

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
MARCH 28, 2016**

The Indianapolis-Marion County Public Library Board met at the East 38th Street Branch Library, 5420 East 38th Street, Indianapolis, Indiana, on Monday, March 28, 2016 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. Secretary Charleston was present.

2. Roll Call

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

Members absent: Ms. Payne.

At this time, Dr. Wantz, on behalf of the Board, recognized Ms. Aguilera, who has now completed her term on the Library Board and also Camille Blunt, who recently left the Board to work for Mayor Joe Hogsett. Certificates and gifts of appreciation were presented to each of them.

Dr. Wantz asked that all join him in thanking both individuals for their service.

A round of applause occurred at this time.

Additionally, Dr. Wantz introduced Dr. Terri Jett, who was in the audience, as the Library's newest incoming Board member. Dr. Jett is replacing Ms. Aguilera. He mentioned that she will begin her tenure on the Library Board in April.

Dr. Wantz then introduced Rev. T. D. Robinson, who is attending his first Board Meeting this evening. It was noted that Rev. Robinson was appointed to the Board a short time ago to replace Ms. Blunt.

On another matter, Dr. Wantz announced that the Public Hearing regarding lease of parking spaces in the garage at Central Library will not be held this evening. It is anticipated that the Hearing will be scheduled for the April Board Meeting.

3. **Branch Manager's Report**

Shanika Heyward, Manager, East 38th Street Branch Library, welcomed everyone to the branch and discussed their services to the community.

At this time, she introduced branch staff members JoAnna Conrad, Emma Williams, Patrick Dugan and Patty Wallace.

A round of applause occurred at this time.

Ms. Heyward commented that the branch is a beacon of hope for approximately 32,000 area residents, many of whom struggle due to limited income and educational attainment. Partnerships with such organizations as the Washington Township Adult Education TASC, the Northeast Corridor Quality of Life Consortium and the United Northeast Community Development Corporation help the branch achieve its Strategic Plan goals. The branch's 2016 goals are to increase registration and circulation by developing a community of readers.

A copy of the Report is attached to these minutes.

Dr. Wantz congratulated Ms. Heyward for being named as a "Mover & Shaker" within the library industry by *Library Journal*.

A round of applause occurred at this time.

4. **Public Comment and Communications**

- a. A number of neighborhood and organizational representatives including Jim Naff, Anthony Burke, Sr., Doris Barringer, Dr. Charles Ingram, and Pastor Orlando Jordan, spoke in praise of Ms. Heyward and the East 38th Street branch staff for the positive impact they have had on individual patrons and surrounding community. Such phrases as "the hub of the community," "the glue that holds the community together," "the jewel of the area" and "demonstrates a passion for people" were used to describe Ms. Heyward and her staff. They also offered requests for improvements, including making the crossing of 38th Street safer for children, constructing a protective fence around the wetlands area, and adding more space for programming.
- 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, February 22, 2016**

The minutes were approved on the motion of Ms. Aguilera, seconded by Ms. Charleston, and the "yes" votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Rev. Robinson and Dr. Wantz.

COMMITTEE REPORTS

6. Finance Committee (Oscar A. Gutierrez, Chair; Vanessa Lopez Aguilera, Lillian L. Charleston)

a. Report of the Treasurer – February 2016

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

Revenue Projections – Actual revenue exceeded projections by 93.6% due to the receipt of the e-rate funds related to upgrade in network equipment approved last December.

Expenditure Projections – Actual expenditures exceeded projections by 4.5% due to the network upgrade.

Comparison to Last Year – February 2016 revenue is 83% more than last year due to receiving the e-rate funds for the network equipment project. Expenditures are 15% more compared to last year due to an increase in wages and related benefits and the network upgrade.

Fines/Fees – A reduction compared to this time last year.

Project Status – Library staff had demonstrations by three (3) vendors selected as the finalist for the new financial software project in early March. We are currently contacting references and following up on questions from the demonstrations.

Mr. Gutierrez 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 13 – 2016 (Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Sondhi Solutions, LLC for On-Line Registration)

Ms. Dixon noted that providing on-line library card registration is in keeping with the Library's Strategic Plan to maximize accessibility to the Library and its services. The contract is not to exceed \$79,500. Also, Lilly Endowment has agreed to provide \$27,450, so the net cost to the Library is \$52,050.

After full discussion and careful consideration of Resolution 13 – 2016, the resolution, was adopted on the motion of Mr. Gutierrez, and the "yes" votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Rev. Robinson and Dr. Wantz.

Motion carried.

