

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JUNE 26, 2017**

The Indianapolis-Marion County Public Library Board met at the Irvington Branch Library, 5625 East Washington Street, Indianapolis, Indiana on Monday, June 26, 2017 at 6:30 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.

2. Roll Call

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

Members absent: Dr. Jett, Rev. Robinson and Ms. Sanders.

3. Branch Manager's Report

Sue Kennedy, Manager, Irvington Branch, discussed some of the items contained in her Report that had been distributed to the Board. She commented that there has been a branch in the Irvington area since 1903. Also, this building, in its current location, celebrated its 15th anniversary last year. Ms. Kennedy went on to describe various partnerships with neighborhood organizations including the Historic Irvington Community Council, the Irvington Historical Society, Irvington Garden Club, Irvington Development Organization and the Irvington Business Association. She mentioned that the branch is involved in community activities and events including the Irvington Halloween Festival. The branch remains in high demand for computer/Wi-Fi access, its public spaces and for the many programs offered for children and adults. She also mentioned that the property on the north side of the branch will soon become a community plaza.

4. Public Comment and Communications

a. Public Comment

There were no petitions to come before the Board.

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 22, 2017**

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

COMMITTEE REPORTS

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

- a. **Report of the Treasurer – May 2017**

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

Revenue:

- Total revenue for May came in slightly higher than projected and was more than 2016 due to an increase in the property tax advance.
- The cash flow projection included in the Treasurer's Report shows the tax advance received and the projection of tax revenue net of Circuit Breaker for the year.

Expenditures:

- We spent 15.8% less than projected and 7.45% more than May 2016.

Ms. Dixon then discussed information on Page 34 of the Report concerning property taxes. She advised that the amount of property taxes received by the Library, which account for approximately 80% of our revenues, is not keeping up with the Library's Budget due to the property tax caps.

Ms. Payne made the motion, which was seconded by Ms. Charleston, 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 17 – 2017 (Transfers Between Classifications and Accounts)**

Ms. Dixon explained the various transfers between classifications and accounts. There will be a transfer in the Operating Fund totaling \$95,000 which will provide funding for new signage at Central Library for the Reimagine Project and the

replacement of two Library vehicles. Also, the transfer in the Rainy Day Fund in the amount of \$567,000 is to reallocate funds from Capital Outlay to Other Services and Charges.

After full discussion and careful consideration of Resolution 17 – 2017, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

c. **Briefing Report – 2017-2018 Liability Insurance**

Ms. Dixon noted that it is being recommended that the Library renew its coverage with Hartford Insurance for the upcoming year based on past history and lack of interest from other carriers. There will be a cost increase of 1.4% that relates to increased property values, the addition of the Beech Grove Branch to the policy and overall increases in insurance coverage.

d. **Update – Calendar and Approval Process for the 2018 Budget**

Ms. Dixon reviewed the Calendar for the Library’s 2018 Budget. She advised that the Library Board is scheduled to adopt the Budget at its August 28, 2017 meeting. There will be reviews and approvals by the City-County Council, with the final approval coming in October 2017.

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 18 – 2017 (Establishing Responsible Bidding Practices and Submission Requirements on Public Works Projects)**

Sharon Smith, Facilities Director, explained that this resolution establishes responsible bidding practices and submission requirements on public works projects with a contract value over \$150,000. It is consistent with state statutes and enhances the Library’s ability to identify responsive and responsible bidders for projects. This follows City-County Council action urging municipal corporations to adopt such practices.

After full discussion and careful consideration of Resolution 17 – 2017, the resolution was adopted on the motion of Ms. Crenshaw, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

- b. **Resolution 19 – 2017** (Approval to Award a Construction Services Contract for the Haughville Branch Update Project)

Ms. Smith noted that it is recommended that the Board approve awarding the construction contract to Marten Construction Management, Inc. of Indianapolis for a total cost of \$102,936. The project will consolidate the information and circulation desks to a common location for patron assistance, provide additional seating for short term browsing, accommodate digital signage, and reorganize the layout of public computers into one area. This will include moving PCs from the study room which will free up space. Construction is scheduled to begin on September 11, 2017 and be completed on November 10, 2017.

