

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JANUARY 28, 2019**

The Indianapolis-Marion County Public Library Board met at the Southport Branch Library, 2630 East Stop 11 Road, Indianapolis, Indiana on Monday, January 28, 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: Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne and Ms. Sanders.

Members absent: Mr. Andrews and Rev. T. D. Robinson

3. Branch Manager's Report

Fiona Duke, Interim Manager, Southport Branch Library, welcomed everyone and then provided an update on their services to the community.

Ms. Duke commented that 2018 was a year of great success and great loss for the branch.

In early November, the long-time manager of the branch, Cathy Cage, passed away following an accident. Her career with IndyPL spanned 42 years and she is missed dearly.

It has been just over two years since Southport's interior was renovated and both staff and patrons continue to enjoy the updated amenities. The branch celebrated a successful Summer Reading Program, achieving the second highest number of branch participants at 3,761. The branch also finished the year with the highest circulation of physical materials.

Southport's patrons continue to reflect the increasing diversity of the population in Perry Township. The Burmese (Chin) continue to be the largest ethnic group with approximately 14,000 residents residing in Perry Township and Southport. There are also residents from Mexico, India, Pakistan, Syria and the Democratic Republic of Congo that use the branch.

Another success has been the Welcome Baby bag project that resulted from a Foundation funded service plan written by staff member Susan Barhan. She partnered with Franciscan Health to provide every new parent with a bag filled with two board books,

info on early literacy and a library card application. There were 500 bags that were filled by volunteers and delivered to the hospital for distribution.

4. **Public Comment and Communications**

a. **Public Comment**

Melinda Mullican, representing the IndyPL Staff Association, addressed the Board. She provided information concerning scholarship reimbursement to Library staff members who are in school, whether it is for a Master's Degree in Library Science or for an undergraduate degree.

At this time, staff members Katie Farmer and Naomi Allensworth were presented with monies to assist in the pursuit of their degrees.

Ms. Allensworth thanked the Board for the opportunity to pursue her degree.

A round of applause occurred at this time.

Southport patron Jackie Harrell spoke to the Board. She commented that she misses adult programs. There seems to be several programs for infants, toddlers, children and teenagers but there aren't programs for adults at Southport. She reminded everyone of some of the adult programs that had been done there in the past and encouraged the Library to offer adult programs again. She also noted that when the branch was expanded, she had hoped that the Library would offer computer classes here. Lastly, she wholeheartedly endorsed Ms. Duke for the position as the permanent Branch Manager.

- 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 17, 2018**

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

COMMITTEE REPORTS

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

a. Report of the Treasurer – December 2018

Ije Dike-Young, Chief Financial Officer, discussed the Report of the Treasurer that had been distributed to the Board.

She mentioned that on the revenue side, we ended the year with \$45 million in revenues. This was \$1.5 million more than we budgeted and the reason for this was delinquent tax collections in the amount of \$675,000 and also a health insurance reimbursement of \$680,000 that we received earlier in the year that we previously discussed. These amounts brought our revenues to 103% more than what we budgeted.

On the expenditure side, we spent a total of \$41 million for the year and we have outstanding purchase orders in the amount of \$3.2 million. This brings the total anticipated expenditures to \$44.2 million. That is about 95% of our revised Budget. That leaves us about \$2 million in unspent Budget for 2018 and this is primarily due to reserved positions for new branches in the future. Because we're holding onto these positions, we're about \$1.5 million below Budget in our salaries and benefits.

She then reviewed the various funds and our ending cash balances for the year. There is \$22.9 million in the Operating Fund, a total of \$65.7 million in all of our funds. Of that amount, \$26 million is due to bond proceeds.

Ms. Crenshaw 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 – 2019 (Disclosure of Waived Fines and Fees)

Ms. Dike-Young noted that the referenced fines and fees have been deemed uncollectible by the Library. The amount totaled \$2.6 million. The amount that was waived in the branches was \$137,833. In addition to those amounts, we also had \$1.9 million that was deleted due to routine quarterly and annual borrower purges.

