

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
NOVEMBER 28, 2016**

The Indianapolis-Marion County Public Library Board met at the Spades Park Branch Library, 1801 Nowland Avenue, Indianapolis, Indiana, on Monday, November 28, 2016 at 6:35 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, Sister Mary Luke Jones, Ms. Payne, Rev. Robinson and Dr. Wantz.

Members absent: Ms. Charleston, Dr. Fennema and Mr. Vorderstrasse.

3. Branch Manager's Report

Deb Ehret, Manager, Spades Park Branch, reviewed her report that had been distributed to the Board.

She discussed the Library's partnership with local development organizations, neighborhood groups and school councils to assist in the neighborhood's revitalization. Ms. Ehret noted that to help combat the area's relatively high unemployment, the Library offers job search and job training activities conducted by volunteers. The branch's 11 public computers are heavily used, and the Teen Tech Lounge has become a popular offering.

Ms. Ehret also introduced Ashley Miller, Mayor Hogsett's advocate, who was in the audience. She advised that Ms. Miller comes to the branch every Wednesday morning for office hours.

4. Public Comment and Communications

a. Public Comment

Michael Torres, Public Services Associate and President of AFSCME Local 3395, the Library's union, advised that their membership had overwhelmingly voted not to

amend the union's current contract with Library administration as it relates to the new Paid Time Off ("PTO") policy. He noted that he expects to see PTO readdressed when the union contract expires in August 2017.

Dr. Wantz asked about the number of eligible individuals who had voted "no."

Mr. Torres responded that of those voting, 75% voted "no."

- 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. **Executive Session, October 24, 2016**

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

b. **Regular Meeting, October 24, 2016**

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

COMMITTEE REPORTS

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

a. **Report of the Treasurer – October 2016**

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

Revenues – October revenue was down 6% from the Library's projected revenue for the month. This reduction was due to our property tax advancement.

Expenditures – Excluding the transfer to the Rainy Day Fund, October expenses were 12% less than projected.

October 2015 – The Library's revenue and expenses were within 1% of last year.

Fines/Fees – The Library's fines and fees are approximately 6% less than last year.

Ms. Gutierrez made the motion, which was seconded by Rev. Robinson, 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 50 – 2016** (Appropriation of Gift/Grant Proceeds and Transfer Between Accounts and Classifications)

Ms. Dixon reviewed the various appropriations of approximately \$45,000 in gifts and grants.

With regard to the transfers, Ms. Dixon commented those totaling \$154,545 in the Operating Fund are to cover costs for a new website design. Transfers in the Capital Project Fund and Bond Fund 43 totaling approximately \$220,000 will cover various costs associated with repairs and maintenance, building improvements, and legal, engineering and architectural services.

After full discussion and careful consideration of Resolution 50 – 2016, the resolution was adopted on the motion of Mr. Gutierrez, and the “yes” votes of Ms. Crenshaw, Mr. Gutierrez, Dr. Jett, Sister Mary Luke Jones, Ms. Payne, Rev. Robinson 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. Dixon described the proposed changes in the fee schedule which will include free parking for 30 minutes for patrons using the Central Library parking garage and the addition of the RFID tag fee under Barcode Replacement. These items will be included as part of the Annual Resolution and approval of these changes will be requested during the Annual Meeting which follows this meeting.

- 7. **Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Dr. William Fennema, Sister Mary Luke Jones, Patricia A. Payne, Rev. T. D. Robinson)**

Katherine Lerg, HR Director, described the recent temporary injunction implemented by a District Judge in Texas against the FLSA changes that were set to go into effective on December 1, 2016. She advised that the Library, based on all the work that has been done on this matter, has decided to go ahead with the FLSA changes that are set out in the Appointment List.

- a. **Resolution 51 – 2016** (Approval of Resolution 51 – 2016 Appointment List)

After full discussion and careful consideration of Resolution 51 – 2016, the resolution was adopted on the motion of Ms. Crenshaw, and the “yes” votes of Ms. Crenshaw, Mr. Gutierrez, Sister Mary Luke Jones, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

b. **Resolution 52 – 2016** (Approval of Additional Payments to Employees for Year End)

Ms. Lerg stated the Library is recommending a one-time, end-of-year distribution to Board and hourly employees currently in active status, excluding members of Executive Committee. There is a surplus of \$235,000 in the Personal Services portion of the Operating Fund that will be used for this purpose. The breakdown of amounts to be distributed is as follows: Full time employees - \$500; Part time employees - \$250; and Hourly employees - \$100.

After full discussion and careful consideration of Resolution 52 – 2016, the resolution was adopted on the motion of Ms. Crenshaw, and the “yes” votes of Ms. Crenshaw, Mr. Gutierrez, Dr. Jett, Sister Mary Luke Jones, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

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

Mr. Gutierrez advised that the Committee did not have a report this month.

