

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
DECEMBER 18, 2017**

The Indianapolis-Marion County Public Library Board met at Central Library, 40 East St. Clair Street, Indianapolis, Indiana on Monday, December 18, 2017 at 6:30 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.

Members absent: None.

3. Branch Manager's Report

Mike Williams, Area Resource Manager-Central Library, reviewed his Report. He commented that Central Library has been in use for 100 years and that tonight's meeting is taking place in the newest area of the building which was designed by RLR Associates, namely, the Center for Black Literature and Culture, which opened in October.

Mr. Williams highlighted some of the great milestones that had taken place at Central in 2017. Among other things, the Fiction collection was moved to the sixth floor, Biographies are now in the East Reading Room, much more room was added for movies and music and children's materials. The Learning Curve is now enjoying a much needed expansion on the east end of the third floor. A proper space was set up for the exclusive use by teens. Service to patrons also continues with our award-winning Tinker Station. Patrons have been pleased to discover that they can download 350 different magazines, 30,000 audiobooks, 116,000 eBook titles and millions of songs.

Amy Griffin, Special Collections Librarian for the Indianapolis Special Collections Room, addressed the Board. She mentioned that the space is sometimes referred to as the "City Room" because that's what makes it special and sets it apart from the Historical Society, from the State Museum and other institutions. It is all about Indianapolis and it includes our archives, our topics, authors, artists and people.

She then gave a presentation which highlighted several recent events related to Central's 100th Anniversary Celebration including the Architect's Breakfast, opening of the Time Capsule, etc.

Nichelle Hayes, Special Collections Librarian for the Center for Black Literature and Culture, spoke to the Board. She reminded everyone that the Center, which houses a non-floating collection, would not have been possible without the funding from Lilly Endowment, the work of the African American History Committee, Library staff members and many, many others. The Center offers a welcoming and inspiring environment for all ages. The Center opened on October 21, 2018 with approximately 4,000 people in attendance. Ms. Hayes announced that there is a robust calendar of events scheduled for 2018.

3. **Branch Manager's Report**

a. **Recognition of Library Staff Involved with Central Library's 100th Anniversary Celebration and the Opening of the Center for Black Literature and Culture**

At this time, Dr. Wantz read a list of Library staff members being recognized for their contribution to the Central Library 100th Anniversary Celebration and/or the Opening of the Center for Black Literature and Culture. Those individuals who were present at the meeting were asked to stand and be acknowledged. Each person on the list received a Certificate of Appreciation signed by Dr. Wantz and Jackie Nytes, the Library's Chief Executive Officer.

4. **Public Comment and Communications**

a. **Public Comment**

Melinda Mullican, Library staff member and outgoing President of the IndyPL Staff Association, introduced incoming Staff Association President Tiffani Carter. Ms. Carter commented that she is looking forward to serving in 2018.

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 27, 2017**

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

b. **Annual Meeting, November 27, 2017**

The minutes were approved on the motion of Ms. Crenshaw, 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 – November 2017**

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

Revenue – The Library’s property tax advance for November came in less than projected and less than 2016. However, our December advancement is higher than projected and higher than last December – timing difference.

Expenditures – The expenditures were 6% more than projected, but 15% more than last year. The majority of the increase in 2017 compared to 2016 was in our collection materials.

Dr. Jett 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 54 – 2017 (Directors and Officers Liability and Employment Practices Liability)**

Ms. Dixon noted that the Library was recommending approval of Continental Casualty as the insurance carrier for Directors and Officers Liability and Employment Practices. The premium cost for 2018 is \$15,266.

After full discussion and careful consideration of Resolution 54 – 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.

c. **Resolution 55 – 2017** (Transfers Between Classifications and Accounts)

Ms. Dixon requested that the Board approve the various transfers between classifications and accounts. The \$47,000 transfer in the Operating Fund is to cover materials purchased for the Center for Black Literature and Culture. The \$3,000 transfer in the Library Improvement Reserve Fund is to reallocate funds from capital to other charges and services for legal services.

After full discussion and careful consideration of Resolution 55 – 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.

It was mentioned that this is Ms. Dixon’s last Board Meeting. She will be retiring from the Library at the end of the month.

