investment in staff of \$1.3 million for 2020 includes funding for merit increases, adjustments to new pay grade minimums and to address compressions.

Resolution 49 was slightly amended from what was reviewed by the committee; therefore Rev. Robinson made the motion, which was seconded by Mr. Andrews, that the Resolution be approved.

Motion carried.

b. Resolution 50 – 2019 (Annual Review of IndyPL Acceptable Use Policy)

Indiana Code IC 36-12-1-12 requires that a board of a public library annually review the policy concerning the appropriate use of the Internet or other computer networks by library patrons in all areas of the library. Staff shared an Internet Safety Policy, as required by the Children’s Internet Protection Act, which was adopted in order for the Library to be eligible for eRate funds.

Judge Salinas made the motion to approve Resolution 50 approving the annual review of IndyPL Acceptable Use Policy. Ms. Sanders noted that since the Resolution came out of the Committee a second was not required, but opened up for discussion.

There was no discussion.

Motion carried.

8. Facilities Committee (Dr. Terri Jett, Chair; Crista L. Carlino, Rev. T. D. Robinson,)

a. Briefing Report – Brightwood Branch Project Update

Sharon Smith, Facilities Director, provided the Board members with an update on the progress of the Brightwood Branch. She was happy to report everything is on schedule.

b. Resolution 51 – 2019 (Approval to Award a Purchase Order for the Brightwood Branch Interior and Exterior Signage Project)

Ms. Smith advised the Board with the Facilities Committee's recommendation of awarding a purchase order for the Brightwood Branch interior and exterior signage project to Aarvee Associates LLC, d.b.a. Image 360 Indianapolis Northwest, in the amount of \$56,058.

Judge Salinas made a motion to approve Resolution 51 as presented. Ms. Sanders noted that since the Resolution came out of the Committee a second was not required, therefore opened up for discussion.

There was no discussion.

Motion carried.

c. Resolution 52 – 2019 (Approval to Award a Construction Services Contract for the Lawrence Branch Renovation Project)

Ms. Smith submitted approval to the board a construction services contract for the Lawrence Branch renovation project to MacDougall Pierce Construction, Inc. of Fishers for the total cost of \$1.2 million, inclusive, of an alternative plan for the new windows at the east and west ends of the building. The last day of service at the branch is scheduled for January 4, 2020 with construction starting on January 13. Substantial completion scheduled for June 12, 2020.

Rev. Robinson made a motion to approve Resolution 52 as presented. Ms. Sanders noted that since the Resolution came out of the Committee a second was not required, therefore opened up for discussion.

Judge Salinas advised the need for follow-up to ensure the vendor is adhering to minority sub-contracting agreements.

Motion carried.

d. Resolution 53 – 2019 (Approval to Award Services Contracts for Snow and Ice Removal Services)

Ms. Smith wrapped up this section of business with one more request to the board. It is

asked to approve awarding a contract for snow and ice removal services for the 21 Library-owned facilities to Phil's Lawn Service of Indianapolis (contract amount of \$9,008 – responsible for the Northwest service area), Providence Outdoor Services of Carmel (\$82,945 – Northeast, Central, Southwest and Southeast service areas), and Hurm Snow Removal of Greenwood (\$2,500 – Southport Branch only). Contracts are for three years with an option for three additional one-year renewals.

Rev. Robinson made the motion to approve Resolution 53 as presented and Mr. Andrews seconded.

There was no discussion.

Motion carried.

9. Library Foundation Update (Rev. T. D. Robinson, Library Board Representative)

News

The Library Foundation's new fundraiser, "Circulate: Night at the Library", will be on Saturday, April 18, 2020. Please let the Foundation know about corporate donors who would be interested in sponsorships, underwriting staff discounted tickets, or silent auction items. Foundation staff attended the Indy Library Story's holiday luncheon and thanked book sale volunteers for their efforts. Since its inception, the book sale has raised over \$7.5 million for the foundation.

