

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JULY 23, 2018**

The Indianapolis-Marion County Public Library Board met at the Beech Grove Branch Library, 1102 Main Street, Beech Grove, Indiana on Monday, July 23, 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. Dr. Jett acted as Secretary.

2. Roll Call

Members present: Mr. Andrews, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Members absent: Ms. Payne.

3. Branch Manager's Report

Elizabeth Schoettle, Beech Grove Branch Manager, addressed the Board and provided an update on their services to the community.

She commented that Beech Grove is the Indianapolis Public Library's newest branch. The merger between the two entities took place in 2016 and it's been a good thing for patrons. Many people that use the Franklin Road and Southport branches now also use Beech Grove. This has resulted in increased door count, circulation and computer use.

Many of the branch staff are active in community organizations, serving on the local Chamber of Commerce, Education Foundation and Historical Society boards. They also visit area schools and daycares.

At this time, Mike Halstead from Halstead Architects, discussed the upcoming renovations at Beech Grove. He reviewed various architectural drawings and pointed out that the proposed renovations will involve a new entrance within the building, an expanded circulation desk and lowered shelving. The café will also be removed and the train in front of the children's area will be moved to make the area more open. He anticipates that renovation will take 75 days and it will start after Labor Day.

4. **Public Comment and Communications**

a. **Public Comment**

Library patron Jim Armbruster spoke to the Board. He requested that Microsoft Access be made available on public PCs at the Library. He went on to express concern that some unique books had been weeded from the collection and they were no longer available for patrons. Additionally, he commented on his disappointment with the excessive game playing on computers by young people and the vulgarity he observes in the Library.

Dr. Jett asked Mr. Armbruster if he could provide an example of which unique books were no longer available.

Mr. Armbruster responded that there was a 10-volume set on World War II that is gone.

Lastly, Ms. Sanders encouraged Mr. Armbruster to further communicate his concerns to Library personnel via letter and email so that they may be addressed.

- 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, June 21, 2018**

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

b. **Regular Meeting, June 25, 2018**

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

COMMITTEE REPORTS

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

a. **Report of the Treasurer – June 2018**

Ije Dike-Young, Chief Financial Officer, reviewed the Report. She also distributed a revised Page 11 of the Report to the Board for their information.

It was noted that revenues in June were better than last year at this time, with 56% of the yearly property tax revenue already received. She attributed this to the fact that more delinquent taxes are being collected. Expenditures remain on target, with 44% of the Library's yearly budget spent.

Ms. Dike-Young went on to discuss the Library's garage fund which is used for the operation and maintenance of Central Library's parking garage. It was mentioned that Buckingham rents spaces in the garage for their tenants and this generates income for the Library. The fund is self-sufficient, as the Library spends only what's generated in parking and rental revenues.

Dr. Jett pointed out that the Tuition Fund is almost used up for the year and it appears that the Wellness Fund is not being used. Further discussion is recommended.

Rev. Robinson made the motion, which was seconded by Ms. Crenshaw, that the Report of the Treasurer, as modified, be filed for audit.

Motion carried.

The Report is attached to, and made a part of, these minutes.

b. **Resolution 23 – 2018** (Approval of 2018 – 2019 Liability Insurance)

Ms. Dike-Young requested Board approval of the contract for the Library's 2018 – 2019 liability insurance coverage with Hartford Insurance at a cost of \$357,557, which is a 2.1% increase over the current year. Hartford has served as the Library's liability insurance provider since 2013.

After full discussion and careful consideration of Resolution 23 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Crenshaw, and the "yes" votes of Mr. Andrews, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

c. **Briefing Report – Review of Draft Budget**

Ms. Dike-Young discussed the Library's proposed budget for 2019. Property tax revenues, while taking into account a \$7.2 million reduction from property tax caps, are estimated at almost \$35 million, a 4.5% increase over 2018. The proposed Operating Fund budget is \$46.3 million, with the overall budget (including debt service, Library Improvement Reserve Fund, and Rainy Day Fund) totaling \$62.9 million, compared to \$60.4 million for 2018. The budget includes funding for merit increases, bringing salaries up for employees (excluding pages and hourly summer clerks) to \$13.00 per hour, and staffing new branches. It also assumes a 7% increase in health care and provides for increases to supplies, utilities and maintenance. There is a planned additional contribution to the employees' HSA accounts based on an insurance refund. Expenditures for collection materials

would remain at \$5.5 million. A public hearing on the budget is scheduled for August 14, 2018 at 5:00 p.m. at the Library Services Center during the Board's Joint Committee Meeting.

