

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
MAY 22, 2017**

The Indianapolis-Marion County Public Library Board met at the Southport Branch Library, 2630 East Stop 11 Road, Indianapolis, Indiana on Monday, May 22, 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, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

It was noted that Ms. Sanders arrived at 7:00 p.m.

Members absent: None.

3. Branch Manager's Report

Cathy Cage, Manager, Southport Branch, thanked everyone for visiting their renovated branch.

She said it had been a long, long process, but the \$1.1 million renovation was completed in September 2016. The community has responded well and though they were very slow to pick up business again when they re-opened, over the last few months business has been on an upturn. Door Count and Circulation numbers have gotten better and now they are again the number one branch in the system for these statistics.

It was announced that a vendor new to Indianapolis, Bob's Discount Furniture, donated \$1,000 to the branch. Those monies have been used to order furniture to support their Summer Reading Program.

Dr. Wantz asked Ms. Gage about the branch's position of being number one in Door Count and Circulation and what she attributed that designation to.

She responded that it is because the branch serves such a large area and it is heavily residential.

A copy of Ms. Gage's Report is attached to these minutes.

4. **Public Comment and Communications**

a. **Public Comment**

Eliasa Vahnie, from the Burmese American Community Institute, addressed the Board. He commented on the valuable collaboration the Institute shares with the Southport Branch to provide resources and services to the large Burmese population on the Southside. One project in particular he mentioned is where they will recruit 50 individuals to discuss their backgrounds, why they come to this area and the challenges and opportunities they experience as they join our society here in Indianapolis. He noted that IndyPL is an important part of the lives of the nearly 17,000 Burmese residents and thanked the Library for its ongoing support.

Dr. Wantz reminded everyone that the Library's Strategic Plan calls for a new branch to be built in Perry Township. So there will be an additional branch to serve our patrons in a large and growing area of Indianapolis.

With regard to the Library's Shared System, Pam Wright, Library staff member and AFSCME Union representative, described IndyPL's process of receiving, processing and delivering 48 totes of materials to 34 different locations. She also explained the various other duties performed by the Shipping and Receiving staff including sorting mail, setting up meeting rooms, picking up donated materials, etc.

Ms. Wright concluded by pointing out that all these staff members are hard-working people and she wanted everyone to know.

Terri Morris Downs, Director of the Immigrant Welcome Center, discussed the Center's partnership with the Library to help new citizens learn about Library resources and assimilate into the community. The Library has recently begun the Immigrant Welcome Center Mobile Branch at the Pike and East Washington branches where the Center's Natural Helpers volunteers assist non-English speaking patrons in using the Library. Two additional branches, Nora and Lawrence, will be added in 2018. The Immigrant Welcome Center offerings are made possible by a grant from the Central Indiana Community Foundation Library Fund.

- 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 24, 2017**

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

COMMITTEE REPORTS

6. Finance Committee (Dr. Terri Jett, Chair; Lillian L. Charleston, Joanne M. Sanders)

a. Report of the Treasurer – April 2017

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

Revenue:

- Total revenue for April came in at 65% more than projected – our property tax advance was higher than projected. Compared to the prior year, revenue was 38% higher – due to the property tax advance.

Expenditures:

- We spent 3.9% less than projected and 13% more than April 2016. The increase over 2016 was in salary and fringe benefits

Financial Software Conversion Project:

- April 25-27 – Completed the analysis and workflow on accounts receivable, general billing and cash management
- May 15 – System Administrations set-up
- May 17-19 – Accounting staff had general ledger, project ledger and budget processing

Future Assignments:

- June 21-23 – General billing, accounts receivable, and fixed assets processing
- July 18-20 – Purchasing, Accounts Payable, and Inventory processing
- July 25-27 – Contracts and cash management processing along with 3rd party integration and forms testing

Dr. Jett made the motion 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 15 – 2017 (Appropriation of Gift and Grant Funds)

Ms. Dixon mentioned that \$65,944 is being appropriated to cover expenses such as the Summer Reading Program kick-offs, summer art workshops, a teacher open house at the Warren Branch and classical concerts.

After full discussion and careful consideration of Resolution 15 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson, Ms. Sanders 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 reported that some time ago the Library had some recommendations to consider the concept of a living wage. We have been looking closely at what the City of Indianapolis is proposing and the Library has taken that under advisement. We will be gathering information and trying to understand the impact that this might have on the Library's budget as we go forward in development. There is an upcoming hearing at the City and we will have staff attending to understand the City's proposal as well. The Committee will plan to bring more information to the Board as this matter progresses.

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

a. Briefing Report – Action Item Scheduled for the June 2017 Facilities Committee Meeting – Draft Resolution Establishing Responsible Bidding Practices and Submission Requirements on Public Works Projects

Robert Scott, the Library's legal counsel, explained that the Briefing Report provides information on the draft resolution which would establish responsible bidding practices and submission requirements on public works projects. The resolution, scheduled for adoption at the June Board Meeting, is based on the City-County Council's action in April 2016 to enhance the ability of the City to identify responsive and responsible bidders for public works projects with a contract value over \$150,000. Municipal corporations, such as the Library, are urged to consider and adopt similar practices and submission requirements. Mr. Scott noted that adopting the resolution in June will streamline the entire bidding/submission process and will also generate administrative efficiencies for the Library.

b. Briefing Report – Action Item Scheduled for the June 2017 Facilities Committee Meeting – Approval to Award a Contract for the Library Services Center Automated Materials Handling System

Jackie Nytes, the Library's Chief Executive Officer, advised that this proposed action item for the June Board Meeting, will award a contract for the Library Services Center Automated Materials Handling System ("AMHS"). The Library is evaluating competitive proposals for the equipment at this time. The preliminary project schedule targets a starting date for installation of a 37-bin conveyor system at July 10, 2017 with substantial completion by November 30, 2017. The budget for the AMHS is \$600,000 and will be funded from the Library Improvement Fund.

