

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
FEBRUARY 22, 2016**

The Indianapolis-Marion County Public Library Board met at the College Branch Library, 4180 North College Avenue, Indianapolis, Indiana, on Monday, February 22, 2016 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. Secretary Charleston was present.

2. Roll Call

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

Members absent: Mr. Gutierrez.

3. Branch Manager's Report

Jessica Trinoskey, Manager, College Branch Library, welcomed everyone and provided an update on their services to the community.

She mentioned that 2015 had been a year of transition at the branch with a new manager, reference staff and circulation assistant coming on board. Door count and new library card registration numbers were up over 2014. Ms. Trinoskey commented that the branch serves a very diverse population in terms of race, income and educational attainment. Preschool programs remain very successful. This year the branch hopes to expand their programming for school age children and teenagers.

Additionally, the branch was the recipient of a \$2,500 grant as designated by Indiana Authors Award Lifetime Achievement honoree Mari Evans which will be used for programming.

The branch is undergoing a renovation shortly that will include new and improved service desks, a new teen area and new CD and DVD shelving.

Lastly, it was noted that the CEO Tour will make a stop at the branch on March 9th.

Ms. Aguilera inquired how many staff are at College. Ms. Trinoskey responded there are 12 staff members.

A copy of the Report is attached to these minutes.

4. **Public Comment and Communications**

- a. Melinda Mullican, Wayne Branch Manager and current President of the Library's Staff Association, addressed the Board

She read the purpose statement for the Staff Association which was as follows: The purpose of the Staff Association is to promote professional, educational development and social relations of the staff and to advance the economic welfare of all staff not represented by a certified employees organization and to support the mission of the Library.

Ms. Mullican advised that last year the Association had 55 members and this year they have 100. Also, approximately \$1,970 was contributed to the Indianapolis Public Library Foundation during the Association's membership drive. She then highlighted several of the upcoming activities including May Breakfast, 4th of July Celebration, Chili Cook-Off and the November Staff Tea.

- 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, January 25, 2016**

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

COMMITTEE REPORTS

6. **Finance Committee (Oscar A. Gutierrez, Chair; Vanessa Lopez Aguilera, Lillian L. Charleston)**

- a. **Report of the Treasurer – January 2016**

Becky Dixon, Chief Financial Officer, discussed the Report as follows:

Revenue/Expenditure Projections – The Library was on target with our projections for January.

Comparison to Last Year – January revenue is 12% less than last year due to a one-time reimbursement received in 2015. Expenditures are 21% less compared to last year due to three payrolls in January 2015 and only two this year.

Fines/Fees – A slight reduction compared to this time last year.

Project Status – New printing patron software solutions – six locations have the software installed as of the end of January. This project will eventually integrate with our copy machines and credit card processing will be added to allow patrons to use credit/debit cards for copies and print jobs.

The Library received five responses to our RFP for the new financial system and three have been selected to provide demonstrations beginning in March.

Ms. Aguilera made the motion, which was seconded by Ms. Crenshaw, 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. **Briefing Report – On-Line Registration System**

Ms. Dixon advised that the Report provides information on the proposed on-line registration system.

She explained that staff has had discussions with a local technology consulting firm to create an on-line application website. While methodologies to verify patron addresses will not work for all residents wishing to use the service, the goals of the project are to begin small, collect data on its popularity and expand to other residency comparison points in the future. Once a contract has been negotiated and vetted, it will be brought to the next Board meeting for further discussion and authorization to execute.

c. **Resolution 8 – 2016 (Appropriation of Gift and Grant Funds)**

Ms. Dixon mentioned that through the generous support of the Library Foundation, more than \$156,000 will be appropriated to support various Library programs without the use of tax dollars.

After full discussion and careful consideration of Resolution 8 – 2016, the resolution, was adopted on the motion of Ms. Aguilera, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

d. **Briefing Report – 2015 Events Operations**

Ms. Dixon presented a Report on the events operations at Central Library. For 2015, total revenue was \$326,195 and expenditures were \$276,301. She noted the Events Department is on target to meet revenue projections for 2016. Goals for 2016 include increasing corporate holiday parties and daily paid meetings for corporate groups.

e. **Draft of the Capital Projects Fund Calendar**

Ms. Dixon distributed the Calendar to the Board for their review and information.

f. **Draft of the 2017 Budget Calendar**

The 2017 Budget Calendar was distributed to the Board. Ms. Dixon suggested some dates when Board members should attend various Municipal Corporations/City-County Council meetings during the Budget approval process..

g. **Briefing Report – RFID Project Information and Upcoming Bids**

Ms. Dixon discussed the Report on the RFID (radio frequency identification) project. Bids for outsourced tagging, equipment and building construction will soon be issued. The following phase will involve tagging 1.7 million items at all locations, with final installation of book drops anticipated by May 2017. The budget is \$2 million and will be funded by the Series 2015 Bond Fund (Fund 44).

7. Diversity, Policy and Human Resources Committee (Vanessa Lopez Aguilera, Chair; Camille D. Blunt, Patricia A. Payne)

a. **Resolution 9 – 2016** (Addition of Section 204 Transgender Policy to the Library Policy Manual)

After full discussion and careful consideration of Resolution 9 – 2016, the resolution, was adopted on the motion of Ms. Aguilera, seconded by Ms. Blunt, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

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

a. **Resolution 10 – 2016** (Approval to Award a Construction Services Contract for the Warren Branch Renovation Project)

Sharon Smith, Facilities Director, stated that it is being recommended that the contract be awarded to Mezzetta, Inc. of Indianapolis for a total cost of \$884,600. The start date for the project is anticipated to be March 14, 2016 with a completion date of September 19, 2016.