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

Ms. Crenshaw advised that the Committee had nothing to present this month.

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

a. Briefing Report – Michigan Road Branch Construction Progress

Sharon Smith, Facilities Director, discussed the progress on the Michigan Road Branch construction. Interior concrete floor slabs have been installed, as has installation of utilities crossing Michigan Road. Roof installation is expected to be completed by July 27, 2018. Substantial completion of the project is expected by October 24, 2018.

b. Briefing Report – Eagle Branch Construction Progress

Ms. Smith commented that the building pad is complete for the new Eagle Branch. Installation of concrete footings and foundation walls is underway. Work progresses in the parking lots and storm water management areas. Utilities have been installed on Moller Road. Substantial completion of the project is estimated by March 15, 2019.

c. Resolution 24 – 2018 (Approval to Award a Construction Services Contract for the Library Services Center Window Flashing Repair Project)

Ms. Smith advised that it was being recommended that the Board approve a construction services contract for the Library Services Center window flashing repair project to Wells Masonry & Restoration, Inc. of Indianapolis at a cost of \$122,800. The project will eliminate water leaks during heavy rains which have been found at the second floor windows,

After full discussion and careful consideration of Resolution 24 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Crenshaw, and the “yes” votes of Mr. Andrews, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

- d. **Resolution 25 – 2018** (Approval to Award Fixture, Furniture, and Equipment Purchase Contracts for the Eagle Branch Project)

Per Ms. Smith, it is recommended that the Board approve the purchase of fixtures, furniture and equipment for the Eagle Branch project totaling \$377,054 from the following entities: Business Furniture LLC, Kentwood Office Furniture; and Fineline Furniture, all of Indianapolis.

After full discussion and careful consideration of Resolution 25 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Rev. Robinson, and the “yes” votes of Mr. Andrews, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

9. **Library Foundation Update**

July 2018 Library Foundation Update

Dr. Jett provided the Update for July 2018.

News:

The Library Foundation is excited to announce the winners and finalists of the 2018 Eugene & Marilyn Glick Indiana Authors Award.

- National Author winner: Kimberly Brubaker Bradley
- Regional Author winner: Sandy Eisenberg Sasso
- Lifetime Achievement honoree: James Alexander Thom (*Tom*)
- Emerging Author finalists: Deborah E. Kennedy, Elizabeth Klehfoth (*Kleh-futh*), Azareen (*Az-UH-reen*) Van der Vliet (*Vlit*) Oloomi

The Emerging Author winner will be announced at the Award Dinner on Saturday, October 13, 2018. Find more information and full bios for the honorees at www.indianaauthorsaward.org.

The Library Foundation hopes many of you will join us in celebrating 10 years of the Indiana Authors Award at the Award Dinner at Central Library on October 13, 2018. Many past winners will be present. 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.

Congratulations to Volunteer Resources on the annual volunteer celebration dinner held June 28, 2018 and for managing the volunteer programs year round. We heard one volunteer mention that they felt very appreciated and valued as a volunteer and they hold their volunteer position to a high standard.

Congratulations to all staff on the Summer Reading Program and related workshops. It is encouraging to see many branches exceed their participation totals from last year. Our donors enjoyed many visits to see programs in action.

The Library Foundation thanks 158 donors who made gifts last month. The following are our top corporate and foundation contributors:

CD-COM Systems Midwest, Inc.
 Hoover Family Foundation
 Sablosky Family Foundation, a fund of Legacy Fund
 Alerding CPA Group
 Lacy Foundation
 Regions Bank
 The National Bank of Indianapolis
 Fifth Third Bank, Indiana
 Old National Bank
 Arthur Jordan Foundation
 The Eugene and Marilyn Glick Family Foundation
 Indianapolis Colts

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

Children’s Programs

School 14 After School Club Makerspace (SPK)
 Chess 101 (WRN)
 Road to Reading – Early Childhood Conference

Cultural Programs

Branded Giveaways
 Classical Concerts (CEN)
 Hometown Roots

Collections and Technology

Lilly City Digitization

Lifelong Learning

Community Engagement Conversations/Forums (E38)
 Nonprofit Series and Foundation Collection (E38)
 Warren Service Area Teacher Informational Open House (WRN)
 Workshops for Nonprofits (CEN)

10. Report Of The Chief Executive Officer

a. **Dashboards and Statistics**

1) **Monthly Performance Dashboard – June 2018**

John Helling, Public Services Director, reviewed the Dashboard.

