

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JULY 22, 2019**

The Indianapolis-Marion County Public Library Board met at the East Washington Branch, 2822 East Washington Street, Indianapolis, Indiana on Monday, July 22, 2019 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

In the absence of Ms. Sanders, Rev. Robinson presided as Chairman. Dr. Jett acted as Secretary.

2. Roll Call

Members present: Ms. Carlino, Dr. Jett, Ms. Payne and Rev. Robinson.

Members absent: Mr. Andrews, Judge Salinas and Ms. Sanders.

3. Branch Manager's Report

Doriene Smither, East Washington Branch Manager, reminded the Board that the branch went through a renovation two and one-half years ago. The improvements made during that renovation are still very valued and appreciated today by patrons. The branch also won a historic preservation award for outstanding restoration when the project was completed.

She announced that we do have another thing to be addressed and celebrated about our building project.

At this time she introduced Andy McIntyre from the United States Green Building Council ("USBC").

Mr. McIntyre noted that this building is the first Leadership in Energy and Environmental Design ("LEED"), Version 4, commercial certified building in the State of Indiana. This building is being recognized for meeting high standards in the areas of energy, efficiency, reduced water consumption and reuse of recycled or recovered materials during the building's renovation. He then presented the LEED award to Dr. Jett as Chair of the Facilities Committee.

A round of applause occurred at this time.

Ms. Smither then continued with her review of the Report that had been distributed to the Board. Door Count has picked up since the branch reopened a couple of years ago. People still line up each morning to use the computers. Families participate in branch programs. Summer camps from the nearby Shepherd Community Center and the Good New Shelter use the branch, as do the Career Navigators from WorkOne Indy. Two new schools will soon open in the nearby historic PR Mallory complex across the street bringing approximately 1,000 new students to the area. The schools are Paramount School of Excellence and Purdue Polytechnic High School and they will impact the neighborhood and the Library once open.

Dr. Jett complimented Ms. Smither for her enthusiasm this evening and for her excitement about the teens coming.

4. Public Comment and Communications

a. Public Comment

Michael Torres, IndyPL staff member and President of AFSCME Local 3395-Indy Library Workers, provided the following statement, a copy of which is set out below, to the Board:

Good evening Board of Trustees, it was good to see most of you last Friday. I have just a few comments on some events and a few questions.

The Pelosi/Carson event: *Speaker Pelosi came with some familiarity to a library as she mentioned starting off as a volunteer in her local library then an appointee to the library board. So, who knows, your service here could lead to much, much, much higher jobs. The message I came out with from the Speaker's was, "know your power".*

Reading of Frederick Douglass event: *I was working that day but peeped in on the event and all the chairs were practically full. Nichelle told me she set out 60 chairs and 58 people attended to read his keynote address on July 5, 1852 titled, what to a Slave is the 4th of July. This chalks up another great attended program hosted in the Center for Black Literature and Culture under the direction of Nichelle M Hayes.*

Questions:

I sent a question on voting to board members, almost two weeks ago, no word so I'll ask here. When a board member doesn't voice a yea or nay vote on a resolution, how is that normally recorded in the minutes? I went to the Indiana state Library document 'In the Public Trust' and there is no language explaining silent votes. I did see language on page 71-72, Code IC-5-14-1.5-3(b) Voting, under the section titled, Board Meetings. It has language on abstention but nothing on silent votes. My question is not to pin point a specific vote now, I'm asking for clarification for documentation purposes because the minutes in the board packet are presumably final. If you review videos of previous board meetings you'll witness a few times no votes are heard but recorded in minutes, mostly as yes votes.

My other questions are on the minutes in the board packet.

-The July Joint Committee notes in the board packet concerning the Resolution 22-2019 Approval to Amend the Services Contract for Security and Alarm Response Services. Is there a final dollar amount you're spending on that resolution? From the conversations at the Joint Committee meeting I'm assuming it got reduced from 416k. If so, kudos to the committee who worked on saving our taxpayers some funds dollars.

-Other question is about Travel. The events listed in Resolution 2019- Finances, Personnel and Travel Resolution 23-2019 page 1, TRAVEL AND TRAINING ACTION RESOLUTION 23- 2019, are those costs listed for reimbursements for events already attended or are you asking for approval to allocate these funds? Clearly I pay too much attention to this packet of information.

To review, whispers of Crenshaw are swirling.

