

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
FEBRUARY 26, 2018**

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The Indianapolis-Marion County Public Library Board met at the College Avenue Branch Library, 4180 North College Avenue, Indianapolis, Indiana on Monday, February 26, 2018 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

Ms. Sanders presided as Chairman. Ms. Charleston acted as Secretary.

**2. Roll Call**

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

Members absent: Ms. Crenshaw.

**3. Branch Manager's Report**

Jessica Trinoskey, College Avenue Branch Manager, mentioned that her Report was in the packet for the Board's information and review.

At this time, Ms. Trinoskey recognized two new staff members, namely, Maggie Ward, a Children's Librarian and Shannon Bahle, an Adult Librarian. She then acknowledged Michelline Brandon, Circulation Supervisor, for her 30 years of service.

**4. Public Comment and Communications**

**a. Public Comment**

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. Executive Session, January 22, 2018**

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

**b. Regular Meeting, January 22, 2018**

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

**COMMITTEE REPORTS**

**6. Finance Committee (Dr. David W. Wantz, Chair; Lillian L. Charleston, Joanne M. Sanders)**

**a. Report of the Treasurer – Update**

Ije Dike-Young, Chief Financial Officer, advised that she did not have the January Report of the Treasurer to present to the Board this month. The Finance/Accounting Department is still working through the details of MUNIS, the Library’s new accounting software and it is anticipated that both the January and February Reports will be presented at the March Board Meeting.

Dr. Wantz asked how things were going with the new software.

Ms. Dike-Young requested that Dr. Wantz ask her that question again in March.

**b. Briefing Report – 2018 AHS/ILS Equipment Bonds**

Ms. Dike-Young mentioned that the Library plans to request approval for the issuance of bonds in the amount of \$4.6 million to finance several initiatives, namely: New Integrated Library System; Opening Day Collections for the new Brightwood, Michigan Road and Eagle Branches; Sorters for Central Library, Southport, Michigan Road, West Perry and Lawrence branches; and Removal and Replacement of Window Flashing at the Library Services Center. The bond issue is incorporated into the Library’s long-term debt plan which keeps the debt tax rate at or below \$0.0318. The interest expense is estimated at \$310,147, with an estimated repayment term of 3.5 years. Also, the bonds will be issued as taxable.

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

- a. **Resolution 7 – 2018** (Approval of Resolution 7 – 2018 Approving Joint Written Recommendations of IMCPL Management and AFSCME Local 3395)

Katherine Lerg, Human Resources Director, advised that the Library’s management team and the Library’s union, AFSCME 3395, had reached an agreement on a new contract that will extend through December 31, 2020.

At this time, Ms. Sanders recognized that Michael Torres, Library staff member and President of AFSCME 3395, was in the audience this evening. She thanked him for continuously attending meetings and for his ongoing input.

She also expressed appreciation that the Library’s management team and the union were able to bring a single resolution before the Board for approval.

After full discussion and careful consideration of Resolution 7 – 2018, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Charleston, and the “yes” votes of Ms. Charleston, 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 –Michigan Road Branch Construction Progress**

Jackie Nytes, the Library’s Chief Executive Officer, reviewed the Report that had been presented to the Board. She mentioned that additional work has been required to remove unsuitable soils as construction of the foundation progresses on the project. The process of selection of furniture has begun and the Library is in discussions for the design and fabrication of study tables made from lumber harvested from the building site. Substantial completion is projected by November 2018.

It was also announced that the groundbreaking for the new Eagle Branch will take place on March 23, 2018 at 11:00 a.m. at 3905 Moller Road (vacant lot next to Meijer).

## 9. Library Foundation Update

### February 2018 Library Foundation Update

Dr. Jett provided the Update for February 2018.

Congratulations to the African-American History Committee, the Center for Black Literature & Culture and all other staff members involved in Meet the Artists. The private reception on February 9, 2018 and public celebration on February 10, 2018 were wonderful events! Special thanks to Dr. Terri Jett for speaking on behalf of the Library Foundation at both events. The Library Foundation is proud to support this outreach!

