

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
APRIL 24, 2017**

The Indianapolis-Marion County Public Library Board met at the Brightwood Branch Library, 2435 North Sherman Drive, Indianapolis, Indiana on Monday, April 24, 2017 at 6:40 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Dr. Wantz presided as Chairman. Ms. Charleston acted as Secretary.

2. Roll Call

Members present: Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Ms. Sanders and Dr. Wantz.

Members absent: Rev. Robinson.

3. Branch Manager's Report

Rhonda Oliver, Manager, Brightwood Branch, welcomed everyone and briefly reviewed her Report. She noted that the branch services approximately 14,000 people. Ms. Oliver also discussed the plans for the proposed branch to be constructed near the current site. Some of the features of the new building will be: 15,000 sq. ft.; spaces for children and teens; computer lab, and group study and tutoring spaces. The projected opening date for this new branch is 2019. Also, she mentioned that to assist in improving the neighborhood's unemployment rate of 27%, the branch offers the twice-weekly Job Center. The branch plans to collaborate with the Martindale-Brightwood Development Corporation to integrate the Library's business resources with its small business workshops. Community outreach with such organizations as Brightwood Community Collaborations and Martin University continues to be a service focal point. Through Indy Parks, the branch will again provide summer lunches to hungry children. And, the Summer Reading Program kicks off at the branch on June 1, 2017 from 3:30 p.m. to 5:30 p.m.

At this time, Ms. Oliver introduced Julie Barrett and Alicia Anderson who spoke to the Board about the benefits of the Library's Job Centers. Ms. Anderson mentioned that the Library had been an "open door" for her as she sought to improve her job readiness skills.

Update on Branch Relocation

Sharon Smith, Facilities Director, provided an update on the status of negotiations on land acquisition for construction of the new Brightwood branch at the southwest corner

of Sherman Drive and 24th Street. She reported that the owner of the liquor store at this location has expressed interest in negotiating for the sale of his property. Unfortunately, there has been no progress on negotiations with the one property owner who continues her opposition to the Library's purchase offers. Ms. Smith advised that the Library has revisited the exploration of a number of alternative sites in the area but none possess the appropriate size or accessibility needed.

4. **Public Comment and Communications**

a. **Public Comment**

Several citizens from the Brightwood neighborhood addressed the Board and spoke in support of a new branch at the identified location. Those individuals speaking included:

Pastor David Scott commented that the Library can play a role in stabilizing a fragile neighborhood.

Elizabeth Gore, Indianapolis Public Schools Board member, called the Library an oasis for neighborhood children.

Tawana Freeman-Massengale described how the Brightwood branch had served as a beacon of hope during her years of being homeless.

Eric Strickland, Riley Area Development Corporation, noted that a library, especially one located near a prominent intersection, can be a conduit in attracting and keeping businesses.

Josephine Rogers Smith, Director of the Martindale-Brightwood CDC, suggested that an important addition within the new branch would be a business development center.

Two other individuals spoke in support of the new branch, namely, Amy Harwell, President of the OneVoice group and Vernon Compton, acting President of Concerned Citizens.

Melinda Mullican, President of the Library's Staff Association, invited Board members to attend the upcoming May Breakfast which will be held on May 1, 2017 at 7:00 a.m. at Central Library. Deb Ehret, also of the Staff Association, introduced the Association's scholarship winners for 2016: Shelby Phelps, Maddy Woodward and Stephen Lane.

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 27, 2017

The minutes were approved on the motion of Ms. Charleston, seconded by Ms. Sanders, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Ms. Sanders and Dr. Wantz.

COMMITTEE REPORTS

6. Finance Committee (Dr. Terri Jett, Chair; Lillian L. Charleston, Joanne M. Sanders)

a. Report of the Treasurer – March 2017

Becky Dixon, Chief Financial Officer, reviewed the Report of the Treasurer as follows:

Revenue:

- Total revenue for March came in at 22% less than projected – the Library had projected receiving a refund from our health insurance provider based on prior history. However, in 2016 we were on target with our estimate compared to actual claims and will not receive a refund. Compared to the prior year, revenue was 67% less – due to the insurance refund.

Expenditures:

- Our projections were on target – spent 3.9% more than March 2016. The increase was in salary and fringe benefits.

Financial Software Conversion Project:

- April 4-6 – Completed the analysis and workflow on inventory, contracts, and fixed assets
- April 14 – Design and format of forms
- Received the first pass through results of our new Chart of Accounts – only a few errors to fix before moving to Phase Two testing

Future Assignments:

- April 25-27 – Accounts Receivable and cash management analysis and workflow
- May 15 – System Administration set-up
- May 17-19 – General Ledger, Project Ledger and Budget Processing

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

Motion carried.

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

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

Ms. Crenshaw advised that the Committee did not have a report this month.

8. Facilities Committee (Lillian L. Charleston, Chair; Rev. T. D. Robinson, Joanne M. Sanders)

a. Briefing Report – Upcoming Requests for Proposals: Security and Alarm Response Services; and Automated Materials Handling System

Sharon Smith, Facilities Director, explained that the Library is preparing Requests for Proposals for Security and Alarm Response Services and for the Automated Materials Handling System.