- 1. How are silent votes documented in the minutes.*
- 2. What is the final dollar amount for Resolution 22-2019 concerning Security?*
- 3. Are expenses noted in Finances, Personnel and Travel Resolution for reimbursements for conferences already attended?*

Thank you.

Pamela Stone, a retired teacher, spoke to the Board. She complained that cell phone usage at various branches was often disturbing when she attempts to study at the Library.

M. Jacqueline Nytes, the Library's Chief Executive Officer, responded that staff can work to assure that patrons are observing posted standards of behavior and she encouraged Ms. Stone to flag down staff when loud or inappropriate instances occur.

Southside resident Mark Krizman asked IndyPL to re-examine the proposed entrance to the new West Perry Branch. He said that it is inconveniently located in relation to the parking lot, especially the area reserved for handicapped parking. It was stated that the Library is revisiting the entrance location at this time.

- 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 24, 2019**

The minutes from the Regular Meeting held June 24, 2019 were distributed to the Board.

The minutes were approved on the motion of Dr. Jett, seconded by Ms. Carlino, and the “yes” votes of Ms. Carlino, Dr. Jett, Ms. Payne and Rev. Robinson.

COMMITTEE REPORTS

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

a. Report of the Treasurer – June 2019

Ije Dike-Young, Chief Financial Officer, discussed the Report of the Treasurer that had been distributed to the Board. She advised that Revenue, year-to-date, totals \$24.2 million, while Expenditures total \$22.3 million. There is an Operating Fund cash balance of \$24.8 million, a cash balance in all Library funds of \$63.3 million, and interest income year-to-date is \$422,000.

Ms. Payne made the motion, which was seconded by Dr. Jett, 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 19 – 2019 (Liability Insurance for Policy Period 2019 – 2020)

Ms. Dike-Young advised that the Finance Committee was seeking Board approval authorizing coverage for the Library’s liability insurance for 2019-2020 with Travelers Insurance Group at a cost of \$273,212, a 27% decrease from the previous coverage. A major factor in the decrease is the reduction of worker’s compensation claims filed for the Library.

After full discussion and careful consideration of Resolution 19 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Carlino, and the “yes” votes of Ms. Carlino, Dr. Jett, Ms. Payne and Rev. Robinson.

Motion carried.

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

7. Diversity, Policy and Human Resources Committee (Rev. T. D. Robinson, Chair; Patricia A. Payne, Judge Jose D. Salinas)

Rev. Robinson advised that the Committee did not have a report this month.

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

a. Briefing Report – Brightwood Branch Project Update

Sharon Smith, Facilities Director, noted that major milestone work on the branch is

being completed in July. This work includes pouring the concrete floor slab and interior framing. Work on the south entrance drive continues, and utilities on 25th Street have been connected. Substantial completion on the project is anticipated in January 2020.

b. **Briefing Report** – Wayne Branch Project Update

Ms. Smith commented that the Wayne Branch Project will go out to bid in September, with construction scheduled to begin in December. It's anticipated that the branch will close beginning on November 30, 2019. The project is scheduled for completion in May 2020.

Ms. Payne asked where the staff go when a branch is closed.

Ms. Smith advised that many of the other branches can use an extra hand. With Wayne, they were trying to work with the schools to provide some extra staffing for them.

c. **Resolution 20 – 2019** (Authorization to Prepare Bidding Documents and Solicit Open, Public, and Competitive Bids for General Construction Services for the Wayne Branch Project)

Ms. Smith advised that the Facilities Committee seeks Board approval to authorize the preparation of bidding documents and to solicit competitive and public bids for general construction services for the Wayne Branch project. This will be a unified construction contract. Bids will be solicited and the contractor will be responsible for all general, mechanical, plumbing, electrical and interior construction activities. Bids will be due on October 1, 2019 to allow time for evaluation prior to presentation at the October Facilities Committee meeting. The budget for the remodel work is \$800,000, excluding remediation, fixtures, furniture and equipment. This work is within the total project budget of \$1.5 million.

Dr. Jett asked if additional efforts were being made to do some outreach with regard to this particular contract.

Ms. Nytes mentioned that Jessica Moore, the Library's new Diversity, Equity and Inclusion Officer, will be looking at any of the items that are going out to bid and to engage further with the Facilities staff in spreading the word and identifying possible vendors.

After full discussion and careful consideration of Resolution 20 – 2019, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Carlino, and the "yes" votes of Ms. Carlino, Dr. Jett, Ms. Payne and Rev. Robinson.

