

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
DECEMBER 19, 2016**

The Indianapolis-Marion County Public Library Board met at the Beech Grove Branch Library, 1102 Main Street, Beech Grove, Indiana, on Monday, December 19, 2016 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. Fennema, Sister Mary Luke Jones, Ms. Payne, Mr. Vorderstrasse and Dr. Wantz.

Members absent: Mr. Gutierrez, Dr. Jett and Rev. Robinson.

3. Branch Manager's Report

Elizabeth Schoettle, Manager, Beech Grove Branch, welcomed the Board. She noted that this was the first Board Meeting to be held at the branch since the merger earlier this year.

Ms. Schoettle commented that the statistics underscore the success of the merger. From June to November of 2016, Beech Grove staff issued 177% more library cards than the same period in 2015. Public computer use has increased 25%, circulation is up 88% and the number of patron visits has increased 44%.

Dr. Wantz thanked the Board members from Beech Grove for their service and for their commitment to become fully active Board members.

At this time, Sister Mary Luke Jones commented that the merger had been a positive and wonderful thing.

Dr. Fennema mentioned that he felt the merger was the best integration of governmental agencies that anyone has ever seen. He gave kudos to Ms. Schoettle and IMCPL staff for their time and effort on the merger.

Mr. Vorderstrasse expressed his appreciation on behalf of the Beech Grove residents, and his own children, that the merger was completed. It has provided accessibility to so

many wonderful things for the branch patrons. He noted his pleasure that “we made it work.”

4. Public Comment and Communications

a. Public Comment

Pamela Wright, Library staff member and member of AFSCME Local 3395, addressed the Board.

With regard to the extra compensation payment that was approved at last month’s Board meeting, Ms. Wright stated that she wished to thank former Board member, Vanessa Lopez Aguilera, who had advocated for this. She also thanked Library administration for presenting it and the Board for approving it. Things like this are a really good way to get a little bit more money into the hands of the people that need it—people of modest means, like our Library staff. She also acknowledged and thanked staff member, David Vaprin, who had proposed the idea of a bonus during the 2014 union contract negotiations.

Michael Torres, Library staff member and President of AFSCME Local 3395, presented the Board with information packets that are normally given to new Library staff members that outlines the work of the union. Additionally, he then read the following letter from Debra Garcia, the Executive Director of ASFCME Indiana-Kentucky Council 962, that was contained in the packet:

Dear Bargaining Unit Member:

Since 1963, AFSCME has played an integral part in negotiating labor agreements in both the public and private arenas in both Indiana and Kentucky. Our commitment to our affiliated locals and their members in both the bargaining process and the political arena has not only improved the relationships between employers and their employees, but has also increased the quality of living for our members.

AFSCME Indiana-Kentucky Organizing Committee 962 and its affiliated locals recognize that a positive labor-management relationship is essential. Additionally, the citizens of Indiana and Kentucky benefit from constructive and cooperative relationships between AFSCME and our member’s employers.

Due to AFSCME 962’s commitment, we have grown to be one of the strongest voices for the working class among the labor movement.

In our system of industrial relations, workers and employers have conflicting; as well as, common interests. It is our intent to provide a framework where differing viewpoints can be raised in a non-adversarial setting that provides for full discussion and the possibility of a solution that benefits all parties. We believe that such conflicts of interest can be worked out in an atmosphere of mutual respect.

Finally, Mr. Torres read the following statement that he had prepared for the Board:

Last month I gave a brief report on the outcome of our union vote to amend our contract or not. The Library's HR Director had presented a Paid Time Off (PTO) policy and that is what precipitated a vote. As I reported, the vote was an overwhelming no. The vote was not unanimous. I spoke with one of the yes voters. After a brief discussion with them, I assured them when the PTO policy comes to our negotiations in 2017, we will consider their vote for the policy and work to make that reason possible or better. That's what negotiations are about. This is not normal practice for employers to negotiate outside of the contract. Normally, these changes are brought to the negotiations table when the current contract is up for negotiations; we call that "negotiating in good faith." To prevent any misunderstanding that the union leadership was speaking for all its members, the union agreed to have membership vote whether to amend our current contract. We hope this was a teachable moment and not setting a precedent for additional missteps in the future.

