

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
FEBRUARY 25, 2019**

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The Indianapolis-Marion County Public Library Board met at the Michigan Road Branch Library, 6201 North Michigan Road, Indianapolis, Indiana on Monday, February 25, 2019 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. Dr. Jett acted as Secretary.

**2. Roll Call**

Members present: Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Members absent: None.

**3. Branch Manager's Report**

Denyce Malone, Manager, Michigan Road Branch Library, discussed her report that had been presented to the Board.

She announced that the 20,000 square-foot branch opened on December 15, 2018. The branch features a very open floor plan, seven study rooms and a large children's area. By the end of January, 25,317 items had been checked out and 500 new library cards had been issued. Twice-a-week preschool storytimes have attracted an average of 20 children each. In addition to various private functions, many groups have used the community room, including the Crooked Creek Neighborhood Association and the Girl Scouts.

Ms. Malone shared that patrons continue to express their excitement about having the new branch in their neighborhood.

**4. Public Comment and Communications**

**a. Public Comment**

Local resident Adrian Powell addressed the Board and requested that this branch receive the *New York Times*. Library staff will check to see if the periodicals budget can accommodate the request.

IndyPL employee and AFSCME Local 3395 member, Joanna Vos, spoke to the Board.

She questioned why the Library didn't close due to inclement weather on January 30, 2019, which action she felt put many staff at physical risk in trying to get to work, while non-exempt staff faced the possibility of receiving an occurrence on their record if they chose to stay home. Library administration did ask managers to forgive such occurrences.

Ms. Sanders responded that it was a close call to open the Library on that day, saying the Library served as a safe and warm sanctuary for many people. She added that the Board will review guidelines to determine future closings due to weather.

Dr. Jett also commented on the statement made by Ms. Vos. She noted that the Library needs to review its policy on this matter. Perhaps we need to put a policy in place that looks at a reduced level of staffing that doesn't put everyone in harm's way. Imagine if the entire city is shut down we would probably have a limited number of people actually coming in and we probably need to assess that. Who is using the Library's facilities across the community in conditions like that? We need to determine what the staffing levels should be if we are going to actually have them open. Dr. Jett agreed it was a very unusual situation but we did know it was coming and she did raise the issue. She wasn't sure what the policy was and this was certainly a polar vortex. Dr. Jett thanked Ms. Vos for bringing this matter to the Board's attention.

Angela Winston of the Fay Bickard Glick Neighborhood Center welcomed the Michigan Road Branch to the neighborhood and described the services provided by the Center, including a food pantry.

Kate Branson, a teacher at Crooked Creek Elementary School, explained how excited her students were to have the new Library nearby and said they've already shown greater enthusiasm toward books and reading.

Nene White, who was a frequent patron at the Flanner House Branch, shared how impressed she was with the new branch, especially the play area for the children, the teen space, and the meeting rooms. She also complimented the staff for being courteous.

- b. **Dear CEO Letters and Responses** were circulated for the Board's general information.
- c. **Correspondence** was circulated for the Board's general information.

*After obtaining permission from the other Board members, Ms. Sanders announced that Agenda Item 10c was being moved up on the Agenda and would be presented at this time.*

**10. Report Of The Chief Executive Officer**

**c. CAFR Award Recognition**

Ije Dike-Young, Chief Financial Officer, and the Accounting staff were recognized for receiving the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the Library's Comprehensive Annual Financial Report ("CAFR"). It is the 27<sup>th</sup> consecutive year that the Library has received this honor.

On behalf of the Board, Ms. Sanders congratulated the Accounting Department and commented that it was good to know that the Library's financials are stable.

**5. Approval Of Minutes: Executive Session, Regular and Special Meetings**

**a. Regular Meeting, January 28, 2019**

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

**COMMITTEE REPORTS**

**6. Finance Committee (Patricia A. Payne, Chair; John Andrews, Joanne Sanders)**

**a. Report of the Treasurer – January 2019**

Ms. Dike-Young, discussed the Report of the Treasurer that had been distributed to the Board.