Motion carried.

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

d. **Briefing Report** – Lawrence Branch Project Update

Ms. Smith provided information on the Lawrence Branch renovation project. Two series of community engagement meetings were held and surveys (paper and online) were conducted on obtaining citizen input. Among the project goals are better shelves and seating, more natural light, study rooms, a drive-up materials return, and playful learning spaces in the children’s area. The project will go out to bid in November, with construction beginning in January 2020. Project completion is scheduled in May 2020.

e. **Briefing Report** – West Perry Branch Project Update

Ms. Smith stated that the third community engagement meeting was held on July 18, 2019 when architects presented the schematic design for review. The project will go out to bid in January 2020, with construction beginning in April 2020. The new branch is scheduled to open in the Spring of 2021.

f. **Resolution 21 – 2019** (Approval to Award an Equipment Purchase Order for the Central Library Lighting System Controls Upgrade Project)

Ms. Smith pointed out that the Facilities Committee was seeking Board approval to award an equipment purchase order for the Central Library lighting system controls upgrade project to Graybar Electric Company, Inc. in the amount of \$62,780. Installation utilizing existing wires, conduits, raceways and back boxes will take three days and will be completed in November while Central Library is not open.

After full discussion and careful consideration of Resolution 21 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Dr. Jett, and the “yes” votes of Ms. Carlino, Dr. Jett, Ms. Payne and Rev. Robinson.

Motion carried.

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

g. **Briefing Report** – Future Agenda Item – Award Construction Contract for the Michigan Road Branch Parking Expansion Project

Ms. Smith presented a report on a future action item to award a general construction services contract for the Michigan Road Branch parking lot expansion project. A public notice to prospective bidders is being advertised and bid documents for the \$250,000 project will be received in August.

Dr. Jett commented that this is another project where we do want some strong emphasis on XBE outreach. It might be a good idea for the Library to obtain membership for Ms. Moore in some of the minority business organizations.

h. **Resolution 22 – 2019** (Approval to Amend the Services Contract for Security and Alarm Response Services)

Ms. Smith noted that full Board approval was being sought to amend the services contract for security and alarm response services with G4S Secure Solutions (USA)

Inc. of Indianapolis. This amendment will provide for more supervised training of assigned guards at IndyPL locations to better ensure a safe environment. Pending satisfactory performance of G4S in the remainder of 2019, additional increases will be considered in 2020. If there is no improvement, the existing contract may be terminated per the terms of the original agreement.

Dr. Jett commented that this speaks to a question that was raised by Mr. Torres about the cost of what this increase is going to be and so, in the period from now until December 2019, the cost is approximately \$45,000.00 and then the Library will revisit the contract.

After full discussion and careful consideration of Resolution 22 – 2019, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Carlino, and the “yes” votes of Ms. Carlino, Dr. Jett, Ms. Payne and Rev. Robinson.

Motion carried.

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

9. Library Foundation Update

July 2019 Library Foundation Update

Ms. Nytes provided the Update for July 2019.

Thank you to staff involved in the Summer Reading Program and workshops. Your hard work and dedication are making this Summer’s Program a success. We have enjoyed taking several donors out to workshops and programs to see them in action.

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

CD-COM System Midwest, Inc.
CICF
Nicholas H. Noyes, Jr. Memorial Foundation, Inc.
Ritz Charles, Inc.
The National Bank of Indianapolis
Whole Foods Market

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 – On the Road to Reading
Ready to Read – Early Childhood Professional Development Workshops
Teen Programming (E38)
Homeschool Info Fair (CURVE)
Laundromat Programming (PIK)

STEAM Time Welcome (WRN)
 Welcome Baby Bags (SOU)

Cultural Programs

Center for Black Literature and Culture (CEN)
 Luche Libre at the Library (CEN)
 Concerts (COL)
 Everyday Artists (ESQ)
 Family/Youth/YA Author Visits (PDA)
 Book Bike (DEC)
 Teacher Open House (MIC)

Collections/IT

Downey Collection Digitization

Lifelong Learning

Aging Well (CEN)
 Coding for the Curious (CEN)
 Nonprofit Workshops (CEN)
 Spanish Language Computer Classes (PDA)

10. Report Of The Chief Executive Officer

a. Public Services Update and Statistics

1) **Public Services Update** – July 2019 – Ms. Nytes provided information on the following items:

- a) Introduction of New Public Services Staff; and
- b) Public Services Reorganization

