

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
MAY 21, 2018**

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The Indianapolis-Marion County Public Library Board met at the Irvington Branch Library, 5625 East Washington Street, Indianapolis, Indiana on Monday, May 21, 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, Ms. Payne acted as Secretary.

**2. Roll Call**

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

Members absent: Ms. Charleston.

At this time, Ms. Sanders called outgoing Board member Dr. David Wantz up from the audience to be acknowledged. Dr. Wantz was honored with a commemorative plaque in appreciation of his five years of service to the Library. Ms. Sanders reminded everyone that all Board members serve on a volunteer basis and are committed to the agenda of the Library.

*A round of applause occurred at this time.*

Ms. Sanders then officially welcomed the Library's newest Board member, John Andrews, who was appointed to the Board by the Indianapolis Board of School Commissioners. She commented that all Board members and Library staff look forward to working with him.

**3. Branch Manager's Report**

Sue Kennedy, Irvington Branch Manager, spoke to the Board and provided an update on their services to the community.

She began by pointing out the special exhibit which had been installed in the meeting room. The exhibit highlighted letters from various McFadden Lecture authors spanning the last 40 years.

Ms. Kennedy went on to comment on the branch's high level of volunteer involvement and its association with many civic organizations, such as the Irvington Development

Council, Irvington Historical Society and the Irvington Business Association. It was noted that the branch received the Historical Irvington Community Council's Founder's Award in 2017. Irvington is the second branch to have RFID (radio frequency identification) activated. The Irvington Civic Plaza, funded by the R. B. Annis Educational Foundation, will be developed later this Fall on the grounds of the branch and will serve as a focal point for community and Library activity.

#### **4. Public Comment and Communications**

##### **a. Public Comment**

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 23, 2018**

The minutes from the Regular Meeting held April 23, 2018 were distributed to the Board.

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

### **COMMITTEE REPORTS**

#### **6. Finance Committee (TBD, Chair; Lillian L. Charleston, Joanne M. Sanders)**

##### **a. Report of the Treasurer – April 2018**

Ije Dike-Young, Chief Financial Officer, discussed the information included in the Report of the Treasurer for April 2018. She shared that April revenues of \$2 million, including property tax receipts of \$1.5 million, were as expected, and the Library's expenditures for the year are on track with budgetary projections.

Ms. Payne made the motion, which was seconded by Mr. Andrews, that the April 2018 Report of the Treasurer be filed for audit.

Motion carried.

The Report is attached to, and made a part of, these minutes.

- b. **Resolution 16 – 2018** (Resolution of The Indianapolis Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the 2018 AHS/ILS and Multi-Facility Improvement Project and Expenses Related Thereto)

Ms. Dike-Young reminded everyone that the funds from the bonds will be used for the purchase and implementation of the new Integrated Library System, facility improvement projects, removal and replacement of window flashing at the Library Services Center, opening day collections for the Brightwood, Michigan Road and Eagle branches, and sorters for Central Library and the Southport, Michigan Road, West Perry and Lawrence branches. The estimated repayment term is three and one-half years.

After full discussion and careful consideration of Resolution 16 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Crenshaw, and the “yes” votes of Mr. Andrews, Ms. Crenshaw, Dr. Jett, Ms. Payne, 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** – PTO Policy Updates

Katherine Lerg, Human Resources Director, provided information to the Board.

Ms. Lerg explained that the newly amended Collective Bargaining Agreement with AFSCME Local 3395, the Library’s union, switches union eligible employees from the Annual Leave and Sick Leave policies to the current Paid Time Off policy adopted for all non-union eligible employees. As a result, the Annual Leave and Sick Leave policies are no longer applicable with all employees now being subject to the same PTO policy. The Board will be requested to approve all referenced modifications to the Library’s Policy Manual at the June meeting.

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

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

Mike Coghlan, Manager of Facilities Projects, discussed the progress report on the Michigan Road Branch. Erection of the structural steel has been completed. The roof is scheduled for completion on June 1, 2018, with substantial completion of the building by October 24, 2018.

- b. **Briefing Report** – Eagle Branch Construction Progress

Mr. Coghlan explained that the new Eagle Branch site has been cleared and

remediation action is underway to alleviate unsuitable soils on the site's east side. Completion of erection of structural steel is scheduled on July 18, 2018, with substantial projection completion scheduled for March 15, 2019.

- c. **Briefing Report** – June 2018 Action Item – Authorization to Prepare Bidding Documents and to Solicit Open, Competitive, and Public Bids for General Construction Services for the Brightwood Branch Project

Mr. Coghlan provided information on the request that will be presented to the Board in June to authorize the preparation of bidding documents and to solicit open and competitive bids for construction of the new Brightwood Branch. The building and site construction budget for this project is \$3.95 million.

- d. **Briefing Report** – June 2018 Action Item – Approval to Award Fixture, Furniture, and Equipment Services Contracts for the Michigan Road Branch Project

Mr. Coghlan noted that the Board will be asked to approve the awarding of fixture, furniture and equipment services contracts for the Michigan Road Branch project at the June meeting.

- e. **Briefing Report** – June 2018 Action Item – Approval to Award a Construction Services Contract for the Nora Branch Soffit and Fascia Panel Replacement Project

Mr. Coghlan advised that the Library will seek Board approval in June to award a construction services contract for the Nora Branch soffit and fascia panel replacement project.

## 9. **Library Foundation Update**

### **May 2018 Library Foundation Update**

Dr. Jett provided the Update for May 2018.