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

c. **Briefing Report** – Library’s Capital Projects Fund for 2017, 2018, 2019

Ms. Dixon advised that the Library Board adopts a Capital Projects Fund (“CPF”) Plan each year. This Plan includes the capital needs for 2017, 2018 and 2019. Staff are currently working on the Plan and setting priorities based on available dollars. A public hearing and Board approval of the Plan will take place in April. It then goes to the City-County Council and Department of Local Government Finance for final approval.

d. **Briefing Report** – Copier Equipment and Maintenance Services

Ms. Dixon stated that it is anticipated that a recommendation will be made to negotiate an agreement with Ricoh, whose current contract is expiring. A cost analysis of replacing the Library’s existing 27 public printers with copiers shows an approximate savings of \$70,000 over the 48-month life of the contract. The agreement would increase the number of copiers from 39 to 42, adding three new locations at Central Library. The 2016 Budget for copier and maintenance services is \$158,750. Though the proposed pricing for the new contract is \$171,660, the difference will be made up in the referenced savings of \$70,000.

e. **Briefing Report** – Plan of Merger of Beech Grove Public Library and Indianapolis-Marion County Public Library

Ms. Dixon mentioned that the Plan of Merger was being presented to the Board for their review. The Planning Committee, which was established last year, recommends the proposed merger. She noted that adoption by both Boards would occur in April with an effective date on or about June 1, 2016.

7. **Diversity, Policy and Human Resources Committee (Vanessa Lopez Aguilera, Chair; Patricia A. Payne, Rev. T. D. Robinson)**

a. **Briefing Report** – IndyPL Annual Performance Appraisal Briefing

Katherine Lerg, HR Director, discussed the Briefing.

She mentioned that a five-point rating scale is now being utilized to better differentiate and reward individual performance. For the rating year ending in 2015, all individuals who received a rating of either a three, four or five received increases ranging from 2% to 3.05%.

In the Briefing, Ms. Lerg provided breakdowns of information related to union and non-union eligible and demographic performance.

b. **Briefing Report** – IndyPL Diversity Overview

Ms. Lerg presented and discussed a Report on diversity-related activities in four major areas: Collections, Doing Business with the Library, Library Services and Workforce.

It is noted that the Strategic Plan defines the Library's pathway forward to achieve such goals as having staff better reflect our communities, furthering an appreciation of diversity through cultural competency training, and increasing diversity throughout all levels of the organization.

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

a. **Briefing Report – Naming Opportunities at New and Renovated Branch Libraries**

Sharon Smith, Facilities Director, shared that it is the Foundation's goal to increase support for Library programs and capital projects through the offering of naming opportunities at new or renovated branches.

The goal is for the Foundation to eventually provide \$300,000 per year in Operating Budget relief for programs. The Foundation will submit committed gifts for naming approval at identified spaces to the Library Board approximately two to three times a year.

At the April Board Meeting, the Foundation will request Board approval for naming opportunities at the Irvington, Southport, East Washington and Eagle branches in the total amount of \$250,000.

b. **Resolution 14 – 2016 (Authorization to Purchase Property Located at 2802 East Washington Street, Indianapolis, IN)**

Ms. Smith stated that it is recommended that the Library purchase the property at 2802 East Washington Street, which is adjacent to the East Washington Branch, for \$325,000 to allow for additional parking upon completion of branch renovations.

After full discussion and careful consideration of Resolution 14 – 2016, the resolution was adopted on the motion of Ms. Charleston, and the "yes" votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Rev. Robinson and Dr. Wantz.

Motion carried.

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

c. **Briefing Report – Michigan Road Branch Property Acquisition**

Ms. Smith explained that the Library wishes to acquire property for the planned 20,000 square foot Michigan Road Branch.

The proposed property is located at the southeast corner of 63rd Street and Michigan Road and consists of 4.5 acres. The Letter of Intent to Purchase calls for a purchase price of \$67,500 per acre, and will be funded by the Rainy Day Fund to be reimbursed by a future bond fund. Possible closing is projected for Fall 2016.

d. **Briefing Report** – Replacement Bookmobiles

Ms. Smith announced that the replacement bookmobiles have arrived and are serving patrons. The new bookmobiles – affectionately named Frog and Toad – will be used by preschool/elementary-age children, school-age children, families and the elderly. The cost of each bookmobile was \$203,579 and was funded from the Rainy Day Fund.

A celebration of the new vehicles will be held in conjunction with National Bookmobile Day on April 13, 2016 at 11:00 a.m. at Central Library. Everyone is encouraged to attend.

