

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JUNE 27, 2016**

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Monday, June 27, 2016 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 Dr. Wantz, Ms. Crenshaw presided as Chairman. Also, in the absence of Ms. Charleston, Ms. Payne acted as Secretary.

2. Roll Call

Members present: Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Ms. White.

Members absent: Ms. Charleston and Dr. Wantz.

3. Area Manager's Report

It was announced that Jesus Moya, Manager, Outreach Services, was unable to attend tonight's meeting. The presentation of his Report will be rescheduled at a later date.

At this time, the following Agenda item was rearranged at the request of Chairman Crenshaw.

11. Report Of The Chief Executive Officer

e. Beech Grove Update

John Helling, Public Services Director, provided an update on the activity to date at the new Beech Grove Branch.

He mentioned that approximately 600 people attended the welcoming event and kick-off of the Summer Reading Program there on June 4, 2016. Staff issued 136 new library cards that day.

Since June 1, 2016, the door count has been up 13% and 733 items were circulated (compared to 447 during the same period in 2015). Still to come at the branch are fiber installation, full catalog migration and the beginning of filling of system-wide holds.

Sr. Mary Luke Jones commented that she was thrilled with the merger and considered it a win-win for Beech Grove.

4. Public Comment and Communications

- a. Michael Torres, IndyPL employee, made the following statement:

Good evening Library Board of Trustees. You all know that I'm Michael Torres. I work at Central Library and am the president of AFSCME Local 3395 passionately representing Indy Library Workers and President of AFSCME Council 962- representing Locals in Indiana and Kentucky. My purpose for speaking tonight is many folded.

Last February the membership agreed to create a survey to get an overview of how things were going at IMCPL and address some issues in hopes to start a conversation with Administration. The Workplace Survey was sent out to all eligible members, and shared with Administration and Board of Trustees.

I want to thank the CEO and HR Director for making time to discuss the summary we submitted to them and the Board of Trustees. The 30 question survey was an overall questionnaire, but I won't review all of them but we're requesting more discussion on a few issues. And those are the issues of:

- *Performance evaluations: 64% responded they don't know how to achieve higher ratings*
- *Promotions: 50% of the members have applied 1-3 times for promotions*
- *Budget: Only 3% of members have a high level of knowledge of the budget. The collection was the third spot where members would like to see more money spent- salaries and training were first and second.*

The membership is also very much interested in having a relationship with the Board so they understand all sides of the institution. It was unclear to the Administration why we would want such a relationship and, point blank, you guys make decisions that affect our lives, or approve the decisions. Besides our ask, I want to offer this update as an annual event so we can all tell our sides and you as trustees can represent your appointing parties better.

Thank you.

A question was asked by Ms. Jett. She wanted to know if employees felt encouraged by their supervisors to apply for advancement.

Mr. Torres responded that many staff members who have applied for positions and not been selected have mentioned that they want help to know how to "do better" the next time they apply.

- b. **Dear CEO Letters and Responses** were circulated for the Board's general information.
- c. **Correspondence** was circulated for the Board's general information.
- d. **American Library Association – 2016 Information Today Library of the Future Award**

Jackie Nytes, Chief Executive Officer, announced that at the recent American Library Association conference, IndyPL received the "Library of the Future Award." The Award is sponsored by the company that publishes two different journals, namely, Computers in Libraries and Information Today. She noted that with the help of the Indianapolis Public Library Foundation, a nomination was submitted that honored the work that our Library has done for the last four years on the Tinker Stations.

The plaque received by the Library was then displayed. Ms. Nytes mentioned that the Foundation also received a \$1,500 cash contribution as part of the Award. We are hoping to use those funds to upgrade the Tinker equipment.

Several Library employees, namely, Mike Williams, Susan Davis and Alex Hampton were invited to step up and be recognized for their efforts in developing and implementing the Tinker Station concept.

A round of applause occurred at this time.

5. **Approval Of Minutes: Executive Session, Regular and Special Meetings**

a. **Regular Meeting, May 23, 2016**

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

COMMITTEE REPORTS

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

a. **Report of the Treasurer – May 2016**

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

Revenue Projections – Actual revenue exceeded projections by 35.5% - received a higher property tax distribution than projected.

Expenditure Projections – Actual expenditures were less than projected by 12.5% - the majority of this decrease is in other charges and services.

Compared to May, 2015 the Library's revenue is up by 35.5% and expenditures were up by 2%. These variances relate to our property tax advance and salary increases.

Fines/Fees – The Library's fines and fees are approximately 6% less than last year.

Major Projects – The Library's 2015 audit has been completed and our Comprehensive Annual Financial Report will be posted to our website June 28th.

Dr. Jett made the motion, which was seconded by Rev. Robinson, 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 23 – 2016** (Transfers Between Classifications and Accounts)

After full discussion and careful consideration of Resolution 23 – 2016, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Ms. White.

Motion carried.

