

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JUNE 25, 2018**

The Indianapolis-Marion County Public Library Board met at the Spades Park Branch Library, 1801 Nowland Avenue, Indianapolis, Indiana on Monday, June 25, 2018 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 President Sanders, Rev. Robinson presided as Chairman. Ms. Payne acted as Secretary in the absence of Ms. Charleston.

2. Roll Call

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

Members absent: Ms. Charleston, Ms. Crenshaw and Ms. Sanders.

Ms. Sanders announced that Ms. Charleston had submitted her resignation from the Board to be effective on June 30, 2018. Later in this meeting the Board will vote to elect a new Board Secretary.

3. Branch Manager's Report

Deb Ehret, Spades Park Branch Manager, addressed the Board and provided an update on their services to the community.

Ms. Ehret mentioned that, in 2017, the branch's door count increased 9.1%. The number of programs increased 25% and program attendance was up 29%. This year's Summer Reading Program registrations at Spades Park are the highest percentage-wise for the Library system. The branch continues its involvement in many neighborhood associations, including Windsor Park, where a new art cinema and two restaurants are scheduled to open. She noted that the branch's Seed Library program distributed over 11,000 seeds last year. Also, its Summer Servings of free lunches to at-risk children were part of 224 such offerings system-wide last year.

She concluded my acknowledging the "amazing" staff at the branch.

Ms. Payne complimented Ms. Ehert and her staff for their involvement in the various neighborhood organizations noting that it's always good to look for ways where the Library can serve its neighbors.

4. **Public Comment and Communications**

a. **Public Comment**

Melinda Mullican, Wayne Branch Manager and Staff Association representative, mentioned that the Association will be holding their July 4th event at Central Library to view the downtown fireworks. She commented that it is always a fun time for members.

She then discussed the Staff Association scholarships that are awarded each year and the criteria necessary to receive one. This year's recipients were as follows: Kathryn Farmer (MLS), Lauren Freeman (MLS) and Amanda Osborne (Undergraduate). Those present at the meeting were acknowledged with a round of applause.

Dr. Jett asked Ms. Mullican to explain where the funds come from for these scholarships.

Ms. Mullican noted that funding for scholarship assistance comes from endowment monies and Staff Association dues.

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 21, 2018**

The minutes from the Regular Meeting held May 21, 2018 were distributed to the Board.

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

COMMITTEE REPORTS

6. **Finance Committee (TBD, Chair; Lillian L. Charleston, Joanne M. Sanders)**

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

Ije Dike-Young, Chief Financial Officer, reviewed the information in the Report of the Treasurer for May 2018. She commented that revenues came in higher than projected in May. The latest installment of property tax revenues was received this month. She discussed various expenditures including personal services, security and cleaning services, supplies, materials, etc. The Library's budget remains on track with 35% having been spent year-to-date.

Ms. Payne made the motion, which was seconded by Mr. Andrews, that the May 2018 Report of the Treasurer be filed for audit.

Motion carried.

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

b. **Briefing Report – 2019 Budget Overview**

Ms. Dike-Young provided an overview of the 2019 Budget. The Library has assumed that property tax revenues will increase by approximately 3.4% while accounting for the impact of property tax caps (circuit breaker). Budget highlights include salary increases using a 2% merit pool plus an additional \$90,000. An adjustment of \$32,000 is included to implement the increase to a minimum \$13 per hour wage. There are also increases for staffing at the new Michigan Road and Brightwood branches. Two high deductible health plans will continue to be offered to Library employees. There is a planned additional contribution to the employees' HSAs for 2019 based on the insurance refund. Also, the Library will continue to budget for staff wellness programs. And, the Library will keep the materials budget flat for 2019.

c. **Briefing Report – 2018-2019 Liability Insurance**

Ms. Dike-Young explained that the Library's liability insurance policy for 2018-2019 is scheduled to go into effect on August 1, 2018. The Library will recommend to the Board that the policy be renewed with The Hartford at a cost of \$357,557, compared to this year's premium of \$350,514. The Board will vote on this recommendation at the July meeting.

d. **Resolution 18 – 2018** (Approval to Negotiate and Sign a Contract for Catalog Discovery Services with Bibliocommons, Inc.)

