

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JANUARY 26, 2015**

The Indianapolis-Marion County Public Library Board met at Central Library, 40 East St. Clair Street, Indianapolis, Indiana, on Monday, January 26, 2015 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Ms. Crenshaw presided as Chairman. Secretary Charleston was present.

2. Roll Call

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

Members absent: None.

3. Report on Indy PL Events Department

At this time, Emily Cordes, Events Manager at Central Library, gave a PowerPoint presentation on the department's activities in 2014.

A copy of the presentation is attached to these minutes.

Ms. Cordes mentioned that the department coordinated 621 meetings/events, 274 site tours and 31 weddings at Central. Some of the more noteworthy events included the Peace Dove Reveal, Indiana Authors Awards, Heartland Holiday Party, IU Holiday Party, Lego League Tournament and the Yelp Bazaar.

For 2015, she advised that the department plans to focus on high-end weddings and corporate meetings and increase its social media presence.

Ms. Crenshaw asked what the department has been doing on Pinterest.

Ms. Cordes responded that they have posted photos illustrating how the Library uses their event space.

Jackie Nytes, the Library's Chief Executive Officer, requested that Ms. Cordes share with the Board the names of the Library's caterers.

Ms. Cordes noted that the two exclusive caterers used at the Library are Ritz Charles and Thomas Caterers of Distinction. Also, the Café vendor is Cornerstone.

4. Public Comment and Communications

At this time, Ms. Nytes introduced Chris Marshall, a librarian at Central Library who leads the team for the Indianapolis Special Collections Room (“ISCR”), where tonight’s meeting was being held. She acknowledged that Mr. Marshall and the ISCR staff have done much work organizing the materials and have made a lot of community connections in the process.

Ms. Nytes went on to make some additional introductions. She advised that the Library has hired two new Training Librarians, namely, Montoya Barker and Megan Ferguson. They will be learning the system to prepare them to work at one of the Library’s locations when the need arises.

a. Public Comment

Michael Torres, a Public Services Associate and President of AFSCME 3395, the Library’s union, made the following statement:

Good evening Board of Trustees and Public,

I’m Michael Torres, Public Service Associate at Central, President of our union AFSCME Local 3395, and engaged Marion county property taxpayer. I often forget to mention being a Marion county property taxpayer when I speak here but today I want to especially mention it because wearing multiple hats gives many of us who work, pay property taxes and who are involved in the union a multi-level perspective. Like multiple sweepstakes.

*I’m here on a personal note to announce the votes to ratify our contract are in. And it passed. This contract took us eight months. These contract negotiations seem to be taking longer. **We want to work on that.***

*With over 50% of members voting, we’re glad the union and library have an agreement for three years. But the votes were not unanimous. This is the first contract vote that garnered so many no votes. **We want to work on that.***

I am not here to dwell on the negative, or why there were many no votes, but if our shared goal is to give Marion County taxpayers the best bang for their buck while making it a great place to work I would think all invested parties need to know the obstacles from achieving that goal. I know I would want the highest level of service for my tax dollars.

*Briefly, on ratification day we heard over, and over from our members that they are concerned with the level of participation between Frontline and Support staff and administration. They feel they have not been partners in decision making and are not confident library leadership will ever see them as such. Our members told us they’re convinced leaders continue to see rank and file as ungrateful, disgruntled workers. One might think that’s normal and a bit to be expected at first but after four contracts and 3 CEO’s something has got to give. **We want to work on that.***

Therefore, staff feel to be an integral part of the decision making process, and partners in making IMCPL a great library I propose considering expanding the library's Executive Committee by allowing two union members to join the committee. One to represent the frontline workers, those who hear directly from the taxpayers every day; and one to represent the Support staff, those who make materials and resources available for the taxpayers, as part of the decision making process. These candidates can offer a unique source of ideas and information from the community, as well as offer honest ideas and not one of obstruction. Two previous library campaigns vetted union members, the Sustainable Library Team, and the Resource Alignment Team and from what I was told from those union members who participated, it was a good group of participants. They also had a board member participate. Finally, adding two additional members will allow the library to address our diversity participants; something this board seems to be very conscious of. So please consider this proposal and hope we can meet to discuss this further.

- 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, December 15, 2014**

The minutes were approved on the motion of Ms. Payne, seconded by Ms. Blunt, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.
 - b. **Special Meeting, December 29, 2014**

The minutes were approved on the motion of Ms. Blunt, seconded by Dr. Wantz, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.
 - c. **Executive Session, January 13, 2015**

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

COMMITTEE REPORTS

- 6. Finance Committee (David W. Wantz, Chair; Vanessa Lopez Aguilera, Lillian L. Charleston)**
 - a. **Report of the Treasurer – December 2014**

Becky Dixon, Chief Financial Officer, discussed the Report.

She noted that for the month of December, actual expenditures, less investments and debt payments, were 1.9% more than projected. The Library spent more in personal services and library materials than projected.

Actual revenue was 9% higher than projected. Property tax revenue came in higher than expected due to the work done by the county to update properties eligible for the homestead credit.

December 2014 expenditures, less investments and debt payments, were 14% more than December 2013. The increase was in personal services and other services and charges.

