

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
MAY 23, 2016**

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The Indianapolis-Marion County Public Library Board met at the Franklin Road Branch Library, 5550 South Franklin Road, Indianapolis, Indiana, on Monday, May 23, 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. In the absence of Ms. Charleston, Ms. Payne acted as Secretary.

**2. Roll Call**

Members present: Ms. Crenshaw, Mr. Gutierrez, Dr. Jett, Ms. Payne and Dr. Wantz.

Members absent: Ms. Charleston and Rev. Robinson.

At this time, Dr. Wantz welcomed soon-to-be IndyPL Board Members, Sr. Mary Luke Jones, Adam Vorderstrasse and Kimberly White who were in the audience. As a reminder, the merger between the Indianapolis-Marion County Public Library and the Beech Grove Public Library becomes official on June 1, 2016.

**3. Branch Manager's Report**

Jill Wetnight, Manager, Franklin Road Branch Library, discussed their services to the community. She mentioned that Franklin Township continues to experience growth. In fact, they have re-opened Acton Elementary to accommodate the growing population in the area. The branch recently opened its new Marketplace and study rooms which serve as a pilot in meeting goals of the Strategic Plan. They have also worked with Thompson Crossing Elementary to provide library cards this spring to 100 students. The Library maintains partnerships with the Franklin Township Chamber of Commerce and visibility in the community by participating in festivals and special events. Also, patrons have welcomed the addition of Sunday hours of service, which began in January 2015.

**4. Public Comment and Communications**

- a. 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, April 25, 2016**

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

**COMMITTEE REPORTS**

**6. Finance Committee (Oscar A. Gutierrez, Chair; Lillian L. Charleston, Dr. Terri Jett)**

- a. **Report of the Treasurer – April 2016**

Mr. Gutierrez discussed the Report of the Treasurer as follows:

Revenue Projections – Actual revenue exceeded projections by 12.1% due to a one time reimbursement and higher e-rate than originally projected.

Expenditure Projections – Actual expenditures were less than projected by 17.5% - spent less in supplies and capital outlay.

Compared to April, 2015 the Library's revenue is up by 9% and expenditures were down by 5%. These variances related to timing and miscellaneous reimbursements.

Fines/Fees – The Library's fines and fees are approximately 9% less compared to April of 2015.

Mr. Gutierrez 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. **Resolution 21 – 2016** (Appropriation of Gift/Grant Proceeds and Transfers Between Accounts and Classifications)

Mr. Gutierrez mentioned that the Library was appropriating approximately \$28,000 in gift and grant proceeds for various Library programs and transferring between accounts and classifications funds left from the Central Library elevator project to other Central Library-related projects, such as patio repair, gas line repair, auditorium lighting, escalator repairs and lobby tile cleaning. Capital Projects Fund transfers are to cover the online registration project and projectors for various branches. The transfers do not increase the 2016 budget.

After full discussion and careful consideration of Resolution 21 – 2016, the resolution, was adopted on the motion of Mr. Gutierrez, and the “yes” votes of Ms. Crenshaw, Mr. Gutierrez, Dr. Jett, Ms. Payne and Dr. Wantz.

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)**

Ms. Crenshaw advised that the Committee did not have a report this month.

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

a. **Briefing Report** – Selection of Architects and Design Teams for the Michigan Road and West Perry Branch Libraries

Mike Coghlan, Manager, Facilities Projects, mentioned that the new Michigan Road and West Perry branches are scheduled to open in 2019. At this time the Library desires to select architects and design teams for these projects. Staff will issue Requests for Qualifications on May 26, 2016, with responses due on June 9, 2016. Results from reviewing qualifications and interviewing vendors will be reported to the Facilities Committee at the July 12, 2016 meeting. The goal is to have architects selected early on to assist in site evaluation for each project.

b. **Update on Current Projects**

Mr. Coghlan provided information on the current building projects as follows:

East Washington Branch – Roof should be on the second week of July. A lot of asbestos abatement has been completed. Project scheduled for completion in November.

Southport – Moving to the new/renovated area (Phase 1) May 31-June 2, 2016.

Warren – A little behind on the schedule. Cutting floor to run electrical.

Brightwood/Eagle – Still working on site acquisition for both projects.

**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

### May 2016 Library Foundation Update

Dr. Wantz provided the Foundation Update.

He announced that at the recent IndyPL Foundation meeting, Ms. Jett was named the Library's representative on the Foundation Board. She will provide the Update at the June Board Meeting.

The Library Foundation elected new officers, namely:

- Florrie Binford Cooper, Chair
- Diane Herndon Borgmann, Vice Chair
- Jessica Barth, Secretary
- Michael Joyce, Treasurer
- Tom Hutchinson, Immediate Past Chair

The Foundation received a planned gift from an individual this month. The donor's son wrote a letter to the Foundation explaining why the gift was so important to his mother:

“The Library meant so much to my mother, and to our family. My parents instilled a love of reading in my siblings and in me. Our weekly visits to our local branch were a highlight of our growing up. In later years, my mother often gave programs or had displays at the local branches about her travels or her collection of children's toys and books, and she enjoyed these immensely.”

The Foundation welcomed new staff members, Alex Sventeckis, Development Officer, and Cathy Hurt, Office Assistant. Alex started with the Foundation on May 16 and Cathy on May 18. Alex will be managing the Foundation's Friends of the Library donations and its communications through newsletters and the website along with working with a portfolio of donors. Cathy will be assisting with the Foundation's financial and bookkeeping needs.