Donors

The Library Foundation thanked 229 donors who made gifts last month. The following is our top corporate and foundation contributors:

- Eli Lilly & Company
- Lilly Endowment Inc.

Program Support

This month we are proud to provide funding for the following Library programs. All programs are system-wide unless noted.

- On the Road to Reading
- Early Literacy Specialists
- Downey Collection Digitization
- Job Centers
- Narcan Supplies

10. Report Of The Chief Executive Officer**a. Public Services Update and Statistics**

- 1) Jackie Nytes, CEO, shared that library card distributions will occur Wednesday, December 18, 2019 to more than 10,000 students in Wayne Township who don't already have one. They will join more than 74,000 other Marion county students who have received cards as part of the Library's campaign to provide cards to all Marion County students.
- 2) John Helling, Director of Public Services, discussed work being done to prepare for the implementation of Polaris, the Library's new ILS. The catalog system will be down from January 19-22, during which time there will be no items due or late fees assess. Summary sheets have been prepared for patrons notifying them of the service disruption with explanation in order to help staff respond to various questions. Staff will resolve issues as they occur during the transition by erring on the side of provide the best customer experience.

b. November Media Report

The November Media Report was presented, highlighting the promotion of Library programs and services in traditional channels and social media, video, blogging and print.

c. Confirming Resolutions:**1) Resolution Regarding Finances, Personnel and Travel (54 – 2019)**

Ms. Nytes explained that this is a routine resolution that includes bills that have been paid as well as staff training and travel that have been authorized. It also includes a recap for the board of various staffing changes over the last months. She also noted the new Manager of the Brightwood Branch is Elizabeth Johnson.

Rev. Robinson made the motion to approve Resolution 54, which was seconded by Mr. Andrews.

There was no discussion.

Motion carried.

UNFINISHED BUSINESS

- 11. None.**

NEW BUSINESS

12. Recommendations from the Board Retreat

a. Redesign of Board Meeting Agenda/Committee Structure Realignment

Jackie Nytes presented a briefing report with an unofficial proposal to revamp the structure of Library Board agendas and meetings in order to reduce the repetition of resolutions presented to Board members, allowing more time for discussion of services to patrons. The report also focused on the value of the joint committee meetings held monthly prior to the regular Board meeting. It was suggested that each committee meet quarterly, with extra meetings scheduled as needed, in order to keep the number of meetings Board members need to attend to a minimum.

Finally, Jackie shared the thought of changing the name of the Diversity, Policy and Human Resources Committee to the Personnel Policy Committee. Adding an ad-hoc Strategic Planning Committee was suggested. Jackie explained that all items are just being shared at this time and no action is required until a formal presentation of changing the by-laws is made with a vote.

AGENDA BUILDING

13. Future Agenda Items – This time was made available for discussion of items not on the Agenda which were of interest to Library Board members and the opportunity was given to suggest items that should be included on future Library Board Meeting Agendas.

Items suggested for upcoming Board Agendas are as follows:

January 2020 – There were no items suggested.

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committees Notes – December 3, 2019**
(enclosed)

15. Board Meeting Schedule for 2020 (Notice and Place of Meeting) and Upcoming Events/Information

- a. **Board Meetings for 2020** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through January 15, 2020.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, January 14, 2020 at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, January 27, 2020, at the College Branch, 4180 North College Avenue, at 6:30 p.m.

18. Other Business

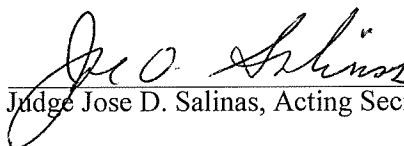
No other business was discussed.

19. Adjournment

The Chairman announced that there was no further business to come before the Board.

The Chairman declared the meeting adjourned at 7:20 p.m.

A DVD of this meeting is on file in the Library's Communications Office.



Judge Jose D. Salinas, Acting Secretary to the Board

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