

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

The Indianapolis-Marion County Public Library Board met at Central Library, 40 East St. Clair Street, Indianapolis, Indiana, on Monday, July 25, 2016 at 6:30 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. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Members absent: Ms. White.

3. Branch Manager's Report

Mike Williams, Area Resource Manager, Central Library, discussed his Report that was presented to the Board. He described the several unique partnerships with organizations that are housed within Central, namely, Indy Reads, OASIS High Impact Tutors and the Riviera Camera Club. Central continues to be a popular place for major gatherings, such as the IndyInvolved event, Congressman Carson's youth opportunity fair, the upcoming Indiana Authors Award dinner and YELP's annual Holiday Bazaar. He stressed that Central serves two distinct roles, that of a neighborhood library for the rapidly-growing downtown area and that of the hub for the entire Library system.

4. Public Comment and Communications

a. Public Comment

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 27, 2016

The minutes were approved on the motion of Ms. Crenshaw, seconded by Rev. Robinson, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

COMMITTEE REPORTS

6. Finance Committee (Oscar A. Gutierrez, Chair; Lillian L. Charleston, Dr. Terri Jett, Kimberly White)

a. Report of the Treasurer – June 2016

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

Revenue Projections – Actual revenue exceeded projections by 6.5% - the intergovernmental revenue was higher than projected and we received Beech Grove’s tax distribution for the June settlement.

Expenditure Projections – Actual expenditures were higher than projected by 2.1% - we begin paying expenses for Beech Grove and spent more in capital outlay than projected.

Compared to June, 2015 the Library’s revenue was 3% less and expenditures were up 4%. These variances related to our property tax settlement and the Beech Grove expenditures.

Fines/Fees – The Library’s fines and fees are approximately 7% less than last year.

Reminder – The Library’s public hearing on the 2017 budget will be August 9, 2016 at the Library Services Center at 4:00 p.m. Adoption of the budget will be August 22, 2016 at the Haughville Branch at 6:30 p.m.

Ms. Charleston 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 28– 2016** (Insurance Resolution)

Ms. Dixon explained that the Library is seeking approval of Hartford Insurance as the provider of its property, liability, automobile, workers compensation, umbrella, inland marine, boiler and crime insurance coverage, along with the selection of National Union Fire Insurance Company as the provider of accident coverage for Library volunteers at a combined cost of \$389,320.

After full discussion and careful consideration of Resolution 28 – 2016, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

c. **Resolution 29 – 2016** (On-Site RFID Tagging Service)

The Library recommends approval of contracting with Backstage Library Works for on-site RFID (radio frequency identification) for a total cost of \$336,679.

After full discussion and careful consideration of Resolution 29 – 2016, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

d. **Resolution 30 – 2016** (Approval of Grant Agreement Between the State Library and the Indianapolis-Marion County Public Library and Authorization for the Chief Executive Officer to Execute the Agreement)

Ms. Dixon advised that the Library seeks approval to execute a \$50,000 grant from the Indiana State Library to assist in upgrading the technology at the Beech Grove Branch to meet IndyPL compatibility and security standards.

After full discussion and careful consideration of Resolution 30 – 2016, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse 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; Dr. William Fennema, Sister Mary Luke Jones, Patricia A. Payne, Rev. T. D. Robinson)

a. Briefing Report – Paid Time Off (PTO)

Katherine Lerg, HR Director, noted that the Library wishes to transition from the current policy of separate annual leave and sick leave accrual banks to a combined single accrual bank of Paid Time Off (PTO). She then provided information regarding how the transition would take place. It was also mentioned that union-eligible employees will remain on the current plan through the expiration date of their contract which is August 31, 2017 (unless the contract language regarding accruals is amended). Implementation of PTO is proposed to take effect on February 1, 2017.

8. Facilities Committee (Lillian L. Charleston, Chair; Oscar A. Gutierrez, Rev. T. D. Robinson, Adam Vorderstrasse)

a. Resolution 31 – 2016 (Approval to Award an Architectural Design Services Contract for the Michigan Road Branch Project)

Sharon Smith, Facilities Director, advised that the Library seeks approval to award an architectural design services contract for the Michigan Road Branch project to krM Architecture+ of Indianapolis.

After full discussion and careful consideration of Resolution 31 – 2016, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Jett, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

b. Resolution 32 – 2016 (Approval to Award an Architectural Design Services Contract for the West Perry Branch Project)

Ms. Smith noted that the Library recommends approval of an architectural design contract with Schmidt Associates of Indianapolis and HBM Architects of Cleveland, Ohio, as library planning consultants.

After full discussion and careful consideration of Resolution 31 – 2016, the resolution was adopted on the motion of Ms. Charleston, seconded by Mr. Fennema, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

c. Briefing Report for Action Items Scheduled for the August 2016 Facilities Committee Meeting

- 1) Approval to Award a Construction Services Contract for the Southport Branch Roof Recover Project.
- 2) Approval to Award a Construction Services Contract for the Warren Branch Roof Recover Project.

Ms. Smith mentioned that both the Southport and Warren Branch Roof Recover Projects are now being quoted with estimated costs between \$50,000 and \$75,000 which will be funded by the Capital Projects Fund. Southport should be completed on September 30, 2016 and Warren should be completed on October 14, 2016. It is anticipated that final approval for both projects will be at the August Board Meeting.

