

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
MAY 20, 2019**

The Indianapolis-Marion County Public Library Board met at the Lawrence Branch Library, 7898 North Hague Road, Indianapolis, Indiana on Monday, May 20, 2019 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 Dr. Jett, Ms. Payne acted as Secretary.

2. Roll Call

Members present: Mr. Andrews, Ms. Carlino, Ms. Payne, Judge Salinas and Ms. Sanders.

Members absent: Dr. Jett and Rev. Robinson.

With the approval of the entire Board, Ms. Sanders moved up Item 11 on the Agenda as follows:

UNFINISHED BUSINESS

11. Recognition of Former Board Member Dorothy R. Crenshaw

At this time, Ms. Sanders asked Dorothy R. Crenshaw to come forward and be recognized.

Ms. Sanders shared that Ms. Crenshaw was appointed to the Board of the Indianapolis Public Library in April 2010 by the Indianapolis Board of School Commissioners and served until February 2019. During her tenure, Ms. Crenshaw served in several capacities, including on the Board's External Affairs and Strategic Planning Committee and on the Diversity, Policy and Human Resources Committee. She also held positions as the Board's Vice President and as the President.

Ms. Sanders commented that she felt that Ms. Crenshaw had helped her find her path on this Board. Ms. Crenshaw was very open and always available when questions or issues arose and was always gracious with her time. Ms. Sanders also thanked Ms. Crenshaw for her commitment to the citizens of Marion County and to the Library Board.

Ms. Crenshaw was then presented with some tokens of appreciation from the Library for her service.

Ms. Crenshaw stated that it had been her honor and pleasure to serve on the Board.

A round of applause occurred at this time.

3. **Branch Manager's Report**

Gregory Hill, Manager, Lawrence Branch Library, reviewed his Report that had been distributed to the Board.

Circulation was 88,685 in the first quarter of 2019. Door Count increased by 2.3%. The branch processed 110,000 Holds in 2018, which was the most out of any branch in the system.

Mr. Hill mentioned that the community's racial distribution has remained consistent over the past several years. Branch staff is active in presenting story times at various early learning centers and day cares. The Homeschool Explorers program had 174 patrons through April and the adult dialogue series has proven quite popular. The branch continues to serve patrons with its Job Center and Microsoft computer classes.

He thanked the following partners who have been helpful to the branch: Lawrence Township Schools, Fort Benjamin Harrison YMCA, Faith Presbyterian Church and the Lawrence Township Trustee's Office.

Also, the branch is scheduled for renovation. A community engagement meeting will be held on June 19, 2019 to receive suggestions/comments from patrons on the proposed renovations.

4. **Public Comment and Communications**

a. **Public Comment**

Shelby Peak, IndyPL librarian and President of the Library's Staff Association, addressed the Board.

Ms. Peak requested that the Board "Save the Date" for the Staff Association's upcoming 4th of July celebration which will take place at Central Library. She announced that there would be food, games, dancing and of course, the best seat in the city, for the annual fireworks show. She encouraged everyone to attend.

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 22, 2019

The minutes were approved on the motion of Ms. Carlino, seconded by Judge Salinas, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Payne, Judge Salinas and Ms. Sanders.

COMMITTEE REPORTS

6. Finance Committee (Patricia A. Payne, Chair; John Andrews, Joanne Sanders)

a. Report of the Treasurer – April 2019

Ije Dike-Young, Chief Financial Officer, discussed the Report of the Treasurer that had been distributed to the Board. She advised that year-to-date revenues through April are \$3.9 million and expenditures of \$15 million are as expected. The Library’s cash reserves are covering most expenses until the bulk of property tax payments are received in June. The Library received property tax advances of \$1.3 million in April and \$6 million in May. Year-to-date interest earnings are already approximately \$41,000 with a total of \$46,000 budgeted for the year. The Library is seeking an average rate of return of 2.3% and will work to better manage the timing of these earnings.

