

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
MARCH 27, 2017**

The Indianapolis-Marion County Public Library Board met at the East Washington Branch Library, 2822 East Washington Street, on Monday, March 27, 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.

It was noted that Ms. Sanders arrived at 7:05 p.m.

Members absent: Dr. Jett and Rev. Robinson.

On another note, Dr. Wantz reminded everyone that the meeting was being held this evening at the newly renovated East Washington Branch, which is one of two Carnegie libraries in the Indianapolis-Marion County Library system. Even though many individuals are not familiar with Andrew Carnegie, in terms of his philanthropy, he was a pretty big deal. Many years ago, Mr. Carnegie decided it was a good thing to have public libraries and he provided funding to build libraries throughout the country, including Indianapolis. The effect on the Indianapolis community was phenomenal. Dr. Wantz encouraged all to come and see the updated East Washington Branch.

Additionally, he mentioned that there was a magnificent event at Central Library on March 25, 2017 which was held by the Center for African American Literature and Culture. It was an opportunity to see Ted Green's documentary on Crispus Attucks High School. Dr. Wantz remarked that the Board's own Ms. Payne was featured prominently in the documentary. The other good news to share was that Attucks had won their game this weekend in the Indiana State Basketball Finals.

3. Branch Manager's Report

Doriene Smither, Manager, East Washington Branch, welcomed everyone to the remodeled branch which had opened on February 28, 2017 following an 11-month renovation project. Some improvements made to the branch included new windows, a larger meeting room, which was dedicated in the name of Stephen Howe Webb, more computers and elevator access for wheelchairs and strollers. Of the branches new

features, Ms. Smither cited its bright and open atmosphere resulting from more natural lighting as her favorite element of the renovation. She went on to mention that, in addition to offering popular storytimes to local daycares, the branch maintains strong partnerships with several neighborhood organizations. The branch sits in a Great Places neighborhood and Promise zone, where a high level of neighborhood improvement is anticipated.

Ms. Payne thanked Ms. Smither for her leadership and inquired about the current diversity of the staff.

Ms. Smither replied that diversity is an issue for the staff at East Washington. She noted they will be bringing back a Spanish speaking Clerk in time for the Summer Reading Program.

4. **Public Comment and Communications**

a. **Public Comment**

Michael Torres, Indianapolis-Marion County Public Library employee and President of AFSCME #3395, spoke in memory of Lettie Oliver, the Assistant Director of AFSCME Council 62, who was instrumental in gathering support to allow an election for unionization of IndyPL. In her honor, Local 3395 created the Lettie Oliver Memorial Collection, dedicated by Congressman Andrew Carson in 2010 at Central Library, which concentrates on the contributions of unions and women in the labor movement. Mr. Torres presented a check in the amount of \$250 on behalf of Local 3395 to be delivered to the Library Foundation to continue to build Lettie Oliver's library legacy.

Lisa Bowling, Director of Daystar Preschool, addressed the Board. She expressed appreciation for the improvements made to the East Washington Branch and described why the branch is so important to child care. Ms. Bowling stated that the branch is a crucial partner in the neighborhood and praised Library staff for their dedicated service.

At this time, Marsh Davis, the President of Indiana Landmarks, offered his congratulations on the renovated branch and added that it shows how older buildings can be adaptable and can remain relevant to their neighborhoods.

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 27, 2017**

The minutes were approved on the motion of Ms. Crenshaw, seconded by Ms.

Charleston, 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 – February 2017

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

Revenue:

- Total revenue for February came in at 8.5% more than projected – had an increase in our printing and reimbursements. Compared to the prior year, revenue was 37% less. This decrease is due to a one-time E-rate distribution in 2016.

Expenditures:

- Our projections were on target – spent 3% more than February 2016. The increase was in salary and fringe benefits.

Financial Software Conversion Project:

- Accounting staff completed the first phase of the Chart of Accounts Set-up
- March 1-3 - Completed the analysis and workflow of the General Ledger
- March 6-8 - Completed the analysis and workflow of Accounts Payable, Requisitions, Purchase Orders and Vendor Set-up
- Future Assignments - March 24-Budget Analysis and Workflow
- April 4-6 - Inventory, Contracts and Fixed Asset Analysis and Workflow
- April 20-22 - Accounts Receivable and Cash Management Analysis and Workflow

Ms. Charleston made the motion, which was seconded by Ms. Crenshaw, 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. Calendar and Approval Process for 2018 Budget

Ms. Dixon distributed the draft Calendar for the 2018 Budget. She reminded everyone to keep in mind that the dates on this calendar are subject to change. Currently they mirror the dates on the City-County Council’s website. As noted, the Budget process begins in June and finishes up in October.

c. **Briefing Report – RFID Equipment RFP**

Deb Lambert, Director, Collection Management, described the next phase of the RFID implementation. This includes bidding for RFID gates, checkout equipment and AV case unlockers (March-August) and installation and training for circulation (September-December). Phases that have been completed include the tagging of approximately 1.8 million items at 24 locations and acquisition of mobile collection inventory devices.

