

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
FEBRUARY 27, 2017**

The Indianapolis-Marion County Public Library Board met at the Glendale Branch Library, 6101 North Keystone Avenue, on Monday, February 27, 2017 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

At this time, Dr. Wantz introduced Joanne Sanders as the newest member of the Library Board. He advised that Ms. Sanders was appointed to the Board by the County Commissioners. He asked everyone to join him in welcoming Ms. Sanders to the Board.

A round of applause occurred at this time.

Ms. Sanders stated that she appreciated this appointment and looks forward to what's happening at Central and at the outlying libraries. She advised that Glendale is her "home" library because of its proximity to her residence. Ms. Sanders expressed her appreciation for the forward thinking that's part of the planning for Central over the next year or two. She noted that she also looks forward to her participation on the Finance and the Facilities committees.

Members present: Ms. Charleston, Ms. Crenshaw, Dr. Jett, Rev. Robinson, Ms. Sanders and Dr. Wantz.

Members absent: Ms. Payne.

3. Branch Manager's Report

Melissa Wooton, Manager, Glendale Branch, discussed the Report that had been distributed to the Board. She reminded everyone that the branch has been in its current location for ten years. Ms. Wooton commented on the popularity of childhood literacy, computer and cultural programs at the branch. Plans include adding more school-age programs and Tinker Station offerings later in the year. The various study rooms, community room and the quiet room are always in constant demand by patrons at the branch. She also noted that branch staff work with many partners in the community including the Broad Ripple Village Association, Keystone Business Community Association and the Indiana State Fairgrounds. The branch is fortunate to have a good

blend of seasoned and newer staff members. Everyone at the branch enjoys serving the patrons.

Ms. Wooton announced that the branch looked exceptionally good tonight because members of the Butler University Tri Delta Sorority had come in over the weekend and given this location a spring cleaning.

4. Public Comment and Communications

a. Public Comment

Jenny Herron, School Library Manager for Cathedral High School, addressed the Board. Ms. Herron discussed the value of Cathedral's participation in IndyPL's Shared System. She mentioned that it relieves her of the need to process and catalog materials and allows her more one-on-one time with students. Ms. Herron was accompanied by Cathedral student, Anika Kansky, who described the convenience of having requested materials sent directly to the school. Ms. Kansky also expressed her pleasure to have free access to the Library's online databases.

Tom Fodor, Executive Director of Morning Life, complimented the staff at the Glendale Branch for their assistance in helping senior citizens use the Library. He also spoke on behalf of Keystone Business Community Association and praised the IndyPL for its partnership and services that benefit the business community.

Lastly, Gayle Stahl, a patron, spoke to the Board regarding her difficulty in downloading books on her four-year-old Nook. She was referred to Debra Lambert, Director of Collection Management, to assist her with the problem.

- 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. Executive Session, January 23, 2017

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

b. Regular Meeting, January 23, 2017

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

COMMITTEE REPORTS

6. Finance Committee (Dr. Terri Jett, Chair; Lillian L. Charleston, Joanne Sanders)

a. Report of the Treasurer – January 2017

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

Revenue

- Miscellaneous revenues consisting of E-rate, facility rental and reimbursements were higher than projected and exceeded 2016 by 33%.

Expenditures

- Our projections were on target – spent 2% more than January 2016.
- Accounting staff is currently working on the new chart of accounts to be completed by end of the month.
- March 1-3 – Accounting will begin general ledger analysis with our vendor followed by purchasing and accounts payable March 6-8.

Ms. Sanders inquired if the new accounting software being purchased was custom made or “off the shelf.”

Ms. Dixon advised that the software is an “off the shelf” product that is customizable to the Library’s needs.

Dr. Jett made the motion, which was seconded by Ms. Charleston, 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 10 – 2017 (Appropriation of Gift and Grant Proceeds)

Ms. Dixon noted that this resolution seeks authorization of the appropriation of gift and grant proceeds totaling more than \$1.5 million.

After full discussion and careful consideration of Resolution 10 – 2017, the resolution was adopted on the motion of Dr. Jett, seconded by Rev. Robinson, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Rev. Robinson, Ms. Sanders and Dr. Wantz.

Motion carried.

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

c. **Briefing Report – 2016 Events**

Ms. Dixon reviewed the Report on the 2016 Events Operations at Central Library. Total revenues of \$298,985 exceeded operating expenses by \$29,124. Goals for the Events staff in 2017 include creating rehearsal dinner packages with Ritz Charles, working with the Indiana Chamber of Meeting Professionals on hosting one of its quarterly symposiums and working with Accent on Indy and the International Live Events Association to host their annual PACE Awards.

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

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

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

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

9. **Library Foundation Update**

February 2017 Library Foundation Update

Roberta Jagers, President, Indianapolis Public Library Foundation, provided the Update.

