

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
AUGUST 28, 2017**

The Indianapolis-Marion County Public Library Board met at the Lawrence Branch Library, 7898 North Hague Road, Indianapolis, Indiana on Monday, August 28, 2017 at 6:35 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, Rev. Robinson, Ms. Sanders and Dr. Wantz.

At this time, Dr. Wantz introduced three-year-old Jasmine Reynolds and her mother, Whitney, who are both patrons of the East 38th Street Branch. Jasmine was recognized for becoming the first preschooler to fulfill the goal of the “1,000 Books by Kindergarten” initiative. Ms. Reynolds proudly announced that Jasmine had accomplished this task in just five months.

Dr. Wantz also took a moment to recognize Steve Talley, who was in the audience. Mr. Talley is a former Councillor for the City of Indianapolis and Marion County. Currently, he serves as a Lawrence Township Trustee. On behalf of the Board, Dr. Wantz thanked Mr. Talley for all his years of service to our community.

3. Branch Manager’s Report

Gregory Hill, Interim Area Resource Manager, discussed his Report. He noted that the branch continues to be a busy and vital part of the community. Also, the racial and population distribution in the branch service area has stayed consistent over the past several years. It was mentioned that branch staff attend numerous community fairs and festivals and they also partner with several schools and organizations. The branch saw 2,936 participants in the Summer Reading Program and 1,925 new borrowers so far in 2017. Highlighted program activities have included story times, outreach to local daycares, a community pop-up library, a new travelogue series and the Mini Job Center.

4. Public Comment and Communications

a. Public Comment

Michael Torres, a Library staff member and President of the Library's Union, AFSCME #3395, addressed the Board. He provided the following statement:

Good evening Board members.

Last Monday, Vermont Senator Bernie Sanders was in Indianapolis to kick off the Good Jobs Nation tour.

One of the tour's missions is acknowledging corporate and employer decisions that affect local economies.

*He asked communities to show up for working people * and we're taking to heart that plea* as we share in this victory for our Sisters and Brothers of IMCPL for Resolution 27-2017 * in particular the policy that raises the salaries of the four bottom job classifications which are mostly Public Service and Support Staff.*

*It's a start * one that our Council president, Maggie Lewis and numerous council persons brought to the council and passed earlier this month **WITH** a caveat * and the caveat was to address the compression issue raising these bottoms will cause.*

We ask that this board continue its good work in addressing wage disparities at IMCPL and look into the compression issues brought on by previous boosts of wages.

Thank you for the salary bumps to those four bottoms in this Resolution and I hope it passes unanimously.

Thank you.

Florrie Binford Cooper, President of the Board of Directors of the Indianapolis-Marion County Public Library Foundation, came before the Board.

She expressed her ongoing love and support of IndyPL and commented that the Library offers everyone in Indianapolis an opportunity to learn and explore by providing a safe and a resource rich environment that encourages us to strengthen our knowledge of the world beyond our physical and cultural borders. She thanked the Library Board, Jackie Nytes, Library Chief Executive Officer, and the Library staff for their time, energy and dedication to ensuring that the Library's valuable impact on individuals and the community as a whole continues to grow.

Jay Langhorst, another member of the Indianapolis-Marion County Public Library Foundation Board, was in the audience and noted that he wanted to attend the meeting this evening to observe the "Library" side of things.

- 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 24, 2017**
- The minutes were approved on the motion of Rev. Robinson, seconded by Ms. Charleston, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson, 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 – July 2017**

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

Revenues – Total revenues for July came in higher than projected and were more than 2016 due to the timing of grant funds from the Foundation.

Expenditures – We spent 4% less than projected and 12% less than July 2016 – we had two payrolls in July of 2017 compared to three payrolls in July 2016.

Software Conversion Update: Finance/Accounting has reached the half-way point in the implementation/conversion from our current software to the new software. The Library is on schedule to go live January, 2018 with the financials. HR/Payroll has started the analysis process and will go live in July, 2018.

Reminder – The Library's meeting with the Municipal Corporation's Committee on our 2018 Budget is September 20, 2017 at 5:30 p.m. at the City-County Building.

Dr. Jett made the motion, which was seconded by Ms. Sanders, 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. **Briefing Report – Report Regarding a RFP on Internet Services**

Debra Champ, IT Director, advised that the Library will be seeking approval to issue a Request for Purchase during the 4th quarter of 2017 for internet services. To

meet the goal of redundant internet services for disaster recovery purposes, the Library currently contracts with two different internet providers, one installed at the Library Services Center (“LSC”) and the other at Central Library. Both contracts for existing managed internet services expire in June 2018. The Library will seek another 36-month term with two separate internet providers. It is anticipated that USF eRate funds will reimburse the Library for 90% of the cost of all services.

c. **Briefing Report** – Report Regarding a RFP on Firewalls

Ms. Champ explained that the Library will be seeking approval to issue a Request for Purchase to update the Library’s network security system, or firewall. Additionally, the RFP would include the purchase of two new voice routers, one at Central Library and the other at LSC, to replace current equipment that no longer has maintenance services available. eRate funds will reimburse the Library for 90% of the costs of all services except voice equipment.

