

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
APRIL 22, 2019**

The Indianapolis-Marion County Public Library Board met at the Fountain Square Branch Library, 1066 Virginia Avenue, Indianapolis, Indiana on Monday, April 22, 2019 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. Dr. Jett acted as Secretary.

2. Roll Call

Members present: Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Members absent: None.

3. Branch Manager's Report

Peggy Wehr, Manager, Fountain Square Branch Library, discussed her report that had been presented to the Board.

She commented that she had been the manager at the branch since 2006. There have been many changes in the neighborhood including apartments being build and renovated and two new school opening. These changes have contributed to a younger population base in the neighborhood. Library card registrations are up 13.5%. The branch is active with several community organizations and participates with the Fountain Square Merchants Association and other partners on such events as Art Squared, Scare in the Square and Santa on the Square. Ms. Wehr mentioned that staff member Shelby Gramm, Children's Librarian, visits several schools and daycares and reads once a month. The branch is looking forward to participating in the upcoming IMPD Community Day at Garfield Park. She reminded everyone that Fountain Square will hold their Summer Reading Program Kick-Off on June 1, 2019. Also, work has started on West Perry and two community meetings have been held to date. Participants were able to share what they would like to see in that area.

4. Public Comment and Communications

a. Public Comment

At this time, Staff Association President Shelby Peak addressed the Board. She

invited the Board members to attend the upcoming May Breakfast which will be held on Monday, May 6, 2019, at the Fatima Retreat House. She mentioned that it will be a space-themed event commemorating the Apollo moon landing.

Michael Torres, Library staff member and President of AFSCME Local 3395, made the following statement:

Good evening board members. My name is Michael Torres.

I am a 22-year employee. A Public Service Associate at Central Library and president of our union, AFSCME Local 3395 representing Library employees, excluding Supervisors, Managers, Hourly and Confidential employees.

This branch has particular significance to me.

The July 2006 board meeting took place here at Fountain Square and at the time, our union was asking for recognition. Our request was being ignored and we were at a standstill with the board at the time. We had both sides of this corner filled with supporters vocalizing and honking for support as they passed by or held signs of support. It was our first of several information rallies. But it didn't stop there.

Our union drive was being guided by two prominent women from our AFSCME family, Michelle Martin, AFSCME Organizer and Lettie Oliver, Assistant Director of then Council 62. Both had enlisted a large group of supporters including staff, a former board member, retirees, community advocates, other union members and officers, elected officials and current library board president Joanne Sanders who was councilwoman at the time.

We brought our request into the meeting where representatives of faith organizations, community representatives, and elected officials repeated our request for union recognition. The campaign continued with a few more rallies and in May 2007 we were officially recognized as AFSCME Local 3395-Indy Library Workers.

-We earned a fairer grievance procedure that levels the playing field for members.

-We established a vehicle for Management and Union to attempt to iron out issues before they escalate called our Labor Management committee meeting.

To act on behalf of all unit employees is a responsibility we take very seriously. We're about to enter our annual salary discussion for 2020 and next year we will negotiate our fifth contract.

Many good things have come out of this journey besides advocating for our members, another is the Lettie Oliver Memorial Collection which focuses on union and the Woman's contribution to Labor, as Lettie's was huge. This collection is funded primarily by the union and its members.

As always the union's mission will always be to make our work environment, safe, fair and equitable now that we have a seat at the table.

Thank you.

Magali Torres, Operations Director at the Invent Learning Hub, announced that this new charter school will open in July 2019, and is a K-8 school. Ms. Torres is happy with the services provided by the Library. She thanked the Library for its assistance and looks forward to its partnership. One of the school's amenities is an open gym for community use.

Following an inquiry from Ms. Sanders, Ms. Torres advised that they will actually begin with K-5 and then each year they will add another grade level. She also confirmed that it is a charter public school. The Mind Trust is the sponsoring agency.

- 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. **Executive Session, March 25, 2019**

The minutes were approved on the motion of Dr. Jett, seconded by Ms. Payne, and the "yes" votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.
 - a. **Regular Meeting, March 25, 2019**

The minutes were approved on the motion of Dr. Jett, seconded by Rev. Robinson, and the "yes" votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

COMMITTEE REPORTS

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

a. Report of the Treasurer – March 2019

Jackie Nytes, Chief Executive Officer, began by thanking Rev. Robinson for attending the Entrance Conference for this year's audit. The audit is underway and she commented that they will be placing a particular emphasis on awareness of internal controls.