She commented that January revenues totaled \$547,171, which is about \$69,000 more than January 2018. This was due to a slight increase in the Library's Local Option Income Tax distribution and increased facility rental and catering revenue. Expenditures totaled \$3.6 million, about \$121,000 less than January 2018. The decrease was due to the delayed billing of the Library's health insurance premium.

Ms. Payne 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.

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

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

- a. **Resolution 7 – 2019** (Approval to Award the Service Contract for IndyPL’s 2019 Compensation and Classification Study)

Ms. Crenshaw requested that the Board approve the awarding of a service contract for the Library’s 2019 Compensation and Classification Study to Rahmberg, Stover & Associates, LLC at a total cost of \$70,000. She noted that the Study will result in such things as market competitiveness and internal structure alignment, address recruitment and retention needs, meet the changing needs of the Library, and identify paths for career progression,

After full discussion and careful consideration of Resolution 7 – 2019, the resolution was adopted on the motion of Ms. Crenshaw, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

**8. Facilities Committee (Dr. Terri Jett, Chair; Rev. T. D. Robinson, Crista L. Carlino)**

- a. **Briefing Report** – Eagle Branch Project Update

Jackie Nytes, Chief Executive Officer, provided the Eagle Branch Project Update. She shared that work completed in January included drywall finishing, application of paint, installation of the north windows and the ceiling grid. Brick and stone installation has begun, with the north elevation being 70% complete. Substantial completion is scheduled for May 1, 2019, with a planned opening in early Summer.

- b. **Briefing Report** – Brightwood Branch Project Update

Ms. Nytes reported that the stormwater permitting process and submittal of final documents to the City of Indianapolis have been completed. The contractor is working to secure construction permits based on the revised design to allow for the commencement of earthwork. Equipment is now on site and the construction fence is up. Foundation work is scheduled to begin on March 25, 2019, with steel erection on April 15, 2019 and substantial completion on November 15, 2019, with a planned opening in early 2020.

**9. Library Foundation Update**

**February 2019 Library Foundation Update**

Roberta Jagers, President of the Indianapolis Public Library Foundation, distributed thank you cards to the Board members. She noted that the Foundation honors their role

and the work they do for the Library and the Foundation. She then provided the Update for February 2019 as follows:

The Foundation celebrates its 50<sup>th</sup> anniversary on February 26, 2019. On that day, we will launch the public phase of the Next 50 Campaign with the goal of raising at least \$150,000 for an endowment for children's programs. We will hold a press event at Central Library at 10:00 a.m. The public service locations will display banners and stuff promotional bookmarks in holds. We are also inviting supporters to be social media ambassadors and post information about the Foundation's anniversary on their accounts. To thank the Library staff and volunteers for their work during our celebrations, we are sending a card and gift to each branch and agency. We want to thank you, our Library colleagues, for always being so supportive and helpful, especially during our anniversary year.

On Friday, May 3, 2019, the Foundation will host Cheers for 50 Years, our anniversary celebration. Donors and the public are invited. A program showcasing the Foundation's history over the past five decades will feature speakers that have been impacted by the Foundation. She advised that a former Board member made a donation so that some Library staff members may attend the event. After the program, guests can experience the types of programs that are offered through their support.

We invite you to participate in our anniversary by:

- Attending our press conference on February 26<sup>th</sup>
- Being a social media ambassador
- Attending Cheers for 50 Years, helping secure event sponsorships
- Making a gift to the Next 50 Fund (gifts of all sizes help!)

For more information, visit <https://www.indyplfoundation.50>. Here you can learn about the Foundation's history, download our social media toolkit, make a gift to the Next 50 Fund and buy tickets for Cheers for 50 Years starting in mid-March. Later this month, the Foundation's digital collection will launch.

The Library Foundation thanks 189 donors who made gifts last month. The following are our top corporate and foundation contributors:

Hulman & Company Foundation, Inc.  
 Ayres Foundation, Inc.  
 CD-COM Systems Midwest, Inc.  
 The Capital Group Companies Charitable Foundation  
 Carrier Corporation  
 Sign Craft Industries  
 St. Vincent Health  
 Indianapolis Colts  
 The Eiteljorg Museum  
 Allen Whitehall Clowes Charitable Foundation, Inc.  
 Central Indiana Community Foundation  
 The Herbert Simon Family Foundation  
 Christel DeHaan Family Foundation

This month, we are proud to provide funding for the following Library programs. All programs are system-wide unless otherwise noted.