Nominations for the tenth annual Eugene & Marilyn Glick Indiana Authors Award opened on Monday, February 5, 2018 and runs through Friday, March 16, 2018. Awards will be given in three categories: National, Regional and Emerging. We will also be presenting James Alexander Thom with a Lifetime Achievement Award. If you know a deserving Hoosier author, we encourage you to complete a quick nomination form online at [www.indianaauthorsaward.org](http://www.indianaauthorsaward.org). Last year's Award Dinner and Silent Action raised over \$125,000 for Library programs.

Within the past several months, we have welcomed four new Directors: Dr. Amparo de la Pena (Eli Lilly & Company), Mr. Brad Holtz (92.3 WTTS), Mr. Phillip List (Smith-Amundsen) and Ms. Shiv O'Neill (Cummins). We are excited about the enthusiasm, passion and expertise they bring to our work. For a list of Directors, visit <https://www.indyplfoundation.org/about/team>.

We received a thank you letter from a patron and we would like to share an excerpt: I would like to take the time to express my pleasure at which the Indianapolis Public Library System is ran. This is especially true at the Irvington Branch location. What a great bunch of people work at this location. Helpful, considerate, friendly and all seem to enjoy their jobs. They are a pleasure to do business with and to be around. – Mark Hebble

The Library Foundation thanks 172 donors who made gifts last month. The following are our top contributors who made gifts last month:

- Griffith Family Foundation, Inc.
- Indiana Oxygen
- Sign Craft Industries
- St. Vincent Health
- The D. J. Angus/Sciencetech Educational Foundation
- Kiwanis Foundation of Indianapolis, Inc.
- The Glick Fund (CICF)
- Katz, Sapper & Miller

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
- Ready to Read – Packaged Programs
- Ready to Read – Early Literacy Specialist

- Ready to Read – Reach Out and Read IN (ROAR) Children’s Day
- Summer Reading Program
- Pop-Up Literacy Program (E38)
- Storytime Creations (E38)

#### Cultural Programs

- McFadden Lecture
- Snack Chats (WRN)
- Lilly Center for Black Literature and Culture

#### Collections and Technology

- General Digitization
- Lilly City Digitization

#### Lifelong Learning

- The Job Centers
- Spanish Language Computer

#### Capital Projects

- STEAM Storytime & Programming: Aquarium Maintenance (E38)
- Aquarium (PIK)
- Maintenance of thinmanlittlebird

## 10. Report Of The Chief Executive Officer

### a. Dashboards and Statistics

#### 1) Monthly Performance Dashboard – January 2018

John Helling, Public Services Director, gave the following report on the Dashboard:

##### **Introduction**

The purpose of this presentation is to present IndyPL’s monthly statistical dashboard in the context of larger public library trends. In other words, to look at this snapshot as part of the larger whole. We’ll do this by looking at our data alongside data presented by the [Public Library Data Service Report \(PLDS\)](#).

What is PLDS? An annual survey carried out each year by the Public Library Association. This year’s survey included responses from 3,055 public libraries in the United States and Canada (roughly 30% of all public libraries).

This month’s goal is to discuss the Library in general. Going forward, we will take a look at more of this data in context and explore what it means in terms of “on the ground” service.

### **Circulation**

Circulation of library materials is declining nationally. PLDS chalks this up to the improving economy and lower unemployment rate. We are seeing a similar (although steeper) decline in circulation. Nationwide, circulation of library materials has declined by 11%, whereas ours has declined by 23%. However, our circulation per capita (11.8) is higher than the national average (8.25).

Our percentage of circulation from print materials (60%) is almost exactly the national average. Our percentage of circulation from e-materials (16%) is higher than the national average (10.4%). The difference seems to come from our DVD/CD circulation (22%) which is lower than the national average (29.4%).

Note that in 2013 we restored our hours and saw a huge spike in circ – so a trend that goes back to 2012 would show an increase, but a trend that goes back to 2013 shows a decline.

### **Programming**

As libraries across the country observe decreasing circulation, we are reimagining our role in our communities. This has led to increased programming.

We carried out 912 programs in January 2018, compared to 740 in December 2011 – a 23% increase (compared to 27.5% nationally).

We saw 15,070 attendees in January 2018, compared to 12,734 in December 2011 – an 18% increase (compared to 17% nationally).

