

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
NOVEMBER 16, 2015**

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The Indianapolis-Marion County Public Library Board met at the Warren Branch Library, 9701 East 21<sup>st</sup> Street, Indianapolis, Indiana, on Monday, November 16, 2015 at 6:40 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

Ms. Crenshaw presided as Chairman. Secretary Charleston was present.

**2. Roll Call**

Members present: Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Members absent: Mr. Gutierrez.

**3. Branch Manager's Report**

Ruth Hans, Manager, Warren Branch, welcomed everyone.

She then mentioned that it had been an exciting day at the branch. This morning, they hosted a meeting of the Far Eastside Business Coalition which is concerned about crime on the east side of Indianapolis. Charles Ingram, one of Mayor Ballard's liaisons, had organized the meeting. Ms. Hans advised that there was a good crowd and Channel 8 provided coverage of the meeting.

Ms. Hans commented on the upcoming branch renovation. Plans are now posted at the branch for everyone's review and information.

She went on to note that the Board's dinner this evening was actually a Library success story. Years ago there was a patron who worked at a nearby restaurant and came to the branch to do research on restaurant management. A few years ago, he was able to open his own restaurant, Art's Skillet, and they provided tonight's dinner.

Ms. Charleston inquired about the status of the branch renovations.

Ms. Hans replied that documents are being prepared to go out to bid in the next month or so. Demolition should begin in February 2016.

**4. Public Comment and Communications**

- a. There were no petitions to come before the Board.

At this time, Ms. Crenshaw mentioned that she wished to acknowledge Charles Ingram who was in attendance at tonight's meeting and thanked him for holding the meeting today at Warren.

- 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, October 26, 2015**

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

**COMMITTEE REPORTS**

**6. Finance Committee (David W. Wantz, Chair; Vanessa Lopez Aguilera, Lillian L. Charleston)**

- a. **Report of the Treasurer – October 2015**

Carolyn Adams, Accounting Manager, discussed the Report.

She noted that for the month of October, actual expenditures, less investments and debt payments, were 13.5% less than projected. The majority of this reduction was in other services and charges.

Actual revenue was 4.9% less than projected. The Library received less in fines and fees than projected and our property tax advances came in under our original projection.

October 2015 expenditures, less investments and debt payments, were 13% less than October 2014. The majority of this decrease was due to the timing of the Library's health insurance payment – we paid October and November in October of 2014.

October 2015 receipts were 5% less than October 2014. This reduction is due to a one time sale of surplus property (vehicles) in October of 2014.

Year-to-date Fines and Fees revenue for 2015 is \$799,102 compared to \$835,831 for year-to-date 2014. The Library has reduced Fines and Fees and implemented the Earn and Learn Program resulting in less revenue.

Dr. Wantz made the motion, which was seconded by Ms. Charleston, 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 49 – 2015** (Authorization to Issue a Request for Proposals for Enterprise Financial Information Management System)

Ms. Adams noted that the Library’s current financial system was implemented in 2002 and is out of date. The goal would be to have the new system in place by the end of 2016.

After full discussion and careful consideration of Resolution 49 – 2015, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Blunt, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

- c. **Briefing Report – Fines, Fees and Charges**

Ms. Adams explained that there are three changes being made in the Fines, Fees and Charges for 2016. They are as follows: A reduced fee for barcode replacement from \$5.00 to \$2.00; a \$1.00 fee for tax services; and a \$40 fee for small meeting room use up to 25 people for up to four hours and \$80 for over four hours.

These changes are incorporated in the By-Laws that will be presented for approval at the upcoming Annual Meeting.

On another matter, Ms. Crenshaw acknowledged Becky Dixon, Library CFO, and her team for their receipt of a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA).

Ms. Crenshaw commented that the Board applauds and salutes them for keeping the Library financially safe and sound.

**7. Diversity, Policy and Human Resources Committee (Vanessa Lopez Aguilera, Chair; Camille D. Blunt, Patricia A. Payne)**

- a. **Resolution 50 – 2015** (Annual Salary Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees)

Katherine Lerg, HR Director, noted the various changes made to the document from the previous year.

After full discussion and careful consideration of Resolution 50 – 2015, the resolution was adopted on the motion of Ms. Aguilera, seconded by Ms. Payne, and

the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

b. **Resolution 51 – 2015** (Approval of Miscellaneous Policy Revisions)

Ms. Lerg commented that several policy revisions are being proposed such as the reorganization of Executive Committee positions and improving library card access for minors.

After full discussion and careful consideration of Resolution 51 – 2015, the resolution was adopted on the motion of Ms. Aguilera, seconded by Dr. Wantz, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

c. **Resolution 52 – 2015** (Approval of Staff Association Compensation Committee Agreement Extension)

Ms. Lerg advised that the proposed Agreement, if approved, would be extended until January 31, 2018.

After full discussion and careful consideration of Resolution 52 – 2015, the resolution was adopted on the motion of Ms. Aguilera, seconded by Ms. Blunt, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

8. **Facilities Committee (Lillian L. Charleston, Chair; Camille D. Blunt, Oscar A. Gutierrez)**

a. **Resolution 53 – 2015** (Approval to Award a Construction Services Contract for the Library Services Center Uninterrupted Power Supply System)

Sharon Smith, Facilities Director, stated that it is being recommended that the contract be awarded to Long Electric for a total cost of \$98,913.

After full discussion and careful consideration of Resolution 53 – 2015, the

resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Aguilera, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

- b. **Resolution 54 – 2015** (Approval to Award a Construction Services Contract for the East Thirty-Eighth Street Branch Carpet Replacement Project)

Ms. Smith noted that it is being recommended that the contract be awarded to E. F. Marburger for a total cost of \$69,745.

