

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
APRIL 25, 2016**

The Indianapolis-Marion County Public Library Board met at the Wayne Branch Library, 198 South Girls School Road, Indianapolis, Indiana, on Monday, April 25, 2016 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Dr. Wantz presided as Chairman. Secretary Charleston was present.

2. Roll Call

Members present: Ms. Charleston, Mr. Gutierrez, Dr. Jett, Rev. Robinson and Dr. Wantz.

Members absent: Ms. Crenshaw and Ms. Payne.

3. Branch Manager's Report

Melinda Mullican, Manager, Wayne Branch Library, discussed their services to the community.

She mentioned that in addition to regular computer classes, preschool programs and adult offerings, the branch enjoys great partnerships with business organizations, daycares and governmental representatives. A partnership with Wayne Township Schools allows staff to participate in literacy and back-to-school events. The branch has also become a Summer Servings lunch bus location where families will be able to receive free meals and programming. This summer, the branch will have a variety of community representatives read stories to children as part of the Summer Reading Program.

Dr. Jett commented on the information in Ms. Mullican's Report which mentioned that there were 72 different languages represented in the Wayne Township Schools. In this regard, she inquired if there were multilingual people reading to patrons.

Ms. Mullican responded that they attempt to. Someone currently reads in Spanish and they are trying to locate someone to read to their growing Ethiopian community as well as others.

A copy of the Report is attached to these minutes.

4. **Public Comment and Communications**

At this time, Dr. Wantz recognized William Fennema, Library Board Chair, and Liz Schoettle, Director, both from the Beech Grove Public Library, who were in the audience at tonight's meeting.

- 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, March 28, 2016**

The minutes were approved on the motion of Mr. Charleston, seconded by Mr. Gutierrez, and the "yes" votes of Ms. Charleston, Mr. Gutierrez, Dr. Jett, Rev. Robinson and Dr. Wantz.

COMMITTEE REPORTS

6. **Finance Committee (Oscar A. Gutierrez, Chair; Lillian L. Charleston, Dr. Terri Jett)**

a. **Report of the Treasurer – March 2016**

Becky Dixon, Chief Financial Officer, discussed the Report as follows:

Revenue Projections – Actual revenue exceeded projections by 19.3% due to a one time miscellaneous reimbursement.

Expenditure Projections – Actual expenditures were less than projected by 6.2% - spent less in capital outlay.

Quarterly Stats – For 2016, the Library's expenditures are on target for the first quarter of the year – average monthly expenditures for the quarter were \$3,277 compared to \$3,439 for the first quarter of 2015. The variance is related to the timing of payrolls.

The average monthly revenue for the first quarter of 2016 was \$734,000 compared to \$630,000 for 2015. The largest increase is related to the e-rate funds for 2016.

Fines/Fees – The Library's fines and fees are approximately \$25,000 less compared to March of 2015.

Mr. Gutierrez made the motion, which was seconded by Dr. Jett, 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 16 – 2016** (Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Ricoh USA, Inc. for the Leasing of Copy Machines, Maintenance and Collection Services)

Ms. Dixon stated that it is recommended that the Board approve a contract with Ricoh USA, Inc. wherein the Library's existing 27 public printers will be replaced with copiers which will save \$70,000 over the life of the agreement. It is noted that the copiers will also allow the use of credit cards for payment.

After full discussion and careful consideration of Resolution 16 – 2016, the resolution, was adopted on the motion of Mr. Gutierrez, seconded by Ms. Charleston, and the "yes" votes of Ms. Charleston, Mr. Gutierrez, Dr. Jett, Rev. Robinson and Dr. Wantz.

Motion carried.

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

- c. **Resolution 17 – 2016** (Approval of Plan of Merger of the Beech Grove Public Library with and into the Indianapolis-Marion County Public Library)

At this time, Jackie Nytes, Chief Executive Officer, noted that work has been going on for over a year to effectuate the merger of these two libraries. The merger would give Beech Grove users access to more materials and services through the IndyPL collection. It would also eliminate gaps in access to resources for all residents on the city's south side and achieves greater efficiency and sustainability in operations.

She reminded everyone that the Beech Grove Library Board had already voted to approve the merger.