Debra Champ, IT Director, noted that the Library was requesting Board approval for the CEO to negotiate and sign a one-year contract for Catalog Discovery Services with Bibliocommons, Inc. for \$110,500, and a one-time implementation cost estimated to be \$65,000. IndyPL and the Shared System have used SirsiDynix's Horizon catalog software since 2000. The Library has chosen to implement Bibliocommons prior to selection and implementation of a new Integrated Library System in 2020 for a number of reasons including that it will be a seamless transition for patrons as core functionality will not change.

After full discussion and careful consideration of Resolution 18 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Payne, and the "yes" votes of Mr. Andrews, 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 (Dorothy R. Crenshaw, Chair; Patricia A. Payne, Rev. T. D. Robinson)

a. Resolution 19 – 2018 (Policy Clean Up)

Katherine Lerg, HR Director, advised that the Library is updating their Paid Time Off policy resulting from the Amended Collective Bargaining Agreement with AFSCME Local 3395, the Library’s union, that switches union-eligible employees from the current Annual Leave and Sick Leave policies to the PTO policy currently in use for all non-union eligible employees. As a result, Annual Leave and Sick Leave policies are no longer applicable with all employees now subject to the same PTO policy. The resolution being proposed to the Board modifies the Library’s policy manual to reflect this change.

After full discussion and careful consideration of Resolution 19 – 2018, the resolution was adopted on the motion of Mr. Andrews, seconded by Dr. Jett, and the “yes” votes of Mr. Andrews, Dr. Jett, Ms. Payne and Rev. Robinson.

Motion carried.

8. Facilities Committee (Lillian L. Charleston, Chair; Rev. T. D. Robinson, Joanne M. Sanders)

a. Briefing Report – Presentation of the Brightwood Branch Project

Sharon Smith, Facilities Director, introduced architect Brian Robinson from Meticulous who gave a presentation on the Brightwood Branch Project.

Mr. Robinson displayed and discussed the architectural drawings and described the various interior and exterior design features, including how the neighborhood’s history and culture will be reflected in the branch.

b. Resolution 20 – 2018 (Authorization to Prepare Bidding Documents and to Solicit Open, Competitive, and Public Bids for General Construction Services for the Brightwood Branch Project)

Ms. Smith noted that it was being recommended that the Board approve Resolution 20 – 2018 which authorized the preparation of bidding documents and to solicit competitive and public bids for the construction of the new Brightwood branch. The schedule for the \$4.45 million project calls for construction to begin in October 2018, with substantial completion in the fourth quarter of 2019.

After full discussion and careful consideration of Resolution 20 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Payne, and the “yes” votes of Mr. Andrews, Dr. Jett, Ms. Payne and Rev. Robinson.

Motion carried.

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

c. **Briefing Report** – Michigan Road Branch Construction Progress

Ms. Smith discussed the Report on the construction progress for the new Michigan Road Branch.

She advised that under-slab plumbing and installation of the floor slab have been completed, and connection of the sanitary and storm sewer lines will occur soon. Work within the branch is beginning this week. Substantial completion is scheduled for October 24, 2018.

d. **Resolution 21 – 2018** (Approval to Award Fixture, Furniture, and Equipment Purchase Contracts for the Michigan Road Branch Project)

Ms. Smith noted the Library was recommending that the Board approve Resolution 21 – 2018 which awards purchase contracts for fixtures, furniture and equipment to six different vendors for a total cost of \$198,333.

After full discussion and careful consideration of Resolution 21 – 2018, the resolution was adopted on the motion of Ms. Payne, seconded by Mr. Andrews, and the “yes” votes of Mr. Andrews, Dr. Jett, Ms. Payne and Rev. Robinson.

Motion carried.

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

e. **Briefing Report** – Eagle Branch Construction Progress

Ms. Smith advised that progress continues on the new Eagle Branch. The building pad is complete and concrete footings and foundation walls are in process. Work progresses on the parking lot and storm water management areas. Substantial completion is scheduled for March 2019.

f. **Briefing Report** – July 2018 Action Items

1) Fixture, Furniture, and Equipment Services Contracts for the Eagle Branch Project

Ms. Smith advised that the Invitation to Quote, which was issued on June 12, 2018, will have three separate quote components for the fixtures, furniture and equipment in the packages. Public notices were published June 19 and 26, 2018. Sealed quotes are due on July 3, 2018. The total budget is \$374,000.

