

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
JANUARY 22, 2018**

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The Indianapolis-Marion County Public Library Board met at the West Indianapolis Branch Library, 1216 South Kappes Street, Indianapolis, Indiana on Monday, January 22, 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 and Ms. Sanders.

Members absent: Ms. Crenshaw and Dr. Wantz.

**3. Branch Manager's Report**

Carol Schlake, Area Resource Manager, reviewed her Report that had been submitted to the Board. She described the West Indianapolis Branch's strong partnerships with various neighborhood organizations such as Mary Rigg Neighborhood Center, WIDC, and Headstart and credited former branch manager, Kimberly Andersen, for her work in developing strong relationships in the community.

Ms. Schlake announced that there is a new school in the area, namely, the IPS Edison School of the Arts. It offers a program that promotes high academic and creative achievements through the integration of visual and performing arts. Formation of a relationship between the School and the Library should provide some new and exciting opportunities.

She then discussed the Valley Vision 2017 information provided to the Board. She explained that this is the West Indianapolis Quality of Life Plan and that Ms. Andersen, during her time at the branch, had assisted in the development of this Plan. One important component of the Plan includes suggestions for the re-use of the old GM Stamping Plant that is in the area.

At this time, Ms. Schlake introduced Tiffani Carter as the new West Indianapolis Branch Manager and that today was actually Ms. Carter's day as Manager.

Ms. Carter welcomed everyone to branch and advised that she is excited to be here. She mentioned that she had worked for the Cincinnati Public Library prior to coming to Indianapolis approximately four years ago. She noted that one of her goals is to reach out to the neighboring organizations and find ways to pull more people in. Also, she would like to find a way to connect to the 21 churches in the neighborhood.

Lastly, she announced that she is the Library's Staff Association President for 2018. One idea the Association will be focusing on this year is to identify and participate on various service projects.

*At this time, Ms. Sanders advised that she would be suspending the regular order of the meeting to allow for a presentation by Jackie Nytes, the Library's Chief Executive Officer, as follows:*

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

##### **f. Recognition of Nancy Mobley, Haughville Branch Manager, for her Service on the Beech Grove School Board**

Ms. Nytes introduced Nancy Mobley, the Manager of the Library's Haughville Branch. Ms. Nytes explained that she wished to recognize Ms. Mobley for her service as a member of the Beech Grove School Board. Ms. Mobley spent ten years on that Board and just recently stepped down. Ms. Nytes commented that this is an example of a Library staff member that is engaged in their community and deserves to be acknowledged.

*A round of applause occurred at this time.*

#### **4. Public Comment and Communications**

##### **a. Public Comment**

Clark Lienemann, representing the nearby Mary Rigg Neighborhood Center, spoke and emphasized the importance of the West Indy Branch to the neighborhood, especially to schools which are within walking distance to the branch. He discussed the goals of the Center which overlap those of the branch and thanked former branch manager Ms. Andersen for her efforts in furthering the partnership between the two organizations.

Michael Torres, IndyPL staff member and President of AFSCME Local 3395, read a statement to the Board. A copy of that statement is provided below:

*Good evening Board,*

*My name is Michael Torres, Public Service Associate with the Civic Engagement Team at Central Library and president of AFSCME Local 3395-Indy Library Workers.*

*As AFSMCE Local 3395 begins its 12<sup>th</sup> year representing our union members here at Indianapolis Public Library, the union intends to expand its participation. We'd like to become part of a monthly report or update on the agenda; but public comment in monthly meetings suit us as well.*

*This evening we'll start with a few expectations for 2018 we have on our radar that we feel the union, Administration and Board can address; all with the interests of making our Library system an environment where the work and workers are fully appreciated and evenly compensated.*

### **1. Percentage Salary Increases vs. Flat rate increases**

*You can examine the annual Appointment List, which by the way, is part of every December board packet and see the salaries and figure the raises; then imagine how much better staff that would cover if we had flat rate increases instead of percentage increases. We did it in 2014 and it appears everyone made it through.*