One RFP is for a three-year contract with an option for up to a three-year renewal for security and alarm response services. The current contract with Securitas Security Services, USA expired on March 31, 2017. The company is currently performing services on a month-to-month basis. Staff will evaluate all proposals received and report results at the July Joint Board Committee meeting.

Also, the Library will prepare performance specifications for the Automated Materials Handling system which will allow for detailed evaluations of proposals. Public notices will be issued to solicit responses. Responses are due by May 11, 2017 and following that staff will evaluate all proposals and report results at the June Joint Board Committee meeting. The budget for AMH is \$600,000 and will be funded from the Library Improvement Reserve Fund. Various Library staff has visited the Dayton Public Library to see their equipment and are scheduled to visit the Chicago Public Library soon.

Dr. Jett asked that the Library provide information about the labor practices of the security companies responding to the RFP. Ms. Smith advised that she will bring this to the Board Meeting in May.

9. Library Foundation Update

April 2017 Library Foundation Update

Dr. Jett provided the Update for April 2017.

Book-lovers and authors from 15 states submitted more than 200 nominations for 111 authors for the 2017 Eugene & Marilyn Glick Authors Award. Combined, the authors nominated this year have written more than 600 books. 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.

Ms. Payne asked if there were any people of color being considered for the Awards. Dr. Jett stated that she would check and provide a response to Ms. Payne.

The Library Foundation thanks all donors who made gifts last month. The Foundation wishes to acknowledge its top Foundation and corporate contributors:

- Barnes & Thornburg LLP
- BKD, LLP
- Central Indiana Community Foundation
- Honda Manufacturing of Indiana
- The Kroger Co.
- Lewis Wagner, LLP
- OneAmerica
- Ritz Charles, Inc.
- Samarian Foundation
- Mike and Sue Smith Family Fund
- Sycamore School

This month, the Foundation provided funding for the following Library programs:

Children's

- Ready to Read – On the Road to Reading
- Animal Program
- Summer Art Workshop – East 38th Street
- Curveside Ride – Central
- Barbershop Books – Flanner House, Haughville and Spades Park

Cultural

- Teacher Open House – Warren
- Summer Reading Kick-Off – Irvington
- Summer Reading Kick-Off – Brightwood
- Summer Reading Kick-Off – Garfield Park
- Earth-Friendly Festival – Garfield Park
- Summer Kick-Off Celebration – East 38th Street
- Summer Reading Program Art/Music Workshops
- Hometown Roots Concert – Central
- Classical Concerts – Central
- Community Conversations – East 38th Street
- Photographic Celebration of Central
- Center for African-American Literature and Culture – Central

Collections

- Digitization Projects
- Lilly Digitization

Lifelong

- The Job Center
- Grantsmanship Institute – East 38th Street

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – March 2017

Jackie Nytes, the Library’s Chief Executive Officer, commented that program attendance is up 18%. Public PC use is down but the number of average unique wireless devices used per week at Library locations was at an all-time high of 13,063 for the first quarter of 2017 and the Library is increasing its bandwidth.

- b. **Progress Report on the Library’s Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, reviewed her Report. The Report described the Library’s efforts to ensure that the community’s diverse populations have their needs met and have positive user experiences. Actions taken have included quality collections and programs, making the Library a center for community celebrations of cultural diversity, pursuing diverse staffing at the Library and broadening recruitment activities, and tailoring world language collections and program needs to meet the needs of our diverse populations. In addition to Spanish language computer classes, bilingual storytimes and other specific programs, the Library has introduced videos in nine languages to help individuals become familiar with services offered and is developing a new collection at Central Library as a gateway to African-American literature.

Ms. Payne commented on the need to undo racism. She announced that she is an Intercultural Development Inventory (“IDI”) administrator and would be happy to assist the Library as it strives to improve its cross-cultural competency. She also asked what the Library is doing to retain people.

Dr. Wantz suggested that a report on this matter be presented at the next Joint Board Committee meeting.

c. March Media Report

Ms. Nytes briefly reviewed the March Media Report. She also mentioned that the redesign of the Library’s website is underway.

d. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel 14 – 2017)

After full discussion and careful consideration of Resolution 14 – 2017, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Ms. Sanders and Dr. Wantz.

Motion carried.

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

UNFINISHED BUSINESS

11. Ad Hoc Committee on CEO Evaluation

Dr. Wantz advised that the Board has formed an Ad Hoc Committee to perform the CEO's evaluation.

The Committee will be comprised of Ms. Crenshaw, who will act as Chair of the Committee, Ms. Payne and Rev. Robinson. The Committee will gather information and prepare the review in November and report to the Board in December.

NEW BUSINESS

12. None.

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:

May, 2017 – No items were suggested.

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committee Notes – April 11, 2017** were distributed to the Board members for their general information.

15. Board Meeting Schedule for 2017 (Notice and Place of Meeting) and Upcoming Events/Information

- a. **Board Meetings for 2017** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through May 21, 2017.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, May 9, 2017, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, May 22, 2017, at the Southport Branch Library, 2630 East Stop 11 Road,
at 6:30 p.m.

18. Other Business

None.

19. Adjournment

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

The Chairman then declared the meeting adjourned at 8:05 p.m.

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

Lillian L. Charleston, Secretary to the Board

