

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
FEBRUARY 23, 2015**

The Indianapolis-Marion County Public Library Board met at the East Washington Branch Library, 2822 East Washington Street, Indianapolis, Indiana, on Monday, February 23, 2015 at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Ms. Crenshaw presided as Chairman. Secretary Charleston was present.

2. Roll Call

Members present: Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Members absent: Ms. Blunt.

3. Branch Manager's Report

Doriene Smither, Manager, East Washington Branch, welcomed all in attendance to the "library branch with the gargoyles."

She then introduced two members of her staff, namely, Jeremy Sexton, Circulation Supervisor and Josh Crain, Adult Services Public Services Associate.

Ms. Smither provided some statistics about the branch and their community including the following:

Of the population served, almost one-third are under the age of 18, Spanish speaking patrons make up 14%, 21% are African American and 46% are without a high school diploma. Also, 46% of the population lives in poverty including 42% of all minor children. With regard to residential housing in the area, 37% is rental and 40% is vacant. Additionally, 54% have a household income of under \$25,000.

She also mentioned the relationship the branch enjoys with various churches, two public and two private schools, the Englewood CDC, NESCO and the Bonner Center.

It was noted that the statistics cited earlier create a challenge in attracting residents to attend programs at the branch. Children are served by monthly storytime visits to numerous daycares, and computer assistance for adults is largely provided on an on-demand basis. Even though the number of programs offered at the branch went down, attendance went up.

Ms. Smither advised that the branch is regarded as a prime asset and key partner in the neighborhood and everyone is looking forward to the renovations that will provide elevator access and more space for patrons.

On behalf of the Board, Ms. Crenshaw thanked Ms. Smither for her energy, passion and hard work.

4. Public Comment and Communications

At this time, Melanie Wissel, Manager, Program Development, introduced 11 year-old Devon Otam as the winner of the recent COLTSRONG, LIBRARYSTRONG CONTEST II. He was chosen from among 24,831 children who used their library cards to win a visit from Colts players Andrew Luck and Dwayne Allen for himself and 20 friends and family at a branch of their choice. This compares to just over 18,000 children who participated in the first such contest a year ago.

A round of applause occurred at this time.

Ms. Crenshaw stated that she wished to give a "shout out" to the Colts for all the great work they do from year to year to help the Library promote reading.

Another round of applause occurred at this time.

Ms. Wissel also announced that the 2015 McFadden Memorial Lecture will be held on Friday, March 6, 2015 at 7:00 p.m. at Clowes Memorial Hall at Butler University. It will feature Khaled Hosseini, author of *The Kite Runner*, *A Thousand Splendid Suns*, and *And The Mountains Echoed*. The Lecture is sponsored by the Indiana Public Library Foundation.

- a. There were no petitions to come before the Board.
- 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: Executive Session, Regular and Special Meetings

a. Regular Meeting, January 26, 2015

The minutes were approved on the motion of Ms. Aguilera, seconded by Ms. Payne, and the "yes" votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

COMMITTEE REPORTS

6. Finance Committee (David W. Wantz, Chair; Vanessa Lopez Aguilera, Lillian L. Charleston)

a. Report of the Treasurer – January 2015

Becky Dixon, Chief Financial Officer, reviewed the Report.

She mentioned that bond information has been added to the Report.

It was also noted that for the month of January, actual expenditures, less investments and debt payments, were 0.4% more than projected. The majority of this increase was in Library materials.

Actual revenue was 7.4% higher than projected. The majority of this increase was in E-rate funds received and facility rentals.

January 2015 expenditures, less investments and debt payments, were 10% more than January 2014. The increase was in library materials.

January 2015 receipts were 239% more than January 2014. The difference is the timing of the January LOIT and COIT distributions. In 2015 the distributions were made in January whereas the distributions for 2014 were made in February.

Year-to-date Fines and Fees revenue for 2015 is \$79,657 compared to \$73,949 for year-to-date 2014. The Library has reduced Fines and Fees and implemented the Earn and Learn Program resulting in less revenue.

Dr. Wantz made the motion, which was seconded by Ms. Charleston, that the Report of the Treasurer be filed for audit.

Motion carried.

The Report is attached to, and made a part of, these minutes.

b. Resolution 14 – 2015 (Appropriation of Gift/Grant Proceeds)

After full discussion and careful consideration of Resolution 14 – 2015, the resolution was adopted on the motion of Dr. Wantz, and the “yes” votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

The resolution is appended to, and made a part of, these minutes.

7. Diversity, Policy and Human Resources Committee (Vanessa Lopez Aguilera, Chair; Camille D. Blunt, Patricia A. Payne)

a. Briefing Report – 2014 Annual Staff Diversity Report

Ms. Aguilera advised that the Briefing Report had also been previously presented and discussed at the recent committee meeting. She noted that everyone is cognizant that the Library is lacking diversity within its own staff. Work is being done to create a plan of action on how to improve diversity and how to accurately address those issues. We can't just say we want diversity, it requires some planning and becoming briefed on the ways that one goes about creating a diverse workforce.

