

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
AUGUST 27, 2018**

\*\*\*\*\*

The Indianapolis-Marion County Public Library Board met at the Pike Branch Library, 6525 Zionsville Road, Indianapolis, Indiana on Monday, August 27, 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. Dr. Jett acted as Secretary.

**2. Roll Call**

At this time, Ms. Sanders welcomed the newest member of the Library Board, Crista L. Carlino. Ms. Carlino was appointed to the Board by the County Commissioners. She is a media specialist and teacher librarian in the M.S.D. of Wayne Township at Ben Davis University High School.

Ms. Sanders commented that the Board looks forward to the input Ms. Carlino can bring to all discussions especially as they relate to our schools.

Ms. Carlino noted that she appreciated the warm welcome and looks forward to working with everyone.

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

Members absent: None.

**3. Branch Manager's Report**

Amber Sabo, Circulation Supervisor, Pike Branch Library, welcomed everyone and then provided an update on their services to the community.

Included in the Report prepared by Tia Jah Wynne Ayres, Pike Branch Manager, there was a history of the branch, info on staff composition and the demographic breakdown of their service population.

Ms. Sanders asked Ms. Sabo how things were going at the branch.

Ms. Sabo responded that she was very happy with how things are going. The branch is hosting Teen Game Day twice a week and there is a teen area at this location. If a

situation arises where the teens might get a little rowdy, the branch offers a space for them to come.

Ms. Sanders commented that she was pleased to hear this given some of the issues over the past year. Everyone seems to have worked together to arrive at a resolution to the situation.

Ms. Payne expressed her concern about the police car in the branch parking lot when she arrived for the meeting this evening. She announced that she had spoken with the officer and he explained why it was necessary. Ms. Payne advised that she would like to see some aggregated data about the incidents at the branch.

In response to Ms. Payne's inquiry, Ms. Sabo distributed some data to the Board members.

Ms. Payne asked if the information had also been broken down by race. If not, can she obtain that if those kinds of records are kept?

Ms. Sabo noted that in the incident reports there is a place for description of people but she was unsure that we can search the reports based on that description.

Ms. Payne stated that she needs that information.

Dr. Jett asked Ms. Sabo what community organizations partner with the branch.

Ms. Sabo replied they partner with the YMCA, Immigrant Welcome Center, Job Centers and host high school equivalency classes.

Ms. Sanders commented that comparing the incident reports from 2016 until now illustrates a dramatic improvement which is attributable in part to an added security presence.

M. Jacqueline Nytes, the Library's Chief Executive Officer, mentioned that one of the results of not having to file as many incident reports, is that the staff can focus their energy on interacting with the students in the branch and they are appreciative of having the extra help because it has allowed them to do the work that they were here to do in the first place.

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

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

Todd Delay, a principal at Washington Township Schools who oversees the adult education in the district, addressed the Board. He thanked this branch for hosting high school equivalency classes. He cited the increased success among students whose average age is in the 18-34 range.

Ed Korte, a Library patron, commented on the benefits of children's programming at this branch noting that the Library is "the best thing we've got in Indianapolis."

He praised the Library for its variety of storytimes and reading programs and described how they've helped his family.

Mary McDonald, coordinator of the Pike Book Club, discussed the value of having book discussions at the Library. Roughly 10-15 members attend each month's program where they've learned to value others' opinions while giving them an opportunity to connect with people.

Dr. Jett asked if they utilize hard copies of the books or the electronic versions.

Ms. McDonald mentioned that they use both.

Amanda Shaffer, a parent, expressed how grateful she is for the Library's children's programs. She thanked the Summer Reading Program sponsors for allowing her family to attend games for both the Indianapolis Colts and the Indianapolis Indians.

- 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 23, 2018**

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

**COMMITTEE REPORTS**

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

a. **Report of the Treasurer – July 2018**

Ije Dike-Young, Chief Financial Officer, reviewed the Report of the Treasurer that had been distributed to the Board.

She mentioned that year-to-date revenues of over \$24 million and expenditures of over \$23 million are slightly higher than in 2017 and are as expected. It was also reported that a new accounting Fund 479 has been established to hold \$5 million in recent bond proceeds for facilities improvements, the internal library system ("ILS"), sorters and other projects.

Ms. Payne made the motion, which was seconded by Rev. Robinson, 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 27 – 2018** (Authorization to Initiate Lease Renewal Process for Fountain Square)

Ms. Dike-Young noted that the Committee was recommending the Board's approval for the Library's CEO and CFO to negotiate a lease agreement for the Fountain Square Branch. The current lease expires this year. A new lease is required to continue Fountain Square services until the new Perry Branch opens in late 2020. Rental fees for the lease are included in the Operating Fund. A public hearing on the lease agreement will occur at the September 24, 2018 Board Meeting.