After full discussion and careful consideration of Resolution 54 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Blunt, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

- c. **Briefing Report for Action Items Scheduled for the December 2015 Facilities Committee Meeting:**

Ms. Smith briefly noted the following items that will come before the Board for approval in December. They were as follows:

- 1) **Authorization to Prepare Bidding Documents and Solicit Bids for the East Washington Street Branch Project.**
- 2) **Approval to Award a Construction Services Contract for the Southport Branch Renovation Project.**
- 3) **Approval to Award a Services Contract for AV Technologies and Support Services.**
- 4) **Approval to Award a Construction Services Contract for the College Avenue Branch Update Project.**
- 5) **Approval to Award a Construction Services Contract for the Franklin Road Branch Marketplace Project.**

Ms. Payne inquired about the responses the Library receives from various entities on the Public Notices it posts on bids.

Ms. Smith advised that she didn't have information on that but would look into it and get back with Ms. Payne.

**9. External Affairs and Strategic Planning Committee (Oscar A. Gutierrez, Chair; Camille D. Blunt, Patricia A. Payne)**

- a. **Resolution 55 – 2015** (Appointment to the Planning Committee Exploring Potential Merger with Beech Grove Public Library)

Due to her upcoming retirement, Laura Johnson, Public Services Director, advised that it was being recommended that Library staff member Sharon Bernhardt replace her on the Beech Grove Planning Committee.

Dr. Wantz commented that Ms. Johnson had provided a great deal of help to date on the potential merger and she would be missed on the Committee.

He also mentioned that Harold Day, a member of the Beech Grove Public Library Board, had recently passed away. His wife, Susie, a long time City-County Councillor had served with Jackie Nytes, the Library's Chief Executive Officer, when she was on the Council. Before his passing, Mr. Day voiced his agreement with the proposed merger and Dr. Wantz noted that he's sorry that Mr. Day won't be around to see the merger come to fruition.

After full discussion and careful consideration of Resolution 55 – 2015, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Charleston, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

**10. Library Foundation Update (David W. Wantz, Library Board Representative)**

It was noted that Ms. Blunt will become the Board Representative to the Library Foundation in February 2016.

**November 2015 Library Foundation Update**

Dr. Wantz 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:
  - Central Indiana Community – Indiana Authors Award
  - AAA Hoosier Motor Club; Central Indiana Community Foundation; Clark, Quinn, Moses, Scott & Grahn, LLC; Thermo King of Indiana, Inc. – Children's Fund
  - Indiana Humanities – Cultural/Community

- Gannett Foundation – Most Urgent Need
- Indianapolis Power & Light Company – Summer Reading Program
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

Children's

- Girls Technology Sleepover at the Curve
- Ready to Read Early Literacy Specialist
- Ready to Read – On The Road To Reading

Collections

- General Digitization

Capital/Branch Initiatives

- Little Free Libraries
- Pop-Up Libraries

## 11. Report Of The Chief Executive Officer

At this time, Ms. Nytes thanked the Board for their support of the Library's recent Staff In-Service Day. It was a significant investment to allow us to close all our public service agencies and spend the day together. There was an amazing amount of learning and sharing that day. Employee service award winners were also acknowledged.

### a. CEO Monthly Statistical Report – October 2015

Ms. Nytes commented that we are holding steady on most numbers. Circulation is up a little bit and that growth is coming in on our electronic and downloadable materials. Other than that, these numbers aren't particularly different from last month.

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

Chris Cairo, Director, Strategic Planning and Assessment, discussed the Report that had been distributed to the Board.

This month's Report focused on the Library's efforts to support job seekers and current workers through the Job Centers and other branch programs. These efforts are prescribed in the Plan's Goal 1 strategy to prepare residents for successful employment through useful resources.

Several Board members commented on the information provided by Ms. Cairo.

### c. October 2015 Media Report

Kim Crowder, Director, Communications, discussed the Report.

Ms. Crowder pointed out several items that were contained in the Report that had been in the media including: CEO's presentation in Hangzhou, China; Read, Snap, Share Program; Warren Branch Renovation Project; Indiana Authors Award; Digital Collections; and Gun Lock Distribution.

With regard to Facebook, we increased our Page Likes from 7,540 on October 1, 2015 to 7,620 on October 31, 2015. Also, for Twitter, there were 658 profile visits and 22,000 Tweet impressions.

d. **Presentation on IndyPL's African American History Committee's Fall Fest**

Library staff member, Rinata White, addressed the Board. She announced that the African American History Committee's Fall Fest will take place on November 21, 2015 from Noon to 4:00 p.m. at Central Library. The featured presenter will be world-renowned poet, educator and activist Nikki Giovanni. All are invited to this free event that will also include the winners of the Teen Slammin' Rhymes Poetry Challenge.

e. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (56 – 2015)**

After full discussion and careful consideration of Resolution 56 – 2015, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Blunt, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

**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:



**December, 2015** – There were no items suggested.

## **INFORMATION**

### **15. Materials**

*There were no materials distributed at the meeting.*

### **16. Board Meeting Schedule for 2015 and Upcoming Events/Information**

- a. **Board Meeting Schedule for 2015** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through December 13, 2015.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, December 1, 2015, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

### **17. Notice of Special Meetings**

None.

### **18. Notice of Next Regular Meeting**

Monday, December 14, 2015, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m.

### **19. Other Business**

None.

### **20. Adjournment**

The 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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Lillian L. Charleston, Secretary to the Board

