

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
AUGUST 24, 2015**

The Indianapolis-Marion County Public Library Board met at the Southport Branch Library, 2630 East Stop 11 Road, Indianapolis, Indiana, on Monday, August 24, 2015 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

In the absence of Ms. Crenshaw, Dr. Wantz presided as Chairman. Ms. Charleston acted as Secretary.

2. Roll Call

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

Members absent: Ms. Crenshaw.

3. Branch Manager's Report

Cathy Gage, Manager, Southport Branch, welcomed everyone.

She mentioned that this was the last time the Board would attend a meeting in the branch as it is now. Ms. Gage reminded everyone that when the Board next meets at Southport it will be a totally renovated facility.

Ms. Gage noted that she had provided information on the branch in the Report that had been submitted to the Board.

Dr. Wantz and Ms. Gage concurred that there had been good turnout for the recent public forums about the upcoming renovation project. The next forum is scheduled on September 1, 2015 at 7:00 p.m.

A copy of the Report is attached to these minutes.

4. Public Comment and Communications

- 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, July 27, 2015

The minutes were approved on the motion of Ms. Payne, seconded by Ms. Blunt, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, 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 – July 2015

Becky Dixon, Chief Financial Officer, discussed the Report.

For the month of July, actual expenditures, less investments and debt payments, were 3.5% less than projected. Library spent less in supplies and capital outlay.

Actual revenue was 67% higher than projected. We received more eRate revenue than projected and grant revenue was higher than projected due to a timing difference.

July 2015 expenditures, less investments and debt payments, were 11% higher than July 2014. The majority of this increase was in personal services due to three pay periods in July 2015 offset by a decrease in capital outlay expenditures.

July 2015 receipts were 67% more than July 2014. The increase is due to a timing difference in grant and eRate revenue and an increase in LOIT.

Year-to-date Fines and Fees revenue for 2015 is \$586,392 compared to \$600,334 for year-to-date 2014. The Library has reduced Fines and Fees and implemented Earn and Learn resulting in less revenue.

Mr. Gutierrez 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 36 – 2015 (Resolution for Appropriations and Tax Rates – 2016 Budget)

Ms. Dixon mentioned that the 2016 Budget includes an Operating Fund of \$39.8 million, a Debt Service of \$12.1 million, Rainy Day Fund of \$2.5 million, Capital Projects Fund of \$1.8 million, and a Library Improvement Reserve Fund of \$600,000.

The Budget includes \$328,759 for merit increases and an allocation for collection materials of \$5.5 million, the same as 2015. It provides revenues, generated from a short-term bond sale later in 2015, for Radio Frequency Identification tagging of materials in 2016.

She advised that the City of Indianapolis is considering eliminating the Homestead Credit. Should that be approved, that will increase the amount of caps that will impact the Library by \$431,000 in 2016. She made an adjustment in the Budget to reflect this possibility. It also includes a 2.6% increase in the growth rate as set by the Department of Local Government Finance, resulting in the maximum levy allowed. Projected tax rates are based on an Assessed Value that is 3% less than the current AV, resulting in an estimated tax rate increase of \$0.0073.

After approval by the Board, the Budget moves to the City-County Council for consideration and then onto the Department of Local Government Finance for final approval.

After full discussion and careful consideration of Resolution 36 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Payne, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, 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)

Ms. Aguilera announced that the Committee did not have a report this month.

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

a. Briefing Report – East Washington Branch Project Options

Sharon Smith, Facilities Director, reviewed the Report that highlighted the proposed architectural options for the East Washington Branch renovation and expansion project. She mentioned that the project architect, Mohler Architects, has now come up with another option which they feel is viable and will bring that to the Facilities Committee meeting in September for review. To date, the Library has received good feedback at our public meetings. The final public meeting is scheduled for September 3, 2015 at 4:30 p.m.

b. Briefing Report – Southport Branch Project Options

Diana Short, Andy Hine and Rick Rush of arcDESIGN, gave a presentation on the current plans for the renovation project at the Southport Branch.

The current proposal is to move the main entrance to the north side of the building, install a new vestibule and canopy at the entrance, move the community room, establish multiple service points and create group study rooms and teen area, among other recommendations. The final public meeting on the project is scheduled for September 1, 2015 at 7:00 p.m.

- c. **Briefing Report** – Scheduled September 2015 Board Action Item – Authorize Bidding of the Southport Branch Project

Ms. Smith commented that the Board will be asked to authorize bidding for construction of the Southport Branch project at that meeting. Construction would begin in the first quarter of 2016, with project completion in July 2016.