She went on to review the Report of the Treasurer that had been distributed to the Board. Ms. Nytes mentioned that March revenues totaled \$624,578. Year-to-date revenues total \$1,691,321, or about 4% of the yearly budgeted anticipated revenue. March expenditures totaled \$3,847,379. Year-to-date expenditures of \$11,719,193 represent 24% of yearly budgeted spending.

It was explained that the Library has yet to receive its share of property taxes for this period but that the Library's Reserve Fund can handle expenses in the meantime. The Library has a solid long-term plan and a policy for fund balances, as opposed to many small library districts which are the target of potential action in this year's legislature. There is discussion at the State House that libraries across the state are carrying too much money in their fund balances. No one is questioning us because they can see that the money we are carrying in our fund balance is to float us until the property taxes start coming in. While we are supporting ourselves with our cash reserves, it's been important to explain at the Statehouse how that all works. The Library has a long term plan for our fund balance and we have a policy regarding the amount of fund balance that we maintain.

Also, Ms. Nytes announced that the Library has already used much of its snow removal budget for this year and we may have to transfer funds to cover snow emergencies later this year.

She shared that the Library's Finance Department is being aggressive about investments and Trust Indiana is where we're having the best luck right now. They are doing some long range planning about cash management and hope to show some improvement in our investment proceeds.

Judge Salinas asked Ms. Nytes to confirm his understanding that if we didn't have these funds we would have to borrow the money.

Ms. Nytes responded that was correct. The Library maintains an adequate enough fund balance so that we never have to borrow.

Ms. Sanders inquired what is happening to the other libraries in the state that don't have a plan.

Ms. Nytes explained that the legislature is looking at how extensive the balances

are and in some cases there are libraries whose fund balances are 150-200% of what their budget is and in those cases they are really questioning it. Townships have a limit of 150% of their budget in their fund balance. The suggestion has been made by the library community that we treat libraries the same as they treat townships. That seems to be a reasonable standard. For the libraries that exceed that amount, they have been asked to document a capital projects plan or to document a long term financial plan.

Mr. Andrews 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 (Rev. T. D. Robinson, Chair; Patricia A. Payne, Judge Jose D. Salinas)

Ms. Sanders announced that she has selected Rev. T. D. Robinson as the new Chair of the Committee and has also named Judge Jose D. Salinas a member.

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

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

a. Briefing Report – Eagle Branch Project Update

Mike Coghlan, Manager, Facilities Projects, discussed the Eagle Branch Project Update. He pointed out that major milestone work completed in March included the installation of solar panels. In April, installation of metal shelving was completed. The collection arrives the week of April 29, 2019. Connection to the AT&T fiber network and starting the mechanical systems will result in substantial completion on May 1, 2019. Last day of service at Lowry Road is April 27, 2019. The grand opening is scheduled for Saturday, June 1, 2019 at 10:00 a.m.

Judge Salinas mentioned the hope of collecting data on the impact of libraries in the area. Since we have a branch moving to a new area, if we can formulate some idea on how to measure the impact it will have at the new location in terms of the property values or how people feel about having a new library in their neighborhood that would be good research to have.

Ms. Payne commented we should poll patrons both from the neighborhood of the old branch and also those living near the new branch to gauge their feelings.

In answer to Ms. Sanders' inquiry, Mr. Coghlan advised that approximately 75% of the branch's electrical needs will be supported by its solar system.

b. **Briefing Report** – Brightwood Branch Project Update

Mr. Coghlan explained that in April, construction activity involved the excavation of the building footings, placement of the concrete foundations, and installation of underground plumbing systems. The contractor is monitoring the status of the structural steel, reinforcing steel and mechanical systems. An on-site webcam will provide views of construction progress every 15 minutes. Substantial completion of the building is expected by November 15, 2019.

c. **Briefing Report** – Wayne Branch Project Update

Mr. Coghlan provided information on the Wayne Branch. He noted that two community engagement meetings have been held to help guide the design as well as services. A third meeting will be held on May 8, 2019 to inform citizens of proposed design plans. Construction will begin in December, with substantial completion scheduled in April 2020.

Ms. Carlino commented that she was pleased to meet the architects that will be working on the renovations. They have solicited input from every Media Specialist in the district and that was important because different opinions about what's important is powerful. She expressed her thanks for the opportunity of that "open ear" to the professional librarians in the area.

d. **Briefing Report** – West Perry Branch Project Update

Mr. Coghlan explained that two community engagement meetings have been held to solicit input on the new branch's design and services.

There were 49 people that attended the first meeting. He mentioned the exercise they did of attendees writing down what they liked and what they didn't like. Everyone in the room got to participate. Every voice was heard.