Ms. Payne made the motion, which was seconded by Mr. Andrews, 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 11 – 2019 (Amendment of Charge Account Policy 121.17 and Authorization for Treasurer to Implement and Manage Credit Card Usage for Certain Library Purchases)

Ms. Dike-Young explained that the Committee was seeking the Board’s approval to amend Policy 121.7 relating to charge accounts and authorizing the Treasurer to implement and manage credit card usage for certain Library purchases. The Library will switch from JP Morgan Chase Bank to Regions Bank for credit card accounts issued in the names of the Communications Department, Purchasing and Collection Management. It plans to add a card for Human Resources to aid in conference registrations and is considering having a card in the Library’s name for one-time needs of other departments. The changes in policy will ensure compliance with the State Board of Accounts.

Judge Salinas asked why the Library would need a card that allows for cash advances. Can we just eliminate that?

Ms. Dike-Young replied that it is her understanding that the new cards would not allow for that but she will have to check.

He also inquired as to card limit.

Ms. Dike-Young advised that the limit total is \$50,000.

Lastly, Judge Salinas suggested that it should be outlined where staff can and cannot use the card.

After full discussion and careful consideration of Resolution 11 – 2019, the resolution was adopted on the motion of Judge Salinas, seconded by Ms. Payne, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Payne, Judge Salinas and Ms. Sanders.

Motion carried.

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

c. **Resolution 12 – 2019** (Approval of a Service Charge for the Use of the Electric Vehicle Charging Stations at the Eagle Branch Project)

Sharon Smith, Facilities Director, noted that Board approval is being sought to authorize a service charge for the use of two electric vehicle charging stations at the new Eagle Branch. The Library will use the vendor ChargePoint to control access and collect a service fee of \$1.25 per 30 minutes of use. The service charge to the Library from ChargePoint is \$280 per year per station.

After full discussion and careful consideration of Resolution 12 – 2019, the resolution was adopted on the motion of Judge Salinas, seconded by Ms. Payne, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Payne, Judge Salinas and Ms. Sanders.

Motion carried.

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

d. **Resolution 13 – 2019** (Approval to Purchase Storage Array Equipment and Maintenance Services (Presidio Networked Solutions Group, LLC))

Debra Champ, IT Director, mentioned that Board approval is being sought to purchase storage array equipment and a three-year maintenance agreement from Presidio Networked Solutions Group, LLC at a total cost of \$206,215. The Library will purchase two new storage arrays to replace those at the Library Services Center and Central Library which manage over 190 server environments.

Following an inquiry from Ms. Sanders regarding recycling the array, Ms. Champ advised that Presidio might be able to use the old array for parts.

After full discussion and careful consideration of Resolution 13 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Carlino, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Payne, Judge Salinas and Ms. Sanders.

Motion carried.

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

7. Diversity, Policy and Human Resources Committee (Rev. T. D. Robinson, Chair; Patricia A. Payne, Judge Jose D. Salinas)

Ms. Sanders announced that the Committee did not have a report this month.

8. Facilities Committee (Dr. Terri Jett, Chair; Rev. T. D. Robinson, Crista L. Carlino)

a. Briefing Report – Eagle Branch Construction Progress for April 2019

Ms. Smith discussed the construction progress on the Eagle Branch. She noted that work continues on installation of exterior metal panels and landscaping. Staff is completing the shelving of materials in anticipation of the June 1, 2019 grand opening. The Library is also working with the International Marketplace, who is loaning items, including artwork, to the Library for display at the branch.

b. Briefing Report – Brightwood Branch Construction Progress for April 2019

Ms. Smith mentioned that a horseshoe was discovered during some excavation work and she suggested that it be put up in the on-site construction trailer so we can have good luck on this project.

Major milestone work to be completed in May at the Brightwood Branch include installation of structural steel and completion of the stormwater drainage system. The contractor is monitoring the status of the steel and mechanical systems. Substantial completion is scheduled by November 15, 2019.

Judge Salinas asked if it is anticipated that more parking will be required at this building.

Ms. Smith responded that we are pretty tight on the amount of spaces we have on the site so no additional spaces are planned.

