

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
APRIL 23, 2018**

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The Indianapolis-Marion County Public Library Board met at the Nora Branch Library, 8625 Guilford Avenue, Indianapolis, Indiana on Monday, April 23, 2018 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

Ms. Sanders presided as Chairman. Ms. Charleston acted as Secretary.

**2. Roll Call**

Members present: Ms. Charleston, Ms. Crenshaw, Ms. Payne and Ms. Sanders.

Members absent: Dr. Jett and Rev. Robinson.

**3. Branch Manager's Report**

Delia Blanchard, Nora Branch Manager, addressed the Board and provided an update on the services provided by the Nora Branch to the community.

Ms. Blanchard mentioned that while preparing for this meeting, she reviewed the community profiles from 2012 to 2017 to see what the difference was, if any, in Washington Township. Over the last several years she discovered that although there has been some fluctuation, the overall population has actually increased by approximately 505 people. The greatest increases are in the 0-5 year-old group and the 55+ group. There is a slight decrease in the 20-24 year-old group. No changes observed in the other age brackets. It was noted that the branch has increased its program offerings to serve these populations.

She then reviewed the various partnerships the branch has with organizations in their service area.

It was announced that the branch will be 50 years old in 2021. This will fit well with the 150<sup>th</sup> anniversary celebration of the Nora community during that year.

At this time, Jackie Nytes, the Library's Chief Executive Officer, recognized Central Library Computer Lab assistants Daphne Tull and Marianne McKenzie who are among 5,000 individuals nationwide to receive Grow with Google scholarships that will give

them the opportunity to earn a full nano-degree from Udacity in the areas of front-end web development and Android basics.

*A round of applause occurred at this time.*

#### **4. Public Comment and Communications**

##### **a. Public Comment**

Three individuals representing groups involved in financial study addressed the Board to request elimination of the Library's policy requiring community groups to have a 501(c)(3) status in order to use Library community rooms at no cost. Penny Bigelow, Lou Holt and Al Whitehead all indicated that their groups perform valuable services, from helping members navigate financial markets to working with those in poverty to improve their finances, and that it is unfair to require them to pay a fee for room use.

President Sanders responded that the fee charged helps to cover the Library's costs associated with room set-up and clean-up but that the Library will explore the issue to find a workable solution.

##### **b. Dear CEO Letters and Responses** were circulated for the Board's general information.

##### **c. Correspondence** was circulated for the Board's general information.

On another matter, Ms. Sanders announced that Dr. David Wantz has submitted his resignation from the Library Board. Dr. Wantz made the decision due to the demands of his new job and other commitments. A replacement Board member will be considered soon by his appointing authority, the Indianapolis Board of School Commissioners.

#### **5. Approval Of Minutes: Executive Session, Regular and Special Meetings**

##### **a. Regular Meeting, March 26, 2018**

The minutes from the Regular Meeting held March 26, 2018 were distributed to the Board.

The minutes were approved on the motion of Ms. Crenshaw, seconded by Ms. Charleston, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Ms. Payne and Ms. Sanders.

##### **b. Executive Session, April 6, 2018**

The minutes from the Executive Session held April 6, 2018 were distributed to the Board.

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

## COMMITTEE REPORTS

### 6. Finance Committee (TBD, Chair; Lillian L. Charleston, Joanne M. Sanders)

#### a. Report of the Treasurer – March 2018 *(This item was presented at the meeting.)*

Ije Dike-Young, Chief Financial Officer, reviewed the information contained in the Report of the Treasurer for March 2018 that was distributed at the meeting. She advised that March revenues of \$1.2 million came in as expected with property tax distributions due in June and December. On expenditures, the Library is one-quarter of the way into the year and year-to-date expenditures are 22% of the Budget. It’s anticipated at this time that the Library will have a \$15 million cash balance at the end of the year, which is less than the recommended best practice of 50% of the Budget available as a cash balance but is still a healthy balance. It was also noted that due to the harsh weather experienced these past several months, the Library has already spent most of its snow removal budget for 2018.

Ms. Charleston made the motion, which was seconded by Ms. Crenshaw, that the March 2018 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 – 2018 (Authorization to Issue a Request for Proposals for Integrated Library System Software and Services)

Deb Champ, IT Director, explained that in light of the technological advancements in Integrated Library System software and services over the last 20 years, it is prudent to issue an RFP to replace the Library’s current SirsiDynix Horizon system that serves the entire Library system, as well as the Shared System partners. The steps for this process include vendor selection, having a contract completed and implemented and then a planned live activation anticipated for mid-2019.

After full discussion and careful consideration of Resolution 14 – 2018, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Crenshaw, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Ms. Payne and Ms. Sanders.

Motion carried.

The resolution is appended 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 had nothing to report at this time.

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

**a. Briefing Report – Michigan Road Branch Construction Progress**

Sharon Smith, Facilities Director, announced that the erection of structural steel has begun at the site and the new building is beginning to take shape. The process of selection of furniture is underway. Substantial completion of the new branch is anticipated in October 2018.