Ms. Nytes then distributed a document to the Board entitled "Library Merger Overview – Beech Grove and Indianapolis Marion County Public Libraries Looking to the Future" and reviewed some of the statistics contained in the document about the Beech Grove Public Library including the number of card holders, their door count, items in the collection, etc.

It was noted that if this resolution is approved by the Board, the merger officially becomes effective on June 1, 2016.

Robert Scott, legal counsel for the Board, reminded everyone that on the effective date of the merger, four members of the Beech Grove Library Board will join the IndyPL Board as a merged Board. There will be 11 members representing the combined organization and this make-up will continue until the end of 2016 at which time a new seven member Board will be appointed.

After full discussion and careful consideration of Resolution 17 – 2016, the resolution, was adopted on the motion of Rev. Robinson, seconded by Ms. Charleston, and the “yes” votes of Ms. Charleston, Mr. Gutierrez, Dr. Jett, Rev. Robinson and Dr. Wantz.

Motion carried.

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

A round of applause occurred at this time.

d. **Briefing Report – Discontinuation of Library’s Capital Projects Fund (CPF) Plan**

Mr. Gutierrez discussed the proposed discontinuation of the Library’s Capital Projects Fund Plan in 2017.

It was noted that state law now allows the combining of the Library’s Operating and Capital Projects funds for the purpose of performing the maximum tax levy calculation. As a result, little incentive remains to undergo the annual process of updating and adopting a new plan. It will be the recommendation of the Finance Committee that at the end of this year, the Library adopt a resolution to close the fund and transfer the remaining balance to either the Operating Fund or the Rainy Day Fund.

7. **Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Patricia A. Payne, Rev. T. D. Robinson)**

Rev. Robinson advised that the Committee did not have a report this month.

8. **Facilities Committee (Lillian L. Charleston, Chair; Oscar A. Gutierrez, Rev. T. D. Robinson)**

a. **Resolution 18 – 2016 (Approval of Naming Opportunities at New and Renovated Branch Libraries)**

Sharon Smith, Facilities Director, advised that the Committee recommends approval of the naming opportunities set out in the attached resolution at new and renovated branch libraries which action is being brought by the IndyPL Foundation.

After full discussion and careful consideration of Resolution 18 – 2016, the resolution, was adopted on the motion of Ms. Charleston, seconded by Mr. Gutierrez, and the “yes” votes of Ms. Charleston, Mr. Gutierrez, Dr. Jett, Rev. Robinson and Dr. Wantz.

Motion carried.

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

At this time, President Wantz recessed the Regular Meeting.

b. President Wantz will Convene a Public Hearing

Dr. Wantz announced that this Public Hearing was being held to consider the Authorization to Lease Parking Spaces in Underground Parking Facility Located at 40 East St. Clair Street.

1) To consider the Authorization to Lease Parking Spaces in Underground Parking Facility Located at 40 East St. Clair Street, Indianapolis, IN as advertised on April 8, 2016 in the *Indianapolis Star* and the *Court and Commercial*.

At this time, Ms. Smith explained that this action fulfills a long standing promise to the neighborhood around Central Library. After the 2007 expansion of Central, neighborhood leaders were very concerned about the reduced parking for the community and residents in the vicinity. IndyPL committed to explore allowing the use of the newly constructed parking garage at Central by residents and tenants in the area, subject to available garage capacity. Following a study, it was determined that excess parking remains in the garage. As a result, IndyPL deemed it prudent to consider utilizing a limited number of parking spaces for residential parking. One other component to going forward was the construction of an external elevator and stairs. Having all of those pieces in place, it was decided to go forward with making some parking available.

The Library Board then approved Resolution 29-2013 authorizing the preparation and issuance of a Request for Proposals seeking proposals for the licensing and or leasing of a limited number of parking spaces at Central. Following the publication of the RFP, the Library received one response. The response proposed a long-term lease and was determined to meet the objectives of the RFP. The Library then entered into negotiations for a long term lease agreement withholding final evaluation and recommendation until the completion of negotiations which have now been completed. It is now being recommended that the proposed lease be approved by the Board because it benefits the sustainability of the parking garage by providing an enhanced source of funding for operations while supporting community and economic growth and development and addressing the concerns expressed at the expansion of the Central Library.