Melinda Mullican, President of the Library's Staff Association, reported to the Board that 153 employees are currently members of the Staff Association. The Association sponsors such events as the May Breakfast, 4th of July celebration, Chili Cookoff, November Tea and a balloon in the 500 Festival Parade. In 2017, the Staff Association will celebrate its 75th anniversary. Ms. Mullican also described the Association's role in providing scholarship reimbursements to staff. Those reimbursements totaled \$2,500 in 2016.

- 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 28, 2016**

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

b. **Annual Meeting, November 28, 2016**

The minutes were approved on the motion of Sister Mary Luke Jones, seconded by Ms. Crenshaw, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Sister Mary Luke Jones, Ms. Payne, 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 – November 2016**

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

Revenues – November revenue was slightly higher than projected.

Expenditures – November expenses were 10% higher than projected. This increase was in our e-resources.

November 2015 – The Library’s revenue was within 1% of last year. Expenditures were 18% higher – e-resources.

Fines/Fees – The Library’s fines and fees are approximately 6% less than last year.

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 55 – 2016 (Directors and Officers Liability and Employment Practices)**

Ms. Dixon advised that the Library was recommending approval of a contract for the Directors and Officers Liability and Employment Practices Library insurance with Continental Casualty Company in the amount of \$15,306.

After full discussion and careful consideration of Resolution 55 – 2016, the resolution was adopted on the motion of Mr. Vorderstrasse, seconded by Dr. Fennema, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Sister Mary Luke Jones, Ms. Payne, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

c. **Resolution 56 – 2016 (Appropriation of Gift Proceeds and Transfers Between Accounts and Classifications)**

After full discussion and careful consideration of Resolution 56 – 2016, the resolution was adopted on the motion of Dr. Fennema, seconded by Ms. Crenshaw,

and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Sister Mary Luke Jones, Ms. Payne, Mr. Vorderstrasse 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; Dr. William Fennema, Sister Mary Luke Jones, Patricia A. Payne, Rev. T. D. Robinson)

a. Briefing Report – Performance Appraisals Analysis

Katherine Lerg, HR Director, discussed the Report that was presented to the Board. She noted that two full performance cycles have been completed using the updated performance appraisal process. In looking at the process, we want to make sure that we’re answering two questions: 1) Are we doing this right? 2) Are we getting out of the process what we’re looking for? We look at retaining employees that are skilled in our current technologies, that provide excellent customer service and that are motivated as continuous learners. This year 578 employees received an appraisal. Our next steps include re-evaluating and reducing the general competency section of the performance appraisal template. There were eight general competencies and we want to reduce those down because a lot of them can be incorporated into the essential functions. We will also re-evaluate the number and weightings of the essential functions. We noticed that some of those differences can skew overall ratings, particularly for the Page position, which only has two essential functions. We will review performance standards to ensure they are set at the appropriate level. And, we will look at adding specific managerial responsibilities to our appraisal template.

b. Briefing Report – Annual Review of IMCPL Acceptable Use Policy)

Ms. Crenshaw advised that the Committee had reviewed the proposed policy at its last meeting. She commented that the Library is “in sync” with what is required by code.

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

a. Briefing Report – Action Item Scheduled for the January 2017 Facilities Committee Meeting – Approval to Award a Services Contract for the Central Library Clowes Auditorium Sound System Upgrade Project

Sharon Smith, Facilities Director, explained that the proposed project will upgrade the equipment and infrastructure in the Clowes Auditorium at Central Library to meet the diverse audio needs of events held at that location. The cost of the project is estimated between \$50,000-\$150,000. Vendor quotes will be considered in January 2017 followed by final Board action.

b. **Resolution 57 – 2016** (Approval of Naming Opportunity at the East Washington Branch Library Community Room)

Ms. Smith explained that the Library was requesting approval to name the new East Washington Branch Community Room for the late Stephen Howe Webb, a teacher, theologian and author. The branch has Mr. Webb's books in their collection. The naming opportunity is in response to a \$250,000 gift given through the Library Foundation.

After full discussion and careful consideration of Resolution 57 – 2016, the resolution was adopted on the motion of Ms. Charleston, seconded by Dr. Fennema, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Sister Mary Luke Jones, Ms. Payne, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

9. **Library Foundation Update**

December 2016 Library Foundation Update

Robert Jagers, President of the Indianapolis Public Library Foundation, provided the Update.