#### Children's Programs

- Summer Reading Program
- On the Road to Reading
- Early Literacy Specialist
- Reach Out and Read/El Dia Event
- After School STEAM Makerspace Club @ IPS #14 (Spades Park)
- Curveside Ride
- Peaceful Stories: Seasonal Book Discussion and Activity (East 38<sup>th</sup> Street)
- Read to Me, Please (InfoZone)
- Snackes and Stories Teen Book Club (Warren)
- Tinker Kits: Tots to Teens

#### Cultural Programs

- McFadden Lecture
- Center for Black Literature & Culture
- Let's Talk Indy (Central)
- Music Monday (Spades Park)
- Poetry Open Mic Nights (College)
- Classical Concerts at Central

#### Collections/IT

- General Digitization
- NEH Digitization

#### Lifelong Learning

- Aging Well (Central)
- Code Café (Central)
- Nonprofit Workshops (Central)
- The Job Centers

#### Capital Projects

- College Avenue Aquarium
- Aquarium STEAM Storytime (East 38<sup>th</sup> Street)
- Pike Aquarium

## 10. Report Of The Chief Executive Officer

### a. Public Services Update and Statistics

- 1) **New Approach to the Statistics Dashboard** – Garrett Mason, Strategic Planning and Assessment, discussed a new approach to the Dashboard. He explained to the Board that he is reviewing current data and processes with the goal of developing better performance indicators that focus more on outcomes. A new form of the Dashboard should be available in a few months.

He then mentioned that the total number of borrowers was up in January 2019 compared to January 2018.

2) **Public Services** – John Helling, Director, introduced the following:

a. **Presentation on Homeschool Services** – Cathy Bridge, Public Services Librarian, Janet Spaulding, Selector, and Betsy Crawford, Area Resource Manager, shared information about the Library’s homeschool services. It was noted that the Homeschool Committee begin in 2015 and has worked to develop a collection of 885 items for homeschool families that is also searchable through Bibliocommons. Each branch has homeschool families that they serve. A day-long homeschool information fair will be held at Central Library on September 14, 2019.

b. **Recognition of Tony Radford, Artist-in-Residence**

At this time, Mr. Helling recognized the Library’s Artist-in-Residence, Tony Radford, for his service to IndyPL and the Indianapolis community. A video was shown that included several individuals past and present who praised Tony for his role as the driving force behind the Meet the Artists program during its 31-year history and his work as the Artist-in-Residence at the Library.

At the conclusion of the video, a round of applause occurred and Mr. Radford thanked everyone for this recognition.

b. **January Media Report**

Ms. Nytes reviewed the January Media Report that was presented to the Board. It highlighted coverage of IndyPL services and programs in all media formats.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (8– 2019)**

After full discussion and careful consideration of Resolution 8 – 2019, the resolution was adopted on the motion of Dr. Jett, seconded by Mr. Andrews, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

e. **Remaining CEO Tours**

Ms. Nytes reminded everyone that her “Love Your Library” visits continue. The next stops are at Eagle, Glendale and Nora. She encouraged everyone to attend one of these upcoming meetings.

**UNFINISHED BUSINESS**

11. None.

**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:

**March, 2019** – Review Library policy related to weather closure at the March Joint Board Committee Meeting.

**INFORMATION**

14. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – February 12, 2019** were distributed to the Board members for their general information.

15. **Board Meeting Schedule for 2019 (Notice and Place of Meeting) and Upcoming Events/Information**

- a. **Board Meetings for 2019** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through March 24, 2019.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, March 12, 2019, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. **Notice of Special Meetings**

None.



**17. Notice of Next Regular Meeting**

Monday, March 25, 2019, at the Warren Branch, Library, 9701 East 21<sup>st</sup> 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 8:05 p.m.

A DVD of this meeting is on file in the Library's Communications Office.

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Dr. Terri Jett, Secretary to the Board