d. **Briefing Report** – Report Regarding Primary Rate Interfaces

Ms. Champ mentioned that the Library will seek approval to issue a Request for Purchase during the 4th quarter of 2017 for Primary Rate Interface (“PRI”) services for VoIP (“Voice Over Internet Protocol”) traffic, to and from the Library. The Library has utilized PRI services since 2004. The current 36-month contract ends on June 30, 2018. eRate funds would reimburse the Library 10% of the cost of all services.

e. **Resolution 26 – 2017** (Authorization to Purchase Surplus Property from the Johnson County Library)

Ms. Dixon noted that the Library seeks authorization to purchase some surplus property from the Johnson County Public Library. Specifically, the Library will purchase 6,801 DVD cases and five magnet detachers at a cost of \$7,000. The Library will save approximately \$25,000 over the next two years by purchasing these items from the Johnson County Public Library.

After full discussion and careful consideration of Resolution 26 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson, Ms. Sanders and Dr. Wantz.

Motion carried.

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

f. **Resolution 27 – 2017** (Appropriation and Tax Rates)

Ms. Dixon detailed the 2018 Budget information contained in this resolution as follows:

The \$60.4 million budget includes a \$44.7 Operating Fund, \$2.5 million Rainy Day Fund, \$10.4 million Debt Service Fund, \$2.3 million Bond Fund, and \$400,000 Library Improvement Reserve Fund. The adopted tax levy is \$53.1 million with a tax rate of 0.1440. When factoring the reduction in taxes due to property tax caps,

the increase in taxes for 2018 is 1.88%. Highlights in the Operating Fund, which increases 2.78% over 2017, include \$435,048 for merit increases. Also, increases to bring salaries up to \$13 per hour over the next three years for full and part-time employees in pay grades 101-103, an increase of 7% in health care costs, maintenance of current employer and employee contributions to PERF, and maintenance in current expenditures for collection materials of \$5.5 million. Following tonight's approval by the Board, Ms. Dixon stated that the budget will go to the City-County Council for its approval process.

After full discussion and careful consideration of Resolution 27 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson, Ms. Sanders and Dr. Wantz.

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 did have any items this month.

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

a. Resolution 28 – 2017 (Authorize Issuing of the Michigan Road Branch Project Bidding Documents)

Sharon Smith, Facilities Director, noted that the Library recommends the issuance of bidding documents for the Michigan Road Branch project. Selection of a contractor and awarding of a construction contract is scheduled for the September Library Board Meeting. The project schedule targets a starting date of October 2017, with substantial completion in the fourth quarter of 2018.

After full discussion and careful consideration of Resolution 28 – 2017, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson, Ms. Sanders and Dr. Wantz.

Motion carried.

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

b. Resolution 22 – 2017 (Approval to Award a Services Contract for Security Officer and Alarm Response Services) – *Note: This item was previously tabled at the July Board Meeting.*

Ms. Smith advised that the Library is recommending the awarding of a services contract for security and alarm response services at nine branches, Central Library

and LSC to GS4 Secure Solutions (USA) Inc. of Indianapolis for an estimated annual contract of \$822,650. This is a three-year contract with the option for up to a three-year renewal. The goal is to get the contract completed and have GS4 begin service on October 2, 2017.

After full discussion and careful consideration of Resolution 22 – 2017, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson, Ms. Sanders and Dr. Wantz.

Motion carried.

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

- c. **Briefing Report** – Action Item Scheduled for the September 2017 Meeting – Approval to Award a Construction Services Contract for the Michigan Road Branch Project

Ms. Smith noted that the Facilities Committee will be bringing an action item to the September Board Meeting recommending the awarding of a construction services contract for the Michigan Road Branch Project. The successful bidder for the Project will be required to furnish Performance and Labor and Materials Bonds for 100% of their contract amount. The preliminary Project schedule targets a starting date of October 2017, with substantial completion in the fourth quarter of 2018. The construction budget of \$5.62 million will be funded by the Series 2016 Bond Fund.

- d. **Briefing Report** – Action Item Scheduled for the September 2017 Meeting – Approval to Award Construction Services Contracts for the Lawrence, Wayne, and West Indianapolis Branches Mechanical Upgrade Projects

Ms. Smith explained that at the September Board Meeting, the Facilities Committee will bring recommendations to award construction services contracts for mechanical upgrades at the Lawrence, Wayne and West Indianapolis branches. There will be separate contracts awarded for each location. The Project schedule has work commencing on October 9, 2017, with substantial completion on November 17, 2017. The budgets for each Project are as follows:

| | | |
|-----------|---|--|
| Lawrence | - | More than \$50,000 and less than \$150,000 |
| West Indy | - | More than \$50,000 and less than \$75,000 |
| Wayne | - | More than \$50,000 and less than \$150,000 |

The Projects will be funded by the Operating Fund.

