

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
MARCH 26, 2018**

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The Indianapolis-Marion County Public Library Board met at the Haughville Branch Library, 2121 West Michigan Street, Indianapolis, Indiana on Monday, March 26, 2018 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

Ms. Sanders presided as Chairman. In the absence of Ms. Charleston, Rev. Robinson acted as Secretary.

**2. Roll Call**

Members present: Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Members absent: Ms. Charleston, Ms. Payne and Dr. Wantz.

**3. Branch Manager's Report**

Carol Schlake, Area Resource Manager, addressed the Board and provided an update on the Haughville Branch's services to the community.

At this time, Jeanine DeLashmit, Circulation Supervisor, described the recent renovations at the branch which included a new circulation desk, new carpeting and a new reference area. Changes have resulted in increases in reference assistance and patron use of personal devices and a dedicated area for the Job Center. Patrons have commented that the branch now feels more open and brighter.

**4. Public Comment and Communications**

**a. Public Comment**

Adrienne Opp, from the Near West Collaborative, thanked the Library for the renovations that have been completed at the Haughville Branch. She mentioned that it was important to note that the branch and its location in the area serve as a staple in the neighborhood's development efforts. She commented on the importance of the community room at the branch which provides a meeting place for community groups.

**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 26, 2018**

The minutes from the Regular Meeting held February 26, 2018 were distributed to the Board.

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

**COMMITTEE REPORTS**

**6. Finance Committee (Dr. David W. Wantz, Chair; Lillian L. Charleston, Joanne M. Sanders)**

- a. **Report of the Treasurer – January 2018** (*This item was presented at the meeting.*)

- b. **Report of the Treasurer – February 2018** (*This item was presented at the meeting.*)

Carolyn Adams, Accounting Manager, reviewed the information contained in the Report of the Treasurer for both January 2018 and February 2018. She explained the new format and pointed out that these Reports are now being generated by the Library's new accounting system, MUNIS.

Ms. Adams noted that the 2018 Revised Budget figures in the February 2018 Report includes the 2017 Purchase Orders that were rolled forward into 2018. The 2018 Revised Budget totals approximately \$46 million.

Rev. Robinson made the motion, which was seconded by Dr. Jett, that the January 2018 and February 2018 Reports of the Treasurer be filed for audit.

Motion carried.

The Reports are attached to, and made a part of, these minutes.

- c. **Resolutions for 2018 AHS/ILS and Multi-Facility Improvement Project**

Jackie Nytes, Chief Executive Officer, reviewed the information for Resolution 9 – 2018 (Approval of Preliminary Bond Reimbursement) and Resolution 10 – 2018 (Appropriation Resolution) as follows:

The Library seeks approval for a bond issue in the amount of \$5 million for the purchase and implementation of a new Integrated Library System, various facility improvement projects, removal and replacement of window flashing in the Library Services Center, opening day collections for the Brightwood, Michigan Road and Eagle branches, sorters for Central, Southport, Michigan Road, West Perry and Lawrence branches and the cost of issuance. The bond issue would be incorporated into the Library's long-term debt plan and keeps the debt tax rate at or below the current rate.

1) **Resolution 9 – 2018** (Approval of Preliminary Bond Reimbursement Resolution)

After full discussion and careful consideration of Resolution 9 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Crenshaw, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

*President Sanders adjourned the Regular Meeting.*

2) **President Sanders will Convene a Public Hearing**

Ms. Sanders announced that this Public Hearing was being held to consider the Appropriation Resolution as discussed.

a) **To consider the Library's Appropriation Resolution as advertised on March 14, 2018 in the *Indianapolis Star* and the *Court and Commercial*.**

b) **Invite Public Comment from the Audience**

There were no comments from the audience or from any Board member.

**President Sanders Closed the Public Hearing**

*President Sanders reconvened the Regular Meeting.*

3) **Resolution 10 – 2018** (Appropriation Resolution)

At this time approval was requested for the Library to issue general obligation bonds in an original aggregate principal amount not to exceed \$5 million for the purpose of financing all or any portion of the 2018 AHS/ILS and Multi-Facility Improvement Project.