She commented on how much the new equipment will improve handling of our materials. A demonstration of the equipment will be scheduled at a later date.

Ms. Sanders inquired about staff training and anticipated ongoing technology updates that will be needed for this equipment.

Ms. Nytes responded that in the RFP there were requirements about training, technology updates and the availability of maintenance on the equipment. If someone wanted to see a unit in operation, there is one at the Carmel-Clay Public Library. Although the system is much smaller than what IndyPL will be getting, it would give you an idea of the purpose and the functionality.

Dr. Jett asked for information on how the equipment will help staff as it pertains to their everyday work.

Ms. Nytes advised that she will plan to provide that info to Dr. Jett.

9. Library Foundation Update

May 2017 Library Foundation Update

Dr. Jett provided the Update for May 2017.

News:

Imagine It, a new crowd funding event for Library programs, will be held from 7-9 p.m. on Thursday, June 15, 2017 at Ash & Elm. Tickets are \$30.00 per person. Due to the location, this event is for ages 21 and up. More info to come!

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

- Amica Insurance
- Blue & Co., LLC
- Central Indiana Community Foundation
- Allen Whitehill Clowes Charitable Foundation, Inc.
- Indiana Education Savings Authority
- Eli Lilly & Company
- OneAmerica
- Lilly Endowment, Inc.
- RJE Business Interiors

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

Children's

- Summer Reading Program
- Ready to Read - On the Road to Reading
- Ready to Read – Early Literacy Specialist
- Animal Programs

Cultural

- Art Squared

- Eat What You Grow! – Pike
- Hometown Roots Concerts
- Lunch and Learns
- Photographic Celebration of Central
- Center for Black Literature and Culture

Lifelong

- Nonprofit Seminars at Central
- Spanish Language Computer Classes
- USB Technology

Capital

- Pike Aquarium
- East 38th Street Aquarium

Dr. Jett discussed the recent meeting that she and Nichelle Hayes, the Special Collections Librarian, had with Lilly Endowment to provide an overview of the Center for Black Literature and Culture project to date. She shared information with them about the design of the Center and why it was given its name. Dr. Jett explained that the focus of the Center is going to cover not just the ancestry of African-Americans in particular but it will also focus on the diaspora. It becomes a very complex thing when you're trying to cover the background of people from the diaspora looking at issues of race and also space.

Ms. Payne stated that she wanted to make certain that we show our appreciation for the work Ms. Hayes is doing with the Center.

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – April 2017

Ms. Nytes pointed out the issue of accessibility mentioned in Goal 4 of the Strategic Plan and the work being done by Library staff members, Cordia Watkins and Michelle Burke, to do library card sign-ups around the City of Indianapolis. Their work has resulted in an increase in new borrowers compared to this time in 2016. They are also working to clean up the patron database which involves purging old records. Library card registration projects will occur this fall for schools in Franklin and Pike Townships and Beech Grove.

- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report. Ms. Cairo's Report focused on the Library's strategy to be a free Internet access point for neighborhoods. The Library has seen a 22% increase in average unique wireless device usage in the past year. To meet Internet demand, the Library this month increased bandwidth 33% to 400 Mbps. She also reported that the Library scores well above average in peer library comparisons relating to such benchmarks as meeting key community digital needs, strategy and evaluation, staff expertise, devices and bandwidth, and technology inclusiveness.

c. **April Media Report**

Ms. Nytes reviewed the April Media Report. She pointed out that the amount of social media activity has been “beefed up.” The Report also provided info on the the measurement of reach for the messages sent out.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel 16 – 2017)**

After full discussion and careful consideration of Resolution 16 – 2017, the resolution was adopted on the motion of Ms. Sanders, seconded by Rev. Robinson, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson, Ms. Sanders and Dr. Wantz.

Motion carried.

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

At this time, Ms. Nytes mentioned the recent loss of long time Library staff member Michael Perry.

- e. **Immigrant Outreach Overview** – Jessica Moore, Program Specialist, provided an overview of the Library’s immigrant outreach efforts. She described the various programs and partnerships the Library has developed to serve new and non-English speaking residents. Spanish language computer classes, the Lunch and Learn cultural series, the American Muslims in Indiana program, the Big Read with Ethiopian-American author Dinaw Mengestu, and the various Sister City partnerships are examples of recent initiatives to reach our diverse populations. Challenges remain to explain to new citizens what the public library is, to build trust and develop cultural representation among staff. Videos in nine languages have been produced and are available online to describe Library usage and policies.
- f. **Presentation on the IndyPL 2017 Summer Reading Program** – Melanie Wissel, Program Manager, announced the upcoming kick-off of the 2017 Summer Reading Program, “Read It & Eat.” This year’s program features a new component for children to earn points by donating non-perishable food items to Gleaners Food Bank. There also will be an adult program that features a reading list of culinary-themed books and special programming at eateries, breweries and community locations.
- g. **Discussion of “Stepping Up to the ConnectEd Library Challenge: A Call to Action”** – Ms. Nytes distributed the referenced article to the Board. She commented that the ConnectEd Library Challenge was an initiative begun two years ago to encourage partnerships between libraries and schools to improve students’ digital learning. She cited a published article that included comments from the Lawrence Township Schools Superintendent touting the partnership with IndyPL to provide Library cards to all township students, giving them access to the Library’s range of online databases and other services.

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:

June, 2017 – *No items were suggested.*

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – May 9, 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 June 25, 2017.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, June 13, 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, June 26, 2017, at the Irvington Branch Library, 5625 East Washington Street, 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 8:20 p.m.

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

Lillian L. Charleston, Secretary to the Board