9. **Library Foundation Update**

August 2017 Library Foundation Update

At this time, Ms. Jett acknowledged the recent donors and programs funded by the Foundation in August 2017.

The Library Foundation thanks the following donors who made gifts last month:

- Alerding CPA Group
- Lewis Wagner, LLP
- MacAllister Machinery Co., Inc.
- The National Bank of Indianapolis
- PNC Foundation
- Regions Bank

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

Children's

- Ready to Read – On the Road to Reading
- Ready to Read – Early Literacy Specialist
- Ready to Read – Packaged Programs
- YAT Performances

Cultural

- Scare in the Square at Fountain Square
- Safe Trunk or Treat at Glendale
- Eat What You Grow! at Pike
- Fall Fest
- Classical Concerts at Central
- Central Centennial Celebration
- Celebrating our New Neighbors at Eagle
- Photographic Celebration of Central
- Center for African-American Literature and Culture

Collections

- Digitization

Lifelong

- Nonprofit Seminars at Central
- Writing Workshops at Nora

Capital

- Aquarium at Pike
- Aquarium at East 38th Street

Roberta Jaggars, President of the Indianapolis-Marion County Public Library Foundation, addressed the Board.

She announced that the Eugene & Marilyn Glick Indiana Authors Award Dinner will be held on Saturday, October 14, 2017 at Central Library. Tickets are \$75 each. If you, your company or your book club is interested in tickets or a table, please call the Library

Foundation at (317) 275-4868 for more information. She also reminded everyone that there will be free public programs during the day.

At this time, Ms. Jagers introduced Glendale Branch librarian, Tracy Hilton, who presented an overview of the Pack Horse Librarian Project, which was selected for implementation in the Foundation's recent "Imagine It" project competition. Ms. Hilton was joined by Indianapolis Mounted Police Officer Ivey to explain how mounted police will assist in delivering books, story time experiences and library cards to school children in the Glendale neighborhood as part of this pilot project.

Ms. Jagers announced that the 2018 Imagine It event will take place in June. She is hopeful that projects such as this will help the Foundation engage with younger donors.

John Helling, the Library's Public Services Director, spoke and emphasized how this Project fits into the Library's plans for innovative and impactful programming and it also rewards staff creativity.

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – July 2017

Ms. Nytes noted that Door Count numbers are up for the month, as well as year-to-date. We continue to see increases in our electronic circulation which is up 15%. The Library is seeing increased use of newly issued library cards. Also, the circulation of children's materials during the Summer is up over last year.

- b. Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, reviewed her Report. She advised that with the Library's Strategic Plan now halfway through its period of implantation, she wanted to provide an assessment of progress toward achieving the Plan's four goals. By using such tools as staff-driven metrics, outcome-based planning and the development of effective service plans, the assessment shows the Library is making progress in executing most strategies toward meeting the Plan's goals, with only a few having not yet been addressed.

c. Communications Update: July Media Report and Report on Preparations for Central Library 100th Anniversary Celebration and the Opening of the Center for Black Literature and Culture ("CBLC")

Ms. Nytes advised that the July Media Report was available in the packet for the Board's review.

Kim Crowder, Communications Director, explained the preparations for the Central Library 100th Anniversary Celebration and opening of the Center for Black Literature and Culture. She then noted that the Library is in the process of creating buttons, t-shirts, posters, videos and advertising for the two referenced events. Invitations to the events are going out. The Library is also researching ways to cross-promote the two events. IndyPL has been working closely with RLR

Associates on the creation of the CBLC as well as some historical panels that will be installed at Central Library.

Ms. Crowder also distributed a document entitled “Upcoming Fall Events at Central Library” for the Board’s review and information.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (29 – 2017)**

After full discussion and careful consideration of Resolution 29 – 2017, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Crenshaw, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson, Ms. Sanders and Dr. Wantz.

Motion carried.

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

e. **Presentation on Teen Services**

Kirsten Weaver, Program Specialist and Michelle Sharp, Supervisor Librarian, gave a presentation on the Library’s teen services. Their presentation described such past successful programs as the teen summer workshops. Future programs will include author Angie Thomas in March 2018 and plans for Central Library’s Teen Scene featuring new furniture and interactive areas.

f. **Update on the Enterprise Upgrade Launch over Labor Day Weekend**

Ms. Champ provided information on the launch of the new Enterprise online catalog system over Labor Day weekend. Enterprise will replace the 10-year-old Sherloc catalog, which has problems with newer browsers. Enterprise will allow patrons to keep all holds and checkouts in one place in their account, place holds on groups of items, perform multi-hold requests at once, and download without leaving a page. The standard, classic catalog will remain, and a telephone helpline will be established for users who have trouble with the new system.

UNFINISHED BUSINESS

11. None.

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:

September, 2017 – Dr. Jett requested investigation of the salary compression issue mentioned earlier in the meeting by Mr. Torres.

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committee Notes – August 15, 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 September 24, 2017.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, September 12, 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, September 25, 2017, at the Eagle Branch Library, 3325 Lowry 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 8:30 p.m.

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

Lillian L. Charleston, Secretary to the Board