After full discussion and careful consideration of Resolution 27 – 2018, the resolution was adopted on the motion of Ms. Payne, and the "yes" votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

c. **Resolution 28 – 2018** (Resolution for Appropriation and Tax Rates)

Ms. Dike-Young pointed out that the Library was seeking Board approval for the appropriation and tax rates for the 2019 budget. The budget includes a \$46.3 million Operating Fund, with the budget for debt services, the Library Improvement Reserve Fund and the Rainy Day Fund totaling \$62.7 million. The budget includes funding for merit increases, bringing salaries up for employees (excluding page and hourly summer clerks) to \$13.00 per hour, and staffing new branches. It also assumes a 7% increase in health care and provides for increases in supplies, utilities and maintenance. There is a planned additional contribution to the employees' HSA accounts. Expenditures for collection materials would remain at \$5.5 million. The budget will include a \$70,000 compensation study, which was determined to be important in gauging the market for salaries. It was noted that the Library's employee union, AFSCME, had initially requested that the money instead go to salaries but it was explained that the last compensation study was done in 2012 and that this is needed to keep the Library current in the market. The proposed budget now goes to the City-County Council for review and approval.

After full discussion and careful consideration of Resolution 28 – 2018, the resolution was adopted on the motion of Ms. Payne, and the "yes" votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson 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 present this month.

**8. Facilities Committee (Dr. Terri Jett, Chair; Rev. T. D. Robinson, TBD)**

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

Sharon Smith, Facilities Director, reviewed the ongoing progress on the Michigan Road Branch construction. She noted that installation of the glass has begun. Installation of drywall and the asphalt base has also started. Substantial completion is projected by October 24, 2018.

**b. Briefing Report – Eagle Branch Construction Progress**

Ms. Smith noted that work continues on the Eagle Branch. Concrete footings and foundation walls are complete and installation of steel in in progress. Floor slab installation is scheduled for this week. Substantial completion of the project is estimated by March 15, 2019.

**c. Resolution 29 – 2018 (Approval to Award a Construction Services Contract for the Beech Grove Branch Update Project)**

Ms. Smith advised that the Library was recommending awarding a construction services contract for the Beech Grove Branch update project to Boyle Construction Management, Inc. of Indianapolis for a total cost of \$151,000. This project will involve moving the interior entrance closer to the one most used by patrons, opening the information and circulation desk into the Gallery Hall, adding space to the children's area, reorganizing and shortening shelving heights to increase the openness of the Library, increasing patron seating, adding power to patron study tables, and providing accommodations for digital signage. Substantial completion is scheduled for December 14, 2018.

After full discussion and careful consideration of Resolution 29 – 2018, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

**d. Resolution 30 – 2018 (Approval to Award a Construction Services Contract for the Nora Branch Façade Replacement Project)**

Ms. Smith advised that the Library is recommending awarding a construction services contract for the Nora Branch façade replacement to Impact Construction Management, LLC, of Indianapolis for a total cost of \$241,998. The existing soffit

and fascia panels were installed in 1971 and are past their useful life. They also contain asbestos which requires removal. Substantial completion is scheduled by November 16, 2018.

After full discussion and careful consideration of Resolution 30 – 2018, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

## **9. Library Foundation Update**

### **August 2018 Library Foundation Update**

Dr. Jett provided the Update for August 2018.

News:

A big thank you to the many Library staff members, including Bethany Allison, Stephanie Armour, Stefany Boleyn, Emily Cordes, Deb Ehret, Alyssa Ley, Mary Luzader, Jessica Mattox, Jim Myers, Linda Nieves, Sindhu Pathak, Michael Starks and Mike Williams, who played a role in front of the camera or behind the scenes in the creation of our 10<sup>th</sup> anniversary video for the Eugene & Marilyn Glick Indiana Authors Award. We look forward to the premiere of the video at this year’s Award Dinner and to sharing the completed project with all of you.

Congratulations to all Library staff who participated in the development and launch of the IPS digital collection.

The Library Foundation thanks 91 donors who made gifts last month. The following are our top corporate and foundation contributors:

Fifth Third Bank  
 Bose McKinney & Evans LLP  
 RJE Business Interiors  
 St. Vincent Health  
 Cardinal Publishers Group  
 Arthur Jordan Foundation  
 Old National Bank  
 Managed Health Services

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

Children’s Programs  
     On the Road to Reading  
     Early Literacy Specialist  
     Packaged Programs

ALA Great Stories Club (CEN)  
 Curveside Ride  
 Pop-Up Literacy Center (E38)  
 Storytime Creations (E38)

#### Cultural Programs

“Sons, Seeing the Modern African American Male” Exhibit w/Kevin Powell  
 Bookin’ in the Beats  
 Fall Fest 2018/Slammin’ Rhymes Challenge XIII “Beyond the Limit”  
 Mini Mural Community Art Project  
 Young Adult Author Visits 2018

#### Collections and Technology

General Digitization  
 Lilly City Digitization

#### Lifelong Learning

The Job Centers  
 Tinker Stations 3.0

#### Capital

E38th’s STEAM Storytime and Programming: Aquarium Maintenance  
 Pike Aquarium

## 10. Report Of The Chief Executive Officer

### a. Public Services Update and Statistics

#### 1) Public Services Update – July 2018

John Helling, Public Services Director, reviewed the Public Services Update.

