

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JULY 27, 2015**

The Indianapolis-Marion County Public Library Board met at the Decatur Branch Library, 5301 Kentucky Avenue, Indianapolis, Indiana, on Monday, July 27, 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. Ms. Charleston acted as Secretary.

Ms. Crenshaw mentioned that the Board was going “green and paperless” at tonight’s meeting with the introduction of the electronic Board packets.

2. Roll Call

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

Members absent: None.

3. Branch Manager’s Report

Gregory Hill, Manager, Decatur Branch, welcomed everyone.

He mentioned that several members of the staff were out doing “Back to School” events at three area elementary schools this evening.

Mr. Hill stated that he didn’t have anything to add to the written Report the Board had received in their packets. He then inquired if the Board had any questions about that information.

Ms. Aguilera wanted to know how the Summer Reading Program (“SRP”) went this year at the branch.

Mr. Hill responded that the SRP went well. Attendance was up significantly from last year however registrations were down slightly.

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. **Regular Meeting, June 22, 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 – June 2015**

Becky Dixon, Chief Financial Officer, reviewed the Report.

For the month of June, actual expenditures, less investments and debt payments, were 6.3% less than projected. Spent less in supplies and other charges.

Actual revenue was 3% higher than projected. We received a higher tax distribution than projected and a one-time reimbursement.

June 2015 expenditures, less investments and debt payments, were 1% less than June 2014. The majority of this decrease was in supplies and other charges.

June 2015 receipts were 1% more than June 2014. The June tax settlement was higher than projected, however total taxes received is down by 3% compared to 2014.

Year-to-date Fines and Fees revenue for 2015 is \$506,733 compared to \$514,245 for year-to-date 2014. The Library has reduced Fines and Fees and implemented Earn and Learn resulting in less revenue.

Dr. Wantz made the motion, which was seconded by Ms. Blunt, 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 32 – 2015** (Insurance Resolution)

Ms. Dixon noted that, based on information received from the Library's insurance broker, Arthur J. Gallagher, it was being recommended that we renew our coverage for an additional cost of \$16,446 over last year. She noted that the increase is related primarily to the fact that our Worker's Comp experience is still at a high level.

After full discussion and careful consideration of Resolution 32 – 2015, the resolution was adopted on the motion of 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.

At this time, President Crenshaw adjourned the Regular Meeting.

c. **President Crenshaw will Convene a Public Hearing**

Ms. Crenshaw announced that this Public Hearing was being held to consider the Library's 2016 Budget.

1) **To consider the 2016 Library Budget as advertised in the *Indianapolis Star* and *Indianapolis Recorder* on July 16 and July 23, 2015.**

At this time, Ms. Dixon provided a presentation on the Library's 2016 Budget.

She reminded everyone of the Library's Strategic Plan, its four main goals and what we are hoping to accomplish.

Some of those items include:

- Issuing the 2014 bonds in connection with the renovations at East Washington, Southport and Warren that will maximize accessibility.
- Staffing realignments.
- Lawrence school project wherein the Library provides library cards for all students.
- Summer Adult Reading Program providing book discussions at outside locations.

Ms. Dixon advised that the Operating Fund is down slightly by \$140,252. Our Capital Projects Fund is down \$159,200. Our Debt Service Fund is up by \$6,212. All tax-supported Funds are down \$293,240 compared to the 2015 Budget. In 2016, we are using our Rainy Day Fund and money from our Library Improvement Reserve Fund.

With regard to the Operating Fund, the total is \$24,119,480. We have put aside a 2% merit-based pool for all staff. We're increasing health insurance by 2%. PERF remains at 14.2% which includes both the employer and employee portions. Funding is being increased for electronic resources.

Ms. Dixon briefly discussed LOIT, COIT and property tax funding for the Budget.

She advised that 61% of the Budget is allocated for Personal Services. There is 2% set aside for Supplies. 23% is in Other Charges. Collection Materials are at 14%.

The difference between the proposed Revenue and proposed Expenditures will have to be made up from the Library's Cash Reserve Funds.

Mr. Gutierrez mentioned that the Library will need to identify additional sources of revenue.

Ms. Dixon reviewed what the Library is doing to fill the gap caused by the lost tax revenue, such as licensing parking spaces to local businesses, seeking more grants, and seeking an increase in support of Library programs from the Foundation.

She then discussed the \$1.8 million Capital Projects Fund, the \$2.5 million Rainy Day Fund, the \$12.1 million Bond and Interest Redemption Fund and the \$600,000 Library Improvement Reserve Fund.