After full discussion and careful consideration of Resolution 17 – 2017, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

- c. **Briefing Report** – Action Item Scheduled for the July 2017 Facilities Committee Meeting – Approval to Award a Services Contract for the Security Officer and Alarm Response Services

Ms. Smith advised that at the July Board Meeting, the Board will be asked to award a contract for security officer and alarm response services at nine branches, Central Library and the Library Services Center. She noted that six vendors have responded to the Request for Proposals, including our current vendor, SecuritasUSA. Evaluations of the proposals will be reviewed at the July 11, 2017 Joint Committee Meeting.

- d. **Briefing Report** – Action Item Scheduled for the July 2017 Facilities Committee Meeting – Approval to Award a Contract for the Library Services Center Automated Materials Handling System

Ms. Smith reported that competitive proposals have been received from three prospective vendors which will be evaluated and then reviewed at the July 11, 2017 Facilities Committee meeting. The project schedule targets a starting date of August 10, 2017 with substantial completion on November 30, 2017. The budget for the AMHS is \$600,000 and will be funded from the Library Improvement Reserve Fund.

9. **Library Foundation Update**

June 2017 Library Foundation Update

At this time, Dr. Wantz provided the Update for June 2017.

News:

Tracy Hilton from the Glendale Branch and her Packhorse Librarian project won the Imagine It competition sponsored by The Indianapolis Foundation Library Fund.

There were 65 people who purchased tickets for this event raising \$1,559.52. Thirteen Library staff members purchased tickets to support their colleagues. Heartfelt appreciation goes out to all the Library competitors who presented, namely, Tracy Hilton, Josh Crain and Jackie Kelly, for their enthusiasm, creativity and willingness to go above and beyond to advance the Library's mission. More information will follow at a future Library Board meeting.

The Library Foundation's Board and staff also appreciate the outpouring of generous contributions from Library staff members and other friends and family to celebrate the life of Michael Perry. The Michael Perry Memorial Fund will support technology activities and/or e-resources for children. The Foundation continues to accept contributions.

Strategic/Fiscal Impact:

The Library Foundation thanks all donors who made gifts last month. The Foundation wishes to acknowledge its top Foundation and corporate contributors:

- 92.3 WTTS
- The Brees Dream Foundation
- Clinical Lab Consulting of Indiana
- College Savings Bank
- Haddad Foundation
- Health and Hospital Corporation
- Indianapolis Colts
- The Indianapolis Public Library Staff Association
- Lincoln Square Pancake House
- Pacers Foundation, Inc.
- Stifel Nicolaus & Company, Inc.

This month, the Foundation provided funding for the following Library programs:

Children's

- Ready to Read – Onlook at the Road to Reading
- Ready to Read – Packaged Programming

Cultural

- Art Squared
- Center for Black Literature and Culture

Collections

- Marion County Internet Library
- Digitization

Lifelong

- Spanish Language Computer Classes
- USB Technology

Capital

- Call-A-Story/See-A-Story

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – May 2017

Jackie Nytes, Chief Executive Officer, asked everyone to look at the info for Goal 3 on the Dashboard. We are seeing increases in the use of electronic resources. More patrons are downloading more materials. With regard to Goal 4 and accessibility, it is noted that walk-ins are up 7% for the year. She mentioned that we are seeing a nice increase in Active Borrowers. These are the cards that are really being used. Ms. Nytes also pointed out that there has been a decrease in the total number of borrowers as the Library continues to clean up its patron database.

- b. **Progress Report on the Library’s Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report. Ms. Cairo noted that the Report focused on the Library’s strategy of ensuring that local educators, including homeschoolers, are aware of Library services and view them as value-added to their efforts. Such initiatives as the Shared System, library card distribution to over 20,000 local students, programs for homeschoolers in the Learning Curve at Central Library, and other outreach activities have illustrated the extent of the Library’s involvement in the educational community. It was noted that a new service, Axis 360, is being beta tested at nine local schools, mostly those in the Shared System, that would involve their contributions to a shared pool of eBooks that would be available for all to access with a library card.

