

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JULY 24, 2017**

The Indianapolis-Marion County Public Library Board met at the Decatur Branch Library, 5301 Kentucky Avenue, Indianapolis, Indiana on Monday, July 24, 2017 at 6:35 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.

At this time, Dr. Wantz recognized long time civil servant, Bob Cockrum, who was in the audience. He noted that Mr. Cockrum had served both as a member and President during his 12-year tenure on the City-County Council of Indianapolis and Marion County. Appreciation was expressed for all Mr. Cockrum did for the City of Indianapolis during that time.

2. Roll Call

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

Members absent: Ms. Payne and Rev. Robinson.

It was noted that Ms. Sanders arrived at approximately 7:00 p.m.

3. Branch Manager's Report

Adam Todd, Manager, Decatur Branch, reviewed his Report that had been distributed to the Board. In 1967 the branch opened in a storefront location in Marwood Plaza. It then moved to its current location in 1990. The branch serves a population of approximately 40,000 and has over 17,000 registered borrowers. He described the Library's participation with various community organizations. Staff from the branch regularly visits preschools and daycares and last year assisted in the issuance of 2,566 new library cards to Decatur Township students. To date, 767 children and parents have signed up for the Summer Reading Program. For the 19th year, the branch hosted the Decatur Art Show which featured 300 pieces of art by Decatur Township students. Popular new programs include one-on-one computer classes and the graphic novel book club. The branch will soon introduce a new teen gaming program.

Mr. Todd also introduced Kathleen Underwood, the Circulation Supervisor at the branch.

4. **Public Comment and Communications**

a. **Public Comment**

At this time, Tracy Suchy, an arts teacher at Decatur Township schools, addressed the Board. She praised the Decatur Branch for hosting the Decatur Arts Show and expressed how important this popular event has been in promoting the arts among young people.

Alba Fernandez-Keys, archivist with the Indianapolis Museum of Art, described the value of the Museum's participation in the Library's Shared System and complemented the Library's cataloging team for making the Museum's materials searchable and accessible through the Library's website.

Dana Duffy, librarian at the Eiteljorg Museum, spoke about the Eiteljorg's partnership in the Shared System and described the many rare items that patrons can access, including digitized materials, online.

- 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 26, 2017**

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

b. **Executive Session, July 17, 2017**

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

COMMITTEE REPORTS

6. **Finance Committee (Dr. Terri Jett, Chair; Lillian L. Charleston, Joanne M. Sanders)**

a. **Report of the Treasurer – June 2017**

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

Revenue:

- Total revenue for May came in higher than projected and was more than 2016 due to an increase in the property tax advance and the intergovernmental revenues.

Expenditures:

- We spent 10% less than projected and 28% more than June 2016 – We had three payrolls in June of 2017 compared to only two payrolls in June of 2016.

June 30th is half-way through the budget year – a chart with YTD Actual to Budget is included on Page Two. The Library is at 47% of personal services, under in supplies and other charges/services and at 53% of our capital outlay.

Reminder – The Library’s public hearing on the 2018 Budget will be August 15, 2017 at the Library Services Center at 4:00 p.m. Adoption of the Budget will be on August 28, 2017 at the Lawrence Branch at 6:30 p.m.

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 21 – 2017** (Liability Insurance for Policy Period 2017-2018)

Ms. Dixon noted that the Library was recommending the selection of Hartford Insurance as the provider of the Library’s property, liability, automobile, workers comp, umbrella, inland marine, boiler, and crime insurance coverages, as well as the selection of National Union Fire Insurance Company as the provider of accident coverage for Library volunteers at a combined cost of \$394,605.

After full discussion and careful consideration of Resolution 21 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett and Dr. Wantz.

Motion carried.

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

c. **Briefing Report – 2018 Proposed Budget**

Ms. Dixon reviewed the Report on the 2018 Proposed Budget. Briefly, the estimated Operating Fund revenue of approximately \$43.3 million is based on a projected increase in tax revenues (property, LOIT, COIT), fines and fees and grants. Projected Operating Fund expenditures of \$44.6 million, representing an increase of 2.6%, would include \$348,048 for merit increases, \$5.5 million for collection materials, a 7% increase in health care costs, and increases in utilities, repairs and maintenance, and security costs.

She noted that in addition to a long range Cash Flow Projection document, there has been a budget prepared for the Library Improve Reserve Fund (“LIRF”) and the Rainy Day Fund. We’re projecting \$400,000 out of LIRF and \$2.5million out of the Rainy Day Fund. The Library is looking at \$10.8 million for our debt service for 2018.

Discussion held on the long approval process needed for the Library’s Budget. It began at the Committee meeting this month and will continue until approval is received from the City-County Council in October.

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 have any items this month.

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

a. Resolution 22 – 2017 (Approval to Award a Services Contract for Security Officer and Alarm Response Services)

Sharon Smith, Facilities Director, discussed the Library’s proposed recommendation for this contract. During that discussion, it was noted that a representative from Securitas Security Services was in the audience and wished to point out what he felt was some inaccurate information in the resolution.