After full discussion and careful consideration of Resolution 10 – 2016, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

- b. **Resolution 11 – 2016** (Approval to Award a Construction Services Contract for the East Washington Branch Expansion Project)

Ms. Smith noted that it is recommended that the contract be awarded to MacDougall Pierce Construction, Inc. for a total cost of \$1,700,500. The preliminary project schedule targets a start date of March 14, 2016 and a completion date of October 10, 2016.

After full discussion and careful consideration of Resolution 11 – 2016, 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, Ms. Payne and Dr. Wantz.

Motion carried.

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

- c. **Briefing Report – Land Purchase for East Washington Branch**

Ms. Smith presented information on the purchase of 0.31 acres of property located directly to the west of the existing East Washington Branch which was most recently a Pizza Hut restaurant. Securing this property would expand the branch’s available parking, enhance visibility and improve access to public transportation.

- d. **Briefing Report – Central Library Parking Garage Lease**

Ms. Smith discussed the proposed parking garage lease for Central Library. She mentioned that a tentative agreement has been reached with Library Square Development Partners for a long term lease of the parking spaces. The agreement would help maximize the utilization of parking spaces, designate a fund for maintenance and support economic development in the nearby community.

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

Ms. Payne advised that the Committee did not have a report this month.

10. **Library Foundation Update (Camille D. Blunt, Library Board Representative)**

February 2016 Library Foundation Update

Ms. Blunt reviewed the Foundation’s recent activities. Some of the highlights were as follows:

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

- OrthoIndy Fund, R. B. Annis Educational Foundation – Capital Projects
- Christel DeHaan Family Foundation – Cultural and Community
- Purdue University, College of Liberal Arts – Indiana Authors Award
- Office of the Lawrence Township Trustee – Lifelong Learning
- Sign Craft Industries – Most Urgent Need
- WRTV6 – Ready to Read
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

Children's

- Bilingual Storytimes at Haughville
- On the Road to Reading
- On the Road to Reading – Packaged Programs
- Summer Reading Program
- Teen Book Club

Cultural

- McFadden Lecture
- 500 Parade Balloon
- Book Bike

Collections

- Downey Digital History Collection
- Teen Read Return Repeat Bags

Lifelong

- eBook Tinker Station
- Glendale Seed Library
- Grantsmanship Institute at E38

Capital

- Pike Aquarium
- E38 Aquarium
- College Avenue Renovation

Other News:

- Nominations for the 2016 Eugene & Marilyn Glick Indiana Authors Award opened on Monday, February 1, 2016, and run through Friday, March 18, 2016. Awards will be given in four categories: National, Regional, Emerging and a new category – Genre Excellence. The Genre Excellence category will honor talented authors in a different genre each year and highlight the diversity of writing in the state. This year's genre is Children's Picture Book. If you know a deserving Hoosier author, we encourage you to nominate them online at www.indianaauthorsaward.org. Last year's Award Dinner and Silent Auction raised over \$70,000 for Library programs.

11. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – January 2016

Jackie Nytes, Chief Executive Officer, pointed out several items on the Dashboard as they relate to the Strategic Plan.

Under Goal 1, it was noted that the numbers for programs offered and program attendance are both up. For Goal 2, she mentioned the importance of community contacts to identify needs and to make certain they are aware of what the Library offers. She advised there has been a 9% increase in the number of contacts made.

- b. **Progress Report on the Library’s Strategic Plan** – Ms. Cairo discussed her Report that focused on the Library’s strategy in creative space planning to make buildings more flexible and responsive to our diverse community as service priorities change. An example is seen in the allocation for public computers, as a reduction in demand has resulted in a shift toward the use of personal devices and WiFi within branches. Such planning can be seen in the Southport and Warren branch renovation projects taking place in 2016.

Dr. Wantz suggested that a separate report on public computer utilization be prepared for presentation at the next Joint Board Committee meeting.

- c. **January Media Report** which had been prepared by Kim Crowder, Director, Communications, was provided to the Board for their information. The Report focused on major print and electronic media activities pertaining to various Library services and events.

d. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (12 – 2016)

After full discussion and careful consideration of Resolution 12 – 2016, the resolution was adopted on the motion of Ms. Aguilera, seconded by Ms. Blunt, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

UNFINISHED BUSINESS

12. None.

NEW BUSINESS

13. None.

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:

March, 2016 – There were no items suggested.

INFORMATION

15. **Materials**

- a. **Special Facilities Committee Meeting Notes – February 4, 2016** were distributed to the Board members for their general information.
- b. **Joint Meeting of Library Board Committee Notes – February 9, 2016** were distributed to the Board members for their general information.

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

- a. **Board Meeting Schedule for 2016** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through February 21, 2016.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, March 15, 2016, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

Ms. Nytes mentioned that the Library hopes to debut their new bookmobiles on March 15th and encouraged Board members to arrive early for the Joint Meeting so they might have an opportunity to view the bookmobiles.

17. **Notice of Special Meetings**

None.

18. Notice of Next Regular Meeting

Monday, March 28, 2016, at the East 38th Street Branch, 5420 East 38th 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 7:40 p.m.

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

Lillian L. Charleston, Secretary to the Board