Dr. Wantz then 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:
  - The Indianapolis Public Library Staff Association
  - Amica Insurance
  - Indiana Humanities
  - Downtown Optimist Foundation
  - Fifth Third Bank, Indiana
  - Bose McKinney & Evans, LLP
  - Central Indiana Community Foundation
  - Indiana Education Savings Authority
  - Providence Outdoor
  - ERMCO, Inc.
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

#### Children's

- Animal Programs
- On the Road to Reading
- Summer Reading Program

#### Cultural

- Art Squared at Fountain Square
- Fable the Poet
- Hometown Roots Concerts at Central
- Summer Kick-Off Celebration – East 38<sup>th</sup>
- SRP Art/Music Workshops

#### Lifelong

- eBook Tinker Station
- Job Center
- Spanish Language Computer Classes
- USB Technology

#### Capital

- Ceramic Book Tile Cases
- East 38<sup>th</sup> Street Aquarium
- Pike Aquarium
- Warrant Community Room

## 11. Report Of The Chief Executive Officer

### a. Dashboards and Statistics

#### 1) Monthly Performance Dashboard – April 2016

Jackie Nytes, Chief Executive Officer, discussed the information. She mentioned that we have some good numbers on programming. We are curious about what's going on with public PC usage because we are seeing a little drop off there and we're working hard to understand that. It may be a comment on the economy getting a little stronger and people having more access to devices in other environments. The fact that we don't have some of the huge public programs that we had for a while such as people coming in to apply for insurance on the Marketplace or people needing to come in every single week to file unemployment and things like that. Those kinds of uses are dropping off. That may explain it but we're not sure. Also, we do have some nice statistics on programming for this last month.

Ms. Nytes commented that it was important to note that we should look for bigger trends than just for any one month.

### b. Progress Report on the Library's Strategic Plan – Chris Cairo, Director, Strategic Planning and Assessment, provided a "report card" which focused on progress in 2015, the Plan's first full year of implementation. She noted that 214 service plans have been written to achieve the Plan's four goals. In addition, 23 of 47 strategies and 52 of 175 action items have been addressed. The four top

strategies in 2015 focused on early learning, becoming a cultural center in the city, developing a community of readers, and participating in the life of the community.

- c. **April Media Report** was provided to the Board for their information. The Report listed major news media and social media coverage.

- d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (22– 2016)**

After full discussion and careful consideration of Resolution 22 – 2016, the resolution was adopted on the motion of Ms. Jett, seconded by Ms. Crenshaw, and the “yes” votes of Ms. Crenshaw, Mr. Gutierrez, Dr. Jett, Ms. Payne and Dr. Wantz.

Motion carried.

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

- e. **Report on 2016 Summer Reading Program and State Bicentennial Partner Designation**

Melanie Wissel, Manager, Program Development, explained that the Summer Reading Program (“SRP”) encourages reading among pre-schoolers, school agers, teens, parents and caregivers who commit to reading aloud to the children in their care. This will be the 97<sup>th</sup> year for the Program. With over 55,000 participants, it has grown to be one of the most popular reading programs in the entire country. The theme this year will be Garfield the Cat who will be the leader for a Summer Reading Book Bash to help celebrate Indiana’s 200<sup>th</sup> birthday.

In addition to showing a video on the SRP, Ms. Wissel also provided brochures and bags to the Board members about the Program. She reminded everyone that the SRP is completely funded by the IndyPL Foundation. She also advised that the SRP is endorsed as a Legacy Project in celebration of the State’s Bicentennial, as is the Adult Summer Reading Program with its many Indiana-themed programs.

Additionally, the Library will be prominent this Saturday during the 500 Festival Parade as Garfield, the SRP leader, headlines the Library’s balloon float. And, as part of the Library’s bicentennial celebration commemoration, patrons will soon find Biblio-Bison, a 5-foot fiberglass art work, permanently installed outside the south entrance of Central Library. It is being designed by artist Kyle Ragsdale with images of Indiana books and authors covering the body.

## **UNFINISHED BUSINESS**

12. None.

## **NEW BUSINESS**

13. None.

## 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:

**June, 2016** – There were no items suggested.

## INFORMATION

### 15. Materials

- a. **Joint Meeting of Library Board Committee Notes – May 10, 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** – *It is noted that the June Board Meeting which is scheduled for June 27, 2016 has been moved to the Library Services Center which is located at 2450 North Meridian Street.*
- b. **Library Programs/Free Upcoming Events updated through June 26, 2016.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, June 14, 2016, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.
- d. Dr. Wantz reminded the Board members that their Retreat will take place on Monday, June 13, 2016 from 9:00 a.m. to 1:00 p.m. at the offices of the Indianapolis Public Library Foundation located at 2450 North Meridian Street.

### 17. Notice of Special Meetings

None.

### 18. Notice of Next Regular Meeting

Monday, June 27, 2016, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m.

### 19. Other Business

Ms. Payne mentioned that she and Ms. Jett had attended the Pike Branch celebration on May 1, 2016 and it was a very nice event.

She also commented that she wished to thank the Library's Outreach department for setting up an information table at the annual Multi-Cultural Festival recently held at Lafayette Square.

**20. Adjournment**

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

The Chairman then declared the meeting adjourned at 7:35 p.m.

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

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Patricia A. Payne, Acting Secretary to the Board

