

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
AUGUST 22, 2016

The Indianapolis-Marion County Public Library Board met at the Haughville Branch Library, 2121 West Michigan Street, Indianapolis, Indiana, on Monday, August 22, 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. Ms. Charleston acted as Secretary.

2. Roll Call

Members present: Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Members absent: Mr. Gutierrez.

3. Branch Manager’s Report

Nancy Mobley, Manager, Haughville Branch, reviewed her Report that had been presented to the Board. She advised that the Haughville service area includes the neighborhoods of Haughville, Hawthorne, Stringtown and We Care. The branch enjoys several active partnerships with various community organizations such as the Hawthorne Community Center, IUPUI, the Near Westside Collaborative and Goodwill Industries. Ms. Mobley noted that the branch is located within a neighborhood area that has been named as a Great Place 2020, resulting in new initiatives that will include The River West Art Park and The Source, a center for entrepreneurship for which the branch will act as a satellite location to connect individuals with business resources and computer work spaces. In December, the branch, which is the second oldest branch in the Library system, will celebrate its 120th birthday and its history of being located at various sites throughout the Haughville area.

Ms. Charleston commented on the various pictures of the Haugh family displayed at the branch regarding the founding of Haughville and the invention of the circular jail cell. She inquired about the availability of additional information on the family. Ms. Mobley responded that there is currently a little background contained in the posted newspaper article at the branch.

4. **Public Comment and Communications**

a. **Public Comment**

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 25, 2016**

The minutes were approved on the motion of Ms. Crenshaw, seconded by Ms. Payne, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

COMMITTEE REPORTS

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

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

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

Revenue Projections – Actual revenue minus the transfer of cash from Beech Grove was 35% less than projected due to the timing of a grant – received in August. When you include the transfer the revenue is 32% over the Library's projection.

Expenditure Projections – Actual expenditures were less than projected by 2.5%.

Compared to July, 2015 the Library's revenue minus the transfer was 35% less due to the grant and expenditures were .34% higher than last year.

Fines/Fees – The Library's fines and fees are approximately 8% less than last year.

Future items – The Library's 2017 Budget will be presented at the Municipal Corporations Committee Meeting on September 15, 2016 at 5:30 p.m. at the City-County Building, Room 260.

Ms. Charleston 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.

b. **Resolution 34 – 2016** (Transfer from Operating Fund to Rainy Day Fund)

Ms. Dixon advised that the Library wished to transfer \$2.5 million from the Operating Fund to the Rainy Day Fund. She noted that this transfer will allow the Library to meet its long-term capital project planning goals and reduce the need for future borrowing and issuing of debt.

After full discussion and careful consideration of Resolution 34 – 2016, the resolution was adopted on the motion of Ms. Jett, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

c. **Resolution 35 – 2016** (Appropriation of Gift and Grant Proceeds and Transfer Between Accounts and Classifications)

After full discussion and careful consideration of Resolution 35 – 2016, the resolution was adopted on the motion of Ms. Jett, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

d. **Resolution 36 – 2016** (Resolution for Appropriations and Tax Rates) – 2017 Budget

Ms. Dixon explained that the Library’s proposed 2017 Budget, which includes the Operating, Debt Service, Rainy Day and Library Improvement Funds, is \$57.1 million. The Operating Fund budget is \$43.5 million, compared to \$42.8 million in 2016. The increase results from the inclusion of the Beech Grove Library budget and the merging of the Capital Projects Fund into the Operating Fund. The net property tax levy of \$31.9 million reflects a loss of \$7.3 million due to the property tax caps. With overall Operating Fund revenues projected at \$41.2 million, the Library will make up the shortfall from cash reserves and other sources. Operating Fund expenditures include \$335,340 for merit increases, a projected increase of 1% in health care costs, and an increase of \$50,000 in the materials budget. The Library’s share for PERF would remain at 11.2%, and the employee share would

remain at 3%. The Library will receive increases from the Local Option and County Option Income Tax distributions. The proposed tax rate, based on current assessed property value, would increase by 0.0093 to 0.1411. The Library's proposed Budget now goes to the City-County Council for review and approval.

Sister Mary Luke Jones inquired how the Library might handle a Budget shortfall.

Ms. Dixon replied that we would utilize reserve funds or look at ways to increase revenue. She mentioned that the Library doesn't always spend its entire Budget. For example, we had a surplus of \$1.2 million that was unspent.

After full discussion and careful consideration of Resolution 36 – 2016, the resolution was adopted on the motion of Ms. Jett, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

On another matter, Ms. Dixon distributed copies of the Library's CAFR to the Board members for their information.

Also, Dr. Wantz reminded the Board members to complete their Internal Controls training and return the form to Ms. Dixon.

7. Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Dr. William Fennema, Sister Mary Luke Jones, Patricia A. Payne, Rev. T. D. Robinson)

a. Resolution 37 – 2016 (Approval of Amendment of By-Laws)

Ms. Crenshaw commented that it was being proposed that the Board By-Laws be amended to eliminate the External Affairs and Strategic Planning Committee as a standing Board committee.

Robert Scott, the Library's attorney, mentioned that it is the Board's intent that all members, rather than just a specific committee, fully participate in all matters regarding external affairs and strategic planning.