*There is also a concern that percentage raises pushes higher salaried staff toward their top faster than others. If you want to acknowledge a particular employee doing an especially great job that year and going beyond then a Bonus makes more sense for a two reasons we can think of a) what they did might be a singular event that year, 2) a percentage increase will continue to affect the salary budget and we've heard too often from Administration that those increases are not always sustainable.*

### **2. Evaluations**

*The union did a survey in 2016 and had no qualms about sharing it with the Board because it gave them a perspective they may not be receiving from anyone else. One of the questions on the survey was: Do you know how to receive a 4 or 5 rating on your evaluation. Being that our salary increases are Merit Based, you can only imagine how important this is to an employee yet, many staff told us they still don't know how to get higher ratings. We understand a major aspect of a rating is what our Manager/ Supervisor notes. Perhaps, clearer language on what constitutes a higher rating for each job would help everyone.*

*The ask would be to re-evaluate our Performance Tool, which of course we would really like to be involved with that process, search or creation.*

### **3. Legal Fees**

*In 2014, the union came to the Nora library board meeting with a request for the Administration to defer from using taxpayer dollars on lawyers to*

*negotiate union grievances and contracts. After our public ask at that board meeting, the CEO provided a more accurate list of billable hours for those expenses since ours was under recorded. 272k was that figure from 2007-2013. Since then we've had numerous grievances and two contracts where lawyers were used.*

*We're here to repeat our ask, and that is to stop this practice.*

*Finally, the Membership met last Thursday, January 18 to review the contract. You might have anticipated receiving it tonight, but we couldn't skip a step, the review step in the process, so look for it next month.*

*Thank you for your time,  
Michael Torres, president AFSCME Local 3395*

- 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 18, 2017**

The minutes were approved on the motion of Dr. Jett, seconded by Ms. Payne, and the "yes" votes of Ms. Charleston, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.
  - b. **Regular Meeting, December 18, 2017**

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

## **COMMITTEE REPORTS**

- 6. Finance Committee (Dr. Terri Jett, Chair; Lillian L. Charleston, Joanne M. Sanders)**
  - a. **Report of the Treasurer – December 2017**

Ije Dike-Young, Chief Financial Officer, reviewed the Report of the Treasurer as follows:

Revenue: Actual revenue exceeded our projection and is 7% more than 2016.

- Property Taxes for 2016 are 3% higher than projected and 7% higher than 2016. This is primarily due to the abstracted AV being higher than the certified AV and higher collections of delinquent taxes.
- Intergovernmental taxes which includes license excise taxes, financial institution taxes and commercial excise taxes, was 12% higher than projected.
- Local Income Taxes were 2% less than projected.
- Charges for Services were higher than expected due to the increase in public printing revenues and fax transmission revenues.

Expenditures: Spent 11% less than projected and 7% more than 2016

- Personal Services – Spent 3% more than 2016.
- Supplies – Spent 39% more than last year primarily due to the closing out of the CPF Fund. These expenditures that were previously carried in the CPF Fund moved to the Operating Fund.
- Other Services and Charges – Spent 13% more than last year primarily due to the closing of the CPF Fund.
- Capital – Spent 1% more than last year.

Purchase Orders: Outstanding Purchase Orders decreased by \$470,522 compared to the last year primarily because of the Reimagine Project. At the end of 2016, the Reimagine Project had \$485,625 in outstanding purchase orders.

Revenue/Expenditures:

Beginning Cash Balance	\$ 16,235,848
Plus Revenue	43,465,658
Less: Expenses and POs	<u>(42,992,329)</u>
Ending Cash Balance	\$ 16,709,177

Ms. Dike-Young also distributed copies of the Library's Investment Report to the Board at the meeting. She noted that the Report will be presented to the Marion County Board of Finance.