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

c. **Resolution 24 – 2016** (Approval of Grant Agreement Between the Indiana State Library and the Indianapolis-Marion County Public Library and Authorization for the Chief Executive Officer to Execute the Agreement)

After full discussion and careful consideration of Resolution 24 – 2016, the resolution was adopted on the motion of Rev. Robinson, and the “yes” votes of Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Ms. White.

Motion carried.

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

d. **Briefing Report – Liability Insurance for 2017-2018**

Ms. Dixon explained that with the inclusion of the Beech Grove Branch, it is projected that the insurance cost for this time period would increase by 1.08%.

e. **Briefing Report – Internal Control Standards**

Ms. Dixon stated that to comply with Indiana Code, the Library will need to train staff and Board members on standards such as risk assessment, control activities, information and communication, and monitoring. The Library must also develop a policy on materiality regarding erroneous or irregular material variances, losses, shortages or thefts of funds or property to be reported to the State Board of Accounts.

f. **Briefing Report – Overview of the 2017 Budget**

Ms. Dixon discussed several items pertaining to the proposed 2017 Budget. Salary increases would be based on merit using a 2% merit pool similar to 2016. The Library will offer two high deductible plans for health insurance. PERF will remain at 14.2% employer and employee share. Due to the elimination of the Capital Projects Fund (“CPF”), the Supply account in the Operating Fund will be increased to accommodate items charged to the CPF in the past. The current Materials budget will be maintained and adjusted based on current format trends between tangible and non-tangible materials.

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. **Preview of Coming Policy and HR Actions Now to Year-End**

Katherine Lerg, HR Director, explained the various policy and HR actions that need to occur before year-end including those related to the Paid Time Off (“PTO”) program, various policy revisions, the Salary Resolution and the Appointment List.

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

a. **Briefing Report** – Selection of Architects and Design Teams for the Michigan Road and West Perry Branch Libraries, Scheduled July 2016 Board Action Item

Sharon Smith, Facilities Director, presented a Report that mentioned the Library’s intent to enter into agreements with architects and design teams for the new Michigan Road and West Perry branches. Separate vendors for each project will be evaluated on their ability to complete required services, experience cost and other appropriate factors. An evaluation committee will report their results to the Facilities Committee at its July 12, 2016 meeting.

b. **Resolution 25 – 2016** (Authorization to Exercise Eminent Domain for Property Acquisition – Brightwood Branch Facility Improvement Project)

Mr. Gutierrez advised that the Library has been searching for parcels of land for the new Brightwood Branch. They identified some parcels of interest and have attempted to work with the owners to acquire that property but have been

unsuccessful. A year ago the Library Board heard from the Brightwood community that they supported a new branch and wondered why the process was taking so long. There have been some unreasonable requests on behalf of some of the parcel owners because there is no incentive to negotiate with the Library. The Board must act as fiscal stewards for the taxpayers and while the easy answer is to simply agree to any terms of the individuals who may be seeking to profit from this deal, that is not in the best interest of our citizens or the community we are trying to assist. The resolution before you is to move forward with potential eminent domain action that will go before the City-County Council for consideration. At no point are we saying that the Library just wants to take the parcels but we want to have a fair and equitable discussion where we are being fair to the parcel owners but at the same time being fiscal stewards to the taxpayers.

Ms. Smith then provided additional information about the current and proposed Brightwood Branch and the surrounding community. She noted that the project was suggested in the Library's Strategic Plan.

Russell Brown, the Library's attorney, stated that the resolution is the commencement of the process. If passed tonight, it gives the CEO the authorization to request from the City-County Council a resolution granting this authorization to the Library. The Library must receive approval of the Council. The eminent domain/condemnation process follows the statutory process for most other public bodies in the State of Indiana. This is the initial step in the process. We anticipate that it will take as long as six to eight weeks for the City-County Council process to run its course which is why we are starting now. We will continue to negotiate with the land owners.

At this time, Andy Buroker, an attorney representing one of the affected property owners, namely, New Dawn, LLC, presented his client's position in opposing the resolution. His client owns three parcels in the area that would be impacted by the eminent domain process. She also owns 12 parcels immediately adjacent to or just across the street from that area. Following his presentation of additional information, he requested a one-month tabling of the resolution.

Dr. Jett asked Mr. Buroker if his client had been involved in the neighborhood discussions with the Library and how many people from the community his client employs.

He responded that his client has been involved in the discussions and they employ over 40 employees.

Mr. Gutierrez shared that putting the new Brightwood Branch in the selected location would act as a change factor for the entire community. The negotiations need to move forward and delaying this vote for a month would not solve anything. He asked for the support of the entire Board to pass the resolution this evening.

After full discussion and careful consideration of Resolution 25 – 2016, the resolution, was adopted on the motion of Mr. Gutierrez, and the “yes” votes of Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Ms. White.

Motion carried.

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

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

June 2016 Library Foundation Update

At this time, Dr. Jett provided the Foundation Update.

She began by giving a “shout out” to the Irvington Branch because she has been assigned by the Foundation to be their advocate and she looks forward to working closely with them.