The Board thanked Ms. Dixon for her dedication and years of service to the Library.

7. **Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Patricia A. Payne, Rev. T. D. Robinson)**

a. **Resolution 56 – 2017** (2018 Appointment List)

Ms. Crenshaw advised that this resolution had come out of Committee with a do pass recommendation.

After full discussion and careful consideration of Resolution 56 – 2017, the resolution was adopted on the motion of 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.

b. **Resolution 57 – 2017** (Approving IMCPL Acceptable Use Policy Concerning the Appropriate Use of the Internet and Other Computer Networks)

Ms. Crenshaw reminded everyone that the Library’s Acceptable Use Policy is approved annually by the Board. Additional language is being incorporated this year which states “...disconnecting library equipment, including monitors, network cables and electrical cords” to more clearly define that these actions are unacceptable.

After full discussion and careful consideration of Resolution 57 – 2017, the resolution was adopted on the motion of 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.

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

- a. **Briefing Report for January 2018 Action Item** – Approval to Award a Construction Services Contract for the Eagle Branch Project

Sharon Smith, Facilities Director, mentioned that the Report provides information about awarding a construction services contract for the Eagle Branch Project. Sealed bids will be received December 21, 2017. The preliminary project schedule targets a starting date of March 2018, with substantial completion in early 2019.

- b. **Resolution 58 – 2017** (Approval to Award an Architectural Design Services Contract for the Fort Benjamin Harrison Branch Project)

Ms. Smith advised the Library recommends awarding an architectural design services contract for the Fort Benjamin Harrison Branch Project to Ratio Architects, Inc. for a negotiated lump sum basis consistent with the Request for Qualifications and Statement of Qualifications.

After full discussion and careful consideration of Resolution 58 – 2017, the resolution was adopted on the motion of Ms. Charleston, seconded by Rev. Robinson, 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.

At this time, Ms. Smith announced that the Library did not receive the required Status and Comfort Letters from the State of Indiana for the listed resolutions and this necessitated the revision of the following resolutions:

Resolution 59 – 2017
Resolution 60 – 2017
Resolution 61 – 2017

Resolution 62 – 2017
Resolution 63 – 2017
Resolution 64 – 2017

It was determined that these resolutions, as set out below, would be approved by the Board, with revisions, as a group.

- c. **Resolution 59 – 2017** (Approval to Purchase Property Located at 2402 North Sherman for the Brightwood Branch Project) (Ricketts)
- d. **Resolution 60 – 2017** (Authorization to Purchase Property Located at 2422 North Sherman for the Brightwood Branch Project) (New Dawn)
- e. **Resolution 61 – 2017** (Authorization to Purchase Property Located at 3737 East 25th Street for the Brightwood Branch Project) (Noral)
- f. **Resolution 62 – 2017** (Authorization to Purchase Property Located at 2430 North Sherman for the Brightwood Branch Project) (21st Amendment)
- g. **Resolution 63 – 2017** (Authorization for the Chief Executive Officer to Take All Actions Necessary to Acquire Title of Property Located at 3701 East 25th for Brightwood Branch Project) (DMD)
- h. **Resolution 64 – 2017** (Authorization for the Chief Executive Officer to Take All Actions Necessary to Acquire Title of Property Located at 2435 and 2437 Station Street for the Brightwood Branch Project) (Commissioners)

After full discussion and careful consideration, Resolution 59 – 2017, Resolution 60 – 2017, Resolution 61 – 2017, Resolution 62 – 2017, Resolution 63 – 2017 and Resolution 64 – 2017 were adopted, as revised, on the motion of Ms. Charleston, seconded by Ms. Sanders, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson, Ms. Sanders and Dr. Wantz.

Motion carried.

These resolutions are appended to, and made a part of, these minutes.

Dr. Wantz thanked Ms. Charleston and Ms. Smith for their hard work on the Brightwood project to date.

9. **Library Foundation Update**

December 2017 Library Foundation Update

Roberta Jagers, President of the Indianapolis Public Library Foundation, provided the Update for December 2017.