He mentioned that the year-to-date walk-in visits are unchanged from 2017. Web branch visits are down 10%. Circulation of electronic materials is up 4%, while that for physical materials is down 7%. Public PC use is down 10%. Total program attendance is down 34%, but it was noted that this is a misleading statistic since staff visits to schools are no longer counted as programs.

### b. Briefing Report – Report on the Return on Investment Study

Mr. Helling provided a report on the Return on Investment Study prepared by Thomas P. Miller and Associates consultants. He also distributed samples of two one-page information sheets that include facts about how people use the Library.

The Study determined that every \$1.00 invested in the Library generates \$2.99 in community benefit, resulting in a total ROI of \$1.99. Key takeaways include a finding that more than half of the Library’s users say they visit the Library for reasons other than checking out materials or attending programs. Compared to

peer libraries, we have a relatively high service district population and relatively low operating budget. Mr. Helling noted that this illustrates that we are doing more for less. Adult patrons who identify as Black are most likely to have used the Library in the past year (52%) compared to White (48%) and Hispanic (41%). Those who identify as Black or Hispanic are more likely to say the Library should expand its activities beyond traditional services.

Ms. Carlino commented on teens and their use of the Library. She would like to see changes in the definition of library programs. She often hears that kids cannot get to the Library. So, sometimes it's transportation and access and sometimes it's because kids are working after school. Often the Library's hours can become a hinderance for those folks who aren't at home with children during the day or are retired. She is curious to know how we can merge those two together in the future. She feels school librarians are doing a wonderful job at the secondary level but we stop talking to them at 4:10 pm each day and the children need a resource after hours and she feels the Library could fill that gap in some way.

Mr. Helling shared that IndyPL had hired a Teen Programming Specialist a few years ago. Everyone endeavors to better engage with teens so that we don't have the traditional drop off where you go to story hour but then you go to high school and you stop coming to the Library and then you come back when you have a child. We want to bridge that gap so they're Library users for life.

Ms. Crenshaw asked if the Library had any aggregated data that would help everyone understand what might be going on around sites close to IPS locations. There is a lack of service in terms of library service in the IPS boundary. She wanted to know if Mr. Helling could talk about that population and how that works on the return on investment. Is this reflected in the report?

Mr. Helling responded that this is a complicated question. No, it is not addressed in the report. IndyPL has been discussing how we can support the kids in schools without libraries.

Ms. Nytes advised that we should have statistics in a month or two on participation in the Summer Reading Program by school. Our Programming Department sends that information to the principals of the schools so they can see what their children were doing over the Summer and then we could pair it to the school enrollment numbers and determine if we can see some patterns. She noted that this information could possibly be available in October or November.

Dr. Jett wanted to know what should be done with this information.

Mr. Helling offered that it's good information for when you're at a gathering and you can share details about the Library's impact. We want people to know that what we do has monetary value in the community beyond just teaching kids to read and if the Library went away it would take all this value with it.

Dr. Jett asked if this gave the Library some different strategies that should be used internally.

Mr. Helling believes it will provide us with an increased understanding and maybe lead us to some different ways of thinking.



Ms. Sanders commented that she would like to see this information shared with the City-County Councillors to help educate them about what's going on and the return on investment.

Mr. Helling confirmed that he would be happy to share the information with the Councillors.

c. **July Media Report**

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

d. **Update on the Website Redesign**

Kimberly Crowder, Communications Director, shared an update on the IndyPL Website Redesign project. She noted that the last time the website was redesigned was almost 13 years ago. Approximately 400 patrons responded to the Library's inquiry about what they wanted on the new website. There are ten projects phases. Ms. Crowder described the time requirements for planning and implementing the new site. She also provided a sneak peek of a few of its sections. The site is projected to be up and running in early 2019.

e. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (31– 2018)**

After full discussion and careful consideration of Resolution 31 – 2018, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Carlino, and the "yes" votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

**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 2018** – *Briefing from the IndyPL Staff Wellness Committee per Ms. Nytes.*

## **INFORMATION**

### **14. Materials**

- a. **Joint Meeting of Library Board Committee Notes – August 14, 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 September 23, 2018.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, September 11, 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, September 24, 2018 at the Wayne Branch Library, 198 South Girls School 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 8:05 p.m.

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

---

Dr. Terri Jett, Secretary to the Board

