

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
AUGUST 26, 2019**

The Indianapolis-Marion County Public Library Board met at the Brightwood Branch, 2435 North Sherman Drive, Indianapolis, Indiana on Monday, August 26, 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.

At this time, Ms. Sanders pointed out to everyone that today is the 99th anniversary of women obtaining the right to vote – the 19th amendment.

She asked everyone to celebrate this by checking their voter registration and making sure it's intact so that when it's time to vote this November, you don't have any issues and you don't have someone at the table telling you that your I.D. isn't good enough or your face doesn't look like the face on the I.D. or whatever excuse they might want to come up with to try and keep you from voting this November and every May and November after this. Ms. Sanders also mentioned that the people of color in this room know that they paid an even bigger price along the way. It was 1963 before indigenous people received the right to vote.

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

Rhonda Oliver, former Brightwood Branch Manager, welcomed everyone and mentioned that this would be her last Board Report for Brightwood. She announced that she is now the Manager at the Lawrence Branch.

A round of applause occurred at this time.

She went on to discuss the Report that had been presented to the Board. Ms. Oliver stated that the neighborhood is eagerly awaiting the opening of the new branch, scheduled for the Spring of 2020. Among the branch's most popular programs are its

monthly book club, the Job Center, computer classes and Game Day. The branch is a primary member of the Martindale Brightwood Education Zone that provides comprehensive services to 50 families in need. The branch served 480 Summer meals to kids through the Indy Parks' Summer Food Service Program. The Library's IndyConnect partnership with Grow With Google has been successful in teaching digital literacy skills while making available Wi-Fi hotspots and Chromebooks for patrons to borrow.

Ms. Oliver then introduced Barato Brill who represents the neighborhood initiative MB7. He described the initiative's goals in working with various community organizations to identify and address critical neighborhood needs through such projects as the Leadership and Legacy Center. He stated that the Brightwood Branch is a valued partner in this effort. He wished Ms. Oliver well in her new role.

4. Public Comment and Communications

a. Public Comment

Michael Torres, IndyPL Public Services Associate and President of AFSCME Local 3395, addressed the Board. He shared the Union's concerns about the planning of adjustments resulting from the current Compensation Study. He asked that the Union have access to all Study data, not just that concerning union-eligible positions, and requested that more details be made available on the finding that IndyPL compensation is 7%-14% below market rate, depending on position. He stated the Union's desire to have equal participation in the process before any decisions regarding revised compensation are made.

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 22, 2019

The minutes from the Regular Meeting held July 22, 2019 were distributed to the Board.

The minutes were approved on the motion of Ms. Carlino, seconded by Mr. Andrews, 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 – July 2019

Ije Dike-Young, Chief Financial Officer, reviewed the Report of the Treasurer that had been distributed to the Board. She commented that year-to-date revenues are approximately \$25 million and expenditures of \$25.9 million are as expected and on target for the year. The Library had a cash balance of \$56.6 million at the end of July. As a reflection of how the Library is working to maximize interest earnings, those earnings total approximately \$539,000 year-to-date in 2019, compared to approximately \$279,000 year-to-date in 2018. Interest earnings in the Operating Fund total approximately \$133,000, compared to approximately \$43,000 in 2018.

Judge Salinas asked about the “Other Card Revenue” entry on Page 26. Why is that a single digit?

Ms. Dike-Young responded that she would look into the reason for this entry and let him know.

Dr. Jett inquired about the “Staff Association Fund” which is \$27.00.

Ms. Dike-Young advised that this is a flow-through Fund for the Library. We don’t hold their funds for them.

Ms. Payne made the motion, which was seconded by Dr. Jett, 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 24 – 2019 (Resolution for Appropriation and Tax Rates – 2020 Budget)

Ms. Dike-Young noted that the Board is required to submit an adopted Budget and Tax Levies to the City-County Council by August 31, 2019. We published a Notice of Public Hearing for August 13, 2019 and for this adoption. The Library held a Public Hearing at a Board Committee Meeting on August 13, 2019 and we covered the details of our 2020 Budget.