First of all, Ms. Jagers relayed a pair of stories of patrons who recently expressed their appreciation for library services. One individual is a 90-year-old with macular degeneration who uses the Library's eBook collection and the other is the father of children who benefit from the storytimes at the Glendale Branch. She commented that it was fantastic that she gets to experience an outpouring of gratitude for the Library through these various encounters.

The Foundation announced to Library staff the 2017 program disbursement for Library programs totaled \$3.2 million. The distribution includes funding for the new Center for African American Literature and Culture, digitization work, perennial Library programs including Summer Reading Program, Ready to Read, the Job Center and many other branch-level initiatives.

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

- AAA Hoosier Motor Club
- Fun-Races
- Clark Quinn Moses Scott & Grahn, LLP
- Ogletree, Deakins, Nash, Smoak & Stewart, P.C.
- GiveSmart
- Tonn and Blank Construction
- Robert & Toni Bader Charitable Foundation

- The Sexton Companies
- Junior League of Indianapolis
- The Indianapolis Public Library
- Ritz Charles Inc.

This month, the Foundation provided funding for the following Library programs.

Children's

- On the Road to Reading
- Early Literacy Specialist

Lifelong

- The Job Center

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – November 2016

Jackie Nytes, Chief Executive Officer, pointed out that PC usage continues to diminish. This statistic reflects the trend of patrons using their own devices to access the Library's online services. This raises questions for us and we must determine what the Library's role will be going forward in this regard.

b. Progress Report on the Library's Strategic Plan – Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report.

The focus of the Report was the Strategic Plan strategy of piloting new methods to harness volunteer expertise. The Library has experienced a 48% increase in volunteerism from 2014 and has enhanced its reputation as a place to volunteer in Indianapolis. As an example of best practices for volunteer engagement, the Indy Library Store's booksale for 30 years has been a volunteer-driven enterprise generating nearly \$200,000 a year for Library programs and services. The Library will continue to cultivate volunteers as Library advocates and use them as technology tutors and for various special projects such as RFID.

Ms. Charleston asked how senior citizens could avail themselves of the homebound services offered by the Library.

She was told that the patron may call any branch to obtain information about the service.

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

Ms. Nytes mentioned that Central Library had hosted the recent YELP Bazaar. The event was attended by over 7,000 individuals and 139 new library cards were issued that evening.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (58 – 2016)**

After full discussion and careful consideration of Resolution 58 – 2016, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Payne, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Sister Mary Luke Jones, Ms. Payne, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

- e. **Library Card Update** – John Helling, Public Services Director, presented an update on the Library’s initiative to provide library cards to local public schools. Successful projects have been completed for 14,000 students in Lawrence Township and 11,000 students in Warren Township. Mr. Helling described to the Board the process and training used for making the cards available and credited various Library staff members for their efforts. Some possible future projects include Perry and Wayne townships as well as Franklin Central schools.

Ms. Payne asked about the status of talks with Indianapolis Public Schools (IPS).

Mr. Helling replied that a feasibility study has just been completed with regard to IPS. A meeting will be scheduled with Library staff to review the study.

Dr. Fennema asked about the possibility of including Beech Grove Schools.

Ms. Nytes mentioned that a discussion was held with Dr. Kaiser. Beech Grove is ready to go whenever we would be ready. So, right now there are several schools ahead of them in the queue but they have been added to the list. She also noted that in addition to the library card project, they may also be interested in joining the Shared System.

UNFINISHED BUSINESS

11. Dr. Fennema advised that he had received some additional information from the Board members for the Activities List that has been incorporated into the document. If more info is provided this week, he will add that info as well and forward the revised information to the Board.

Dr. Wantz explained that the Board is holding itself accountable for its own performance and preparing information to be used for an evaluation tool.

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:

January, 2017 – *No items were suggested.*

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committee Notes – December 6, 2016** 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 January 22, 2017.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, January 10, 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, January 23, 2017, at the Library Services Center, 2450 North Meridian Street, 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 administration office.

Lillian L. Charleston, Secretary to the Board