Ms. Payne inquired about the possibility of the Indianapolis Public Schools (“IPS”) participating in the library card distributions.

Ms. Nytes responded that the Library had conducted an extensive study with IPS which was funded by the Glick Family Foundation. Through that study we identified that there was interest on the part of many IPS staff to get involved in the library card program but there is concern on the part of IPS about the amount of work needed. What we concluded after the study was that IPS is going through so many changes right now that this is not the right time due to the amount of work needed on their part. A meeting was held with Dr. LeGrand at IPS to discuss the results of the study and we talked about when would be the right time. Our thinking is that because we will be upgrading our computer system over the next

year or two, so by the time we get back with a more robust, larger, and stronger computer system would be about the right time for IPS to begin working with us to get this project into their schools. One of the things we've learned is that individual principals have different priorities and different approaches. We can't roll out a one size fits all in that environment and therefore that is going to require a lot of extra thinking on our part to understand how to work with each of the schools. So, IPS is going to take more time but they are interested and we believe there is a future there but it will probably be the last one we go deep on.

Ms. Charleston asked which schools were participating in the Axis 360 testing.

Ms. Cairo advised that she would forward that information to Ms. Charleston following the meeting.

Ms. Crenshaw expressed her concern about the perception that IPS is unwilling to do the additional work necessary to participate. The Library needs to figure out a way to accelerate the process for inclusion. They are the ones that are most underserved and have the greatest need and right now they are scheduled to be last on the list. She commented that she doesn't know the solution but perhaps IPS needs information on the required staffing. This is too important to wait for IPS to figure it out. Perhaps the Library should offer something to assist them.

Ms. Nytes advised that she had discussed with Dr. LeGrand the schools that have invested more in media center staff are having more success. Dr. LeGrand recognized that this is an area of staffing IPS has to rebuild. The other obstacle for IPS is that other schools have rolled out one-on-one device programs so that all of the children have a device and therefore the media center staff is better positioned to use these materials.

Ms. Charleston felt that this topic should be discussed at an upcoming committee meeting because IPS is the largest school system in the state and the Library has some responsibility to try to ensure that IPS students are able to avail themselves of this system.

Ms. Payne advised that, during the discussion just now, she sent a communication to Dr. LeGrand to set up a time to discuss the matter.

c. **Communications Area Report –**

1) **May Media Report**

The Report was distributed to the Board. It highlighted the recent print, electronic and social media coverage on the Library.

2) **Update on “Between the Lines”**

Kim Crowder, Communications Director, announced that the Communications Department would no longer produce the videos entitled “Between the Lines” that have been used to promote the Library for many years. She discovered that the Library had never kept any record or info on the viewership for the

show. Ms. Crowder felt that the Library would be better served and reach more patrons by using the various social media platforms such as YouTube, Instagram, Twitter or Facebook. The Library will be able track viewership by using these forms of social media. Randy Starks, our media specialist, has been in training the last two weeks with a local videographer to learn how to put together the videos we need. She was proud that Mr. Starks was willing to learn something new.

A video about the Library's bookmobile and the service it provides was shown at this time.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (20 – 2017)**

After full discussion and careful consideration of Resolution 20 – 2017, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

e. **Announcement of Staff Association Scholarships**

Melinda Mullican, Manager, Wayne Branch, and the President of the Library's Staff Association, announced that the following individuals, who were present at the meeting, had received scholarships from the Association. They were:

Shelby Phelps – Learning Curve
 Lauren Freeman – Outreach
 Rhonda Skomp – Cataloging

Ms. Mullican also noted that staff training on such topics as dealing with challenging patrons and professionalism will be scheduled in the upcoming months.

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:

July, 2017 – *No items were suggested.*

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committee Notes – June 13, 2017** 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 2017** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through July 23, 2017.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, July 11, 2017, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, July 24, 2017, at the Decatur Branch Library, 5301 Kentucky Avenue, 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 7:55 p.m.

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

Lillian L. Charleston, Secretary to the Board