The Library Foundation is excited to serve the newly joined Beech Grove Branch. The Library Foundation was proud to sponsor the Summer Reading Kick-Off at the Beech Grove Branch on Saturday, June 4, 2016 and would like to congratulate staff on a successful event. 660 patrons attended and 126 IndyPL cards were created.

The Foundation has initiated steps to support fundraising for the Beech Grove Branch. Beech Grove has been added on the website as an option for donors to designate their gifts. The Library Foundation will also be extending a welcome letter to current Beech Grove Friends of the Library, each of whom will receive complimentary 2016 Friends cards.

Also, the Foundation learned of a large gift made to the Southport Branch Library. A long-time supporter of the Southport Library made her gift in memory of her husband, who had recently passed away. Her husband would spend almost every day at the Library with the staff. She was grateful to staff for showing such kindness to him, and because the staff developed a strong relationship with this patron, she gave her gift.

- Last month, the Foundation received many gifts. The top corporate and Foundation contributors included:
 - The Indianapolis Public Library Staff Association
 - Amica Insurance
 - Indiana Humanities
 - Downtown Optimist Foundation

- Fifth Third Bank, Indiana
 - Bose McKinney & Evans, LLP
 - Central Indiana Community Foundation
 - Indiana Education Savings Authority
 - Providence Outdoor
 - ERMCO, Inc.
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

Children's

- Curveside Ride
- Lego Play at Decatur
- Ready to Read – Packaged Programs
- Summer Reading Program
- Teen Book Club

Collections

- Axis360 eBooks Sharing
- General Digitization
- Marion County Internet Library
- Warren Library Cards

Cultural

- Cologne Staff Exchange
- Fall Fest

Lifelong

- eBook Tinker Station
- Grantsmanship Institute at East 38th Street
- Mini Lawrence Job Center
- Nonprofit Seminar at Central

Capital

- Staff Development

11. Report Of The Chief Executive Officer

Ms. Nytes announced that Mary Agnes Hylton, Manager, Eagle Branch, has been selected as the Library's representative to visit Cologne, Germany as part of the Sister Cities staff exchange between IndyPL and the Cologne Public Library. Her two-week experience, which begins in September, will focus on what the Cologne Public Library is doing to assist their immigrant populations. The trip is being funded by the IndyPL Foundation.

a. **Dashboards and Statistics**

1) **Monthly Performance Dashboard – May 2016**

Ms. Nytes reviewed the Dashboard. She pointed out that increases in the use of our electronic materials are significant. In fact, circulation of electronic items in up 47%.

- b. **Progress Report on the Library’s Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, reviewed her Report which focused on the Library’s digitization efforts known as Digital Indy and is reflected in Goal 3 of the Strategic Plan that relates to innovation. She explained that the Library has taken the lead in the community among organizations who conduct digital formatting. In addition to the Library’s more than 40 individual online collections of local cultural and historic interest, IndyPL plans to improve the online user experience through enhanced collection landing pages, innovative apps, crowdsourcing and increasing the searching capabilities of the user interface.

Following an inquiry by Ms. Payne, Ms. Nytes explained how patrons may access digitized information from IndyPL and other institutions in the area.

Sr. Mary Luke Jones commented that she continues to be impressed with Ms. Cairo and the information she presents on the Strategic Plan.

- c. **May Media Report** was provided to the Board for their information. The Report listed major news and social media coverage.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (26– 2016)**

After full discussion and careful consideration of Resolution 26 – 2016, the resolution was adopted on the motion of Ms. Payne, seconded by Mr. Vorderstrasse, and the “yes” votes of Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Ms. White.

Motion carried.

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

UNFINISHED BUSINESS

12. None.

NEW BUSINESS

13. **Resolution 27 – 2016** (Amendment and Suspension of Limited By-Law Provisions)

In regard to the recent merger of IndyPL and the Beech Grove Public Library, Mr. Brown advised that this resolution addresses the redefinition of the library district and the implementation of a higher number of six, instead of the current number of four, that will constitute a quorum of Library Board members at Board meetings.

After full discussion and careful consideration of Resolution 27 – 2016, the resolution, was adopted on the motion of Dr. Jett, seconded by Ms. Payne, and the “yes” votes of Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Ms. White.

Motion carried.

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

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, 2016 – Per Ms. Nytes - 100th Anniversary Celebration for Central Library.

INFORMATION

15. Materials

- a. **Joint Meeting of Library Board Committee Notes – June 14, 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** – *It is noted that the July Board Meeting, which is scheduled for July 25, 2016, has been moved to Central Library which is located at 40 East St. Clair Street.*
- b. **Library Programs/Free Upcoming Events updated through July 24, 2016.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, July 12, 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, July 25, 2016, at Central Library, 40 East St. Clair Street, at 6:30 p.m.

19. Other Business

None.

20. Adjournment

The Acting Secretary announced that there was no further business to come before the Board.

The Chairman then declared the meeting adjourned at 8:10 p.m.

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

Patricia A. Payne, Acting Secretary to the Board