After full discussion and careful consideration of Resolution 1 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Carlino, and the “yes” votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne and Ms. Sanders.

Motion carried.

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

c. **Resolution 2 – 2019** (Outstanding Purchase Orders 2018)

Ms. Dike-Young explained that the State of Indiana requires us to authorize any purchase orders that we want to carry over into the next year.

Information on all outstanding purchase orders in the Operating Fund was provided to the Board. They total \$2,589,711. She then requested the Board's permission to add an additional purchase order to the list in the amount of \$676,396. This will bring the new total to \$3,268,142. These purchase orders will be spent in 2019 using 2018 funds.

She also mentioned the outstanding purchase orders for the Rainy Day Fund which totaled \$191,000 and the Library Improvement Reserve Fund which totaled \$436,000.

After full discussion and careful consideration of Resolution 2 – 2019, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Payne, and the "yes" votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne and Ms. Sanders.

Motion carried.

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

d. **Resolution 3 – 2019** (Confirming Marion County Board of Finance)

Ms. Dike-Young advised that the Library seeks approval to confirm the Marion County Board of Finance as our local Board of Finance. We prefer to use the Marion County Board of Finance because we benefit from the investment practices of the other units.

The Library will present its' Investment Report at a meeting on January 31, 2019 at 2:00 p.m. at the City-County Building in Room 260.

After full discussion and careful consideration of Resolution 3 – 2019, the resolution was adopted on the motion of Ms. Carlino, seconded by Ms. Payne, and the "yes" votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne and Ms. Sanders.

Motion carried.

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

e. **Resolution 6 – 2019** (Transfers Between Classifications and Accounts)

Ms. Dike-Young noted that the Library is requesting a transfer from the Other Services and Charges line item to the Capital line item. This is as a result of the fact that we received approximately \$675,000 more property tax revenue than was anticipated. We will use these funds to cover the deficit in the Brightwood construction account.

After full discussion and careful consideration of Resolution 6 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Carlino, and the “yes” votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne and Ms. Sanders.

Motion carried.

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

f. **Investment Report 2018**

Ms. Dike-Young reviewed the information that was contained in the Investment Report 2018 which was distributed to the Board for their review.

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

a. **Briefing Report – 2019 Compensation Study Overview**

Ms. Crenshaw reviewed the 2019 Compensation Study Overview that had been presented to the Board. She explained that all jobs at the Library will be reviewed and a determination will be made that Library staff are being classified and compensated appropriately. She requested that the Board peruse the information contained in the Overview and then plan to follow-up with Katherine Lerg, HR Director, when she returns to the office.

b. **Briefing Report – Annual Review of IndyPL Acceptable Use Policy**

Debra Champ, IT Director, reviewed the information contained in the document presented to the Board. She mentioned that Indiana Code requires that the policy for Internet and other computer networks used by libraries must be reviewed by the Board of a public library annually.

Ms. Champ pointed out that the second line in the Briefing Report should be corrected to indicate that the policy only requires the Board’s review. Board approval is not necessary.

c. **Briefing Report – Wellness Committee Update**

Tisha Galarce, Human Resources Generalist, shared information about the components and the different levels (Gold, Silver, Bronze and Base) related to the

Library's Wellness Program. Employees are encouraged to participate in programs offered so that they are in better health which results in lower insurance costs. Currently, there are 280 employees signed up for the insurance. Of those, 19 pay the Base, 88 pay Bronze, 52 pay Silver and the remainder pay Gold. She announced that the Library received a refund last year from Anthem.