News:

On Tuesday, May 8, 2018, the Library Foundation's Board of Directors elected a new slate of officers:

- Chair: Diane Henderson Borgmann, Head of School, Sycamore School
- Vice Chair: Drew Soshnick, Partner, Faegre Baker Daniels, LLP
- Secretary: Jessica Barth, Counsel, Faegre Baker Daniels, LLP
- Treasurer: Jason Dudich, State Budget Director, State of Indiana
- Immediate Past Chair: Florrie Binford Cooper, Civic Volunteer

What do a self-publishing contest, conversation circles and sensory kits for kids have in common? Each has a chance of winning Imagine It 2018, the Library Foundation's annual crowd-funded pitch competition event. The three Library staff members behind each idea will present on June 7, 2018, to a live audience who will vote on the winning idea to be funded from ticket proceeds. More information and tickets are available at [www.indyplfoundation.org](http://www.indyplfoundation.org).

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

- Indiana Education Savings Authority
- Allen Whitehall Clowes Charitable Foundation, Inc.
- Lilly Endowment, Inc.
- OneAmerica
- Downtown Optimist Foundation
- The Kroger Co.
- RJE Business Interiors
- Eli Lilly and Company and Foundation, 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
- On the Road to Reading
- Herbert Simon Early Literacy Specialist
- Animal Programs
- Pop-Up Literacy Center (E38)
- Welcome Baby Bag (SOU)

#### Cultural Programs

- Bookin' in the Beats (CEN)
- Hometown Roots (CEN)
- Lunch and Learn
- Northeast Corridor Community of Readers: 5<sup>th</sup> Annual Author Fair & Author Spotlight Series (E38)
- Lilly Center for Black Literature & Culture (CEN)

#### Collections and Technology

- General Digitization
- Lilly City Digitization

#### Lifelong Learning

- The Job Centers

#### Capital Projects

- Aquarium Maintenance (E38)
- Aquarium (PIK)

## **10. Report Of The Chief Executive Officer**

### **a. Dashboards and Statistics**

#### **1) Monthly Performance Dashboard – April 2018**

John Helling, Public Services Director, began by explaining some of the discrepancies in the Door Count figures discussed at last month's meeting.

He noted that we have corrected the figures that were wildly inaccurate. We can confirm that several of the branches including College, East Washington, Franklin, Pike, Warren and West Indianapolis saw a 5% increase in their numbers from 2017 to 2018. Outreach also experienced increased usage.

Some other information contained in the report was as follows: Web branch visits are down 3%, electronic circulation is up 4%, physical circulation is down 7%, database searches are up 96%, program attendance is up 38%, total borrowers are down 19% and active borrowers are down 4%. It was reported that a return on investment study will further examine the value of Library services and offerings, and an upcoming public survey will ascertain the value of the Library in the minds of patrons.

**b. Progress Report on the Library's Strategic Plan**

Chris Cairo, Director, Strategic Planning and Assessment, reviewed her Report.

She explained that this month's Report was a comprehensive report card on the Library's progress toward fulfilling the Strategic Plan's goals. Overall, she gave the Library a grade of "A-." She credited an increased commitment of staff to write and evaluate service plans and to analyze neighborhood needs. Ms. Cairo also cited examples where branches have demonstrated a positive impact on their communities and accomplished goals in such areas as early literacy, lifelong learning and library access.

**c. April Media Report**

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

**d. Confirming Resolutions:**

**1) Resolution Regarding Finances, Personnel and Travel (17 – 2018)**

After full discussion and careful consideration of Resolution 17 – 2018, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Rev. Robinson, and the "yes" votes of Mr. Andrews, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

**e. Presentation on the IndyPL 2018 Summer Reading Program**

Melanie Wissel, Program Development Manager, and Kim Crowder, Communications Director, gave the presentation.

Ms. Wissel announced that this is the 99<sup>th</sup> year for the Library's Summer Reading Program ("SRP"). The title of the Program is "Everyday Superheros" and it runs from June 4, 2018 through July 28, 2018. Ms. Wissel mentioned that Library

Night at Victory Field is scheduled for July 25, 2018. Lastly, she reminded everyone that the SRP is funded entirely by the Indianapolis Public Library Foundation and we are anticipating 50,000 participants this year.

Ms. Crowder allowed meeting attendees to view two PSA videos which were produced for the SRP. One was a 30 second video and the other was a 15 second video. She advised that these PSAs will run on 12 stations.

Ms. Crowder then took the opportunity to discuss the casting for the videos. She pointed out the importance of diversity and noted that there are African American children, a child of Asian descent, and a child in a wheelchair in the videos. It was also mentioned that the videos captured the faces of the children.

Brochures on the upcoming SRP Workshops were distributed to the Board.

f. **Report on the Library Journal’s “Stronger Together – Building Literacy-Rich Communities” Conference Regarding School Collaboration**

Jackie Nytes, Chief Executive Officer, provided information and discussed the recent Library Journal Conference entitled “Stronger Together – Building Literacy-Rich Communities” that took place May 9-12, 2018 in Omaha, Nebraska. A contingent of Library representatives was joined by local school media specialists, Central Indiana Community Foundation President Brian Payne and Lawrence Township Schools Superintendent Dr. Shawn Smith for a presentation at the conference highlighting the Library’s Shared System collaborations that include school library card distributions and a shared eBook platform for schools to join.

Ms. Nytes also announced that there are future plans to move the Library’s Shared System management personnel from the Collection Management Area to the Public Services Area.

## **UNFINISHED BUSINESS**

11. None.

## **12. NEW BUSINESS**

Dr. Jett asked about information on the Diversity Fellowship Program. She also requested to see the results of the workplace satisfaction survey.

## **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, 2018** – *No items were suggested.*

**INFORMATION**

**14. Materials**

- a. **Joint Meeting of Library Board Committee Notes – May 8, 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 June 24, 2018.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, June 12, 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, June 25, 2018 at the Spades Park Branch Library, 1801 Nowland Avenue, 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 8:10 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