Also, some of the Library's future projects include:

- Financial/HR Software Upgrade - \$600,000
- RFID - \$2 million
- Automated Materials Handling - \$2 million

Ms. Dixon mentioned there is a slight overall Budget increase of 1.4% for 2016.

2) Invite Public Comment from the Audience

The Chairman inquired if there were any taxpayers who wished to be heard on the Library's 2016 Budget.

There were no comments from the audience.

At this time, Mr. Gutierrez inquired about the Budget approval timeline. He wanted to know how much time the Board will have to potentially look at increases or decreases within the Budget. With the next Board Meeting scheduled for August 24, 2015, he suggested that a separate meeting take place with members of the Finance and Diversity, Policy and Human Resources Committees to have further discussion.

Dr. Wantz requested that Ms. Dixon coordinate a meeting of the Finance and Diversity, Policy and Human Resources Committees.

Ms. Dixon responded that she would be happy to set up that meeting.

President Crenshaw Will Consider a Motion to Close the Public Hearing

Ms. Charleston made a motion to close the Public Hearing. Mr. Gutierrez seconded the motion.

Motion carried.

The Public Hearing was closed at this time.

President Crenshaw reconvened the Regular Meeting.

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

Ms. Aguilera advised that the Committee did not have a report this month but they are working on an item with the Finance Committee and do expect to have something at the August meeting.

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

a. Resolution 33 – 2015 (Approval to Award a Construction Contract for the East Thirty-Eighth Street Branch Rainscreen Replacement Project)

Sharon Smith, Facilities Director, noted that it is being recommended that the contract be awarded to Mezzetta, Inc. for a total cost of \$71,870.

After full discussion and careful consideration of Resolution 33 – 2015, the resolution was adopted on the motion of Ms. Charleston, 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.

b. Briefing Report – Southport Branch Schedule

Ms. Smith advised that a community meeting was held recently at the Southport Branch regarding the upcoming renovations. Dr. Wantz noted that he had attended and was pleased at the information shared at the meeting. The Library is encouraging input from the neighborhood residents.

The proposed project schedule for the Southport Branch was provided to the Board.

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

- a. **Resolution 34 – 2015** (Approval to Initiate Planning Process for Merger of the Beech Grove Public Library with the Indianapolis-Marion County Public Library)

Mr. Gutierrez advised that the Beech Grove Public Library hasn't had the opportunity to vote on the possible merger.

In view of this situation, Resolution 34 – 2015 was tabled on the motion of Mr. Gutierrez, seconded by Ms. Aguilera, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

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

July 2015 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:
 - Apex Benefits Group, Inc. and CD-COM Systems Midwest Inc. – Branch Designated
 - Clark Quinn Moses Scott & Grahn, LLP, The National Bank of Indianapolis, Stiffel Nicolaus & Company, Inc. – Children's Fund
 - Apex Benefits Group, Inc., Arts Midwest and Regions Bank – Cultural and Community
 - Barnes & Thornburg, LLP, Harrison Center for the Arts, Health and Hospital Corporation of Marion County, IN, Indianapolis Local Public Improvement Bond Bank, John Wiley & Sons, Inc. and University of Indianapolis – Indiana Authors Award
 - Hoover Family Foundation – Job Center at Central
 - Alerding CPA Group, Blue & Co., LLC, MacAllister Machinery Co, Inc., Sabolsky Family Foundation, a fund of the Legacy Fund and WTHR-Channel 13 – Most Urgent Need
 - Honda Manufacturing of Indiana and PNC Foundation – Ready to Read
 - Meridian Kessler Neighborhood Association – Special Projects

- Dollar General, The Eugene and Marilyn Glick Family Foundation, The Indianapolis Garden Club, The Kroger Co., Nicholas H. Noyes, Jr. Memorial Foundation, Inc. and Reis-Nichols Jewelers – Summer Reading Program
- This month, we are proud to provide funding for the following Library programs. All programs are system-wide unless otherwise noted.
 - Curveside Ride, Read to Me, Please at InfoZone, TechZone Experience at InfoZone and Teen Read – Children’s Programming
 - Hometown Roots – Cultural and Community
 - Grantsmanship Institute at East 38th Street – Life Long Learning
 - At Your Library, Food for Public Programs and Little Library in the Lobby – Capital/Branch Initiatives

Other News:

- The Library Foundation is excited to announce the winners and finalists of the 2015 Eugene & Marilyn Glick Indiana Authors Award.
 - o National Author winner: Marianne Boruch
 - o Regional Author winner: Adrian Matejka
 - o Emerging Author finalists: Laura Bates, Skila Brown and Clifford Carstang

At this time, Ms. Payne inquired if there was any diversity among the named winners. She mentioned that she had also asked about this last year.