Dr. Jett made the motion, which was seconded by Ms. Payne, 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 – 2018** (Transfers Between Classifications and Accounts)

Ms. Dike-Young mentioned that \$92,000 was being transferred from Other Office Supplies to the Operating Fund to cover the cost of books and materials purchased in December.

After full discussion and careful consideration of Resolution 1 – 2018, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Charleston, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

c. **Resolution 2 – 2018** (Disclosure of Waived Fines and Fees)

Ms. Dike-Young advised that the amount of waived fines and fees for 2017 is \$185,294. Included in this total is \$45,170 waived from borrowers whose accounts expired three or more years ago and \$3,000 in corrections.

After full discussion and careful consideration of Resolution 2 – 2018, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Charleston, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

d. **Resolution 3 – 2018** (Outstanding Purchase Orders)

Ms. Dike-Young requested that the Board approve the outstanding purchase orders for 2017 in the amount of \$2.2 million to be carried over into 2018.

After full discussion and careful consideration of Resolution 3 – 2018, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Charleston, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

e. **Resolution 4 – 2018** (Confirming Marion County Board of Finance)

Ms. Dike-Young requested Board approval confirming that the Marion County Board of Finance will serve as the Library’s Local Board of Finance. She mentioned that this has been the practice of the Library in the past.

After full discussion and careful consideration of Resolution 4 – 2018, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Charleston, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

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

**8. Facilities Committee (Lillian L. Charleston, Chair; Rev. T. D. Robinson, Joanne M. Sanders)**

- a. **Resolution 5 – 2018** (Approval to Award a Construction Services Contract for the Eagle Branch Project)

Ms. Nytes stated that the Library was recommending approval of a construction services contract for the Eagle Branch project to be awarded to Stenz Construction Corporation of Indianapolis for the total cost of \$4.5 million. The project schedule for the new branch at 3905 Moeller Road calls for a construction start on March 12, 2018 with substantial completion in the first quarter of 2019.

Also, in response to an inquiry made at this month's Committee meeting about MBE bidders on this project, Ms. Nytes advised that there were two, namely, Powers Construction and Davis. Both submitted bids which were higher than the low bidder.

After full discussion and careful consideration of Resolution 5 – 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 and Ms. Sanders.

Motion carried.

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

**9. Library Foundation Update**

**January 2018 Library Foundation Update**

Dr. Jett provided the Update for January 2018.

**News:** The Foundation welcomed an intern for the Spring to assist with the preparations for the 10<sup>th</sup> anniversary of the Indiana Authors Award. Emily Rasmussen is a student in the Kelley School of Business and is interested in a career in children's and young adult book publishing. She will bring digital outreach experience and enthusiasm to the position.

More than 20 diverse young professionals were invited to join the Imaginarium committee. They will be helping to plan this year's Imagine It! event and will shape its future. While they all love the Library, the majority of them are new to being involved with the Foundation.

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

- Indiana University Foundation
- CSX Transportation
- TEI Landmark Audio

- Black Lawrence Press
- Ayres Foundation
- Toymith
- Lilly Endowment, Inc.
- The Swisher Foundation, Inc.
- Denison Parking

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 Childhood Conference
- Curveside Ride

#### Cultural Programs

- McFadden Lecture
- Book Bike Program
- Classical Concerts (CEN)
- Hot Jazz for Cool Kids
- Lunch and Learn
- Meet the Artists XXX – “Shades of Pearl Showcase”
- Meet the Artists XXX – 5<sup>th</sup> Annual First Friday
- Center for Black Literature and Culture

#### Collections and Technology

- Digitization of arts organizations' historical archives
- Lilly City Digitization
- Little Library in the Lobby (GPK)

#### Lifelong Learning

- #CodeCafe (CEN)
- Cyberia Technology Instructional Series (E38)
- Community Engagement Conversations/Forums (E38)
- Non-Profit Series and Foundation Collection (E38)
- Libations with Librarians (COL)
- Plant-Based Workshops
- Workshops for Non-Profits (CEN)

#### Capital Projects

- Call-A-Story

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

### **a. Dashboards and Statistics**

#### **1) Monthly Performance Dashboard – December 2017**

Ms. Nytes presented the monthly Dashboard for the Board's review and information.