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

- a. **Resolution 34 – 2015** (Approval to Initiate Planning Process for Merger of the Beech Grove Public Library with the Indianapolis-Marion County Public Library) *(NOTE: This item was previously tabled at the July Board Meeting.)*

At this time, Mr. Gutierrez made the motion, which was seconded by Ms. Blunt, that Resolution 34 – 2015 be removed from tabling done at the July Board Meeting and be presented for action at tonight’s meeting.

Motion carried.

Liz Schoettle, Director, Beech Grove Public Library and Kim White, Beech Grove Public Library Board member, commented that they are excited and looking forward to meeting with the newly formed Planning Committee about moving the merger forward.

After full discussion and careful consideration of Resolution 34 – 2015, the resolution was adopted on the motion of Mr. Gutierrez, seconded by Ms. Blunt, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

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

August 2015 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:

- Central Indiana Community Foundation – Collections/IT
- Indiana University and Press 53 – Indiana Authors Award
- RJE Business Interiors and WTHR-Channel 13 – Most Urgent Need
- Community Covenant Foundation – Summer Reading Program
- This month, we are proud to provide funding for the following Library programs. All programs are system-wide unless otherwise noted.
 - Cultural and Community – Fall Fest
 - Collections – Online Ads for Digital Content
 - Life Long Learning – eBook Tinker Station, Microsoft Computer Classes at East 38th Street, Microsoft Computer Classes and Spanish Language Computer Classes
 - Capital/Branch Initiatives – At Your Library and Staff Development Fund

Other News:

- Please join us for the Eugene & Marilyn Glick Indiana Authors Award Dinner on Saturday October 10, 2015, at Central Library. Tickets are \$75 each. You can treat your book club to a night out with our book club special: A table of eight for \$520. We expect the Award Dinner to sell out in mid-September, so call the Foundation at 275-4700 to reserve your seat.

Ms. Payne thanked Dr. Wantz and the Foundation for their efforts related to increasing minority participation for the program.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – July 2015

Jackie Nytes, Chief Executive Officer, commented that the numbers this month are all over the place for July.

She researched the drop in Door Count. There was a door counting equipment failure at one branch. The traffic problems near Southport are affecting patron visits. Also, staff advises families are taking vacations in July rather than August. All things considered, it is still a big drop for this month

On the other hand, Circulation is up for July. It should be noted that circulation of our electronic materials is increasing.

The New Borrowers number reflects the Library's effort to bring Lawrence Township on board but there is also a renewed effort to discuss library cards at preschools, class visits and fairs/festivals. These efforts are paying off in connecting us with more people and getting them library cards.

b. **Briefing Report – Recent Community Partnerships**

Ms. Nytes advised that the Board had received the Report on recent community partnerships the Library has been cultivating over the last year such as Public Allies, Crime Prevention, Youth Employment Grant, Summer Lunch Program and the Public Collection.

At this time, Nancy Stephenson, Manager, Volunteer Services, addressed the Board about another partnership, the successful Teen Works program.

Students applied for the positions with Teen Works and were required to have a GPA of 2.5 or above. For us, there were two five-member teams of 16-18 year-olds who worked this Summer at Central Library and the Library Services Center and it was a positive experience. The teens assisted with a variety of projects such as periodical discarding, pull lists, sorting Summer Reading Program prizes, processing inventory for the Indy Library Store booksale, and sorting items in Supply. The Glick Foundation paid the teens a minimum wage for their work at the Library. Ms. Stephenson mentioned that it is hoped that we can partner with Teen Works again next year.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (37 – 2015)**

Several retirements were noted including Bev Elrod (20 years) and Sally Moser (22 years). Also, Ann Grilliot (24 years) is leaving us to take a library position in Noblesville.

After full discussion and careful consideration of Resolution 37 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Payne, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

d. ***Indianapolis Business Journal – CTO of the Year Award***

Ms. Nytes recognized Debra Champ, the Library’s IT Director, who was named as the IBJ and Techpoint CTO of the Year in the Not-for-Profit/Government (revenue below \$100 million) category.

A round of applause occurred at this time.

On behalf of the Board, Dr. Wantz thanked Ms. Champ for her leadership and guidance.

On another matter, Ms. Nytes discussed the H. J. Umbaugh article she had distributed to the Board members at the meeting entitled “How To Finance School Capital Maintenance Needs With Rolling Short-Term Bonds.” She pointed out that this is good background information as the Library prepares for our own short term bond project (RFID) and the need to stay within our tax rate.

UNFINISHED BUSINESS

12. None.

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:

September, 2015 – There were no items suggested.

INFORMATION

15. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – August 11, 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 September 27, 2015 and September PSAs.**
- c. **Joint Meeting of Library Board Committees** – September 15, 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, September 28, 2015, at the West Indianapolis Branch Library, 1216 South Kappes Street, 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 7:25 p.m.

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

Lillian L. Charleston, Secretary to the Board