News: After a successful inaugural event in 2017, we are looking to build and improve Imagine It, the crowd funding event that resulted in support for the Packhorse Librarian project (presented during the August Board Meeting). We invite you to share with any young professionals in your network a call out for Imaginarium! Imaginarium is a group of young professionals and community members who help plan and host our Imagine It event. Imagine It starts with new ideas from Library staff for Library programs and services and leads up to a live-voting event, where audience members pick their favorite of three finalists. We’re looking for 10-12 enthusiastic Library fans to make a six-month

commitment to the Imaginarium. Members will pick finalists and imagine new aspects of the event – along with inviting others to Imagine It.

Please find more information along with a questionnaire application here:
<https://www.indyplfoundation.org/news/2017/join-the-imaginarium>

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

- Ritz Charles, Inc.

This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

Children’s Programs

- Ready to Read – On the Road to Reading

Cultural Programs

- Center for Black Literature and Culture – Central Library

Collections and Technology

- Digitization of arts organizations’ historical archives

Capital Projects

- Call-A-Story

Ms. Jagers concluded by stating that the Foundation is proud of what they do for the Library.

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – November 2017

Jackie Nytes, Chief Executive Officer, pointed out the continued growth in the circulation of eBooks and eAudiobooks. This number has increased 15% year-to-date compared to 2016. Circulation of physical items has decreased by 6%. As we approach the end of the year, we are monitoring the use of the materials budget.

- ### b. Progress Report on the Library’s Strategic Plan – Chris Cairo, Director, Strategic Planning and Assessment, reviewed her Report. She described the Library’s role as a resource for job seekers. The Library has built staff capacity to assist individuals in their job search and computer skills through the Job Center, GED and TASC classes, and a variety of computer classes. The use of the Career Transitions database has increased markedly since 2016 in user sessions, job application links, resume building and cover letter creation.

c. **November Media Report and Recap of Communications Activity on the Opening of the Center for Black Literature and Culture**

Ms. Nytes requested that the Board review the Media Report that was in their packets that highlighted coverage of Library programs and various services offered in print, electronic and social media.

Kim Crowder, Communications Director, then shared a report entitled “Media & Communications Report for the Center for Black Literature & Culture” (“CBLC”) at the meeting that provided a recap of the promotional activity surrounding the opening of the CBLC. For example, it highlighted items such as Print & Electronic Media, Media Program Appearances by Library Representatives, Advertising Campaign, Special Event, Other Media Outreach, YouTube Videos, Facebook Videos, Cablecast Videos, IndyPL.org Kids’ Blog, Products & Projects and Social Media Traffic/Event. Also, a video highlighting recent CBLC activity was shown.

d. **Report on Google Grant for Circulating Technology**

John Helling, Public Services Director, explained that the Library is receiving a \$200,000 Google Grant for Circulating Technology that will enable the Library to purchase 125 mobile hotspots and 125 Chromebooks to circulate to patrons at the Brightwood and Flanner House branches. The project will target those seeking to improve tech skills or gain access to technology as a path toward employment or for young families to build digital literacy skills in young children. It will also provide for a continued Library presence in the Flanner House Community Center when the Flanner House Branch closes in 2019 to make way for the opening of the new Michigan Road Branch.

e. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (65 – 2017)**

Ms. Nytes advised that the necessary corrections had been made to the Reclassification section of the resolution that was previously presented at the November Board Meeting.

After full discussion and careful consideration of Resolution 65 – 2017, the resolution was adopted on the motion of Ms. Payne, seconded by 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.

UNFINISHED BUSINESS

11. None.

NEW BUSINESS

12. At this time, Ms. Crenshaw, on behalf of the Board, recognized Dr. Wantz as the outgoing President of the Library Board. She pointed out that he had made tremendous contributions and provided great leadership during his tenure. She then presented him with a commemorative gavel and a certificate setting out the dates of his service as Board President.

A round of applause occurred at this time.

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, 2018** – Dr. Jett requested information related to the ratings that Library staff received during the recent employee evaluation process.

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – December 5, 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 2018** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through January 21, 2018.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, January 9, 2018, 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 22, 2018 at the West Indianapolis Branch Library, 1216 South Kappes 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 8:10 p.m.

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

Lillian L. Charleston, Secretary to the Board