Dr. Jett commented that she was not as enamored about the process at the meeting. She felt that the presentation made by the architect prior to the exercise was too long and then the exercise took quite a bit of time. She was exhausted by the end of the evening. Going forward we should try to make it more efficient.

Mr. Coghlan advised that the compilation of meeting notes is available on the Library's website under Locations and then go to the West Perry location. Click on that one and on the right hand side is the link to the blog and the full report is there.

A third meeting will be held in August when architects will display preliminary plans. Construction is set to begin in April 2020 with a projected completion in May 2021.

e. **Briefing Report** – Future Agenda Items

- 1) Authorization to Prepare Bidding Documents and to Solicit Public, Open, and Competitive Bids for General Construction Services for the Michigan Road Branch Parking Lot Project

Mr. Coghlan advised that additional parking spaces are needed at the new Michigan Road Branch. In this regard, bids are being prepared to add 32 new spaces.

Ms. Sanders wanted to know if that means we're giving up green space at the branch.

Mr. Coghlan responded that is correct. In the interest of the environment, the team has looked at using a permeable product option for those parking spots but have determined that it is not in our best interest.

Ms. Sanders then inquired about possibly using recycled plastic bottles for the paving material.

Mr. Coghlan will look into that option.

- 2) Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Brightwood Branch Project

Mr. Coghlan noted that the Library will seek the Board's approval to award purchase orders for various fixtures, furniture and equipment needed at the Brightwood Branch.

- 3) Approval of a Service Charge for the Use of the Electric Vehicle Charging Station at the Eagle Branch Project

The Library will request the Board's approval to establish a service charge for the use of the two electric vehicle charging stations being installed at the new Eagle Branch.

In response to Ms. Sanders, Mr. Coghlan mentioned that the stations will not have a dedicated solar panel.

Judge Salinas inquired if the Library would be establishing guidelines for the use of the stations.

Mr. Coghlan advised that we are developing all the pertinent info regarding the use of the stations.

9. Library Foundation Update

April 2019 Library Foundation Update

Dr. Jett provided the Update for April 2019.

The Library Foundation celebrated the 10th anniversary of *thinmanlittlebird*, the iconic sculpture pair that adorns the front pedestals of Central Library, on April 12. Interpretive signage was installed next to each piece.

To celebrate, we hosted artist and sculptor Peter Shelton. Peter led a staff development session. That evening, there was a reception at Central Library which included remarks from Peter and proclamation read by Deputy Mayor Jeff Bennett. Artist-in-Residence Tony Radford displayed student artwork that was inspired by *thinmanlittlebird*. We would like to thank the Library's Facilities Department for assisting us with the interpretive signage, the Human Resources Department for help with the staff development session, Central Library's Event staff for coordinating the reception and Mr. Radford for his help with displaying the artwork.

We had a piece of artwork called *Hamptons* donated by Marlyne Sexton. The piece was installed in the Sexton East Reading Room. We would like to thank the Facilities Department and Central Library staff for their assistance.

Please join us to celebrate our 50th anniversary on May 3, 2019 at Central Library! You can purchase tickets and find more information here: <https://cheersfor50years.eventbrite.com>.

The Library Foundation thanks 122 donors who made gifts last month. The following are our top corporate and foundation contributors:

Allen Whitehall Clowes Charitable Foundation, Inc.
 Amica Insurance
 BKD, LLP
 Blue & Co.
 Citizens Energy Group
 Clark Quinn Moses Scott & Grahn, LLP
 Eli Lilly & Company
 First Merchants Bank
 Haddad Foundation
 Honda Manufacturing of Indiana
 Indiana Education Savings Authority
 Indianapolis Indians
 Lewis Wagner, LLP
 Louise Lage Kirtland and Hugh C. Kirtland Fund
 MHS
 Minde Browning Memorial Fund
 Teachers Credit Union

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

Children's Programs

- Summer Reading Program
- Early Childhood Professional Development Workshops
- Animal Programs
- Curveside Ride
- Pop Up Literacy Program (East 38th Street)
- Teen Programming (East 38th Street)

IndyPL and IndyGo a Go Go
Tinker Kits: Tots to Teens

Cultural Programs

Art Squared (Fountain Square)
Center for Black Literature & Culture
Community Author Fair (East 38th Street)
Summer Art Program (East 38th Street)
SRP Kickoff & Community Fair (East 38th Street)
SRP Kickoff (Spades Park)
SRP Kickoff (Brightwood)
SRP Kickoff (Glendale)
SRP Kickoff (Garfield Park)
SRP Kickoff (Irvington)
SRP Kickoff (Michigan Road)
Near West Community Day (Haughville)
Earth Friendly Festival (Garfield Park)
Everyday Artists (Fountain Square)
Juneteenth (College)
Branded Giveaways
Classical Concerts (Central)
Summer Workshops
Book Clubs (West Indianapolis)