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

- Christel DeHaan Family Foundation
- The Eugene and Marilyn Glick Family Foundation
- Hulman & Company Foundation, Inc.
- Junior League of Indianapolis
- MacAllister Machinery Co., Inc.

Ms. Jagers also expressed appreciation to Robert Scott, the Library Board's attorney, for everything he and his firm have done for the Foundation over the years.

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

Children's

- Ready to Read – On the Road to Reading
- Ready to Read – Early Literacy Specialist
- Ready to Read – Packaged Programs
- Ready to Read – Reach Out and Read/El Dia Event
- Growing Readers Inclusive Storytime at Haughville
- Sensory Storytime at Wayne
- Dino-mite Expert/Author Visit
- YA Author Visits

Cultural

- McFadden Lecture
- 500 Parade Balloon
- Eat What You Grow! at Pike

Collections

- Teen Tech Lounge at Spades Park
- Digital Mobile Labs
- Lilly Digitization

Lifelong

- Glendale Seed Library
- Spades Park Seed Library
- Nonprofit Seminars at Central
- Spanish Language Computer Classes
- USB Technology
- Raspberry Pi at Pike

Capital

- Pike Aquarium
- Pocket Parks Story Walks Year 3

Ms. Charleston asked Ms. Jagers to explain the referenced Raspberry Pi.

She advised that they are tiny computers that are easy to program. They each cost approximately \$100 each.

Ms. Jagers went on to provide a progress report on the Foundation's Strategic Plan in support of the Library. New advocacy initiatives include a new website and enhanced social media and email engagement. Several statistics related to the initiatives were shared with the Board. Other goals include securing and assuring superior stewardship of assets to sustain the Foundation and support Library programming.

Ms. Jagers concluded her presentation by showing a series of short videos that have been produced to increase awareness of the Foundation and Library services.

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – January 2017

Jackie Nytes, Chief Executive Officer, pointed out that changes have been made to the Dashboard. It is hoped that the information will be more useful than in the past. The report shows the progress we've been making in terms of library cards that are out in the community.

Ms. Charleston asked why the Computer Use numbers are lower in 2017 compared to 2016.

Ms. Nytes replied that we see in various agencies that there is some fall off of Computer Use. We think it might be because more people are obtaining affordable smart phones and they can get their email that way. There is some segment of the population that is a little less dependent on us but it isn't everywhere and it will be interesting to see what happens at East Washington since they have reopened with significantly more computers than they had before.

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

The Report focused on maximizing access to the Library through the strategy of establishing “pop-up” services at various community locations. The Library has been active in this area by providing such activities as mobile Tinker Stations, the Storywalk in the Park at Ruckle Street and Ft. Benjamin Harrison parks, community book discussions, and The Public Collection, where 32,150 books have been selected at the nine community installations since August 2015.

- c. **January Media Report** was provided to the Board for their information. The Report sets out media coverage of various Library programs and services.
- d. **Social Media Update** – Kimberly Crowder, Director, Communications, provided an update on the Library's social media activities.

Ms. Crowder then introduced Katie Bulloff, the new Digital Marketing Specialist in the Communications Area. She mentioned that Ms. Bulloff has experience writing marketing content and doing design work.

Ms. Crowder described why having a social media strategy is important to the Library and how that strategy will be developed. The Library's Facebook reach in the past seven days was 13,440, a 59% increase over the week before. We currently have over 5,000 followers on Twitter. A social media workshop/orientation for the Library's social media administrators is scheduled on March 22, 2017 at 1:30 p.m. at the Library Services Center.

The major goals for social media is to raise awareness of the Library, increase brand recognition, drive followers to our website, increase our website visitor loyalty and to grow the total conversions from social media to patrons who actually use our products and services.

- e. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel 11 – 2017)**

After full discussion and careful consideration of Resolution 11 – 2017, the resolution was adopted on the motion of Rev. Robinson, seconded by Ms. Crenshaw, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, 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. Ms. Nytes provided some miscellaneous information as follows:

- McFadden Lecture, featuring author Junot Diaz, would be held at Central Library on Thursday, March 2, 2017 at 7:00 p.m.
- All of the Library's bond issues have received an upgrade in the bond rating from Moody's. The bonds now have an AA1 rating.

Dr. Wantz also mentioned the upcoming screening of WFYT's Crispus Attucks documentary on March 25, 2017 at 2:00 p.m. at Central Library.

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:

March, 2017 – *No items were suggested.*

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – February 14, 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 2017** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through March 26, 2017.**

- c. **Joint Meeting of Library Board Committees** – Tuesday, March 14, 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, March 27, 2017, at the East Washington Branch Library, 2822 East Washington 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 7:55 p.m.

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

Lillian L. Charleston, Secretary to the Board