We continue to seek an increased County Option Income Tax (“COIT”) allocation. We appreciate that they increased our allocation for the Budget Year 2020 from one-tenth of one percent to two-tenths of one percent which equals \$230,000. We do continue to push forward to get closer to an equitable share as compared to other libraries in the state who get their proportionate share of their levy. If we calculated ours the same way, we would receive \$11.5 million.

On the expenditure side, we have pressures from increasing personnel costs. We are concluding a Compensation Study right now which indicates we are anywhere from 7-10% below market. That is a pressure on our Budget to find ways to fund that.

Dr. Jett asked when we would see the results of the Compensation Study.

Ms. Dike-Young replied that the Library is currently working through that right now.

Ms. Nytes added that we are asking more questions. We did receive some preliminary market research on the union-covered positions. The consultant is expected to provide additional information in the next week and we should receive some recommendations from them for a new salary schedule. We will have more info to share at the next Committee meeting.

We are seeking adoption of the Library's proposed 2020 Budget in the amount of \$67.9 million, which includes the General Fund, Rainy Day Fund, Debt Service and Bond Funds, and the Library Improvement Reserve Fund. The total property tax levy (combining general, debt service and bond funds) is \$59.8 million, including a 3.5% increase in the Operating Fund as the maximum allowed by the Department of Local Government Finance. The adopted tax rate is \$0.1429, an increase of \$0.0068. Once a final Assessed Value of Marion County is certified, a final tax rate will be set.

Ms. Sanders thanked Ms. Dike-Young and Jackie Nytes, the Library's Chief Executive Officer, for their work on attempting to increase the Library's share of COIT. She feels that we must keep the Councillors engaged on this topic.

After full discussion and careful consideration of Resolution 24 – 2019, the resolution was adopted on the motion of Ms. Payne, 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.

c. **Resolution 25 – 2019** (Resolution to Set Maximum Tax Rate for Combined Debt Service Funds for 2020 Budget Year)

Ms. Dike-Young sought Board approval with regard to establishing a total combined debt service fund tax rate for 2020 that would not exceed \$0.0318 per \$100 of assessed valuation. Once approved and finalized by the City-County Council, it is sent on to the Department of Local Government Finance later this Fall.

After full discussion and careful consideration of Resolution 25 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Carlino, 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.

Ms. Nytes reminded everyone that the Library's Budget will be heard by the Municipal Corporations Committee on September 18, 2019 at 5:30 p.m. at the City-County Building in Room 260.

7. Diversity, Policy and Human Resources Committee (Rev. T. D. Robinson, Chair; Patricia A. Payne, Judge Jose D. Salinas)

Rev. Robinson advised that the Committee had met to discuss the evaluation process for the Chief Executive Officer. The Committee is reviewing the evaluation process that has been in place and used for the past several years to determine if any updates or revisions to the process or the format are needed or recommended. We will not be proposing any significant changes to the process for this year. However, an expanded 360 degree process for the evaluation has been suggested by a Board member, and during the upcoming year we will continue to study that process and whether it is appropriate for the use by the Library Board.

Dr. Jett asked Rev. Robinson if this was separate from the contract renewal discussion. Is that correct?

Rev. Robinson responded that it was separate.

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

a. Briefing Report – Brightwood Branch Project Update for July 2019

Sharon Smith, Facilities Director, gave an Update on the Brightwood Branch Project.

Concrete work, exterior and interior metal stud framing, and final paving on 25th Street to replace surfaces removed for utility installation are occurring. Electrical and plumbing rough-ins will continue in September. In September, the Library Board will consider awarding a contract for the purchase of shelving and end panels, not to exceed \$100,000. The new branch is scheduled to open in the Spring of 2020.

b. Briefing Report – Wayne Branch Project Update for July 2019

Ms. Smith discussed the Wayne Branch Project.

