

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JANUARY 25, 2016**

The Indianapolis-Marion County Public Library Board met at Central Library, 40 East St. Clair Street, Indianapolis, Indiana, on Monday, January 25, 2016 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. Secretary Charleston was present.

2. Roll Call

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

Members absent: Ms. Aguilera.

3. Branch Manager's Report

Mike Williams, Area Resource Manager, Central Library, provided an update on their services to the community.

Some of the items mentioned by Mr. Williams included the following: Central Library circulated over 457,000 physical items in 2015, but over time the evolution of formats has led the Library to become in many ways a digital filling station. Mr. Williams described how Central has reorganized its work groups to align with specific action items in the Strategic Plan. He also reviewed the new programming spaces that house a range of popular activities and how Central continues to be a busy events venue, generating over \$300,000 in gross revenues in 2015.

A copy of the Report is attached to these minutes.

4. Public Comment and Communications

- a. 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, December 14, 2015

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

b. Regular Meeting, December 14, 2015

The minutes were approved on the motion of Ms. Blunt, seconded by Ms. Crenshaw, and the “yes” votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, 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 – December 2015

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

2015 Annual Highlights

REVENUE: Our projection was on target and 2% less than 2014

- Property Taxes caps for 2015 came in as projected whereas last year the caps were offset by the changes in the homestead credit
- Intergovernmental (license excise taxes, financial institution taxes, and commercial excise taxes) - higher than projected, but less than last year due to the refunds from the BMV
- County Option Income Taxes and Local Income Taxes were 7% higher than 2014 as projected

EXPENDITURES: Spent 2% less than projected and 2% more than 2014

- Personal Services – spent 5% more than last year
- Supplies – spent 12% more than last year
- Other Charges & Services – spent 3% more than last year
- Capital – spent 9% less than last year

PURCHASE ORDERS:

- Outstanding Purchase Orders increased by \$894,954 compared to last year - the majority of this increase relates to the E-rate project approved in December and the Library will receive some funding back once the project is complete. Other

large encumbrances include \$237,000 in electronic materials and an uninterrupted power supply for LSC - \$98,000.

REVENUE/EXPENDITURES:

• Beginning Cash Balance	\$16,289,374	Budget	\$40,860,322
• Plus Revenue	37,813,110	Expenses	(37,687,853)
• Less Expenses & PO's	<u>(39,475,767)</u>	PO's	<u>(1,787,914)</u>
• Ending Cash Balance	\$14,626,717	Unspent Bal.	\$ 1,384,555 (3%)

Mr. Gutierrez 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 – 2016** (Confirming Marion County Board of Finance)

Ms. Dixon mentioned 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 – 2016, the resolution was adopted on the motion of Mr. Gutierrez, and the "yes" votes of 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 – 2016** (Disclosure of Waived Fines and Fees)

Ms. Dixon mentioned that the total amount of Fines and Fees being waived by the Library for 2015 was \$271,768. Included in this amount is \$49,668 waived from 3,195 borrowers whose accounts had expired three or more years ago.

Ms. Dixon noted that she needed to make a correction to Resolution 2 – 2016 that she was presenting. The wording in the second paragraph should read as follows: Resolved, that pursuant to the Accounting and Uniform Compliance Guidelines Manual issued by the Indiana State Board of Accounts, the Library Board acknowledges and confirms the write-off of \$271,768 in uncollectible accounts.

The changes to the resolution as presented were approved on the motion of Ms. Charleston, seconded by Ms. Payne, and the "yes" votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

After full discussion and careful consideration of Resolution 2 – 2016, the resolution, as amended, was adopted on the motion of Mr. Gutierrez, and the "yes" votes of 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 – 2016** (Outstanding Purchase Orders 2015)

Mr. Gutierrez requested that the Board approve the appropriation for the outstanding purchase orders that were not paid prior to December 31, 2015.