After full discussion and careful consideration of Resolution 10 – 2018, the resolution was adopted on the motion of Rev. Robinson, seconded by Ms. Crenshaw, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

- d) **Resolution 11 – 2018** (Recommendation for the Purchase of Firewall Equipment, Installation, Maintenance and Subscription Services from Presidio Networked Solutions Group, LLC)

Deb Champ, IT Director, explained that the Library’s existing firewalls at Central Library and the Library Services Center, which serve as a network security system designed to prevent unauthorized access to or from a private network, are nearing eight years old. The purchase will allow the Library to take advantage of newer technology that makes firewalls smarter and keeps its knowledge base up to date. It’s anticipated that 85% of the total cost of \$200,254 will be reimbursed from USF E-rate funds.

After full discussion and careful consideration of Resolution 11 – 2018, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

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. **Briefing Report – IndyPL Diversity Overview**

Katherine Lerg, Human Resources Director, discussed the Report that provided an overview of the Library’s diversity activities. She noted that this yearly Report provides a point-in-time snapshot of staff diversity and activities to achieve diversity goals in the areas of collection, doing business, services and workforce. In 2017, the Library showed slight increases in Asian and Black/African American staff demographics. It increased efforts to attract minority/women/veteran-owned business enterprise spending and broadened recruitment activities to attract more male and minority applicants. Ongoing assessment of diversity-related activities ensure that such activities align with the Library’s Strategic Plan and organizational principles.

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

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

Mike Coghlan, Facilities Projects Manager, explained that construction on the foundation for the new Michigan Road Branch has been completed. Preparation of the soils for placement of the concrete floor slab continues, and the process of selecting furniture has begun. The erection of structural steel is expected to begin next week.

b. **Briefing Report –April 2018 Action Item – Approval to Award a Construction Services Contract for the Central Library Garage Call Station Project**

Mr. Coghlan mentioned that the existing Central Library garage call stations, six per floor and one at the bottom of the ramp, which were installed when Central Library reopened in 2007, are in need of replacement. The estimated cost of this project is between \$75,000 and \$150,000. He advised that a recommendation on the selected vendor will occur at the April Library Board Meeting.

c. **Resolution 13 – 2018** (Approval to Award a Construction Services Contract for the Brightwood Branch Building Demolition Project) (*This item was presented at the meeting.*)

Mr. Coghlan noted that Library staff recommends that the Board approve awarding a construction services contract for the Brightwood Branch Demolition Project to Denney Excavating, Inc. for a total cost of \$85,000. There are four structures located on the site of the new branch that need to be completely removed. The goal is to remove them by May 1, 2018 in order to create a safe and secure site until construction begins this Fall.

After full discussion and careful consideration of Resolution 13 – 2018, the resolution was adopted on the motion of Rev. Robinson, seconded by Ms. Crenshaw, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

## 9. **Library Foundation Update**

### **March 2018 Library Foundation Update**

Dr. Jett provided the Update for March 2018.

News: Congratulations to everyone involved in the Marian McFadden Memorial Author Lecture on Thursday, March 15, 2018. The Library Foundation is proud to support this nationally renowned series.

All Trustees should have received an invitation to the Library Foundation’s annual State of the Library breakfast on Tuesday, April 10, 2018. This year, we will be celebrating National Library Week and the 10<sup>th</sup> anniversary of the Eugene & Marilyn Glick Indiana Authors Award with keynote remarks by Adrian Matejka, Indiana’s Poet Laureate, 2015 Regional Winner of the Eugene & Marilyn Glick Indiana Author’s Award and an inspiration for the Center for Black Literature & Culture at Central Library. Please RSVP through the Eventbrite invitation or by contacting the Library Foundation at 317-275-4700 or [foundation@indyplfoundation.org](mailto:foundation@indyplfoundation.org).