2) Construction Services for the Beech Grove Branch Update Project

Beech Grove is scheduled to receive several updates including moving the interior entrance, increase patron seating, add power to study tables, shorten shelving, etc.

The Invitation to Quote was issued on June 11, 2018. Public notices were published June 19 and 26, 2018. A pre-bid conference was held on June 20, 2018. Sealed quotes are due on July 3, 2018. Total budget is \$110,000.

3) Construction Services for the LSC Window Flashing Repair Project

Services to be performed include removal of brick above the second floor windows to remove and replace the flexible sheet flashing, and then replacing the brick with salvaged materials.

Bidding documents were issued on June 5, 2018. Public notices were published June 6 and 13, 2018. A pre-bid conference was held on June 18, 2018. Sealed bids are due on June 28, 2018. The total budget is \$250,000.

4) Construction Services for the Irvington Branch Elmira Annis Civic Plaza Project

A civic plaza on the grounds of the Irvington Branch will be constructed to be used for both branch and community activities. Some monies for the construction came from the R. B. Annis Educational Foundation. Public art and sculpture will also be incorporated on the site.

A pre-bid conference was held on June 18, 2018. Sealed quotes are due on July 3, 2018. Total budget is \$50,000.

9. Library Foundation Update

June 2018 Library Foundation Update

Dr. Jett provided the Update for June 2018.

News:

Congratulations to all staff on the launch of the Summer Reading Program and related workshops. Our donors love visiting to see their gifts in action. Some of this year's Summer Reading Program donors are:

- 92.3 WTTS
- BKD
- Carrier Corporation
- Citizens Energy Group
- CollegeChoice CD 529 Savings Plan
- Indiana Pacers
- Indianapolis Colts
- The Indianapolis Foundation Library Fund
- JP Morgan Chase & Co.
- The Kroger Co.
- Lilly Endowment, Inc.
- Office of Lawrence Township Trustee Steve Talley
- One America

- Providence Outdoor
- The Swisher Foundation, Inc.
- Toymith

The Library Foundation thanks the donors who made gifts last month. The following are our top contributors:

- Chase
- WTTS
- Lilly Endowment, Inc.
- First Merchants Bank
- Office of the Lawrence Township Trustee Steve Talley
- Clark Quinn Moses Scott & Grahn, LLP
- Central Indiana Community Foundation
- Faegre Baker Daniels LLP
- Stifel Nicolaus & Company, Inc.
- Allen Whitehall Clowes Charitable Foundation, Inc.
- Pacers Foundation, Inc.
- TEI Landmark Audio
- Regions Bank
- Ritz Charles, Inc.
- WISH/WNDY/WIIIH-TV

This month, the Foundation provided funding for the Library programs listed below. All programs are system-wide unless otherwise noted:

Children's Programs

- On the Road to Reading – Packaged Programs
- Barbershop Books – FHS, HVL, SPK
- Read to Me, Please – InfoZone
- Summer Reading Program 5 Year Impact Assessment, Phase 3
- Foster Family Fun – COL & FSQ

Cultural Programs

- Art Squared
- Lilly Center for Black Literature and Culture (CEN)

Collections and Technology

- The Public Collection

Lifelong Learning

- Plant-Based Workshops
- Spanish Language Computer Classes

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – May 2018

John Helling, Public Services Director, reviewed the Dashboard. He

mentioned that patron walk-in visits are up 3% from 2017. Web branch visits are down 12%. Physical circulation is down 7%. Electronic circulation is up 4%. New borrowers are up 8%. Total program attendance is up 5%. Mr. Helling went on to explain that Call-A-Story calls are now being included in the count for program attendance and school visits to promote the Summer Reading Program are being eliminated from that count. He also described a survey of adult Library cardholders intended to gauge their opinions on the impact of Library services. Results of the survey are still being gathered. Another survey of patrons at the Flanner House Branch is underway to determine how they feel about the branch's closing when the new Michigan Road Branch opens. He announced that it is planned that the Bookmobile will serve the Flanner House Community Center and that mobile hot spots and Chromebooks will be made available there.

b. **Progress Report on the Library's Strategic Plan**

Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report.