December 2014 receipts were 22% more than December 2013. The majority of this difference is the timing of the distribution of our property taxes. In 2014 the Library received a higher distribution in December compared to 2013. Whereas the distributions in November were the opposite – 2013's tax distribution was higher than 2014's.

Year-to-date Fines and Fees revenue for 2014 is \$974,634 compared to \$1,082,173 for year-to-date 2013. The Library has reduced Fines and Fees and implemented the Earn and Learn Program resulting in less revenue.

Dr. Wantz 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 1 – 2015** (Confirming Marion County Board of Finance)

Ms. Dixon announced that it had been the practice of the Library to designate the Marion County Board of Finance to serve as the Library's Local Board of Finance which allows the Library to benefit from the investment practices implemented by other government entities.

After full discussion and careful consideration of Resolution 1 – 2015, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Aguilera, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

c. **Resolution 2 – 2015** (Disclosure of Waived Fines and Fees)

Ms. Dixon advised that the total amount of Fines and Fees being waived by the Library for 2014 was \$405,907. Included in this amount is \$199,202 waived from 21,191 borrowers whose accounts had expired three or more years ago.

After full discussion and careful consideration of Resolution 2 – 2015, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Blunt, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

d. **Resolution 3 – 2015** (Outstanding Purchase Orders 2014)

Ms. Dixon requested that the Board approve the appropriation for the outstanding purchase orders that were not paid prior to December 31, 2014. These total approximately \$893,000 from the Operating Fund and \$167,000 from the Debt Service Fund.

After full discussion and careful consideration of Resolution 3 – 2015, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Payne, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

e. **Resolution 4 – 2015** (Transfer Between Classifications and Accounts)

After full discussion and careful consideration of Resolution 4 – 2015, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Blunt, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

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

a. **Resolution 5 – 2015** (Revisions to Sections 140 and 300 of Library Policy)

Katherine Lerg, HR Director, commented that the revisions to Sections 140 and 300 of the Library’s policies had been discussed at the recent Joint Board Committee Meeting. The changes pertain to the use of public facilities, services, programs, exhibits, promotion, collection use, selection and management.

After full discussion and careful consideration of Resolution 5 – 2015, the resolution was adopted on the motion of Ms. Aguilera, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

b. **Resolution 6 – 2015** (Approval of Amendments to By-Laws)

Robert Scott, the Library’s legal counsel, stated that the amendments to the By-Laws, which had been discussed at the recent Joint Board Committee Meeting, include adding language confirming that the employment terms of the CEO would be set forth in a written agreement and also modifies the threshold dollar amount from \$10,000 to \$50,000 for which the CEO must obtain prior Board approval of a single contract for services.

After full discussion and careful consideration of Resolution 6 – 2015, the resolution was adopted on the motion of Ms. Aguilera, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, 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 7 – 2015** (Approval to Award a Services Contract for Elevator and Escalator Maintenance Services)

Sharon Smith, Facilities Director, advised that the Library recommends awarding a 3-year contract for elevator and escalator services to Oracle Elevator Company of Indianapolis.

After full discussion and careful consideration of Resolution 7 – 2015, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

- b. **Resolution 8 – 2015** (Approval to Award a Services Contract to Purchase Two Replacement Bookmobile Vehicles)

Ms. Smith requested approval of the Library’s recommendation to award a contract to purchase two replacement bookmobile vehicles to Lynch Diversified Vehicles, Inc. for a total cost of \$407,846.

After full discussion and careful consideration of Resolution 8 – 2015, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

- c. **Resolution 9 – 2015** (Approval to Award a Services Contract for Geotechnical Engineering Services)

Ms. Smith stated the Library requests approval to award a contract for geotechnical engineering services to Cardno ATC of Indianapolis.

After full discussion and careful consideration of Resolution 9 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Aguilera, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

- d. **Resolution 10 – 2015** (Approval to Award a Services Contract for Environmental Engineering Services)

It was recommended by Ms. Smith that the Library be allowed to enter into a services contract for environmental engineering services with Shrewsberry & Associates, LLC.

After full discussion and careful consideration of Resolution 10 – 2015, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

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

a. **Report** – CEO 2015 Library Tour: Our Digital Journey – Schedule and Content

Ms. Nytes mentioned that she had appeared on Fox 59 yesterday morning to discuss the CEO's 2015 Library Tour. The focus of the meetings will be the digital journey of the Library's patrons.

She displayed the "placemat" survey that is distributed at all meetings which allows patrons to mark their experiences on the digital journey. Obtaining this information will allow the Library to tailor our services to address the patrons' needs.

Ms. Nytes also distributed the schedule for the upcoming meetings and urged all Board members to attend if they're available.

b. **Report** – Potential Voter Registration Program with Secretary of State's Office

Mr. Gutierrez advised that the Library has had discussions with the Marion County Clerk and the Secretary of State's office about a voter registration drive. It is something that the Committee is still exploring but feels that there is a lot of opportunity for those underserved communities that may not have the resources to go out and get registered. It is anticipated that additional information will be shared at the next meeting.

c. **Report** – Legislative Session Information: Indiana Library Federation Program and Bill Tracking for Proposals Affecting Indy PL Operations

Ms. Blunt noted that the Indiana Library Federation reported that it appears that any harmful language against libraries has or will be removed through the process. Also, it is expected that money will be allocated for INSPIRE and other programs. The funding amounts are to be determined.