The branch will close after November 30, 2019 for the renovation and it is scheduled for completion in May 2020. In September, the Board will consider awarding a contract for removal and replacement of the roof, budgeted for \$100,000.

c. **Briefing Report** – Lawrence Branch Project Update for July 2019

The Briefing Report for the Lawrence Branch Update was reviewed.

Ms. Smith noted that the branch will close on January 5, 2020 for the renovations to begin. The project is scheduled for completion in May 2020. To accommodate a new drive-up return on the building's south side along the entrance drive, the plan is to switch the locations of the existing meeting room and staff workroom/support space. In September, the Board will consider awarding a contract for removal and replacement of the roof which is budgeted for \$100,000.

d. **Resolution 26 – 2019** (Authorization to Prepare Bidding Documents and Solicit Open, Public, and Competitive Bids for General Construction Services for the Lawrence Branch Project)

Ms. Smith advised that the bids would be due on November 19, 2019. Budget for this project is \$1 million.

After full discussion and careful consideration of Resolution 26 – 2019, the resolution was adopted on the motion of Ms. Carlino, seconded by Dr. Jett, 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.

e. **Briefing Report** – West Perry Branch Project Update for July 2019

Ms. Smith provided information on the West Perry Branch Project.

The project is scheduled to begin in the Spring of 2020 and be completed in May 2021. The project budget is \$9.4 million. One of the concerns of citizens at a series of public meetings related to the proximity of the proposed entrance to the parking lot. Project planners are considering ways to re-design that portion of the project. In September, the Board will consider preparing construction bidding documents and awarding a Construction Manager as Constructor Services contract.

f. **Resolution 27 – 2019** (Approval to Award a Construction Contract for the Michigan Road Branch Parking Expansion Project)

Ms. Smith explained that the Facilities Committee was seeking Board approval to award a construction contract for the Michigan Road Branch parking lot expansion project to Stenz Construction Company of Indianapolis for a total cost of \$248,835. The project will begin in November 2019, with completion scheduled in the fourth quarter of 2019.

After full discussion and careful consideration of Resolution 26 – 2019, the resolution was adopted 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.

Motion carried.

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

On another matter, Ms. Smith mentioned that tomorrow from 10 a.m. to 2 p.m. at Martin University, the City of Indianapolis is putting on a Reverse Trade Show and it is being sponsored by the Indianapolis Office of Minority and Women Business Development. Ms. Smith and Jessica Moore, the Library’s Diversity and Inclusion Officer, will be there to talk to any of the small businesses that attend.

9. Library Foundation Update

August 2019 Library Foundation Update

Roberta Jagers, President of the IndyPL Foundation President, provided the Update for August 2019.

Thank you to Terri Jett for serving on the Foundation Board for the past three years. We welcome T. D. Robinson as the new Library Trustee representative to the Foundation Board.

We are now reviewing the thoughtful community action plans Library staff presented. Thank you to staff who worked hard to compile the plans. There are lots of great ideas. We are excited to see what we’re able to fund in 2020.

Bethany Warner was promoted to Vice President effective July 1, 2019. Allan Lally was hired as temporary Proposal Writer and Prospect Researcher. Foundation staff will begin recruitment for a Senior Development Officer position next month. If you know of an experienced fundraiser who may be interested in this position, please contact Roberta Jagers at rjagers@indyplfoundation.org.

The Library Foundation thanks 97 donors who made gifts last month. The following are our top corporate and foundation contributors:

Eli Lilly & Company Foundation, Inc.
Thermo King of Indiana, Inc.