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

a. **Briefing Report** – Update on the Eagle Branch Project

Sharon Smith, Facilities Director, updated the Board on the Eagle Branch Project. They have completed the electrical and plumbing rough-ins. Dry wall installation has been completed. The installation of the permanent windows has begun and the above ceiling mechanical work is complete and has been inspected. Budget is still on track with 83% of the contingency remaining at this time.

b. **Briefing Report** – Update on the Brightwood Branch Project

Ms. Smith mentioned that the contractor is working to secure permits following an ongoing delay. The contractor has also identified the long lead time and critical path items.

c. **Resolution 4 – 2019** (Award Services Contract for Solar Photovoltaic System Installation and Maintenance Services at the Eagle Branch Library Project)

Ms. Smith advised that the Facilities Committee recommends Board approval to award the project to RegenEn Solar at the total cost of \$129,168. IndyPL solicited competitive proposals from prospective vendors. IndyPL and the engineer, R. E. Diamond, prepared performance technical specifications for the solar panel system to allow for a detailed and thorough evaluation of the vendors' proposals. The solar panel system specified is a 66.2 kilowatt solar array which will provide approximately 75% of the electric needs for the Eagle Branch Library. This will be our first building with solar panels of this size and energy production.

After full discussion and careful consideration of Resolution 4 – 2019, the resolution was adopted on the motion of Ms. Carlino, and the "yes" votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne and Ms. Sanders.

Motion carried.

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

9. Library Foundation Update

January 2019 Library Foundation Update

Dr. Jett provided the Update for January 2019.

The Foundation appreciates the opportunity to join Jackie Nytes, the Library's Chief Executive Officer, on the Love Your Library Tour. We look forward to bringing our anniversary celebration to your February Board Meeting.

The Library Foundation thanks 275 donors who made gifts last month. The following are our top corporate and foundation contributors:

Indianapolis Power & Light
 Faegre Baker Daniels LLP
 Lilly Endowment
 RLR Associates
 The Swisher Foundation
 Griffith 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

Ready to Read – Early Literacy Specialist
 Ready to Read – On the Road to Reading
 Ready to Read – Packaged Programs
 Pop Up Literacy Program – East 38th Street
 Teen Programming - East 38th Street
 WIC Let's Talk Parent Bags

Cultural Programs

Center for Black Literature and Culture
 Hot Jazz for Cook Kids – Central
 Community Author Fair – East 38th Street
 Music Monday – Spades Park
 Lunch and Learn – PDA
 Meet the Artists
 Meet the Artists – Fourth Friday
 Everyday Artists – Fountain Square
 Ready to Read – Preschool Packaged Programs
 Book Clubs – West Indianapolis

Lifelong Learning

Coding for the Curious – Central
 Plant Based Cooking – Central
 Seed Library – Glendale

Collections

Hi-Lo Books Collection

Capital Projects

Aquarium STEAM Storytime – East 38th Street
 Aquarium – Pike

10. Report Of The Chief Executive Officer

Ms. Nytes shared with Ms. Payne that we are in talks with Flanner House to determine whether any of the shelving or other items we left behind that might be useful to them. If there is any interest, we will work with the Board and the Foundation about the proper channels to make a donation.

a. Public Services Update and Statistics

1) Public Services Update

Google Project

John Helling, Public Services Director, discussed the Google Project at this time. This is a grant the Library received last year in the amount of \$200,000 to buy Chromebooks and hotspots to circulate to patrons at Brightwood and Flanner House. We began circulating those items on December 19, 2018.

Mr. Helling then addressed the question that Ms. Carlino had raised at last month's meeting about acceptable use. He brought copies of a document to the Board members which set out information. Are these devices filtered? The answer is "Yes." The Library does not filter ourselves but Sprint provides that filter. They are the internet service provider for the hotspots, so we rely on their filter.

We do not check these devices out to anyone who is younger than 18 years old. Patrons sign a disclaimer and we keep the original and we give them a copy. The disclaimer does note that the internet is not perfectly safe even with filters in place and that parents of minor children assume responsibility for their children's access. Also, the 800 number listed on the disclaimer goes to our service partner, Managed Mobility, which provides tech support.

You can check out the devices for 21 days. You cannot renew or put a hold on them. The overdue fines are \$1.00 per day for the hotspot and \$5.00 per day for the Chromebook. If you keep it longer than seven days after it's due, we turn it off remotely so that you can't use it or sell it.

To date, there have been 12 new library cards issued to specifically check out these Chromebooks. A total of 25 Chromebooks and 53 hotspots have been checked out.

December and Year-End 2018 Statistics

At this time, Garrett Mason, the Library's new Strategic Planning and Assessment Officer, gave his report to the Board.