10. Library Foundation Update (David W. Wantz, Library Board Representative)

January 2015 Library Foundation Update

Dr. Wantz 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:
 - Ayres Foundation, Inc., BKD, LLP, College Savings Bank, Indiana Education Savings Authority, The Swisher Foundation, Inc. – Summer Reading Program
 - College Savings Bank – Ready to Read

- Hulman & Company Foundation, Inc. – Most Urgent Need
- Allen Whitehall Clowes Charitable Foundation – Collections/IT
- Griffith Family Foundation, Umbaugh – Annual Fund Drive
- CD-COM Systems Midwest – Pike Aquarium
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

Adult Programming

- eBook Tinker Station
- Job Center
- Grantsmanship Institute E38
- Microsoft Computer E38
- Microsoft Offices Classes

Other News:

- The Library Foundation will fund approximately 60 Library projects or programs, including the Summer Reading Program, On the Road to Reading, the Job Center, the Marian McFadden Memorial Lecture, cultural programs of the African-American History Committee, the databases of the Marion County Internet Library and more. An estimated 99,896 people will participate in Foundation-funded programs. Patrons will use Foundation-funded resources an estimated 754,850 times. Foundation-funded marketing efforts will expose the Library to an estimated 83,705 people.

11. Report Of The Chief Executive Officer

Ms. Nytes announced that the McFadden Memorial Lecture will take place on March 6, 2015 at 7:00 p.m. at Clowes Memorial Hall located at Butler University. It will feature Khaled Hosseini, author of *The Kite Runner* and *A Thousand Splendid Suns*. She encouraged Board members to add this event to their calendars.

a. CEO Monthly Statistical Report – December 2014

Ms. Nytes pointed out that all metrics are registering in the “green” for December. The New Borrowers number is up 8.8% and Web Branch Visits is also up 13.3%.

b. CEO Quarterly Statistical Report – 4th Quarter 2014

Ms. Nytes mentioned that the most exciting item in this Report is that use of wireless devices continues to grow and this reflects use across the entire Library system. This information reiterates to us why we will be doing several projects this year to test new ways to allocate space in our branches. We will make adjustments in furniture, make reductions in conventional shelving and add places for people to work with their devices.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (11 – 2015)**

After full discussion and careful consideration of Resolution 11 – 2015, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Charleston, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

d. **Presentation on Meet the Artists XXVII Program at Central Library**

Claudine Polley, a member of the Library’s African American History Committee, invited everyone to attend this year’s Meet the Artists XXVII Gala scheduled for February 14, 2015 from 5:45-10:00 p.m. at Central Library. She mentioned some of the events taking place at the Gala include African drumming, a fashion show, balloon animals and jewelry making. The Gala is free and open to everyone.

UNFINISHED BUSINESS

At this time, Ms. Aguilera asked for consent of the Board to take up a matter of business not on the Agenda. That business will be to consider a motion to approve the Joint Written Recommendations of IMCPL Management and AFSCME Local 3395. She noted that Library management and the Union, through the equal representation committee, have come together in good faith negotiations and have made and submitted the Joint Written Recommendations to the Board of Trustees for employees in the bargaining unit. At tonight’s meeting, the Board was presented with a copy of Resolution 12 – 2015.

The Board unanimously consented to the presentation of Resolution 12 – 2015 for consideration.

12. Resolution 12 – 2015 (Resolution Approving Joint Written Recommendations of IMCPL Management and AFSCME Local 3395)

After full discussion and careful consideration of Resolution 12 – 2015, the resolution was adopted on the motion of Ms. Payne, seconded by Dr. Wantz, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

NEW BUSINESS

Mr. Gutierrez asked for the consent of the Board to allow presentation of Resolution 13 – 2015 which was not on the Agenda.

The Board unanimously consented to the presentation of Resolution 13 – 2015 for consideration.

13. Resolution 13 – 2015 (Grievance Review)

After full discussion and careful consideration of Resolution 13 – 2015, the resolution was adopted on the motion of Mr. Gutierrez, seconded by Dr. Wantz, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

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:

February, 2015 – There were no items suggested.

INFORMATION

15. Materials

a. **Joint Meeting of Library Board Committee Notes – January 13, 2015** were distributed to the Board members for their general information.

b. *Public Libraries* (November/December 2014)

c. *American Libraries* (January/February 2015)

16. Board Meeting Schedule for 2015 and Upcoming Events/Information

a. **Board Meeting Schedule for 2015** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*

b. **Library Programs/Free Upcoming Events updated through February 22, 2015 and February PSAs.**

- c. **Joint Meeting of Library Board Committees** – February 10, 2015, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Monday, February 23, 2015, at the East Washington Branch, 2822 East Washington 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 7:45 p.m.

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

Lillian L. Charleston, Secretary to the Board