Dr. Wantz replied that he was unsure but would obtain that information for Ms. Payne.

The Emerging Author winner will be announced at the Award Dinner on Saturday, October 10 at Central Library. Find more information and full bios for the honorees at www.indianaauthorsaward.org.

- The Library Foundation would like to congratulate the Library on another successful Summer Reading Program and thank the Library staff for how helpful they have been at accommodating donors at Summer Reading Program sites.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – June 2015

Jackie Nytes, Chief Executive Officer, mentioned that Patron Visits are down 2.8% for the month but are holding for the year. Branch managers have mentioned that family vacation schedules have changed with some schools starting early in August

families are taking their vacations earlier in the Summer.

Circulation is up for the year. Increases in the electronic products being checked out by our patrons are almost exactly the same as the decrease in the print products. The net increase probably comes from renewals.

The traffic from Lawrence Township Schools is showing up in the New Borrowers number.

With regard to Computer Use, we have encouraged all branches to be more liberal in how much time they allow people to use the computers. If no one is waiting, people should be allowed to stay on the computer. Branches need to be more generous in how they schedule computer time for patrons.

b. **CEO Quarterly Statistical Report – 2nd Quarter 2015**

Ms. Nytes advised that the Library has reached 609,000 e-circulations. We should reach one million before year-end. Wireless use continues to be in high demand and growing.

Ms. Charleston asked if the Library was increasing our holdings in this regard.

Ms. Nytes responded that we are changing the proportions of the amount spent on materials and allocating more to the e-materials and less to print in recognition of patron demands.

On another item, Ms. Nytes noted that the Adult Summer Reading Program continues in August and September with book discussions and cultural activities at the Library and several community locations.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (35 – 2015)**

After full discussion and careful consideration of Resolution 35 – 2015, the resolution was adopted on the motion of Ms. Blunt, seconded by Mr. Gutierrez, 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.

Ms. Blunt thanked the following retiring individuals for their service to the Library and our community:

Margaret Wagoner – 28 Years
 Laura Dixon – 33 Years
 Anita Riggins – 40 Years

d. **Introduction of Library's New Membership Access Coordinator – Cordia Watkins**

At the request of Ms. Nytes, Laura Johnson, Public Services Director, provided an update on the Lawrence Township Schools Project and a new position at the Library.

Ms. Johnson stated that this is very exciting Project and we are learning a great deal. We have worked with Lawrence Township since last Fall. It is a huge task to register an entire school population of approximately 15,000 students and to deliver those cards soon after this school year begins.

In this regard and in connection with the Strategic Plan, certain staff realignments are being done to meet our responsibilities of the Plan. One of those involved creating a position for a Membership Access Coordinator which Cordia Watkins, who has been the Library's Circulation Supervisor at the Lawrence Branch, will fill. Unfortunately, Ms. Watkins was unable to attend tonight's meeting but she will follow-up with anyone needing information.

Ms. Johnson commented that it is also a goal of the Plan to boost library card membership overall and Ms. Watkins will assist with that as well.

Ms. Charleston asked what percentage of Lawrence students don't have library cards.

Ms. Johnson replied that 70% of students don't have library cards. The new cards will be delivered to each school.

Ms. Nytes announced that a conversation has taken place with Dr. Little at Perry Township Schools and he is very intrigued about addressing this same effort.

Additionally, the Library has received a \$73,000 grant from the Glick Family to research how we can engage further with the Indianapolis Public Schools.

Mr. Gutierrez requested that the Library look at Avondale Meadows which is one of the Mayor's charter schools. The population is 98% African American and is in a low income area. The school is very successful and A-rated. He has mentioned it to the school's director and she is on board with the idea.

e. **Update on Library's Search for a new Director of Communications**

Ms. Nytes mentioned that the Library had received 102 applications for the position of Director of Communications including four internal applications. Initial interviews were conducted with eight candidates and one internal candidate. Second interviews are being held with the final three candidates. A final selection is anticipated by the end of the week.

UNFINISHED BUSINESS

12. None.

NEW BUSINESS

13. None.

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:

August, 2015 – There were no items suggested.

INFORMATION

15. **Materials**

- a. *Public Libraries* (May/June 2015) was distributed to the Board members for their general information.
- b. **Joint Meeting of Library Board Committee Notes – July 14, 2015** were distributed to the Board members for their general information.

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 August 23, 2015 and August PSAs.**
- c. **Joint Meeting of Library Board Committees** – August 11, 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, August 24, 2015, at the Southport Branch Library, 2630 East Stop 11 Road, 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 7:30 p.m.

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

Lillian L. Charleston, Secretary to the Board