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**

March 2016 Library 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:
 - Samerian Foundation – Children's Fund
 - Barnes & Thornburg LLP – Indiana Authors Award
 - Blue & Co., LLC – Most Urgent Need
 - BKD, LLP; The Eugene and Marilyn Glick Family Foundation; Huntington National Bank; Olgetree, Deakins, Nash, Smoak & Stewart PC – Summer Reading Program
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

Children's

- Ready to Read Early Childhood Conference
- Summer Reading Program
- Teen Book Club

Cultural

- Adult Summer Reading Program
- Branded Giveaways
- Compassion Center Visits – Garfield Park

- Earth-Friendly Summer Reading Program Kick-Off – Garfield Park
- Hometown Roots Concerts – Central
- Summer Reading Kick-Off – Brightwood Branch
- Summer Reading Kick-Off – Spades Park
- Using Your Library Multilingual Videos
- West Michigan Community Day

Collections

- General Digitization
- Teen Read Return Repeat Bags

Lifelong

- eBook Tinker Station
- Non-Profit Seminars at Central

Capital

- Friends/Donor Branch Designated Gifts
- College Avenue Aquarium Maintenance
- College Avenue Renovations

Other News:

- The Library Foundation would like to congratulate the African American History Committee on another successful Meet the Artist exhibit. This year's version of Meet the Artists featured works by 21 artists representing a variety of mediums. This event provides an avenue for African-American artists to showcase their work and has become one of the city's premiere cultural events.

11. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – February 2016

With regard to the Dashboard, Jackie Nytes, the Library's Chief Executive Officer, commented that February was a busy month but not particularly different than January. She advised that we would watch for some trends as we go into the end of the quarter.

- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, discussed the Report. She advised that this month the Report focused on data compiled by the Institute of Museum and Library Services for determining the nation's "Star Libraries" which are named by the *Library Journal*. She provided background information and explained how IndyPL achieved a Star Library designation in 2015 among libraries with expenditures of \$30 million or more based upon such per capita measures as circulation, patron visits, program attendance and public computer use. We should be very proud of our accomplishment.

- c. **February Media Report** which had been prepared by Kim Crowder, Director, Communications, was provided to the Board for their information. The Report focused on major print and electronic media activities pertaining to various Library services and events.

Ms. Crowder then mentioned that the recently completed Love Your Library tour received some media coverage. Since the tours are done each year you might wonder if people are interested in finding out what the Library is doing in the community and based on the level of participation seen at the branches and the interest from the media showed interest in the Library. This indicates that we need to continue communicating.

Ms. Nytes advised that the East 38th Street branch had the largest public attendance for the tour.

Additionally, Ms. Crowder mentioned some other items receiving media coverage: African American on-line database; Lawrence Township Schools joining our Shared System; National Library Week; and the McFadden Lecture.

- d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (15– 2016)**

After full discussion and careful consideration of Resolution 15 – 2016, the resolution was adopted on the motion of Mr. Gutierrez, seconded by Ms. Charleston, and the “yes” votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Rev. Robinson and Dr. Wantz.

Motion carried.

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

- e. **2015 Annual Report**

Copies of the 2015 Annual Report, which is a joint Report with the Library’s Foundation, were distributed to the Board. Ms. Crowder commented that the Report will be provided to local businesses, government officials and key influencers and will also be available on the Library’s website.

UNFINISHED BUSINESS

12. At this time, Ms. Aguilera commented that it had been a pleasure to be on the Library Board for the last four years. It was a joy to meet some wonderful people and she is appreciative of the Library’s staff. Having experienced the benefits of the Library as a child, she noted that her time on the Board was a time to give back to the community.

She is proud to have been the first Latina on the Board. Ms. Aguilera reviewed the various goals that had been implemented during her time on the Board, as well as those still needing to be addressed. She encouraged new Board members to:

- Ask a lot of questions;
- Understand your role and become better educated;
- Never forget that upper management and your staff should reflect your community because diversity is key;
- Don't forget that diversity means LGBTQ, as well;
- Support good communication between the Union and upper management; and
- Don't be afraid to disagree.

Ms. Aguilera announced that she is joining the Girl Scout Board and the ACLU Board so her work in the community will continue.

She concluded by mentioning that she would always support the Library.

A round of applause occurred at this time.

Dr. Wantz, on behalf of the Board, again thanked Ms. Aguilera for her service and wished her the best.

NEW BUSINESS

- 13.** Dr. Wantz introduced John Helling, the Library's new Director of Public Services.

Mr. Helling, who comes to IndyPL from Kansas City, commented that he is originally from Crawfordsville, Indiana and that he is looking forward to doing good work at the Library.

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:

- April, 2016** – Mr. Gutierrez suggested a topic for the next Joint Board Committee Meeting.

For several reasons, it is being suggested that a discussion take place concerning the discontinuation of the Board's External Affairs and Strategic Planning Committee.

Dr. Wantz reminded everyone that this action will require a change to the By-Laws.

On another topic, Dr. Wantz discussed scheduling a Board Retreat sometime in May. He encouraged the Board members to review their calendars for a day during the week that might work for them. It is anticipated that the Retreat would be held from 9 a.m. to 1 p.m. on the chosen date.

INFORMATION

15. Materials

- a. **Joint Meeting of Library Board Committee Notes – March 15, 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** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through April 24, 2016.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, April 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, April 25, 2016, at the Wayne Branch Library, 198 South Girls School Road, 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 8:10 p.m.

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

Lillian L. Charleston, Secretary to the Board

