

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
DECEMBER 14, 2015**

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Monday, December 14, 2015 at 6:40 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Ms. Crenshaw presided as Chairman. Secretary Charleston was present.

2. Roll Call

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

Members absent: Ms. Payne.

3. IndyPL Foundation Report

Danny Dean, President, IndyPL Foundation, addressed the Board.

At this time, he recognized Mahasin Ameen, from the Library's Information Technology Department, for her assistance with IT problems.

He thanked Library staff for their support of the recent Staff Campaign, which surpassed its goal and raised more than \$24,000.

Mr. Dean then reflected on his 24 years at the Foundation and expressed pride in the relationship achieved between the Foundation and the Library. He mentioned that he has had wonderful staff members and Boards during his tenure at the Foundation.

It was noted that Mr. Dean will be stepping down at the end of the year to become the Foundation's Major Gifts and Donor Liaison. Roberta Jagers will assume the position of Foundation President in January 2016. He commented that the Foundation will be in good hands.

On behalf of the Board, Ms. Crenshaw expressed appreciation for Mr. Dean's service.

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, November 16, 2015**

The minutes were approved on the motion of Ms. Blunt, seconded by Dr. Wantz, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

b. **Annual Meeting, November 16, 2015**

The minutes were approved on the motion of Dr. Wantz, seconded by Mr. Gutierrez, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

COMMITTEE REPORTS

6. Finance Committee (David W. Wantz, Chair; Vanessa Lopez Aguilera, Lillian L. Charleston)

a. **Report of the Treasurer – November 2015**

Becky Dixon, Chief Financial Officer, discussed the Report.

She noted that for the month of November, actual expenditures, less investments and debt payments, were 12.4% less than projected. The majority of this reduction was in other services and charges.

Actual revenue was 14% higher than projected. The Library received a higher tax advance in November than projected and some of the miscellaneous revenue was higher due to a timing difference.

November 2015 expenditures, less investments and debt payments, were 2% higher than November 2014. The majority of this increase was in personal services.

November 2015 receipts were 15% higher than November 2014. This increase is related to the property tax advance.

Year-to-date Fines and Fees revenue for 2015 is \$869,132 compared to \$900,760 for year-to-date 2014. The Library has reduced Fines and Fees and implemented the Earn and Learn Program resulting in less revenue.

Dr. Wantz made the motion, which was seconded by Ms. Aguilera, 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 58 – 2015** (Directors and Officers Liability and Employment Practices)

Ms. Dixon advised that it is being recommended that the Board approve the referenced insurance coverage in the amount of \$15,839.

After full discussion and careful consideration of Resolution 58 – 2015, the resolution was adopted on the motion of Dr. Wantz, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

Motion carried.

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

c. **Resolution 59 – 2015** (Appropriation of Gift/Grant Proceeds and Transfers Between Classifications and Accounts)

After full discussion and careful consideration of Resolution 59 – 2015, the resolution was adopted on the motion of Dr. Wantz, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez 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)**

a. **Resolution 60 – 2015** (Approval of Appointment List)

After full discussion and careful consideration of Resolution 60 – 2015, the resolution was adopted on the motion of Ms. Aguilera, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

Motion carried.

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

b. **Annual Review of IMCPL Acceptable Use Policy**

Ms. Aguilera reminded everyone that the Board reviews the Library's Acceptable Use Policy each year and that it concerns the appropriate use of the Internet or other computer networks by patrons in all areas of the Library.

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

a. **Resolution 61 – 2015** (Authorization to Prepare Bidding Documents and Solicit Bids for the East Washington Street Branch Project)

Sharon Smith, Facilities Director, noted that the start date for the Project would be March 2016 with a substantial completion date scheduled for November 1, 2016.

After full discussion and careful consideration of Resolution 61 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Mr. Gutierrez, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

Motion carried.

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

b. **Resolution 62 – 2015** (Approval to Award a Construction Services Contract for the Southport Branch Renovation Project)

Ms. Smith noted that it is being recommended that the contract be awarded to Mezzetta, Inc. for a total cost of \$938,900.

After full discussion and careful consideration of Resolution 62 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Dr. Wantz, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

Motion carried.

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

c. **Resolution 63 – 2015** (Authorization to Award a Construction Services Contract for the College Avenue Branch Update Project)

Ms. Smith stated that it is being recommended that the contract be awarded to JBM Contractors Corporation for a total cost of \$131,000.

After full discussion and careful consideration of Resolution 63 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Mr. Gutierrez, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

Motion carried.

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

- d. **Resolution 64 – 2015** (Approval to Award a Construction Services Contract for the Franklin Road Branch Marketplace Project)

Ms. Smith mentioned that it is being recommended that the contract be awarded to Marten Construction Management, Inc. for a total cost of \$69,090.

After full discussion and careful consideration of Resolution 64 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Dr. Wantz, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

Motion carried.

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

- e. **Resolution 65 – 2015** (Approval to Award a Services Contract for AV Technologies and Support Services)

Ms. Smith noted that it is being recommended that the contract be awarded to Sensory Technologies, LLC for a total cost of \$161,288.

After full discussion and careful consideration of Resolution 65 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Blunt, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

Motion carried.

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

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

Mr. Gutierrez advised that the Committee had no report at this time.