Following some additional discussion, John Hughes, a Branch Manager with Securitas, addressed the Board. He reminded them that his company had been a protective services partner with the Library for ten years. He wished to ask that their bid be evaluated fairly realizing that cost is one very significant issue in that evaluation process. He advised that they did submit two prices for this bid. One is effective on September 1, 2017 and they included a projection that would be effective on September 1, 2018. The reason for doing this is they are signatories to a collective bargaining agreement where there are wage increases, etc. for their employees. They included that cost in their bid which may have caused them to be evaluated higher. He submits that the September 1, 2017 pricing is less than is represented in tonight’s resolution. Securitas felt it necessary to bring this situation to the attention of the Board.

At this time, Ms. Charleston, as Chair of the Facilities Committee, recommended that, as a matter of fairness, Resolution 22 – 2107 should be tabled and that a further review of the submitted information would take place at the next Committee meeting. Following that review, the resolution would then be resubmitted at the August Board Meeting.

- b. **Resolution 23 – 2017** (Approval to Award a Contract for the Library Services Center Automated Materials Handling System)

Ms. Smith commented that the Library is recommending that a contract for the Library Services Center Automated Materials Handling System be awarded to P. V. Supa, Inc. of Plano, Texas for a total cost of \$338,574. The project should be completed by November 30, 2017.

After full discussion and careful consideration of Resolution 23 – 2017, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Sanders and Dr. Wantz.

Motion carried.

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

- c. **Resolution 24 – 2017** (Approval to Award a Services Contract for Exhibit Design Development, Fabrication, and Installation Services for the Center for Black Literature and Culture)

Ms. Smith noted that the Library was recommending that a contract for exhibit design, development, fabrication and installation services for the Center for Black Literature and Culture be awarded to The Exhibit House of Indianapolis for a total cost of \$250,000. The Center is part of the Central Library Re-Imagine Project and the work is scheduled for completion on September 29, 2017.

After full discussion and careful consideration of Resolution 24 – 2017, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Sanders and Dr. Wantz.

Motion carried.

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

- d. **Briefing Report** – Action Item Scheduled for the August 2017 Facilities Committee Meeting – Authorize Issuing of the Michigan Road Branch Project Bidding Documents

Ms. Smith reminded everyone that the architect for the Michigan Road Branch Project will be KrM Architects. The construction budget for the new branch will be \$5.5 million and will be funded by the Series 2016 Bonds (Fund 46).

Also, on another matter, Ms. Charleston announced that she had received a letter from Councillor Zack Adamson of District 17 in support of all the Library’s efforts to build the new Brightwood Branch Library.

9. Library Foundation Update

July 2017 Library Foundation Update

At this time, Dr. Jett provided the Update for July 2017.

News:

The Library Foundation received an estate gift from a former Glendale Branch Library patron. The executor of his estate said the public library was an important part of the “fabric of his life” and that he visited weekly to borrow movies and CDs. This is just another example of how excellent service provided by the public services staff translates to support for the Library Foundation and, in turn, the Library.

The Library Foundation is excited to announce the winners and finalists of the 2017 Eugene and Marilyn Glick Indiana Authors Award.

- National Author winner: Kekla Magoon
- Regional Author winner: Lori Rader-Day
- Genre Excellence – Middle Grade Fiction (Chapter Books) Author winner: John David Anderson
- Emerging Author finalists: Bryan Furuness, Angela Palm, Francesca Zappia

The Emerging Author winner will be announced at the Award Dinner on Saturday, October 14, 2017. Find more information and full bios for the honorees at www.indianaauthorsaward.org.

The Library Foundation hopes many of you will join us for the ninth annual Indiana Authors Award Dinner at Central Library on October 14, 2017. 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.

Dr. Jett reminded everyone that October is going to be a busy and exciting month for Central Library. For instance, October 7, 2017 is the celebration of the 100th Anniversary of Central Library, October 14, 2017, as previously noted, is the Indiana Authors Award Dinner and October 21, 2017 is the opening for the Center for Black Literature and Culture.

The Library Foundation thanks the following donors who made gifts last month:

- Bob’s Discount Furniture
- Buckingham Companies
- Central Indiana Community Foundation
- Fifth Third Bank, Indiana
- Fire Fighters Retirees Association
- First Merchants Bank
- The Eugene and Marilyn Glick Family Foundation
- Knowledge Services
- The Kroger Co.
- Eli Lilly and Company Foundation, Inc.
- Sablosky Family Foundation, a fund of the Legacy Fund

This month, we are proud to provide funding for the following Library programs. All programs are system-wide unless otherwise noted.

Children's

- Summer Reading Program
- Ready to Read – Early Childhood Conference
- Read to Me, Please at InfoZone
- YAT Workshops

Cultural

- Hometown Roots Concerts
- Classical Concerts at Central
- Community Conversations at East 38th Street
- Celebrating our New Neighbors at Eagle
- Center for Black Literature and Culture
- Global Village Innovation

Collections

- Marion County Internet Library
- Digitization
- Library Cards
- Axis 360

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 – June 2017

Jackie Nytes, Chief Executive Officer, pointed out that Goal 4 illustrates that we are still working on our patron record files by cleaning up the database. We are purging records that are seven or eight years old. This results in a reduction in our numbers. Ms. Nytes instructed everyone “not to panic” because the number of active cards is actually growing.