- c. **Resolution 14 – 2019** (Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Brightwood Branch Project)

The Committee requested Board approval to award purchase orders for fixtures, furniture and equipment for the new Brightwood Branch to three different vendors at a total cost of \$164,772.93. Those items include tables, seating, office furniture, exterior benches, waste bins, bike racks, storage shelving, interactive play equipment, book bins and book carts.

After full discussion and careful consideration of Resolution 14 – 2019, the resolution was adopted on the motion of Ms. Carlino, seconded by Ms. Payne, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Payne, Judge Salinas and Ms. Sanders.

Motion carried.

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

- d. **Briefing Report – Wayne Project Update**

Ms. Smith provided information on the Wayne Branch renovation project. Design plans are to be presented in June followed by solicitation of construction bids. During a series of community engagement meetings, the public expressed a desire for more natural light, study rooms, drive-up drop box, and small meeting rooms, among other suggestions. They also would like more bright and lively colors with a nod to the purple of MSD Wayne Township schools. Construction is scheduled to begin in December with completion scheduled in May 2020.

- e. **Resolution 15 – 2019** (Authorization to Prepare Bidding Documents and to Solicit Open, Competitive, and Public Bids for General Construction Services for the Michigan Road Branch Parking Lot Project)

Ms. Smith noted that the Facilities Committee was requesting Board approval to solicit bids for the construction of additional parking spaces at the Michigan Road Branch. The budget for this project is \$250,000. The project will increase available parking from 66 to 98 spaces. The project will be completed in September.

After full discussion and careful consideration of Resolution 15 – 2019, the resolution was adopted on the motion of Ms. Carlino, seconded by Ms. Payne, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Payne, Judge Salinas and Ms. Sanders.

Motion carried.

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

f. **Briefing Report** – West Perry Branch Project Update for April 2019

Ms. Smith shared that two community engagement meetings have been held in March and April to discuss the West Perry Branch Project. A third meeting will be held in July or August to present design plans for review. Construction on the \$9.4 million project is scheduled to begin in the Spring of 2020 with completion scheduled in May 2021.

g. **Briefing Report** – Future Agenda Items

- 1) Authorization to Prepare Bidding Documents and to Solicit Public, Open, and Competitive Bids for General Construction Services for the Wayne Branch Project

This item will be presented to the Board at the June meeting. Construction should begin in November or December of 2019. Project budget is \$1.5 million.

h. **Resolution 16 – 2019** (Authorization to Purchase Approximately Six (6) Acres of Property Located at 1960 West Southport Road for the West Perry Branch Project)

At this time, Resolution 16 – 2019 was distributed to the Board members at the meeting. Ms. Smith pointed out to the Board members that there is a library service gap in this area of Marion County and therefore a need exists for a new branch. The purchase price for the property is \$365,000. It is proposed that the building will be 25,000 square feet and will be built at a cost of approximately \$9.4 million.

After full discussion and careful consideration of Resolution 16 – 2019, the resolution was adopted on the motion of Judge Salinas, seconded by Ms. Payne, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Payne, Judge Salinas and Ms. Sanders.

Motion carried.

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

9. **Library Foundation Update**

May 2019 Library Foundation Update

Ms. Sanders provided the Update for May 2019.

The Foundation thanks our Library colleagues whose hard work made the Marion McFadden Memorial Lecture with Ta-Nehisi Coates such a success. The Foundation was proud to underwrite this powerful event. A grant from the Central Indiana

Community Foundation allowed the Library to purchase additional copies of Ta-Nehisi's books for the collection. Thanks to our Friends of the Library, students attending with their school groups received their own copies of "Between the World and Me."

We celebrated our 50th anniversary on May 3, 2019 at Cheers for 50 Years held at Central Library. In the program booklet, you can learn more about our program and activities. A portion of the evening's proceeds will support the Next 50 Fund, a new permanent endowment that will support children's initiatives of the Indianapolis Public Library. The Foundation continues to raise funds for the Next 50 Fund through the rest of 2019. We thank the staff of Central Library and Program Development for their help planning, coordinating and working the event. We also thank Joanne Sanders and Jackie Nytes for making it possible for staff to attend at a discount, and John Andrews for helping us to secure a sponsorship from Shiel Sexton.