9. Library Foundation Update

November 2016 Library Foundation Update

Dr. Jett provided the Foundation Update as follows:

The Library Foundation would like to congratulate the African-American History Committee on another successful Fall Fest event.

On Saturday, October 29, 2016, the Indy Author Fair took place at Central Library. Hundreds of authors and book-lovers participated in free, public programs including local author book sales and signings, writing and publishing workshops and a public panel discussion with the 2016 Eugene & Marilyn Glick Indiana Authors Award winners and finalists.

That evening, a sold-out crowd of 370 guests attended the Award Dinner. Karen Joy Fowler, Philip Gulley and April Pulley Sayre were recognized as the National, Regional and Genre Excellence Author winners, respectively, and Sarah Gerkenmeyer was announced as the Emerging Author winner.

In total, this year’s Indiana Authors Award raised more than \$80,000 for programs of the Library and Library Foundation. Additionally, \$2,500 public library grants were designated by each of the winners. Recipients are the Gary Public Library, Paoli Public

Library, St. Joseph County Public Library and the Putnam County Public Library. These grants will fund a variety of initiatives, including library card scholarships for residents living in an area with no library service and an expansion of the children's non-fiction collection.

A special thanks to David Wantz, who sponsored a table used by the English Department of the University of Indianapolis. We appreciate your continued support of the Indiana Authors Award and hope to see many of you next year. The Library Foundation would also like to thank all Library staff who attended, volunteered and worked the Indiana Authors Award this year.

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

- Purdue University Libraries and Press
- The National Bank of Indianapolis
- The Indianapolis Public Library
- Central Indiana Community Foundation
- The Sexton Companies
- Fulner Family Foundation, Inc.
- Lilly Endowment, Inc.
- Central Indiana Community Foundation
- Allen Whitehall Clowes Charitable Foundation, Inc.
- PNC Foundation
- Wallington Asset Management, LLC

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

Children's

- On the Road to Reading
- Early Literacy Specialist

Collections

- General Digitization

10. Report Of The Chief Executive Officer

At this time, Jackie Nytes, Chief Executive Officer, announced that Nichelle Hayes, currently a librarian at Central Library and a member of the African-American History Committee, has been named Specialist of the Center for African-American Literature and Culture at Central Library.

When asked to say a few words, Ms. Hayes stated that the Center will be the best of its kind in the nation with regards to collections and programming. The Center is scheduled to open in October 2017.

Ms. Payne congratulated Ms. Hayes on her new position. She noted that she couldn't be happier for Ms. Hayes.

a. **Dashboards and Statistics**

1) **Monthly Performance Dashboard – October 2016**

Ms. Nytes pointed out that, after identifying some issues with previous dashboards, these numbers are current and up to-to-date. Door count and visits to our libraries were up in October. Electronic products were also up.

2) **REVISED Monthly Performance Dashboards – June, July, August, September 2016**

Ms. Nytes explained that the Library is making available the electronic versions of the revised dashboards from June through September 2016.

b. **Progress Report on the Library’s Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report.

This month’s Report examined how the Library benchmarks its progress by comparing its service data with that from other libraries considered our peers. Judging how IndyPL stacks up in such measurements as the Library Journal’s Star Library ratings can have limitations due to a lack of standardization and inconsistencies in reporting of data among states and library systems. Nonetheless, IndyPL has consistently ranked among the top 15 urban libraries in the Library Journal index. Benchmarking will continue to be a useful tool for improving our institutional performance and accomplishing Strategic Plan goals.

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

Ms. Nytes called everyone’s attention to the information regarding the use of social media to drive citizen involvement in the planning for the Michigan Road Branch.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (53 – 2016)**

After full discussion and careful consideration of Resolution 53 – 2016, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Ms. Payne, and the “yes” votes of Ms. Crenshaw, Mr. Gutierrez, Dr. Jett, Sister Mary Luke Jones, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

e. **Presentation on Staff Exchange** – Mary Agnes Hylton, Manager, Eagle Branch, gave a presentation on her visit to the Cologne, Germany Public Library as IndyPL’s representative in the Sister City staff exchange. During her time there she focused on assessing how the Cologne Public Library serves its increasing immigrant and refugee populations and what can be applied to serving similar groups at IndyPL.

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:

December, 2016 – *No items were suggested.*

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – November 15, 2016** were distributed to the Board members for their general information.

15. **Board Meeting Schedule for 2017 and Upcoming Events/Information**

- a. **Board Meetings and Joint Board Committee Meetings for 2017.**
- b. **Library Programs/Free Upcoming Events updated through December 18, 2016.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, December 6, 2016, 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, December 19, 2016, at the Beech Grove Branch Library, 1102 Main Street, Beech Grove, Indiana, 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 7:55 p.m.

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

Patricia A. Payne, Acting Secretary to the Board