He mentioned that walk-in patron visits are up 1% year-to-date compared to 2018. Web branch visits are down 11%. Electronic circulation is up 4%, while circulation of physical materials is down 7%. To reverse the downward trend in physical circulation, beginning in 2019 the Library will limit the number of times an item can be renewed to 10, compared to the current 254 times. The goal is to make more items available for browsing, which accounts for the majority of checkouts by patrons.

Other dashboard statistics show that database usage is up, except Articles Viewed. There are 398,506 total borrowers, compared to 395,322 at this point in 2017. Average unique wireless devices used per week in IndyPL facilities reached an all-time high of 13,419 in the second quarter of this year.

Mr. Helling then went on to explain the Return on Investment study that has been completed to help the Library quantify its economic impact on the community. Early results indicate that for every \$1 the Library invests in programs, services and people, it has a benefit of \$3 to the community.

Mr. Helling commented that the IUPUI School of Social Work recently completed a study to help the Library staff gauge patron needs. The School received a grant for a master's level social worker who will be joined by a team of social work students to train staff and design services in response to the needs identified in the survey. The social worker will be in place in November, and the students by early 2019.

A survey of the Flanner House community has been completed. The Library received 110 responses, from which 69% reported they visit other branches in addition to the Flanner House Branch. Many lauded the staff and customer service at the branch, with some mentioning the fact that Flanner House staff are moving to the new Michigan Road Branch is helping them deal with the closure of Flanner House.

It was also mentioned that Flanner House is currently hosting an intern, namely, Aniya Powell, which is being funded through the Public Library Association. Ms. Powell created a teen summer reading program that will be piloted next year at the Michigan Road Branch.

b. Progress Report on the Library's Strategic Plan

Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report. She reviewed the strategy of ensuring that staff are competent ambassadors for the Library in the community. This strategy involves training staff to make effective presentations, sharing their expertise by becoming involved in Library committees and projects, and encouraging staff to develop service plans as a method to get their ideas implemented.

Progress Report for the Strategic Plan 2015 – 2020

Ms. Cairo reported that, at the halfway mark of the current Strategic Plan, the Library has made progress on implementing most of the strategies to meet the Plan's four goals. We are well on the road to the Plan's completion in 2020.

The Board was reminded that this was Ms. Cairo's final report as she is retiring in August after 36 years of service to the Library.

Ms. Sanders thanked Ms. Cairo for her commitment to the Library over these many years.

She also commented that the Strategic Plan has put the Library on a good path and hopefully Ms. Cairo's successor will pick it up and move us through the rest of the three years.

Other Board members joined in congratulating Ms. Cairo.

c. **June Media Report**

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

Ms. Nytes also reminded the Board that the Library is hosting monthly naturalization ceremonies at Central Library. It is exciting to see the reach in social media of the posts about the ceremonies.

d. **Presentation by Indy Reads**

Ryan King, Indy Reads CEO, and Jason Spilbeler, Indy Reads Board President, made a presentation to the Board.

Indy Reads, which is based at Central Library, provides adult literacy services to the citizens of Indianapolis. It was noted that one in six adults in Indianapolis read below the 5th grade level. They plan to expand the organization's mission by beginning an ELL (English Language Learners) group services for non-English speakers, adding more community sites where services are provided, aligning services to become part of the state's education curriculum, utilizing a paid instructor who can provide more format structure to one-on-one tutoring, and offering more support services to adult learners.

Ms. Sanders inquired if Indy Reads still needs volunteers.

Mr. King assured Ms. Sanders that Indy Reads is always looking for volunteers.

Following a question from Rev. Robinson regarding the various support services, Mr. King shared a list of those different entities, including Indy Go, etc.

e. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (26– 2018)**

After full discussion and careful consideration of Resolution 26 – 2018, the resolution was adopted on the motion of Rev. Robinson, seconded by Ms. Crenshaw, and the "yes" votes of Mr. Andrews, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

UNFINISHED BUSINESS

11. None.

12. NEW BUSINESS

a. **Board Committee Assignments as of July 10, 2018**

The list showing the new Board Committee Assignments was provided to the Board.

Ms. Sanders announced that the Library is waiting on information from the County Commissioners regarding the appointment of a new Board member. That information will be shared as soon as it is received.

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 2018 – *No items were suggested.*

INFORMATION

14. Materials

a. **Joint Meeting of Library Board Committee Notes – July 10, 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 August 26, 2018.**

c. **Joint Meeting of Library Board Committees** – Tuesday, August 14, 2018, 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, August 27, 2018 at the Pike Branch Library, 6525 Zionsville 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 8:25 p.m.

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

Dr. Terri Jett, Secretary to the Board