The Library Foundation thanks 149 donors who made gifts last month. The following are our top corporate and foundation contributors:

Allen Whitehall Clowes Charitable Foundation, Inc.
 Blue & Co.
 Cardinal Publishers Group
 Central Indiana Community Foundation
 Denison Parking
 Downtown Optimist Foundation
 Eli Lilly and Company Foundation, Inc.
 Fifth Third Bank
 krM Architecture
 Lilly Endowment, Inc.
 MHS
 R.E. Dimond & Associates
 Regions Bank
 RJE Business Interiors
 Schmidt Associates
 Shiel Sexton
 Stifel Nicolaus & Company, Inc.
 The Summer Youth Program Food
 Woodley Farra Manion Portfolio Management, Inc.

This month, we are proud to provide funding for the following Library programs. All programs are system-wide unless otherwise noted.

Children's Programs

- Summer Reading Program
- Ready to Read – On the Road to Reading
- Ready to Read – Early Literacy Specialist
- Ready to Read – Early Childhood Professional Development Workshops
- Ready to Read – 1,000 Books by Kindergarten

Animal Programs
 Books in Barbershops (SPK, MIC, HVL)
 IYG Pop-Up Library
 Read to Me, Please (TCM)\
 Welcome Baby Bags (SOU)

Cultural Programs

Adult Summer Reading Program
 Center for Black Literature & Culture
 Music Monday (SPK)
 Summer on the Plaza (IRV)
 Lunch and Learn
 Libations with Librarians (COL)
 Program Food

Collections/IT

Coates Books for Collections – for McFadden Lecture
 General Digitization
 Teen Film Camp (CEN)
 The Public Collection

Lifelong Learning

Aging Well (CEN)
 Coding for the Curious (CEN)
 Job Centers
 Plant Based Cooking (CEN)
 Self-Publishing Contest (COL)
 Spanish Language Computer Classes

Capital Projects

Aquarium STEAM Storytime (E38)
 Aquarium (PIK)

10. Report Of The Chief Executive Officer

Ms. Nytes offered the following items:

a. Public Services Update and Statistics

- 1) **Public Services Update** – May 2019 – Ms. Nytes invited everyone to attend the grand opening of the new Eagle Branch on June 1, 2019 at 10:30 am.

Also, Ms. Nytes shared that earlier today IndyPL had distributed approximately 15,000 library cards to children in grades 1 – 12 at Perry Township schools. Of those receiving cards, over 10,000 went to new cardholders.

- 2) **2019 Summer Reading Program Presentation** – Kim Crowder, Communications Director, and Melanie Wissel, Program Development Manager, gave a presentation on this year’s Summer Reading Program. This is the 100th anniversary of the Program. The theme this year is “Keepin’ it 100!” Promotional videos that have been shown in schools and on local TV stations were also presented at the meeting. An invitation was then extended to everyone to attend Library Night at Victory Field on July 15, 2019 at 7:00 p.m.

b. **April Media Report**

Ms. Nytes noted that the Report highlighted coverage of IndyPL in traditional and social media, blogs and print.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (17 – 2019)**

After full discussion and careful consideration of Resolution 17 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Judge Salinas, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Payne, Judge Salinas and Ms. Sanders.

Motion carried.

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

NEW BUSINESS

12. Ms. Sanders announced that work has begun on organizing a mid-year Board Retreat. She should have more information soon.

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, 2019 – None

INFORMATION

14. **Materials**

There were no materials available for distribution.

15. Board Meeting Schedule for 2019 (Notice and Place of Meeting) and Upcoming Events/Information

- a. **Board Meetings for 2019** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through June 23, 2019.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, June 11, 2019, 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 24, 2019, at Central Library, Riley Room, 40 East St. Clair 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 Communications Office.

Patricia A. Payne, Acting Secretary to the Board