After full discussion and careful consideration of Resolution 3 – 2016, the resolution was adopted on the motion of Mr. Gutierrez, and the “yes” votes of 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 – 2016** (Transfer Between Classifications and Accounts)

After full discussion and careful consideration of Resolution 4 – 2016, the resolution was adopted on the motion of Mr. Gutierrez, and the “yes” votes of 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. **Board Briefing Report** – Addition of Section 204 Transgender Policy to the Library Policy

Katherine Lerg, HR Director, noted that this policy will be an enhancement to the Library’s anti-harassment policy. A revised draft of this policy will be presented to the Board in February based on some suggested wording changes.

Ms. Payne inquired about other implications of the policy such as restroom usage.

Ms. Lerg responded that an individual can choose the restroom they identify with.

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

a. **Resolution 5 – 2016** (Approval to Award a Fixtures, Furniture and Equipment Services Contract for the Southport Branch Renovation Project)

Sharon Smith, Facilities Director, advised that the Library recommends awarding the contract to Commercial Office Environments in the amount of \$111,007.

After full discussion and careful consideration of Resolution 5 – 2016, the resolution was adopted on the motion of Ms. Charleston, seconded by Mr. Gutierrez, and the “yes” votes of 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. Board Briefing Report – Action Items Scheduled for the February 2016 Facilities Committee Meeting

- 1) Approval to Award a Construction Services Contract for the Warren Branch Renovation Project.
- 2) Approval to Award a Construction Services Contract for the East Washington Branch Expansion Project.

Ms. Smith advised that sealed bids will be received on February 3, 2016 for the Warren Branch project and on February 4, 2016 for the East Washington Branch project. Contracts are expected to be awarded for both projects at the February Board Meeting.

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

Mr. Gutierrez advised that the Committee did not have a report this month.

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

January 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:
 - MacAllister Machinery Co., Inc., Sciencetech Educational Foundation – Branch Designated
 - The Cohen Family Foundation, Inc., KeyBank, Tonn and Blank Construction – Children’s Fund
 - RJE Business Interiors, University of Indianapolis – Indiana Authors Award
 - The Emily Fund – Lifelong Learning

- Gracia E. Johnson Foundation – Most Urgent Need
- Hulman & Company Foundation, Inc., Junior League of Indianapolis – Ready to Read
- Ayres Foundation, Inc., Bridgestone Americas Trust Fund, Indiana Education Savings Authority, Indianapolis Indians, The Swisher Foundation, Inc. – Summer Reading Program
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

Children's

- Ready to Read – On the Road to Reading
- Ready to Read – Early Literacy Specialist
- Ready to Read – Outreach to Hispanic/Latino Communities
- Ready to Read – Early Childhood Conference
- Lego Madness at Pike
- Music Circle at College Avenue
- Lego Play at Decatur
- Read to Me, Please at InfoZone
- Teen Tech Week
- Curveside Ride

Cultural

- McFadden Lecture
- Branded Giveaway
- World Language Book Giveaways
- Meet the Artist
- Meet the Artist – First Friday
- Using Your Library Multilingual Videos
- Hot Jazz for Cool Kids
- Classical Concerts at Central

Collections

- eResources Pop-Up Library at E38
- General Digitization
- Teen Read Return Repeat Bags
- Arts Digitization

Lifelong

- The Job Center
- eBook Tinker Station
- Nonprofit Seminars at Central
- Grantsmanship Institute at E38
- Spanish Language Computer Classes
- USB Technology
- Decatur Computer Basics

Capital

- Pike Aquarium
- E38 Aquarium
- Food for Public Programs

Other News:

- In 2016, the Library Foundation will fund approximately 65 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 101,486 people will participate in Foundation-funded programs. Patrons will use Foundation-funded resources an estimated 163,253 times. Foundation-funded marketing efforts will expose the Library to an estimated 52,006 people.
- New staff member, Abbey Brill, Stewardship Assistant, started with the Foundation on January 5, 2016. Ms. Brill will work closely with Library staff on disbursements for program funding from the Foundation, financial reporting and ensuring all donor recognition is completed as well as supporting the Foundation's fundraising efforts.