She went on to comment that the Library is experiencing growth in the use of our wireless resources overall but there has been a slight leveling of the

numbers over the Summer. We will watch what happens to these numbers in the Fall.

The Summer Reading Program numbers are not in yet. The Program concludes this week and information will be presented at the August Board Meeting.

- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report. She reviewed the strategy for creating opportunities for people to become informed and engaged on important issues. She noted that there were nearly one million Library database retrievals in 2016, a 153% increase over 2015, along with the nearly 31,000 average monthly page views for the Library's children's webpage, the most viewed webpage on the Library's website. The report also included how the Library has increased its connection to users via social media and how recent display collections and programs on diversity issue and cultures have contributed to a more informed community. It was also noted that the Library is now halfway through the time frame for the current Strategic Plan.

c. **June Media Report**

Ms. Nytes mentioned that the Communications Department has been busy supporting Summer Reading Program activities.

Communications has also been participating in the planning for the events to be held at Central Library in October. Save the Date notifications for the various events will be sent to the Board members in the near future.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (25 – 2017)**

After full discussion and careful consideration of Resolution 25 – 2017, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Sanders, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Sanders and Dr. Wantz.

Motion carried.

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

e. **The Work of Our Cataloging Team**

Pam Swaidner, Manager, Cataloging and Metadata, shared that her department has seven full-time staff members as follows:

1 Manager
5 MLS catalogers
1 cataloging assistant

She commented that they provide and curate the content for the online catalog as well as the Library's digital collections.

Their job is to ensure that Library users can find what they're looking for, whether it's their favorite author and their works or material on a particular research topic. They link related topics together in the catalog through subject headings and series. And they assign call numbers so an item can be found on the shelf. They adhere to national, as well as international, cataloging standards in their work and everyone in the department has this expertise. They also work closely with branch staff to fix things that are wrong or look at things that aren't wrong but can be improved.

She shared the following numbers:

In 2016, they cataloged 39,651 physical titles for IndyPL. That is titles not copies. In addition, they put 33,797 records into the catalog for ebooks, eaudiobooks, evideos, and emusic. Those records provide links so patrons can checkout and download titles to a device.

In addition to the two museums you heard from earlier in the meeting, they catalog for 31 schools. In 2016, 9,740 titles came through their department.

These numbers do not include titles for which they have vendors providing the cataloging. Both IndyPL and some Shared System members use vendors for this purpose, and the catalogers vet these records, they write and apply scripts for making changes to improve discoverability, and they import them to the catalog.

At this time, Meaghan Fukunaga, the Library's Digital Projects Manager, addressed the Board.

She announced that Digital Projects was actually born in the Cataloging department, so it is a natural collaboration and is very fitting that they continue to lend such tremendous support. Their skill sets lend themselves very well to the creation of digital collections – they are, after all, experts in helping people find resources. And that is what Digital Projects is all about.

Digital Projects currently has three full-time staff members – Ms. Fukunaga, Victoria Duncan, who is in the audience tonight, and William Knauth who just started today.

For certain projects the area needs extra hands. Cataloging recently helped them update 61 collections when the Digital Public Library of America (“DPLA”) changed some of their standards. They helped them meet a very tight deadline by editing the copyright information for around 20,000 items. And shortly after that they helped them improve discoverability by fine tuning the time periods and dates for about 25,000 items. Their help meant they are able to participate in initiatives like DPLA and know they are in full compliance, and that researchers will be able to find the resources they need. She then gave a big thank you from Digital Projects to the Library's “fantastic” Cataloging department.

UNFINISHED BUSINESS

11. Discussion of Library Board Retreat Dates

For their review and information, Dr. Wantz distributed to the Board members a list of possible dates for the 2017 Library Board Retreat. It is hoped that the Retreat could be scheduled before December. He announced that the list will also be sent electronically.

He requested that each member respond with their availability and also commented that 100% Board participation at the Retreat would be appreciated.

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:

August, 2017 – *No items were suggested.*

INFORMATION

14. Materials

a. **Joint Meeting of Library Board Committee Notes – July 11, 2017** were distributed to the Board members for their general information.

b. **Important Activities at Central Library in October, 2017**

Information was distributed to the Board regarding the activities at Central Library in October, 2017.

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 August 27, 2017.**

c. **Joint Meeting of Library Board Committees** – Tuesday, August 15, 2017, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

16. Notice of Special Meetings

Special Finance Committee Meeting was held on Monday, July 24, 2017 at the Decatur Branch Library, 5301 Kentucky Avenue, at 4:00 p.m.

17. Notice of Next Regular Meeting

Monday, August 28, 2017, at the Lawrence Branch Library, 7898 North Hague 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 8:00 p.m.

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

Lillian L. Charleston, Secretary to the Board