At this time, Mr. Scott, announced that he wished to recognize the intended lessee under this arrangement, namely, Library Square Development Partners, which is part of the Buckingham Companies. He then introduced Buckingham's representatives in the audience including Jamie Allen, Buckingham's corporate counsel, Ryan Gallmeyer, Director of Development, as well as outside counsel, Jeff Dack.

Mr. Scott then set out some of the pertinent terms of the lease which included the following:

It includes 75 parking spaces on the second or lower level, referred to as "P2" at Central and would commence January 1, 2017. Of the 75 spaces, 40 would be reserved. There is a per space commitment fee that is payable at the onset of

the lease. The agreement also provides an option to lease up to an additional 75 spaces at the facility also on P2 with an accompanying option fee that is equal to the commitment fee for the other spaces.

The benefit to the Library is that they will have some immediate funds available from this transaction that will allow it to set aside for an operating, maintenance and repair fund which is beneficial.

There is a rental rate applicable to each of the spaces and that starts at \$75.00 per space and is subject to an escalator such that every five years the amount will increase by 10% over the life of the lease.

Another benefit is that this will support or allow the additional development in the area immediately north of 9th and Meridian Streets. The lessee organization or its parent owns and controls other development in the immediate vicinity of Central, namely, the Ambassador building, the Plaza Apartments and the office building at 941 N. Meridian Street. So, pursuant to the terms of this arrangement, the designees or users of those spaces would have access through the leasing entity to utilize these spaces as well.

The lease is for a 25-year term and is subject to a potential renewal based on the agreement of the parties at that time.

2) Invite Public Comment from the Audience

The Chairman inquired if there were any taxpayers who wished to be heard on the Authorization to Lease Parking Space in Underground Parking Facility Located at 40 East St. Clair Street, Indianapolis, IN.

There were no taxpayers who wished to speak.

President Will Close the Public Hearing

Mr. Gutierrez made a motion to close the Public Hearing. Dr. Jett seconded the motion.

Motion carried.

The Public Hearing was closed at this time.

President Wantz reconvened the Regular Meeting.

c. Resolution 19 – 2016 (Authorization to Lease Parking Spaces in Underground Parking Facility Located at 40 East St. Clair Street, Indianapolis, IN)

After full discussion and careful consideration of Resolution 19 – 2016, the resolution was adopted on the motion of Ms. Charleston, seconded by Rev. Robinson, and the “yes” votes of Ms. Charleston, Mr. Gutierrez, Dr. Jett, Rev. Robinson and Dr. Wantz.

Motion carried.

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

A round of applause occurred at this time.

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

Mr. Gutierrez advised that the Committee did not have a report this month.

10. Library Foundation Update

April 2016 Library Foundation Update

Roberta Jagers, President, IndyPL Foundation, commented that it was a pleasure to attend the meeting this evening and present the Update.

On behalf of the Foundation, she thanked the Board for all they do to serve the Library system. The Foundation also appreciates their relationship with the Library's Board, Chief Executive Officer and wonderful staff.

Ms. Jagers then announced that it is anticipated that Dr. Jett will be designated as the Library Board's representative on the Foundation Board at the Foundation's upcoming May meeting.

She then 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:
 - Central Indiana Community Foundation; Indiana Farm Bureau – Children's Fund
 - Central Indiana Community Foundation – Collections/IT
 - The Herbert Simon Family Foundation – Herb Simon Early Literacy Specialist Endowment
 - Barnes & Thornburg LLP; The Glick Fund; Harrison Center for the Arts; Indianapolis Local Public Improvement Bond Bank; Kreig Devault LLP; RJE Business Interiors; TEI Landmark Audio – Indiana Authors Award
 - Faegre Baker Daniels LLP; Kirtland Endowment Fund – Most Urgent Need
 - Central Indiana Community Foundation – Professional Development
 - Central Indiana Community Foundation; St. Vincent Health – Ready to Read

- Citizens Energy Group; College Savings Bank; Finish Line Youth Foundation; The Kroger Co.; Old National Bank; One America, Toysmith – Summer Reading Program
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