Ms. Smith also mentioned that demolition of four structures on the site of the new Brightwood Branch is underway. This will make way for beginning of construction later this year.

**9. Library Foundation Update**

**April 2018 Library Foundation Update**

In the absence of Dr. Jett, Ms. Sanders provided the Update for April 2018.

News: The State of the Library was held on April 10, 2018. Our guests enjoyed updates from Jackie Nytes, Roberta Jagers and a keynote by Adrian Matejka. Matejka is the Poet Laureate of Indiana and wrote a poem specifically for the occasion. The Foundation thanks Ms. Charleston and Ms. Payne for attending also.

Book-lovers and authors from 21 states and Canada submitted more than 200 nominations for 140 authors, including 95 authors who had never been nominated before, for the 10<sup>th</sup> annual Eugene & Marilyn Glick Indiana Authors Award. The nine-member statewide Award Panel will select a National Author winner, Regional Author winner and three Emerging Author finalists to be announced in mid-July.

The Library Foundation thanks 123 donors who made gifts last month. The following are our top contributors:

- Central Indiana Community Foundation
- BKD, LLP
- Woodley Farra Manion Portfolio Management, Inc.
- Blue & Co., LLC
- Comcast
- Lewis Wagner, LLP
- Amica Insurance
- Minde Browning Memorial Fund
- Louise Lage Kirtland and Hugh C. Kirtland Endowment Fund
- Tracy L. Haddad Foundation

This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

#### Children's Programs

- Summer Reading Program
- On the Road to Reading
- Early Childhood Conference
- 1,000 Books by Kindergarten
- Animal Programs

#### Cultural Programs

- Classical Concerts (CEN)
- Earth Friendly Festival (GPK)
- East 38<sup>th</sup> Street Summer Art Program (E38)
- Hometown Roots
- If We Don't Tell Stories We Don't Exist: Indianapolis Photo Essay
- Near West Community Day and Other NW Festivals
- Northeast Corridor Community of Readers: 5<sup>th</sup> Annual Author Fair & Author Spotlight Series
- Program Food
- Summer Reading Art/Music Workshops
- Summer Reading Kickoff (BTW)
- Summer Reading Kickoff (SPK)
- Summer Reading Kickoff (FHS)
- Summer Reading Kickoff (GPK)
- West Indianapolis Community Day
- Young Adult Author Visits 2018
- Lilly Center for Black Literature and Culture

#### Collections and Technology

- Clowes Digitization II
- Lilly City Digitization
- The Public Collection

#### Lifelong Learning

- Cyberia Technology Instructional Series (E38)
- E38's Community Engagement Conversations/Forums (E38)
- E38's Nonprofit Series and Foundation Collection (E38)

#### Capital Projects

- Pocket Park Storywalk

## **10. Report Of The Chief Executive Officer**

### **a. Dashboards and Statistics**

#### **1) Monthly Performance Dashboard – March 2018**

John Helling, Public Services Director, reviewed the information contained

in the March 2018 Performance Dashboard. He attributed a 3% increase in new library card borrowers so far this year to staff efforts in working with local schools and individual patrons at Library locations. Walk-in patron visits are up 7%, or about 60,000 visits, compared to the same period in 2017. He described that as a huge win for the Library, speculating that the increase results from more people visiting renovated branches and more people coming to the Library for help with eResources. Web branch visits are down 15%, electronic circulation is up 3%, while physical circulation is down 8%. Public PC use is down 11%. Average unique wireless devices used per week reached an all-time high of 13,358 in the first quarter of 2018. Programs offered are down 12%, while program attendance is down 22%.

**b. Progress Report on the Library's Strategic Plan**

Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report.

She reviewed the efforts to maximize accessibility to the Library through establishment of strategic access points throughout the community. Ms. Cairo stated that expansion of the Shared System partnership between the Library and local schools, creating a new model of Library service for the Flanner House Community Center, identifying additional centers or social service agencies where successful partnerships can take place, and participating in the Brightwood Neighborhood/Martindale University Education Zone are examples of Library involvement that represent how the Library is working to meet evolving community needs. Thanks to the generosity of Google, the Library will purchase 125 mobile hotspots and 125 Chromebooks to circulate to patrons at the Flanner House and Brightwood branches.

**c. March Media Report**

The March Media Report was presented to the Board. It highlighted coverage of IndyPL services and programs in all media formats.

**d. Confirming Resolutions:**

**1) Resolution Regarding Finances, Personnel and Travel (15 – 2018)**

After full discussion and careful consideration of Resolution 15 – 2018, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Payne, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Ms. Payne and Ms. Sanders.

Motion carried.

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

**UNFINISHED BUSINESS**

**11.** None.

**12. NEW BUSINESS**

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, 2018** – *No items were suggested.*

**INFORMATION**

**14. Materials**

- a. **Joint Meeting of Library Board Committee Notes – April 10, 2018** 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 2018** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through May 20, 2018.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, May 8, 2018, 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, May 21, 2018 at the Irvington Branch Library, 5625 East Washington Street, 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 8:00 p.m.

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

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Lillian L. Charleston, Secretary to the Board