Mr. Mason advised that he has been looking at appropriate refinements and alternative measures that might more effectively chart the Library's performance.

He then discussed various components of the report including the following:

- 1) Strategic Goal #1 – Public PC Use – The last two years we have experienced a general downward trend in that our December usage this year over 2017 is down. Our electronic access to our session searches, articles and lessons viewed and our database usage is up. So, people are accessing some of our electronic resources they're just not doing it through our PCs.
- 2) Strategic Goal #1 – Program by Type and Program by Attendance – It is noted that even though our total number of programs offered is down by 1% compared to last December, our program attendance for the same month is up 16%. Call-A-Story shows a -39% change from December of last year but there are some opportunities for reporting improvement.
- 3) Strategic Goal #2 – Community – Central room usage shows a significant jump in the percentage of rooms used but this is due to the fact that study room usage was not counted for one month in 2017 which means we're missing comparable data and that's creating this change. Our rental fees are down.
- 3) Strategic Goal #3 – Innovation – As previously mentioned, database usage is up across the board.
- 4) Strategic Goal #1 – Annual Report – Program Type and Attendance - Program by type and program by attendance is up annually by 6% but down on attendance.
- 5) Strategic Goal #3 – Annual Report – Innovation – Requests placed show a 28% decline from 2017. That is likely driven by the anomaly in May of 2017 where there was a huge spike that accounted for over 600,000 requests.

Dr. Jett asked Mr. Mason if he considered this sufficient data for what we should be looking at.

Mr. Mason replied that, as mentioned previously, he is looking at appropriate alternatives and refinements of the data. He feels there is an opportunity to strengthen how we're using our data and what we identify as appropriate measures of our success and how to best tell our story. He continued that you could always get more context to enrich the qualitative data.

Ms. Nytes shared that Mr. Mason will also be managing the service plan process that staff use to develop program or initiative ideas as part of Budget planning.

Dr. Jett commented that the Board would like to hear more about that because there has been a lot of concern about the service plan process and especially the connection between service plans and the way the staff is evaluated.

b. **December Media Report**

The December Media Report was presented to the Board. It highlighted coverage of IndyPL services and programs in all media formats.

1) Website Demonstration – Kimberly Crowder, Communications Director, gave a demonstration of the new Library website that has been launched.

She commented that following this initial launch, we are going to take a look at the content involved in the website to make certain that the keywords that are on the site make sense for how our public searches. Also looking at how we are storing information on the website. Using Communico software for calendar items. Search function is better. Call to Action function was mentioned.

Ms. Crowder noted that staff had been trained on the site prior to launch. She offered to provide the same training to Board members if requested.

2) Bibliocommons Tour – Mr. Helling provided a demonstration of Bibliocommons which is the Library’s new catalog product. It replaced a system called Enterprise which was a very utilitarian piece of software. Bibliocommons is much more user friendly and provides more accurate search results. He went on to describe some of the nuances of the new software. It improves our overall customer service.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (5 – 2019)**

After full discussion and careful consideration of Resolution 5 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Carlino, and the “yes” votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne and Ms. Sanders.

Dr. Jett commented that she wished to learn more about how salaries are determined as it relates to the new Michigan Road Branch where it was noted that the Manager received a salary increase but the staff members did not. She would like a further explanation.

Ms. Nytes advised that this can be discussed at the next Joint Board Committee Meeting.

Motion carried.

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

UNFINISHED BUSINESS

11. None.

NEW BUSINESS

12. Ms. Nytes invited everyone to attend the upcoming Meet the Artists Event at Central Library. Gala Opening Reception is Saturday, February 9, 2019. The featured guest will be Judge Tonya Walton Pratt.

Ms. Payne mentioned that there will be a Black History Program at Central Library on February 2, 2019 from 1:00-3:00 p.m.

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 2019 – None

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – January 15, 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 February 24, 2019.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, February 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, February 25, 2019 at the Michigan Road Branch, 6201 North Michigan Road,
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 8:15 p.m.

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

Dr. Terri Jett, Secretary to the Board

