

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JUNE 22, 2015**

The Indianapolis-Marion County Public Library Board met at the Irvington Branch Library, 5625 East Washington Street, Indianapolis, Indiana, on Monday, June 22, 2015 at 6:35 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.

2. Roll Call

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

Members absent: Ms. Payne.

3. Branch Manager's Report

Sue Kennedy, Manager, Irvington Branch, welcomed everyone. She mentioned that a library branch has served the Irvington community since 1903. The branch will celebrate its 15th anniversary at its current location in 2016. The branch has developed a strong social media presence, and its computer use remains strong at over 80% capacity. Registrations for the Summer Reading Program are slightly ahead of last year, with over 1,800 participants thus far. The branch continues its partnerships with various organizations like Book Mamas and Irvington Business Development. The branch takes an active role in neighborhood events such as the Irvington Halloween Festival when the door count at the branch swells to 2,000 for the day. Ms. Kennedy also mentioned that the branch received a \$6,000 grant from PNC Bank that will be used for the enrichment of young patrons.

4. Public Comment and Communications

- a. At this time, Donna Gaebel, a Library patron, addressed the Board on the closing of the Fountain Square Branch as part of the Strategic Plan. She expressed concern that many patrons will lose their self-sufficiency in easily accessing the branch and that walking to the Garfield Park Branch is dangerous.
- 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, May 18, 2015

The minutes were approved 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 and Dr. Wantz.

COMMITTEE REPORTS

6. Finance Committee (David W. Wantz, Chair; Vanessa Lopez Aguilera, Lillian L. Charleston)

a. Report of the Treasurer – May 2015

Becky Dixon, Chief Financial Officer, discussed the Report.

For the month of May, actual expenditures, less investments and debt payments, were 12.6% less than projected. The majority of this decrease was in personal services – salaries and benefits.

Actual revenue was 6.8% less than projected. This decrease is related to the Property Tax Advance for June – tax advances have been less than projected.

May 2015 expenditures, less investments and debt payments, were 3% less than May 2014. The majority of this decrease was in personal services and collection materials.

May 2015 receipts were 6% less than May 2014. The majority of this decrease is due to the difference in tax advances from one year to the next.

Year-to-date Fines and Fees revenue for 2015 is \$412,883 compared to \$418,990 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 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 30 – 2015 (Appropriation of Gift and Grant Proceeds and Transfer Between Accounts and Classifications)

After full discussion and careful consideration of Resolution 30 – 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 and Dr. Wantz.

Motion carried.

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

c. Briefing Report – Library Insurance Renewal

Ms. Dixon explained that the Library's current coverage with Hartford Insurance Company will expire on July 31, 2015. Its initial quote for the renewal is \$370,052, compared to \$351,727 the Library is paying for the current year. Following inquiries by Mr. Gutierrez, she advised that staff will work with the Library's insurance broker to explore ways to maintain current costs. A final recommendation will come before the Board in July.

d. Briefing Report – Overview of 2016 Budget

Ms. Dixon provided an overview of the Library's 2016 Budget. Some items noted included increasing allocations for e-materials while maintaining the overall budget for materials. New for 2016, will be funding for wellness programs for employees. Salary increases of 2% will be based on merit. She advised that more information will be provided at the July Joint Board Committee 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.

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

a. Briefing Report for Item Scheduled for the July 2015 Facilities Committee Meeting – East Thirty-Eighth Street Branch Rainscreen Replacement Project

Sharon Smith, Facilities Director, explained that as part of the Capital Projects Plan, the branch is to receive a replacement of the exterior fiber reinforced cement board panels of the rainscreen system. The projected budget is \$100,000 and will be funded by Fund 45 of the Capital Projects Fund. Quotes for the project are due on June 24, 2015.

b. Briefing Report – East Washington Branch Schedule

Ms. Smith presented the proposed schedule for the East Washington Branch expansion and renovation project. The project, which is scheduled for completion in November 2016, will increase the size of the branch from 5,600 to 7,800 square feet and make it ADA compliant. The first public meeting to receive input from the community is scheduled for Thursday, July 9, 2015 from 4:30-6:00 p.m. at the branch.

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

a. Report – Beech Grove Public Library Potential Consolidation

Mr. Gutierrez announced that the Library is still considering the potential consolidation with the Beech Grove Public Library.