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

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

10. Library Foundation Update

July 2016 Library Foundation Update

Dr. Jett provided the Foundation Update.

The Library Foundation is excited to announce the winners and finalists of the 2016 Eugene & Marilyn Glick Indiana Authors Award.

- National Author Winner: Karen Joy Fowler
- Regional Author Winner: Phillip Gulley
- Genre Excellence: Children's Picture Book Author Winner: April Pulley Sayre
- Emerging Author Finalists: Sarah Gerkenmeyer, Bill Kenley and Edward Kelsey Moore

The Emerging Author winner will be announced at the Award Dinner on Saturday, October 29, 2016.

The Foundation hopes many of you will join us for the eighth annual Indiana Authors Award Dinner at Central Library on October 29th. If you, your company or your book club is interested in tickets or a table, please call the Library Foundation at (317) 275-4868 for more information.

- Last month, the Foundation received many gifts. The top corporate and Foundation contributors included:
 - Buckingham Foundation, Inc.
 - Kroger
 - Arthur Jordan Foundation
 - Indianapolis Power & Light Company
 - FlashPoint
 - CSX Transportation
 - MacAllister Machinery Co.
 - Alerding CPA Group
 - Umbaugh
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

Children's

- Ready to Read – Outreach to Hispanic/Latino Community and the Ready to Read Early Childhood Conference
- Read to Me, Please at InfoZone
- Curveside Ride

Collections

- Digitization of arts organizations historical archives

Cultural

- Using Your Library Multilingual Videos
- Hometown Roots Concerts at Central Library
- Hispanic Heritage Programming
- Classical Concerts at Central Library

11. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – June 2016

Jackie Nytes, Chief Executive Officer, discussed the information. She pointed out that the number of programs and program attendance is up slightly. The overall circulation number is down slightly but electronic circulation shows a 43% increase. While the number of new borrowers shows as increase of 18%, we are now looking at our patron registration files and doing some clean-up and due diligence which may result in a decrease in the total number of library cards.

- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report that focused on the following: Goal 4: Maximize Accessibility to the Library and the Strategy: Offer improved models for library card debt reduction.

Ms. Cairo explained that today 45% of those aged 18 and older with a library card have debt from fines or lost materials. The Library currently offers plans, such as the “Second Chance” program, to patrons who agree to incremental payment sums over time, but these have not proven to be effective. The Library’s “Earn and Learn” program for youth has been more successful, with nearly three-quarters of those completing the program able to use the Library again and 61% becoming responsible Library users with no debt. The Library will continue to evaluate and improve methods to keep people engaged as Library users.

- c. **June Media Report** was provided to the Board for their information. The Report listed major news and social media coverage. Media activity on the Library’s Summer Reading Program was highlighted.

- d. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (33– 2016)**

After full discussion and careful consideration of Resolution 33 – 2016, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Payne, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

- e. **Central Library Reimagine Plan Presentation** – Deb Lambert, Director, Collection Management, gave the presentation. She noted that based on collection analysis and driven by the Strategic Plan, a repurposing of space to better meet patron demand will result in shifting the locations of collections at Central Library. More shelving space will be devoted to collections that reflect their actual circulation. With a need to grow the children’s collection, juvenile items will move to the 3rd floor, along with a separate area for teens, DVDs, CDs, magazines and graphic novels. The 4th and 5th floors will be dedicated to non-fiction. Fiction and exhibit space would be housed on the 6th floor. New materials would be located in the Simon Reading Room. The Center for African-American Literature and Culture would be in the West Reading Room. Biography and Archival Reference materials would be in the East Reading Room. Staffing will follow the collections with more staffing planned on the 3rd floor. The Reimagine Plan is scheduled for completion by October 17, 2017. Additional presentations on the Plan are planned this week with Central Library staff and system managers.

There was a general discussion between the Board and Ms. Lambert about the Plan.

- f. **Visiting Librarians from Hangzhou Public Library – Itinerary and Introduction**

At this time, Ms. Nytes introduced the two librarians visiting from Hangzhou Public Library, namely, Xiaoxi He and Junwei Zhu. Ms. He gave a PowerPoint presentation on the Hangzhou Public Library which featured information on its

design and programming. The presentation also included a preview of the “Ordinary Hangzhou” exhibit at Central Library. It was announced that the exhibit’s opening reception is scheduled for August 10, 2016.

On behalf of the Board, Dr. Wantz thanked Ms. He and Ms. Zhu for the presentation and for the time they are spending at IndyPL.

UNFINISHED BUSINESS

12. None.

NEW BUSINESS

13. **Briefing Report – Proposed Amendment to Indianapolis-Marion County Public Library Board By-Laws to Eliminate the External Affairs and Strategic Planning Committee**

Robert Scott, IndyPL attorney, advised that the Board wishes to amend the Library’s By-Laws to eliminate the External Affairs and Strategic Planning Committee. This proposal is being made in the interest of encouraging full Board participation in these types of matters. This item will be reviewed again at the August Joint Meeting of Library Board Committees with final approval anticipated at the August Regular Board Meeting.

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, 2016 – *No items were suggested.*

INFORMATION

15. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – July 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 August 21, 2016.**

- c. **Joint Meeting of Library Board Committees** – Tuesday, August 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, August 22, 2016, at the Haughville Branch Library, 2121 West Michigan Street, 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 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