11. Report Of The Chief Executive Officer

a. **Statistics and Dashboards**

1) **CEO Monthly Statistical Report – December 2015**

Jackie Nytes, Chief Executive Officer, stated that this is the last time the monthly statistics will be presented in this format. The new format will more closely tie the metrics that we're reporting to specific sections of the Strategic Plan.

She advised that in the December Report, it shows that Circulation is up and library cards are up. Door Count is down slightly. In general, it has been a pretty good year.

2) **CEO 4th Quarter Statistical Report**

Ms. Nytes mentioned that this Report contains the statistics for the 4th quarter.

3) **New Dashboard Format – 2015**

With regard to this item, Ms. Nytes advised that Chris Cairo, Director, Strategic Planning and Assessment, has developed the new dashboard format. The goals of the Strategic Plan shown on each page in the new dashboard allow you to see measures that tie to the work the Library is doing. This format will be used going forward in 2016. Board members were encouraged to contact Ms. Cairo if they had any questions.

- b. **Progress Report on the Library's Strategic Plan** – Ms. Cairo gave the Report. Her Report this month highlighted Goal 4 of the Strategic Plan, namely: Maximize accessibility to the Library and its services. She discussed how the Library will focus on the current capital projects plan to improve access and reduce geographic gaps in service.

Mr. Gutierrez commented that these Reports have been very informative. He utilized the information recently for his meeting with the County Commissioners.

Ms. Charleston also noted that she appreciates this new approach.

- c. **December 2015 Media Report** – Kim Crowder, Director, Communications, gave the Report. She also mentioned that work will begin to produce a special web presence for the Library's capital projects.

- d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (6 – 2016)**

At this time, Ms. Nytes acknowledged several employees who were retiring from the Library. Their years of service ranged from 20 to 40 years.

After full discussion and careful consideration of Resolution 6 – 2016, the resolution was adopted on the motion of Ms. Blunt, seconded by Ms. Payne, and the “yes” votes of 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. **Other Matters**

Ms. Nytes mentioned that an agreement on the addition of Lawrence Township Schools to the Library's Shared System was being considered by the MSD Lawrence Township School Board at their meeting this evening.

Also, Dr. Shawn Smith, the Superintendent at Lawrence Township, and Ms. Nytes recently attended the ConnectEd summit in Washington, D.C. which highlighted collaborations between schools and libraries to improve access to electronic resources for students.

Ms. Nytes then announced that John Helling, Associate Director of Systemwide Services for the Johnson County Library in Kansas and a graduate of Indiana University, has accepted the position of Director of Public Services at IndyPL and will begin his tenure in March.

UNFINISHED BUSINESS

12. **Resolution 7 – 2016** (Approval of Salary Adjustment for Chief Executive Officer)

Ms. Crenshaw asked permission from the Board to consider a motion to approve the salary adjustment for Ms. Nytes, the Library's CEO. Based on the Library's formula for merit increases, it is being recommended that she receive a 3.05% salary adjustment.

Dr. Wantz asked the Board for consent to consider Resolution 7 – 2016. At this time, there was unanimous consent from the Board to consider the resolution.

After full discussion and careful consideration of Resolution 7 – 2016, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Crenshaw, and the "yes" votes of 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

13. Ms. Blunt announced that she has accepted the position of Legislative Director for Mayor Hogsett and will need to step down from the Board. She will serve until her replacement is named. Ms. Blunt thanked everyone for their help and commented that it has been a pleasure working with the Library Board and staff.

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, 2016 – There were no items suggested.

INFORMATION

15. Materials

- a. **Joint Meeting of Library Board Committee Notes – January 12, 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, February 9, 2016, 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 22, 2016, at the College Avenue Branch, 4180 North College Avenue, 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