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
Road to Reading – On the Road to Reading
Road to Reading – Early Literacy Specialist
Road to Reading – Packaged Programs

After School STEAM Makerspace Club @ IPS 14 (Spades Park)
Curveside Ride
Laundromat Programming
Read to Me, Please (InfoZone)
STEAM Saturdays (Spades Park)

Cultural Programs

E38 Summer Art Program
Meet An Author, Be An Author (PDA)
Concerts at College Ave.
Classical Concerts at Central
Family/Youth/YA Author Visits
Road to Reading – Preschool Packaged Program
Safe Trunk or Treat (Glendale)
Scare in the Square (Fountain Square)
Teen Zone Project
Teacher Open House (Michigan Road)
World Language Book Giveaways

Collections/IT

Little Library in the Lobby (Garfield Park)

Lifelong Learning

Code Café (Central)
Job Centers

Capital Projects

Aquarium STEAM Storytime (East 38)
Pike Aquarium
Pocket Park Storywalk Year 5 (InfoZone)

10. Report Of The Chief Executive Officer

a. **Public Services Update and Statistics**

1) **Public Services Update** – August 2019 – John Helling, Public Services Director, provided the Update as follows:

a) **Recap of the 2019 Summer Reading Program (“SRP”)**

Mr. Helling noted this was the Library’s 100th SRP. It was an extremely good year.

At this time, he recognized Tami Edminster, Program Specialist, who was in the audience. She was in charge of the SRP along with recently retired, Melanie Wissel. They were the architects of the Program and the success was the result of their hard work.

Approximately 46,000 children participated in the SRP this year. Largest group participating were ages six to eight with 10,000 participants and the next group were ages nine to eleven with 8,000 participants. All the children read more than 860,000 books over the eight weeks of the SRP. The SRP also offers programs for kids and teens and 20,000 children attended those.

He explained the logistics of registrations for the Program whereby the children provide their name, address, and school name. For instance, the Brightwood Branch had 271 sign-ups and they came from 84 different schools. The data is shared with the schools and it can show which schools have the most participation and where there is less participation.

One other component of this year's Program – We asked Indianapolis to tell us the name of their favorite children's book. The favorite books are the Dog Man series of books. They are graphic novels that are good for reluctant readers.

We also asked patrons to share with us their Summer Reading memories. Some of those were:

“My favorite part of the Reading Program was when I was able to finish my favorite authors and to be able to get free books.”

“My favorite time at the SRP was when I got neon slime and my books.”

“Last Summer I got a fidget spinner and I loved it.”

Staff across the entire Library systems worked really hard to make this year's SRP happen. It's always a very busy time for us over the course of the Summer.

Ms. Payne shared how much she enjoyed reading to the students at this year's SRP.

b. July Media Report

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

She shared info about the article that was in today's newspaper on staff member Josh Crain and the Book Bike.

Today we had a ceremony where the Library formally launched the digital collection for the Indianapolis Metropolitan Police Department.

On another matter, Ms. Payne advised that she had attended a recent Scan-A-Thon put on by the Library. The attendees were able to bring in their own personal photos to be digitized.

Ms. Sanders shared information about today's unveiling in the Museum at the Indianapolis Fire Department. They have old firefighter equipment and there is a student group at IUPUI who are scanning each part of that equipment and they can then, from those scans, actually re-build those various parts. They will be able to preserve history that way.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (28 – 2019)**

After full discussion and careful consideration of Resolution 28 – 2019, the resolution was adopted on the motion of Rev. Robinson, seconded by Ms. Payne, 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. In answer to an inquiry from Rev. Robinson, Ms. Sanders advised that Friday, November 15, 2019 looks like the date for this year's Board Retreat. It would begin that day sometime after 12:30 p.m. and would end around 4:30 p.m. Board members should let Ms. Sanders know if they have any conflicts with these arrangements.

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, 2019 – Dr. Jett wishes to hear more about the Center for Black Literature and Culture (“CBLC”) 2.0 Project and also about the changes happening in the Special Collections area at Central.

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committees Notes – August 13, 2019** (enclosed)

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 September 22, 2019.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, September 10, 2019, 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 23, 2019, at the Eagle Branch Library, 3905 Moller 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 8:00 p.m.

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

Dr. Terri Jett, Secretary to the Board