This month's Report focused on the strategy to meet the information needs of the economically and socially disadvantaged. In addition to working to meet traditional information needs, she listed numerous projects in which the Library works with area shelters and relevant organizations to provide support for a large range of personal patron issues. A needs assessment of Library staff was conducted by the IU School of Social Work about their perception of patron needs, and another assessment will be conducted in July of patrons asking about their needs. While identifying such patron issues as financial need, homelessness and drug abuse, the survey of staff captured the conflicting perspectives on the Library's role of providing types of social services. In addition, a Diversity and Inclusion Strategic Plan is in development that will lead to initiatives that will strengthen the Library's outreach in the community.

Dr. Jett asked Ms. Cairo what branches had participated in the needs assessment. She also wanted to know if there was a breakdown of the branches that would illustrate significant variances. Additionally, she suggested that the Library might consider the safety of Library staff at some of the branches. Is there also a need to place a social worker at any location? Also, she wanted to know how the patrons would be surveyed.

Ms. Cairo responded that all branches had responded to the needs assessment except for the Lawrence branch. The IU School of Social Work is determining how best to reach our patrons for that survey.

Ms. Payne requested to see the aggregated data when it becomes available.

c. **May Media Report**

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

Ms. Nytes expressed her appreciation to the local media community for their recent efforts to get stories about the Library on their radio/television stations or in their newspapers with particular attention to this year’s Summer Reading Program.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (22– 2018)**

After full discussion and careful consideration of Resolution 22 – 2018, the resolution was adopted on the motion of Mr. Andrews, seconded by Ms. Payne, and the “yes” votes of Mr. Andrews, Ms. Crenshaw, 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.

12. **NEW BUSINESS**

a. **Election of Board Secretary**

Rev. Robinson reminded everyone that Lillian Charleston, Board member and Secretary, recently tendered her resignation to be effective June 30, 2018. As a result, there will be a vacancy in the office of Secretary that needs to be filled for the remainder of the current term of office of the Secretary beginning July 1, 2018 and ending December 31, 2018. Pursuant to the Library’s By-Laws, Election of Officers is to be accomplished by nomination and roll call.

Nominations are now in order for the office of Secretary.

At this time, Mr. Andrews announced that he wished to nominate Dr. Terri Jett to the position of Secretary to fill the vacancy in the Secretary position effective July 1, 2018 and ending December 31, 2018.

Ms. Payne seconded the nomination.

Hearing no other nominations, the nominations were closed.

Rev. Robinson called for a roll call vote to elect Dr. Terri Jett as Secretary to fill the vacancy for the office of Secretary July 1, 2018 and ending December 31, 2018.

The results of the roll call vote were as follows:

Andrews	-	Yes
Jett	-	Yes
Payne	-	Yes
Robinson	-	Yes

Rev. Robinson announced that Dr. Terri Jett was elected Secretary for the period July 1, 2018 and ending December 31, 2018.

b. **Secretary Actions**

Rev. Robinson noted that due to the potential unavailability of the Secretary during the month of July, 2018, it would be prudent for the Board to confirm that the Vice President, in the absence of the Secretary, be authorized to perform functions attendant to the position of Secretary.

Mr. Andrews made the following motion:

Resolved, that in the event the Secretary is unavailable during the month of July 2018, the Board hereby confirms and ratifies that the Vice President is authorized to take all necessary action to fulfill and perform the obligations and functions of the Secretary, including those previously authorized by the Board to be performed by the Secretary, during such period.

Ms. Payne seconded the motion.

After full discussion and careful consideration, the motion was carried on the “yes” votes of Mr. Andrews, Dr. Jett, Ms. Payne and Rev. Robinson.

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, 2018 – *No items were suggested.*

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committee Notes – June 12, 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 July 22, 2018.**

- c. **Joint Meeting of Library Board Committees** – Tuesday, July 10, 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, July 23, 2018 at the Beech Grove Branch Library, 1102 Main Street, Beech Grove, Indiana, 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 8:10 p.m.

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

Patricia A. Payne, Acting Secretary to the Board