## 2) **Annual Performance Dashboard – 2017**

Ms. Nytes noted that the 2017 Annual Performance Dashboard shows that circulation of electronic items was up 14%, while circulation of physical materials was down 6%. She mentioned that one of our concerns is that because our materials budget has seen very little increase, it's been hard to juggle the demand for more electronic materials. Where is the money coming from? To some extent, it has come from reallocations within the budget and that can, at times, impact physical circulation. Some of that physical decrease is reflected in things like decreases in the use of CDs, etc. We will need to determine how we adjust our budgeting and our services to respond to these trends.

Also, patron walk-ins were up 4% over 2016, while Web Branch visits were down 11%. We are looking into the decrease of Web Branch visits and have discovered that some of our electronic service providers can allow patrons to make fewer stops through their journey on our website. For instance, if you are an Overdrive user, many people are going straight to Overdrive and not spending as much time navigating our website to get to things and we think that is a piece of that number.

The lower number of new library cards issued in 2017 is a reflection of school card distribution. In 2016 we had a big push for a lot of schools. In 2017, we didn't do quite as many. It is anticipated that the number should increase in 2018.

In 2017, the active borrowers totaled 171,025, up from 169,997 in 2016.

### b. **Progress Report on the Library's Strategic Plan**

Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report. She mentioned the Library's efforts to build a digital collection. As noted in the CEO's report, circulation of eResources increased by 14% in 2017. There has been more of an emphasis on digital content for youth and young adults, with a 28% increase in Overdrive circulation in 2017. Tumblebooks for beginning readers is now available to all schools in Indianapolis. eVideo through Hoopla increased 46% in 2017, and Hoopla music increased 54%. Other digital products include the Career Transitions database which saw steady growth in use in 2017. Future considerations include streaming classic cinema, Spanish and Chinese language eBooks, online video games and online comics.

### c. **December Media Report**

Ms. Nytes requested that the Board review the Media Report that was in their packets that highlighted coverage of Library programs and various services offered in print, electronic and social media. She also mentioned that work continues on the Library's new website and more information on this project will be available in the next several months.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (6 – 2018)**

After full discussion and careful consideration of Resolution 6 – 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 and Ms. Sanders.

Motion carried.

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

e. **2018 CEO Love Your Library Tour Schedule**

Ms. Nytes reviewed the 2018 CEO Love Your Library Tour schedule. Her visits to all branches will begin on Monday, January 29, 2018 at the Beech Grove Branch. The dates will be available on social media as well as on the Library’s website. This year’s Tour will be more of a listening and learning opportunity to gauge citizen interests and concerns.

**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:

**Future Board Meeting in 2018** – Dr. Jett noted that, for future discussion, she wished to add a system-wide workplace survey as an Agenda item for an upcoming Board Meeting.

Ms. Nytes responded that this item had been mentioned at the Board’s most recent Retreat and she will be happy to report on it.

## INFORMATION

### 14. Materials

- a. **Joint Meeting of Library Board Committee Notes – January 9, 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 February 25, 2018.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, February 13, 2018, at the Library Services Center, 2450 North Meridian Street, **at 5:00 p.m. Please note change in time.**

### 16. Notice of Special Meetings

Ms. Sanders reminded everyone that because the Library anticipates receiving information from the Union regarding contract ratification at the end of the week, there might be a Special Meeting scheduled to move that whole process along.

### 17. Notice of Next Regular Meeting

Monday, February 26, 2018 at the College Branch Library, 4180 North College Avenue, 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 7:55 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