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

December 2015 Library Foundation Update

Dr. Wantz suggested that the Board review the Foundation’s Update that was included in their materials.

Some of the highlights of that Update were as follows:

- Last month, the Foundation received many gifts. The top corporate and Foundation contributors included:

- Stenz Management Co., Inc. and Nina Mason Pulliam Charitable Trust – Children’s Fund
- Robert and Toni Bader Charitable Foundation – Lifelong Learning
- Woodley Farra Manion Portfolio Management, Inc. – Most Urgent Need
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

Children’s

- Ready to Read – On The Road To Reading

Collections

- Vonnegut Speech for Nina Mason Pulliam Indianapolis Special Collections Room

Other News

The 2015 Library Staff Campaign, “More Than You Imagine,” concluded on November 20, 2015. During the campaign, over 160 Library and Foundation staff members gave a total of \$21,760, with more than \$4,700 designated to the Staff Development Fund. Staff once again took part in a participation prize challenge. Departments and agencies were divided into three groups based on staff size. The department/agency in each group with the highest rate of participation (not dollars raised) won a food party of their choice. The Program and Project Development Department, InfoZone Branch and the Pike Branch had the highest rates of participation in their groups. The Program and Project Development Department had 100% staff participation.

Effective January 1, 2016, several transitions will occur in the Library Foundation’s staff. Robert Jagers will assume the Foundation presidency and Danny Dean will become the Major Gifts and Donor Liaison. Current Development Officer Bethany Warner will be promoted to Director of Development and Development Assistant Caity Withers will be promoted to Development Officer. Office Manager Denise Elkins, Office Assistant Tracy Ross and Administrative Assistant Jessica Patterson will continue in their roles.

Also joining the Foundation staff in 2016 is Abbey Brill as Stewardship Assistant. She will serve as the main point of contact between the Library and Library Foundation to track gifts and grants disbursed to the Library and collecting reports about their usage and program successes and fulfilling donor recognition.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – November 2015

Jackie Nytes, Chief Executive Officer, advised that, as of yesterday, the Library had circulated over one million e-items. This is the first year we have passed the million mark and we have joined an elite club. Last year that there were only ten libraries who had circulated more than a million items. This marks a real

difference for us. The Library should end up somewhere around 16 million for total items circulated which includes the one million e-items.

Ms. Nytes also noted there was a 24% increase in programs offered in November 2015 compared to November 2014, which included 399 preschool programs, 30 additional computer learning programs and three times the number of programs for teens.

b. **Progress Report on the Library's Strategic Plan**

Chris Cairo, Director, Strategic Planning and Assessment, discussed the Report that had been distributed to the Board.

This month's Report highlighted Goal 2 in the Strategic Plan, regarding welcoming immigrants with relevant services and resources. She described the changing demographics in Indianapolis which indicate growing minority populations and reviewed current and future Library initiatives to serve emerging populations. One such initiative will involve the creation of 27 videos in nine languages to acquaint immigrants with Library services.

c. **November 2015 Media Report**

Kim Crowder, Director, Communications, discussed the Report.

Ms. Crowder reviewed the Library's coverage in print and electronic media. She also reviewed the progress in achieving visibility through social media with metrics that document the impact of social media to help promote the Library.

Ms. Crowder also noted that the Library's You Tube channel has a new address which is "IndyPL." She also mentioned about the Library hopes to begin posting in Spanish in the future.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (66 – 2015)**

After full discussion and careful consideration of Resolution 66 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Mr. Gutierrez, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

Motion carried.

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

UNFINISHED BUSINESS

12. Ms. Nytes mentioned that she wished to offer the Board an opportunity to give their special thanks to Laura Johnson, the Library's Public Services Director, who is retiring from the Library this week.

At this time, Ms. Johnson was presented with a card and a plaque from the Board.

Ms. Johnson commented that it has been an honor and privilege to work at an institution that does such wonderful work in the community. She noted that nothing she has done in her career at the Library has been single-handed. Her job has always been working with other people and through other people and that's how it gets done.

Ms. Nytes reminded everyone that this Thursday there will be a large public reception for Ms. Johnson from 2 – 6 p.m. here at the Library Services Center.

At this time, Ms. Nytes introduced Library staff member Sharon Bernhardt, Area Resource Manager, who will act as the Interim Public Services Director. Ms. Johnson then reviewed several other positions that will also change during this interim period.

Ms. Crenshaw thanked Ms. Johnson for all she has done over the years.

NEW BUSINESS

13. Dr. Wantz announced that this year cannot end without thanking Ms. Crenshaw for her leadership as President of the Board for the last two years.

Ms. Crenshaw was then presented with an engraved gavel acknowledging her service to the Board and to the Library.

Ms. Crenshaw stated that it has been a pleasure and privilege serving as the President.

Also, Ms. Crenshaw then presented Dr. Wantz with his new nameplate signifying his appointment as President of the Board beginning in January 2016.

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:

January, 2016 – There were no items suggested.

INFORMATION

15. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – November 10, 2015**
- b. **Joint Meeting of Library Board Committee Notes – December 1, 2015**

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

- a. **Board and Committee Meetings for 2016**
- b. **Library Programs/Free Upcoming Events updated through January 24, 2016.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, January 12, 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, January 25, 2016, at Central Library, 40 East St. Clair 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 7:50 p.m.

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

Lillian L. Charleston, Secretary to the Board

