

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JANUARY 23, 2017**

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, on Monday, January 23, 2017 at 6:40 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

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

Members absent: None.

At this time, Dr. Wantz acknowledged the former Board members in the audience, namely, Sister Mary Luke Jones, Adam Vorderstrasse and Oscar A. Gutierrez. He asked them to step up and be recognized for their service on the Library Board. Dr. Wantz thanked them for their hard work and dedication and then presented each individual with a certificate and a gift from the Library.

3. Collection Management Service Area Director's Report

Deb Lambert, Director, Collection Management Service Area, provided a report on the Area's services. It was noted that the Area is made up of Selectors and Ordering, Processing, Cataloging and Metadata, Shared System, Digital Projects, Electronic Resources and Special Projects. She provided an explanation of the various functions within the department as well as the special projects in 2016, including the Beech Grove Branch and MSD Lawrence Township cataloging, RFID tagging, and the new eResource collections and research tools. The focus in 2017 is on the Central Library Re-Imagine Project, a feasibility study about including IPS in the Shared System, and adding new databases such as National Geographic and World Book Encyclopedia.

4. Public Comment and Communications

a. Public Comment

Former Board member, Oscar Gutierrez, addressed the Board. He thanked the

Library Board and staff. He mentioned that, over the last two and one-half years, he had grown as a Board member and had also grown professionally. He noted that his time on the Library Board had been a great experience.

A round of applause occurred at this time.

Michael Torres, Library staff member and President of AFSCME Local 3395, read the following statement:

Good evening Board. For those unfamiliar with Collective Bargaining, a standard feature of most agreements are Labor Management committees. It's usually a quarterly meeting where Rank and File and Management bring questions or concerns to discuss; at IMCPL it's a branch representative, Susan Barhan, LSC representative Pam Wright, and Central representative, myself, who meet with the CEO and HR Director. Often it's just a conversation but occasionally something productive occurs.

Earlier this month at our quarterly LMC meeting the union repeated staff's concerns about the new overtime rule and clocking in/out, but we'll continue the discussion until this is ironed out.

Then we moved onto the CEO's questions; three concerning union operations.

- 1) Who determines dues increases?
- 2) How are the dues money distributed?
- 3) What is done with the money?

You'd think as much work as we put into making sure the voices of our Frontline and Support staff are heard, I would be able to name things right off but for some official language I just did a simple search on our AFSCME website and found a graph and description of how our money is used.

Immediately after reading that I thought, why couldn't I remember the Grievance training, the Steward training, the Leadership training, the Political Action training, the workshops at the conventions and conferences, and scholarships members can apply for, our Social committee's task of sending all occasion cards. And how can I not recall the union's funding of the Lettie Oliver Memorial Collection, honoring Lettie Oliver who was Asst. Director of our IN/KY council and the first woman president of Central IN Labor Council-AFL-CIO or the sponsoring of a member to attend ILF this past November; all this, in addition to our main course of representing members at negotiations, disciplinary meetings and grievances.

So thanks for the question Jackie, it reinforced my dedication and at the same time allows us to tell other potential members what our funds are used for.

- 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 19, 2016

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

COMMITTEE REPORTS

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

a. Report of the Treasurer – December 2016

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

2016 Annual Highlights

Revenue – Actual revenue exceeded our projection and is 6% more than 2015.

- Property Taxes for 2016, including Beech Grove, are 1% higher than projected and 5% higher than 2015 – Beech Grove is 1% of the increase over last year.
- Intergovernmental (license excise taxes, financial institution taxes, and commercial excise taxes) came in at 9% more than 2015, some of the increase is due to Beech Grove.
- County Option Income Taxes and Local Income Taxes were 1% less than projected and slightly higher than 2015 due to Beech Grove’s share of Local Income Taxes.

Expenditures – Spent 9% less than projected and 1.5% more than 2015.

- Personal Services – Spent 2.5% less than last year - 2015 had 27 payrolls.
- Supplies – Spent 6% more than last year.
- Other Charges & Services – Spent 8% more than last year.
- Capital – Spent 9% more than last year.

Purchase Orders – Outstanding Purchase Orders increased by \$895,956 compared to last year – the majority of the increase relates to the “Re-Imagine Central Project.” Other large encumbrances include \$89,966 for the sound system improvements at Central, \$179,672 for the AWE computers and \$212,618 for website design.