### **Active Borrowers**

Nationally, libraries saw a 4.4% decrease in library card holders. By contrast, we have almost 3% more active borrowers now (167,117) than we did in December 2012 (162,373).

We have achieved this by intentionally seeking out new audiences and signing them up for library cards. We created 3,080 new library cards in January 2018 as opposed to 1,930 in December of 2011.

### **General Takeaways and Conclusion**

The Indianapolis Public Library is seeing usage trends that are very similar to national trends. We are responding, like many libraries, by trying to match demand, especially in the programming and e-materials areas. In the areas where we are most proactive we see ourselves meeting or even beating the national averages.

One major suggestion that PLDS makes is for libraries to get better about how they plan and execute programs. Our service plan system is fairly unique in the public library world, as far as we can tell, and places us ahead of the curve in terms of tracking initiatives, their successes, and their costs. A Return on Investment study that the Library is planning to carry out this year in partnership with Thomas P. Miller and Associates should also place us among libraries who are forward thinking about how to achieve the highest impact on a per dollar basis.

Dr. Wantz inquired about the increase in the Door Count number. Did the number increase in the branches we renovated? He would like to see a “before” and “after” report.

Mr. Helling offered to pull those numbers and provide that information to Dr. Wantz.

Ms. Payne wanted to know how the Library’s program was going with incarcerated individuals.

Mr. Helling mentioned that the Outreach Department had experienced some turnover but he would obtain this information from the new Outreach Manager for Ms. Payne.

Dr. Jett noted that she wished to receive that information from Outreach as well.

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

Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report. She noted that it focused on staff participation in the life of the community. A new Activities database is intended to better capture such staff activity in the areas of contacts with people, promotional activity and programs for the public, all connected to Strategic Plan categories. This will help measure institutional performance based on community interaction. Efforts will continue to hire staff who enjoy taking such active roles and to encourage managers to serve on boards or get involved in community-based projects.

**c. January Media Report**

Ms. Nytes pointed out that the January Media Report that focused on various Library activities which were covered in traditional and social media, was included for the Board’s information and review.

She commended the Communications Department for the efforts they made in getting many good contacts for us leading up to our Meet the Artists program. The coverage for the program was extensive.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (8 – 2018)**

After full discussion and careful consideration of Resolution 8 – 2018, the resolution was adopted on the motion of Ms. Charleston, seconded by Rev. Robinson, and the “yes” votes of Ms. Charleston, 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.

12. **NEW BUSINESS**

a. **Invitation to Present at Library Journal Symposium in Omaha, Nebraska**

Ms. Nytes announced that in addition to herself, Library staff members Mr. Helling, Deb Lambert, the Director of Collection Management, and Sarah Batt, Manager of Partnership Development, are scheduled to make a presentation in May at the Library Journal Symposium in Omaha, Nebraska. Other representatives from Indianapolis that will join them include Brian Payne of CICF and Lawrence Township Schools Superintendent Dr. Shawn Smith. They will describe the partnerships created with local schools and the project to provide library cards for all students.

b. **Indianapolis Immigrant Integration Plan**

Jessica Moore, IndyPL Program Specialist, presented a report on the Indianapolis Immigration Plan intended to further integrate new immigrants into the community. Ms. Moore, who serves on the Plan’s Education Committee, said that efforts are being made to improve access to English language services and transportation. One activity that the Library has focused on is the English Conversation Circles held at various branches to provide English speaking opportunities for those who need to improve their skills.

**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, 2018** – Ms. Sanders advised Dr. Jett that the employee survey would likely be an item on the March Board Meeting Agenda.

## INFORMATION

### 14. Materials

- a. **Joint Meeting of Library Board Committee Notes – February 13, 2018** 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 March 25, 2018.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, March 13, 2018, at Central Library, Knall Meeting Room, 40 East St. Clair Street, at **5:00 p.m.** **Please note change in location.**

### 16. Notice of Special Meetings

None.

### 17. Notice of Next Regular Meeting

Monday, March 26, 2018 at the Haughville Branch Library, 2121 West Michigan 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 7:45 p.m.

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

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Lillian L. Charleston, Secretary to the Board