After full discussion and careful consideration of Resolution 37 – 2016, the resolution was adopted on the motion of Ms. Crenshaw, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

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

- a. **Resolution 38 – 2016** (Approval to Award a Construction Services Contract for the Southport Branch Roof Recover Project)

Sharon Smith, Facilities Director, advised that the Library recommends awarding a construction services contract for the Southport Branch Roof Recover Project to Blackmore & Buckner Roofing, LLC for a total cost of \$67,950 which will be funded by the Capital Projects Fund. The project should begin on October 3, 2016 and be completed on October 14, 2016.

After full discussion and careful consideration of Resolution 38 – 2016, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

- b. **Resolution 39 – 2016** (Approval to Award a Construction Services Contract for the Warren Branch Roof Recover Project)

Ms. Smith noted that the Library recommends awarding a construction services contract for the Warren Branch Roof Recover Project to Blackmore & Buckner Roofing, LLC for a total cost of \$67,590 which will be funded by the Capital Projects Fund. The project will begin on October 3, 2016 and conclude on October 14, 2016.

After full discussion and careful consideration of Resolution 39 – 2016, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

- c. **Briefing Report** – East Washington and Spades Park Branches Listed on the National Register of Historic Places

Ms. Smith explained that the East Washington Branch and the Spades Park Branch were recently listed on the National Register of Historic Places. A ceremony was held on August 11, 2016 during which certificates were presented to Library representatives by the Department of Natural Resources to commemorate the designation of these two existing Carnegie libraries.

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

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

10. Library Foundation Update

August 2016 Library Foundation Update

Dr. Jett provided the Foundation Update as follows:

Please join the Foundation for the Eugene & Marilyn Glick Indiana Authors Award Dinner on Saturday, October 29, 2016 at Central Library. Tickets are \$75.00 each. If you, your company or your book club is interested in tickets or a table, please call the Foundation at 317-275-4868 for more information. We expect the Award Dinner to sell out in mid-September, so reserve your seat early.

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

- Eli Lilly & Company
- Indiana Oxygen
- Indianapolis Foundation Library Fund
- The National Bank of Indianapolis
- PNC Foundation
- Regions Bank
- Ricoh USA
- St. Paul's Episcopal Church
- SUEZ
- Tonn and Blank Construction
- United Way of Central Indiana, Inc.
- Woodley Farra Manion Portfolio Management, Inc.

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

Children's

- Teen Read Week

Cultural

- Art Squared – Fountain Square

Lifelong

- The Job Center

Capital

- Friends/Donor Branch Designated Gifts

11. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – July 2016

Jackie Nytes, Chief Executive Officer, reviewed the information. She noted that there is an impact on our services from the construction that is underway at Southport, Warren and East Washington. We have made it hard for our patrons to visit those branches.

Many people from the south side are utilizing the Beech Grove Branch while Southport is undergoing renovation.

East Washington is in their temporary location and meeting patrons' basic need for internet access and high demand materials.

- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, reviewed her Report. The Report described Library activities that provide early learning experiences for children. In addition to traditional services such as story times at branch locations, the Library's non-traditional approach has focused on such initiatives as AWE computer stations, My First Library Card, Bunny Book Bags, Call-A-Story, On the Road to Reading visits to home day cares, the Early Readers Club, and 1,000 Books by Kindergarten. Ms. Cairo pointed out impressive statistics for each activity indicating the Library's effectiveness in exposing children to books and helping them gain crucial language skills.

Ms. Jett inquired about possible See-A-Story installations at the Library.

Ms. Cairo responded that she was unsure about this. There is more involved in See-A-Story. We can't do the taping remotely. We actually have to videotape the individual telling the story. There's also more maintenance on the equipment. We did have one installed at a branch and it was "loved so thoroughly" that it had to be removed.

Dr. Wantz commented on the "astounding" number, 367,000 times, that children used the Library's Call-A-Story. He asked Ms. Cairo about the number of stories provided.

Ms. Cairo replied that the stories are changed every week.

Rev. Robinson asked if most patrons know about all the services that the Library provides.

Ms. Cairo responded that they don't know about everything but the numbers indicate that many take advantage of the services we offer.

Ms. Charleston stated that Library staff deserves to be commended for the excellent work that's being done. It's critical for raising the levels of literacy in our city.

Ms. Payne inquired if there was a way to know the diversity of the students that are receiving these services.

Ms. Cairo replied that we don't capture that particular data. We capture data by age, zip code, and areas where the children reside. She offered to put together some information for Ms. Payne's review.

- c. **July Media Report** was provided to the Board for their information. The Report listed major news and social media coverage.

Ms. Nytes pointed out two banners that were on display tonight. The banners, done in Spanish, help to promote the Library. She advised that these banners have been developed for use throughout the Library system.

- d. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (40 – 2016)**

After full discussion and careful consideration of Resolution 40 – 2016, the resolution was adopted on the motion of Rev. Robinson, seconded by Ms. Payne, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

OLD 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, 2016 – *No items were suggested.*

INFORMATION

15. Materials

- a. **Joint Meeting of Library Board Committee Notes – August 9, 2016** were distributed to the Board members for their general information.

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

- a. **Board Meetings for 2016** – *It is noted that the December Board Meeting which is scheduled for December 19, 2016 has been moved to the Beech Grove Branch Library which is located at 1102 Main Street, Beech Grove, Indiana 46107.*
- b. **Library Programs/Free Upcoming Events updated through September 25, 2016.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, September 13, 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, September 26, 2016, at the Nora Branch Library, 8625 Guilford Avenue, 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 7:35 p.m.

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

Lillian L. Charleston, Secretary to the Board