Revenue/Expenditures –

Beginning Cash Balance -	\$16,414,587
Ending Cash Balance -	\$13,551,978

Budget -	\$42,237,240
Expenses -	(38,259,714)
POs -	(2,683,870)
Unspent Balance -	\$ 1,293,656

Dr. Jett 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.

b. **Resolution 1 – 2017** (Confirming Marion County Board of Finance)

Ms. Dixon explained that the Library is asking for approval to designate the Marion County Board of Finance as the Library's Local Board of Finance which would allow the Library to benefit from the investment practices implemented by other governmental entities.

After full discussion and careful consideration of Resolution 1 – 2017, the resolution was adopted on the motion of Dr. Jett, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

c. **Resolution 2 – 2017** (Disclosure of Waived Fines and Fees)

Ms. Dixon noted that it is being recommended that Board approve the disclosure of the amount of fines and fees waived on patron accounts and deemed uncollectible. The total amount in 2016 is \$449,519, of which \$169,602 was waived from borrowers whose accounts expired three or more years ago, along with \$42,359 in collections.

After full discussion and careful consideration of Resolution 2 – 2017, the resolution was adopted on the motion of Dr. Jett, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

d. **Resolution 3 – 2017** (Outstanding Purchase Orders 2016)

Ms. Dixon advised that the Library seeks approval to authorize outstanding purchase orders not paid prior to December 31, 2016 which makes it necessary to carry them forward into this fiscal year. The appropriation to cover the purchase orders, once expensed, will come from the 2016 Budget.

After full discussion and careful consideration of Resolution 3 – 2017, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Charleston, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

e. **Resolution 4 – 2017** (Transfers Between Classifications and Accounts)

Ms. Dixon commented that the Library is seeking approval of the transfers between classifications and accounts. She noted that \$56,248 is being transferred from Repairs and Maintenance Structures to Capital Equipment for work being done to the Central Library sound system, \$6,464 is being transferred from the Library's Bond Fund 43 Capital Outlay to Supplies and Other Contractual Services.

After full discussion and careful consideration of Resolution 4 – 2017, the resolution was adopted on the motion of Dr. Jett, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

f. **Resolution 5 – 2017** (Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Hallett & Sons for Moving Services)

Ms. Dixon advised that the Library is recommending approval for the CEO to negotiate and execute a contract with Hallett & Sons for moving services related to the Central Library collection and the Re-Imagine Central Library Project. The total cost of the contract is not to exceed \$232,680.

After full discussion and careful consideration of Resolution 5 – 2017, the resolution was adopted on the motion of Dr. Jett, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

g. **Resolution 6 – 2017** (Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Tactic, LLC for Website Design)

Ms. Dixon stated that the Library seeks approval for the CEO to negotiate and execute a contract with Tactic, LLC for redesign of the Library's website. The total cost of the contract is not to exceed \$213,000.

After full discussion and careful consideration of Resolution 6 – 2017, the resolution was adopted on the motion of Dr. Jett, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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)

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

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

a. Resolution 7 – 2017 (Approval to Award a Services Contract for the Central Library Clowes Auditorium Sound System Upgrade Project)

Sharon Smith, Facilities Director, advised that the Library was recommending awarding a contract for the Central Library Clowes Auditorium sound system upgrade project to Mid-America Sound for a total cost of \$89,966. She commented that performing the upgrade will meet the diverse audio needs of events now held in the Auditorium.

After full discussion and careful consideration of Resolution 7 – 2017, the resolution was adopted on the motion of Ms. Charleston, seconded by Rev. Robinson, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

9. Library Foundation Update

January 2017 Library Foundation Update

Dr. Jett provided the Update.

She advised that Jen Knife has joined the Foundation staff in the capacity of Executive Assistant. She previously worked as Office Manager/Executive Assistant at Aon, a benefits brokerage and risk management company, for eight years. The staff and Board are excited about the considerable talent and enthusiasm she brings to her position.

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

- R. B. Annis Educational Foundation
- CD-COM Systems Midwest, Inc.
- Central Indiana Community Foundation
- AllenWhitehall Clowes Charitable Foundation, Inc.
- Office of the Lawrence Township Trustee
- Eli Lilly and Company Foundation, Inc.
- The D. J. Angus/Scientech Educational Foundation

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

Children's

- Reading to Read – On the Road to Reading
- Ready to Read – Packaged Programs
- Ready to Read – Early Childhood Conference
- Digital Littles Storytimes at Fountain Square
- 1,000 Books by Kindergarten
- Read to Me, Please at InfoZone
- YAT Workshops
- Curveside Ride
- Minecraft with iPads at Pike
- Maker Kits at Pike
- Warren Teen Book Club at Warren