He noted that the Beech Grove Public Library is actually holding a public hearing tonight on the consolidation matter. The Library will not take any additional action until more feedback is received from Beech Grove.

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

June 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:
 - BMO Harris Bank and Kinney Group, Inc. – Cultural and Community
 - 92.3 WTTS, Finish Line Youth Foundation, Lewis Wagner, LLP and Toysmith – Summer Reading Program
 - Faegre Baker Daniels, LLP – Children's Fund
 - Buckingham Foundation, Inc. – Zeff Weiss Memorial Fund
 - Hoover Family Foundation and Knowledge Services - Job Center at Central
 - Central Indiana Community Foundation – Marion County Internet Library
 - BMO Harris Bank, Clark Quinn, Moses, Scott and Grahn, LLP , Great Towns, Inc., Sycamore School – Indiana Authors Award
- This month, we are proud to provide funding for the following Library programs. All programs are system-wide unless otherwise noted.
 - Activity Wall for Family Tech Center, Irvington PNC Grant, Ready to Read and Summer Reading Program – Children's Programming
 - Marion County Internet Library – Collections/Information Technology
 - World Language Book Giveaway – Cultural and Community

- Grantsmanship Institute at East 38th Street, Job Center and Totes for Teachers – Life Long Learning
- Staff Development Fund and Opportunity Indianapolis Conference – Capital/Branch Initiatives

Other News:

The Library Foundation would like to congratulate the Library on the launch of the Summer Reading Program. The Library Foundation would like to once again thank our Summer Reading Program presenting sponsor, 92.3 WTTS as well as all of the following supporting sponsors: BKD, LLP; Carrier Corporation; Chase; Citizens Energy Group; CollegeChoice Direct 529 Savings Plan and CollegeChoice CD 529 Savings Plan; Hartley and Margaret Dillinger; Finish Line Youth Foundation; The Indianapolis Foundation Library Fund; Eli Lilly and Company; Lilly Endowment, Inc.; The Kroger Co.; Old National Bank; Pacers Foundation; Mary Frances Rubly; The Swisher Foundation, Inc., in memory of Glenn M. Swisher; Toymith and United Water.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – May 2015

Jackie Nytes, Chief Executive Officer, noted that Door Count is holding steady. The number doesn't reflect things like last week's activities at Central Library where we hosted Indy Hub's networking event—IndyVolved. Attendance at that function was reported to be 1,900. Indy Hub was very pleased to hold their event at Central and has already asked to book it for next year. At the event, people registered for library cards and books were checked out.

She pointed out that the New Borrowers number reflects the beginnings of our work with Lawrence Township Schools. To date, we have completed most of the work with Crestview Elementary School and we are now at work to get the rest of Lawrence Township taken care of by the first week in August.

In other announcements –

Ms. Nytes advised that the Library will pilot electronic board packets beginning in July.

Several Library staff members will be attending the American Library Association conference in San Francisco later this week. The search for a new Director of Public Services will get underway at the conference.

b. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (31 – 2015)**

After full discussion and careful consideration of Resolution 31 – 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 and Dr. Wantz.

Motion carried.

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

UNFINISHED BUSINESS

12. None.

NEW BUSINESS

13. Ms. Aguilera acknowledged the Library’s presence at the recent 4th Annual Latino Expo. Library staff distributed free bilingual books and materials to the attendees.

With regard to the Library’s Outreach Services, it was mentioned that, due to another upcoming retirement, we will be searching for a new Manager of Outreach Services.

Also, Ms. Nytes noted that a few months ago, Ms. Charleston made a connection for the Library with OASIS, who is involved in tutoring with a particular emphasis on our public school students and they were looking for a base of operation that would be a convenient place for training, etc. She announced that Central Library’s telephone reference area is being re-purposed to accommodate OASIS.

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:

July, 2015 – There were no items suggested.

INFORMATION

15. **Materials**

- a. **Public Libraries** (March/April 2015) was distributed to the Board members for their general information.

- b. *American Libraries* (June 2015) was distributed to the Board members for their general information.
- c. **Joint Meeting of Library Board Committee Notes – June 9, 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 July 26, 2015 and July PSAs.**
- c. **Joint Meeting of Library Board Committees** – July 14, 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, July 27, 2015, at the Decatur Branch Library, 5301 Kentucky Avenue, 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 7:15 p.m.

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

Lillian L. Charleston, Secretary to the Board