Ms. Charleston thanked Library staff for their hard work on our Budget and for keeping on top of our equipment needs.

For clarification, Robert Scott, the Library Board’s attorney, explained the difference between the public bid process and the Request for Proposal (“RFP”) process. It was determined that this project called for an RFP.

7. **Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Patricia A. Payne, Rev. T. D. Robinson)**

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

Katherine Lerg, Director, Human Resources, reviewed the various documents distributed to the Board. The documents were as follows: 1) Overview; 2) Diversity Tables; 3) Number of Dollars Spent on Competitive Goods and Services; and 4) Listing of Library Jobs Under Each Category for EEO Report. She mentioned that in 2016 the Library increased efforts to attract minority/women/veteran owned business spending; broadened recruitment activities; and increased staff diversity to more closely resemble community demographics.

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

a. **Resolution 12 – 2017** (Authorization to Purchase Property Located at Approximately 6201 North Michigan Road for the Michigan Road Branch Project)

Mr. Scott advised that the Committee was recommending the purchase of the property located at approximately 6201 North Michigan Road for the new Michigan Road Branch. The property is currently owned by the Bethesda Temple Apostolic Church who is willing to sell 4.5 acres to the Library at a price of \$71,809 per acre. The purchase will be funded by the 2016 Bond – Michigan Road (Fund 46).

After full discussion and careful consideration of Resolution 12 – 2017, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Payne, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Ms. Payne, Ms. Sanders and Dr. Wantz.

Motion carried.

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

At this time, Jackie Nytes, Chief Executive Officer, acknowledged Pastor Fields from the Bethesda Temple Apostolic Church, who was in the audience.

9. Library Foundation Update

March 2017 Library Foundation Update

Dr. Jett provided the Update for March 2017.

Blue & Co. is in the process of auditing the Library Foundation's 2016 financial records. The annual audit is an essential part of the Library Foundation's strategy to ensure excellent stewardship of private contributions we receive.

Centerpoint Brewing Company is holding a special fund raising event on Tuesday, April 11, 2017 from 4 p.m.-9 p.m. in honor of National Library Workers Day. For every pint sold, \$1.00 will benefit library programs and services at the Spades Park Branch. It was noted that Deb Ehert, the Spades Park Branch Manager, played a big role in facilitating this fundraising opportunity.

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

- CD-Com Systems Midwest, Inc.
- The Public Collection Fund, a fund of Central Indiana Community Foundation
- OneAmerica
- PricewaterhouseCoopers LLP
- Schmidt Associates
- The Herbert Simon Family Foundation

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

Children's

- Summer Reading Program
- Ready to Read – Early Childhood Conference
- YAT Performances
- Barbershop Books

Cultural

- World Language Book Giveaways
- Hometown Roots Concert
- Adult Summer Reading Program
- Lilly African-American Literature Center
- Global Village Initiative

Collections

- Little Library in the Lobby – Garfield Park
- General Digitization
- Lilly Digitization

Lifelong

- Tinker Station 2.0
- NE Corridor Community of Readers

Capital

- College Aquarium Maintenance

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – February 2017

Ms. Nytes advised that we see various trends continuing. It's a good sign that there are increases in the numbers for Door Count and Active Borrowers.

- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, gave a presentation on her Report entitled "2016 Strategic Plan Report Card." She advised that some of the information had been gathered from the Library's 229 Service Plans along with other operational data. Everyone was reminded that this is a progress report and the information contained in the Report can be accessed and used by staff.

c. February Media Report and 2016 Annual Report

The February Media Report was distributed. It highlighted major media coverage of Library programs and services.

At this time, copies of the 2016 Annual Report were distributed to the Board members. The theme is "Global city. Global library." A total of 1,500 copies of the Report have been printed. It was pointed out that the IndyPL Foundation's Report is also incorporated into the document. Additionally, the Report will be available for viewing at www.indypl.org.

- d. **Report on Services to the Incarcerated at IndyPL** – John Helling, Director, Public Services, gave a PowerPoint presentation on the "Services to the Incarcerated at IndyPL."

Mr. Helling provided incarceration demographics and reviewed statistics on the literacy scores of the adult prison versus household populations. Mr. Helling then addressed how serving the incarcerated fits into the Library's Strategic Plan under Goals 1 and 2. He provided some examples of various programs that touch on the needs of this group including The Public Collection at the Juvenile Justice Center, Midwest Page to Prisoners and Craine House.

e. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel 13 – 2017)**

After full discussion and careful consideration of Resolution 13 – 2017, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Sanders, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Ms. Payne, Ms. Sanders and Dr. Wantz.

Motion carried.

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

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:

April, 2017 – *No items were suggested.*

INFORMATION

14. **Materials**

a. **Joint Meeting of Library Board Committee Notes – March 14, 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 April 23, 2017.**

- c. **Joint Meeting of Library Board Committees** – Tuesday, April 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, April 24, 2017, at the Brightwood Branch Library, 2435 North Sherman Drive, 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