8. Facilities Committee (Lillian L. Charleston, Chair; Camille D. Blunt, Oscar A. Gutierrez)

a. Briefing Report Scheduled for March 2015 as Board Meeting Action Item – Mechanical Services Agreement

Sharon Smith, Facilities Director, advised that the Report relates to a mechanical services agreement. She noted that a Request for Proposal has been issued for heating, ventilation and air conditioning equipment for all Library locations except Flanner House, Glendale and the InfoZone. A recommendation will be made to the Facilities Committee at their meeting on March 10, 2015.

9. External Affairs and Strategic Planning Committee (Oscar A. Gutierrez, Chair; Camille D. Blunt, Patricia A. Payne)

a. Report – CEO “Love Our Libraries” Tour Update

Jackie Nytes, the Chief Executive Officer, announced that there are nine more meetings scheduled for the tour which ends on March 4, 2015. The topic of these meetings has revolved around our patrons and their digital journey. She commented that there have been many great discussions and we are obtaining useful information that will be valuable for future planning.

b. Report – Legislative Update

Laura Johnson, Public Services Director, gave a brief update on legislative activity that relates to libraries. She reported that SB 440, which had included a reduction in tax levies, will not go forward in this session. Also, funding has been restored in the proposed two-year state budget for INSPIRE, which is the cooperative online database for all libraries, to levels slightly over the current appropriation, as well as for connectivity for libraries and the Indiana State Library.

Ms. Johnson also advised that the Library is participating in a Voter Registration Program in cooperation with the Secretary of State's office and the Marion County Clerk. More detailed information will be provided in the next few weeks.

10. Library Foundation Update (David W. Wantz, Library Board Representative)

February 2015 Library Foundation Update

Dr. Wantz reviewed the Foundation's recent activities. Some of the highlights were as follows:

- Last month, the Foundation received many gifts. The top corporate and Foundation contributors included:
 - Sign Craft Industries, Inc. – Summer Reading Program
 - Kreig DeVault LLP, Samarian Foundation, Tracy L. Haddad Foundation – Children's Fund
 - Ruth Lilly Philanthropic Foundation – Ready to Read
 - Junior League of Indianapolis – On the Road to Reading
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:
 - Early Childhood
 - Early Literacy Technology at Southport
 - On the Road to Reading
 - Youth Programming
 - Bilingual Storytimes at Haughville
 - Summer Reading Program

Other News:

Nominations for the 2015 Eugene & Marilyn Glick Indiana Authors Award opened on Monday, February 2, 2015 and runs through March 20, 2015. Awards are given in three categories: National, Regional and Emerging. If you know a deserving Hoosier author, we encourage you to invite them to apply online at www.indianaauthorsaward.org. Last year's Award Dinner and Silent Auction raised over \$79,000 for Library programs.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – January 2015

Ms. Nytes stated that in this Report you can tell when weather effects how and

when the branches are used. Several categories increased over this time last year – Patron Visits, Circulation, New Borrowers, Computer Use and Requests Placed. Web Branch Visits were down. She explained that the increase in New Borrowers may be attributed to the Library’s aggressive efforts to register more school children for library cards.

Ms. Nytes also noted she usually presents a yearly progress dashboard to the Board for their review. This year, she will be producing one that also addresses the Library’s accomplishments on the Strategic Plan 2008-2014. It should be available at the March Board Meeting.

b. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (15 – 2015)

After full discussion and careful consideration of Resolution 15 – 2015, the resolution was adopted on the motion of Mr. Gutierrez, seconded by Dr. Wantz, and the “yes” votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

The resolution is appended to, and made a part of, these minutes.

UNFINISHED BUSINESS

- 12.** Ms. Aguilera promoted the upcoming Ask-A-Lawyer public service event taking place at several Library locations on April 14, 2015. She thanked and acknowledged the Indianapolis Bar Foundation for making this service possible.

NEW BUSINESS

- 13.** None.

AGENDA BUILDING

- 14. 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:

March, 2015 – There were no items suggested.

INFORMATION**15. Materials**

- a. **Meeting of Facilities Committee Notes – January 23, 2015** were distributed to the Board members for their general information.
- b. **Joint Meeting of Library Board Committee Notes – February 10, 2015** were distributed to the Board members for their general information.

16. Board Meeting Schedule for 2015 and Upcoming Events/Information

- a. **Board Meeting Schedule for 2015** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through March 22, 2015 and March PSAs.**
- c. **Joint Meeting of Library Board Committees** – March 10, 2015, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Monday, March 23, 2015, at the Eagle Branch Library, 3325 Lowry Road, at 6:30 p.m.

19. Other Business

None.

20. Adjournment

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

The Chairman then declared the meeting adjourned at 7:40 p.m.

A DVD of this meeting is on file in the Library's administration office.

Lillian L. Charleston, Secretary to the Board

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