Cultural

- McFadden Lecture
- Teacher Open House at Warren
- Meet the Artist
- Meet the Artist – First Friday
- Warren Book Club at Warren
- College Book Discussion at College Avenue
- Hot Jazz for Cool Kids
- Classical Concerts at Central
- Community Conversations at East 38th Street
- Celebrating our New Neighbors at Eagle
- Lunch and Learns
- Global Village Innovation

Collections

- Little Library in the Lobby at Garfield Park
- Teen Tech Lounge at Spades Park
- Various Digitization Projects

Lifelong

- The Job Center
- Grantmanship Institute at East 38th Street

Capital

- Food for Public Programs

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

- 1) **Monthly Performance Dashboard – December 2016**
- 2) **Annual Performance Dashboard – 2016**

Jackie Nytes, Chief Executive Officer, briefly reviewed the Dashboards that

had been presented to the Board. Among other things, she reminded everyone that service at the East Washington, Warren and Southport branches had been disrupted this year due to remodeling and this had impacted such things as Door Count and Circulation at those locations.

She also pointed out that we continue to see an increase in wireless use. Electronic circulation was up 24% for the year. On line Patron Visits increased. And, there has been a significant increase in the number of New Borrowers.

Ms. Nytes mentioned that staff is working on some modifications to the Dashboard format. Feedback was received from various sources, including Board members, about desired information. It is anticipated that a revised Dashboard will be presented at the February Board Meeting.

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

This month, the focus of Ms. Cairo's Report was on assessing the Library's technology offerings to address the Strategic Plan goal of acting as an agent of innovation. She mentioned that the Library surveyed patrons in 2016 to indicate the kinds of activities users engage in across various domains. Among the results were that IndyPL patrons used the Library's tech resources more frequently than the national average and that IndyPL beat the national average for satisfaction with Library technology. The Library plans to address several patron suggestions for improvements that were noted in the survey, such as offering computers in teen designated areas, checking the audio volume on public PCs at branches, and consider extending the loan period for movies. Continued surveying to assess patron technology needs and satisfaction is planned.

- c. **December Media Report** was provided to the Board for their information. The Report listed major news and social media coverage.

Ms. Nytes mentioned the upcoming Meet the Artists event on February 11, 2017 at Central Library. Additionally, the CEO Tours are scheduled throughout the month of February and early March. Ms. Nytes will visit each branch to discuss the improvements and renovations occurring at Central.

- d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (8 – 2017)**

After full discussion and careful consideration of Resolution 8 – 2017, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Crenshaw, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

- e. **Digital Projects Update** – Meaghan Fukunaga, Digitization Manager, provided an update on the Library’s digital projects and the Digital Indy site. She recognized and thanked the many organizational partners whose collections are included on our site. Ms. Fukunaga went on to describe how people use the various collections. She advised that over 62,000 new digital items were added in 2016. New projects planned in 2017 include expansion of the fire, police and IPS archives, oral histories of Burmese-Americans and a Digital Indy coloring book.

In attendance at the meeting were representatives from the Indianapolis Metropolitan Police Department, the Indianapolis Fire Department, Parks and Recreation and IPS. IFD Chief Ernest Malone expressed gratitude to the Library for digitizing their histories. IFD President Tom Hannify spoke on the importance of the Library to the community. Additionally, Sgt. Moore of the IMPD relayed gratitude for the digitization of her Department’s records.

Dr. Wantz mentioned that four years ago this evening, Sgt. Moore lost her son in the line of duty. Dr. Wantz noted that as a hero of our city, her son deserved a round of applause.

A round of applause occurred at this time.

UNFINISHED BUSINESS

11. None.

NEW BUSINESS

12. **Resolution 9 – 2017** (Approval of Salary Adjustment for Chief Executive Officer)

At this time, Ms. Crenshaw asked that the Board consider a motion approving a salary adjustment for Ms. Nytes, the Chief Executive Officer. She noted that the Board had completed and provided to Ms. Nytes her annual performance evaluation for the year ending in 2016. The Board has been presented with Resolution 9 – 2017 which would approve a 2.7% increase in the base salary for the Chief Executive Officer. This increase is based on the formula for merit increases used for all other Library staff.

Dr. Wantz requested consent of the Board to consider this resolution under New Business. A copy of the resolution was provided to the Board at their places this evening.

The Board gave unanimous consent to consider Resolution 9 – 2017.

After full discussion and careful consideration of Resolution 9 – 2017, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

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:

February, 2017 – *No items were suggested.*

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committee Notes – December 6, 2016** 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 February 26, 2017.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, February 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, February 27, 2017, at the Glendale Branch Library, 6101 North Keystone Avenue, 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 8:25 p.m.

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

Lillian L. Charleston, Secretary to the Board