The Library Foundation thanks 168 individual donors who made gifts last month. The following are our top contributors who made gifts last month:

- Schmidt Associates
- Barnes & Thornburg, LLP
- Indiana Farm Bureau Insurance
- The Herbert Simon Family Foundation
- Allen Whitehall Clowes Charitable Foundation, Inc.
- Providence Outdoor Inc.
- WISH/WNDY/WIHH-TV
- Christel DeHaan Family Foundation
- Blue & Co., LLC
- Central Indiana Community Foundation
- Eli Lilly and Company Foundation, Inc.
- Indianapolis Indians
- Ritz Charles Inc.
- John Wiley & Sons, Inc.

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

#### Children's Programs

- Summer Reading Program
- ALA Great Stories Club (CEN)
- Curveside Ride
- Read to Me, Please (InfoZone)
- Tinker Kits: Tots to Teens

#### Cultural Programs

- Adult Summer Reading Program
- Branded Giveaways
- Indiana Youth Group Pop-Up Library (COL)
- Then and Now: The Portfolio Club & Printing in Indy
- World Language Book Giveaways

#### Collections and Technology

- Technology Literacy Series (E38)
- Lilly Digitization
- Little Library in the Lobby (GPK)
- Pop-Up Libraries: People's Health Center (SPK)

#### Lifelong Learning

- #CodeCafe @ Central MarketSpace
- Coffee, Cookies, Conversation and Celebration (InfoZone)
- Glendale Seed Library
- Plant-Based Workshops
- Spades Park Seed Library
- Warrant Book Club

#### Capital Projects

- College Avenue Aquarium

## 10. Report Of The Chief Executive Officer

### a. Dashboards and Statistics

#### 1) Monthly Performance Dashboard – February 2018

John Helling, Public Services Director, provided an update on information presented at the previous Board meeting. Mr. Helling pointed out in the charts how Door Count has increased with reliable peaks in the Summer at branches that saw renovations in the past few years. Some statistics, however, are skewed due to problems with door counters. He provided context on the monthly statistic of computer use which continues to show a decrease. He shared that the challenge is to adapt computer offerings to patron demands, while recognizing those who continue to need instruction on basic computer use. Other services statistics show walk-in visits up 10% year-to-date compared to 2017, web branch visits are down 17%, electronic circulation is up 2%, physical circulation is down 8%, database sessions are up 33% and searches are up 15% and new borrowers are up 3%.

### b. Progress Report on the Library’s Strategic Plan

Chris Cairo, Director, Strategic Planning and Assessment, reviewed her Report. She described efforts to support patrons wherever they are on the digital journey. A recent Pew Research Center study shows that 11% of adults don’t currently use the Internet, which is a decrease from 15% in 2015 and from 48% in 2000. The Library continues to offer free computer classes on basic skills to advanced applications along with the Tinker Stations. The Library will continue to help school-age children and adults with little or no online access by providing free high-speed Internet access.

### c. February Media Report

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

### d. Presentation of 2017 Annual Report

Kim Crowder, Communications Director, presented the 2017 Annual Report to the Board. The theme this year is “Celebrating our Past and Future” and showcases last year’s opening of the Center for Black Literature and Culture and Central Library’s 100<sup>th</sup> anniversary. In addition to the printed Report, patrons can also access it on the Library’s website.

### e. Confirming Resolutions:

#### 1) Resolution Regarding Finances, Personnel and Travel (12 – 2018)

After full discussion and careful consideration of Resolution 12 – 2018, the resolution was adopted on the motion of Rev. Robinson, seconded by Dr.

Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

#### **UNFINISHED BUSINESS**

**11.** None.

#### **12. NEW BUSINESS**

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, 2018** – *No items were suggested.*

#### **INFORMATION**

#### **14. Materials**

a. **Joint Meeting of Library Board Committee Notes – March 13, 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 April 22, 2018.**

c. **Joint Meeting of Library Board Committees** – Tuesday, April 11, 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, April 23, 2018 at the Nora Branch Library, 8625 Guilford Avenue, at 6:30 p.m.

**18. Other Business**

None.

**19. Adjournment**

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

The Chairman then declared the meeting adjourned at 7:45 p.m.

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

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Rev. T. D. Robinson, Acting Secretary to the Board