At this time, Ms. Nytes introduced new Public Services staff as follows:

Shanika Heyward – Area Resource Manager for West Region
 Joan Emmert – Area Resource Manager for Mid Region
 Gregory Hill – Area Resource Manager for East Region
 Maggie Ward – Manager, Outreach
 Sharon Bernhardt – Area Resource Manager for Youth Services
 Melissa Wooton – Area Resource Manager for Adult Services
 Jessica Moore – Diversity, Equity and Inclusion Officer
 Cordia Watkins – Manager, Circulation Services

Dr. Jett asked Ms. Nytes to explain what it means to have a system-wide Circulation Manager and what difference that would make.

Ms. Nytes replied that when looking at library cards and the use of those cards, we live in a world filled with rules and

procedures and trying to make sure that we are as helpful and generous and open as we can possibly be to provide fair and consistent service to people but also having someone who is maintaining consistency and is alert to the opportunities for change or improvement..

Ms. Payne expressed her thanks to John Helling, Public Services Director, and now Ms. Moore, for continuing to send participants to the Racial Equity Training provided by the Indianapolis Public Schools.

c) Coding Services Offered at Central Library

Marianne McKenzie (“McKenzie”), Central Library Computer Lab Manager, discussed the Library’s recent emphasis on coding classes. She also distributed a document entitled “Coding and Tech – A Digital Journey Approach” to the Board and provided an overview of the various technology classes offered throughout the system, the Library’s work with Google and explained the Library’s approach to attracting both youth and adults to its coding activities.

Dr. Jett noted that she wished to verify Ms. McKenzie’s comments that the Computer Lab Assistants, on their own, developed additional skills to increase the type of courses that are available to patrons.

Ms. McKenzie responded that was accurate. She also mentioned that when the program was originally launched, we had a supervisor that was a librarian. She has since taken over the program and to clarify, she is not a librarian.

- 2) **Michigan Road Discussion** – Garrett Mason, Strategic Planning and Assessment Officer, provided a document entitled “Michigan Road and Flanner House Analysis” to the Board and discussed the usage of the new Michigan Road Branch compared to the Flanner House Branch. During the first six months of 2019, the Michigan Road Branch Door Count was 50,856 more than that at Flanner House in the same period in 2018. Circulation, programs and PC use were also greater than the previous Flanner House figures which he indicated was expected due to the wider service area.

Ms. Payne asked Mr. Mason to provide information concerning the difference in size, space and staff of Flanner House and Michigan Road.

Mr. Mason didn’t have an exact answer but directed everyone to info in the document. He pointed out that Michigan Road is able to draw bigger audiences to a program than what Flanner House was able to do.

- 3) **Dashboard Development Update** – Mr. Mason gave a PowerPoint presentation to the Board. It provided an update on the development of the new dashboard of Library services. The intent is to better identify key performance indicators that define what we're doing as a Library. Examples would be gauging first-time circulation as a percentage of total circulation and looking at active cardholders as a percentage of total cardholders or of the service population. The new dashboard will also be more interactive to allow staff to better examine trends and activity so they can make better informed decisions in real time.

Dr. Jett requested clarification of what's included in "circulation."

Mr. Mason advised that it includes electronic and renewals. First time circulation is a sub-part before the renewals.

Dr. Jett also suggested that the Library needs a higher number than ten renewals.

She also inquired about Door Count. What does that mean?

Mr. Mason replied that the Library has electronic counters at each of the public entrances at each branch. Entrance/exit numbers are cut in half to arrive at the correct number. The Library is looking at ways to make the count more accurate. There will be targets set that we will strive to achieve and then will determine if success is achieved or not.

b. **June Media Report**

Ms. Nytes mentioned that the Report highlighted coverage of IndyPL in traditional and social media, blogs and print.

She advised that interviews for the new Director of Communications would begin in August.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (25 – 2019)**

After full discussion and careful consideration of Resolution 25 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Dr. Jett, and the "yes" votes of Ms. Carlino, Dr. Jett, Ms. Payne and Rev. Robinson.

Motion carried.

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

UNFINISHED BUSINESS

11. None.

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, 2019 – None

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committees Notes – July 9, 2019** (enclosed)

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 August 25, 2019.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, August 13, 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, August 26, 2019, at the Brightwood Branch Library, 2435 North Sherman Drive, 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 8:30 p.m.

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

Dr. Terri Jett, Secretary to the Board