Collections/IT

Little Library in the Lobby (Garfield Park)
Teen Film Camp (Central)
The Public Collection

Lifelong Learning

Adult Summer Reading Program
Code Café (Central)
Nonprofit Workshops (Central)
Self-Publishing Contest (Central)
Upward Bound Book Club

10. Report Of The Chief Executive Officer

Ms. Nytes offered the following items:

a. Public Services Update and Statistics

1) Public Services Update – April 2019

Ms. Nytes announced that John Helling, Public Services Director, and Garrett Mason, Strategic Planning and Assessment Officer, are working on developing the new reporting metrics to more effectively show the impact of Library services. It is anticipated that the new report should be ready to present at the May Board Meeting.

She mentioned that the McFadden Lecture, featuring Ta-Nehisi Coates, is scheduled for May 8, 2019 at Clowes Memorial Hall. The tickets to this event sold out in approximately two hours. Tickets were provided to various schools so that some of their students might attend.

Ms. Nytes again encouraged all Board members to attend the IndyPL Staff Association's May Breakfast on May 6, 2019 at the Fatima Retreat House.

Everyone was reminded that the Eagle Branch closes to the public on April 27, 2019. The new Eagle Branch opens on June 1, 2019.

The next library card distribution to local schools is scheduled for Perry Township at the beginning of June. They should have their cards in time for the start of the Summer Reading Program. Ms. Nytes shared that she was disappointed to report that about 10,500 of the township's 15,000 students don't have library cards.

Ms. Carlino asked Ms. Nytes if she had library card figures for Wayne Township.

Ms. Nytes responded that she did not have that information.

Ms. Payne then inquired about the library card figures for the Indianapolis Public Schools and how that number might compare to the Perry Township figures.

Ms. Nytes noted that she did not have that information at this time.

b. **March Media Report**

Ms. Nytes commented that the Report highlighted coverage of IndyPL in traditional and social media, blogs and print.

She mentioned to the Board that the Staff Association is now taking orders for the Summer Reading Program t-shirts.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (9 – 2019)**

After full discussion and careful consideration of Resolution 9 – 2019, the resolution was adopted on the motion of Rev. Robinson, seconded by Judge Salinas, and the "yes" votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Motion carried.

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

UNFINISHED BUSINESS

11. Recognition of Former Board Member Dorothy R. Crenshaw

Ms. Sanders announced that Ms. Crenshaw was unable to attend tonight's meeting. Everyone sends get well wishes and it is hoped that the recognition of Ms. Crenshaw will take place at the May Board Meeting.

NEW BUSINESS

12. Resolution 10 – 2019 (Approval of Salary Adjustment for Chief Executive Officer)

With regard to this resolution, Dr. Jett noted that she was not aware that the Board had finished their discussion of the evaluation of the Chief Executive Officer.

Ms. Sanders advised that the Board finished discussing the evaluation but what we need to do is work on the plan going forward and that is going to be based on some comments in the evaluation. The way the CEO's contract is written, the performance assessment is not directly related to adjustments. The language in the contract says that the Board may make adjustments to the salary from time to time.

After full discussion and careful consideration of Resolution 10 – 2019, the resolution was adopted on the motion of Rev. Robinson, seconded by Mr. Andrews, and the "yes" votes of Mr. Andrews, Ms. Carlino, Rev. Robinson, Judge Salinas and Ms. Sanders. It was noted that Dr. Jett and Ms. Payne voted "no" on this resolution.

Motion carried.

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

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, 2019 – Per Dr. Jett – Discuss Inclement Weather Policy.

Ms. Sanders advised that this item would be reviewed at the next Joint Board Committee Meeting.

INFORMATION

14. Materials

There were no materials available for distribution.

15. Board Meeting Schedule for 2019 (Notice and Place of Meeting) and Upcoming Events/Information

- a. **Board Meetings for 2019** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through May 19, 2019.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, May 7, 2019, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

Following discussion, Ms. Sanders announced that it is anticipated that the May Committee meeting will be cancelled due to scheduling conflicts. All parties will be notified once the final decision is made.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, May 20, 2019, at the Lawrence Branch, Library, 7898 North Hague 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 7:50 p.m.

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

Dr. Terri Jett, Secretary to the Board