Children's

- Animal Programs
- Music Circle – College
- On the Road to Reading
- Read to Me, Please – InfoZone
- Summer Art Workshop
- Summer Reading Program

Cultural

- Classical Concerts – Central
- Juneteenth Community Celebration - College
- Compassion Center Visits – Garfield Park
- Summer Kick-Off Celebration – East 38th
- SRP Art/Music Workshops
- Story Walk Project at Fort Harrison

Collections

- Arts Digitization
- Mobile Reference – Central
- Teen Read Return Repeat Bags

Lifelong

- Bee Program
- eBook Tinker Station
- Grantmanship Institute – East 38th

Capital

- Irvington Civic Plaza
- Southport Community Room

Other News:

- More than 275 nominations were received for 181 authors for the 2016 Eugene & Marilyn Glick Indiana Authors Award, a 21% increase over 2015. The nine-member statewide Award Panel will select a National Author winner, Regional Author winner, Genre Excellence winner and three Emerging Author finalists to be announced in mid-July.

With regard to the Foundation's Strategic Plan, Ms. Jagers briefly provided background information about the goals of their Plan which include: Advocacy, Assets and Assurance.

11. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – March 2016

Ms. Nytes commented that there are some trend indicators. For example, there is more of an increase in the circulation of electronic materials and an increase in the number of people who are visiting the Library via the website. This is not news to us. We know they are the trends and we see them reflected here.

- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, discussed the Report that pertains to Goal 4 of the Strategic Plan. She described how the Library's Shared System of schools and museums is addressing the goal of maximizing accessibility to the Library and its services. The Library continues to work toward expanding the Shared System model. Most notable in 2015 was the addition of the entire Lawrence Township public school district and its population of 15,549 students. IPS is currently conducting a feasibility study that could result in the addition of 60 school libraries and 29,583 students.

With regard to the Shared System, Dr. Wantz asked if there were one or two things that really seemed to be the most valuable to them.

Ms. Cairo responded that it is probably the Overdrive eBooks and Culture Grams.

Dr. Jett wanted to know who the main contact people are at these institutions.

Ms. Cairo answered that it is the Media Specialists at each location. Also, Sarah Batt manages the Shared System for the Library and provides necessary training.

Ms. Charleston inquired about the cost for an entity to join the Shared System.

Ms. Nytes replied that there is a sliding scale depending on what level of service they want. If they want delivery every day then their fees are higher. If they want delivery once a week then the fees are less. They also pay an annual membership fee, a fee related to the actual access to the computer software and then they pay for delivery. And., the schools agree to share their collections at no cost with other members of the Shared System. A ballpark figure is \$5,000 per year. One other thing, there is also a set-up fee when they first join which is about \$2,000.

There was a brief discussion about which schools might participate in RFID tagging.

- c. **March Media Report** which had been prepared by Kim Crowder, Director, Communications, was provided to the Board for their information. The Report focused on major print and electronic media activities pertaining to various Library services and events. She also unveiled the new capital projects web pages which are intended to keep the public updated on progress relating to each individual building project through 2020.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (20– 2016)**

After full discussion and careful consideration of Resolution 20 – 2016, the resolution was adopted on the motion of Mr. Charleston, seconded by Dr. Jett, and the “yes” votes of Ms. Charleston, Mr. Gutierrez, Dr. Jett, Rev. Robinson and Dr. Wantz.

Motion carried.

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

e. **Discussion of IndyPL and the Bicentennial Legacy Project**

Ms. Nytes advised that the Project will be discussed at the May Board Meeting.

UNFINISHED BUSINESS

12. Dr. Wantz advised that the Library Board Committee structure will be discussed at the upcoming Board Retreat. Also, he reminded the Board that possible dates/times for the Retreat will be reviewed soon.

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:

May, 2016 – There were no items suggested.

INFORMATION

15. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – April 12, 2016** were distributed to the Board members for their general information.

16. Board Meeting Schedule for 2016 and Upcoming Events/Information

- a. **Board Meeting Schedule for 2016** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through May 22, 2016.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, May 10, 2016, 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, May 23, 2016, at the Franklin Road Branch Library, 5550 South Franklin 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 7:50 p.m.

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

Lillian L. Charleston, Secretary to the Board

