

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
NOVEMBER 27, 2017**

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana on Monday, November 27, 2017 at 6:40 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, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Members absent: Ms. Charleston and Ms. Sanders.

3. Presentation on IndyPL Outreach Services

Sharon Bernhardt announced that she has been named the permanent Area Resource Manager for Outreach Services and Membership Access.

Ms. Bernhardt reviewed her report and commented that for year-to-date 2017, Outreach has made 79 daycare visits, 46 deliveries to after-school and community centers, and 66 public visits by the Frog and Road bookmobiles. Outreach continues to identify new locations for bookmobile stops. They also stock several of the Public Collection sites. She pointed out that Outreach led the Library system in 2017 Summer Reading Program registrations with a total of 9,001.

4. Public Comment and Communications

a. Public Comment

Local attorney, Kraig Kenworthy, addressed the Board.

He advised that he frequently uses Central Library for conducting research. He praised the Central staff for their high level of service but then he expressed his concern that several reference materials he uses at Central that contained legal statutes were out-of-date and needed updating. He also commented that some of the reference materials had been shelved incorrectly which required a Library staff

member to locate them for his use. Lastly, he shared information about an IT problem he was experiencing when using Central's copying services.

On behalf of the Board, Dr. Wantz advised that Library staff will be sending correspondence to Mr. Kenworthy which will address all his concerns mentioned this evening.

- 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 23, 2017**

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

b. **Regular Meeting, October 23, 2017**

The minutes were approved on the motion of Ms. Payne, seconded by Dr. Jett, and the "yes" votes of 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 – October 2017**

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

Revenue – The Library's property tax advance for October came in higher than projected and higher than 2016. The Library's charges for services are higher than projected due to an accounting change in the recording of this revenue. In the past we recorded the net revenue (total amount collected less the collection cost) and now we record the gross amount as the revenue and the cost as an expense.

Expenditures – The expenditures were 11% less than projected, but 13% more than last year. Our projection in personal services was on target but we spent less in supplies, charges for services and capital.

Rev. Robinson made the motion, which was seconded by Dr. Jett, 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. **Briefing Report – Fines, Fees and Charges for 2018**

Ms. Dixon explained that the Library will be eliminating the fee for failure to pick up a held item and will eliminate the fee for replacement of a Library card. She pointed out that with the number of holds no longer a significant issue for staff and with implementation of automated materials handling expected to create greater processing efficiencies, eliminating the hold fee will incentivize patrons to place more holds and generate more circulation. Eliminating the card replacement fee will make it easier for patrons to remain Library users.

c. **Briefing Report – 2018 Directors and Officers Liability and Employment Practices Liability**

Ms. Dixon reminded the Board that this insurance comes up for renewal in January 2018. Two carriers have submitted proposals for this insurance. One is our current provider, Continental Casualty Company and the other was Travelers. There were some differences between what the two companies were offering in coverage. A resolution will be presented at the December Board Meeting for the Board to approve the chosen company.

d. **Resolution 43 – 2017 (Transfers Between Accounts and Classifications)**

Details of the various transfers were discussed by Ms. Dixon. One item noted was a transfer totaling \$17,827 in the Library Improvement Reserve Fund which is to reallocate funds from Capital Outlay to other charges and services for legal services related to the contract for the new sorters, and to cover the printer and scanners for the new financial system.

After full discussion and careful consideration of Resolution 43 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

e. **Resolution 44 and 45 – 2017 (Authorization for the Chief Executive Officer to Negotiate Contract for Internet Services – LSC and Central)**

1) **Resolution 44 – 2017 (Authorization for the Chief Executive Officer to Negotiate Contract for Internet Services – LSC)**

Debra Champ, the Library’s IT Director, explained that Level 3/Century

Link will be retained for Internet services at LSC for a term of 36 months at a cost of \$1,582 per month.

After full discussion and careful consideration of Resolution 44 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

- 2) **Resolution 45 – 2017** (Authorization for the Chief Executive Officer to Negotiate Contract for Internet Services –Central)

Ms. Champ advised that AT&T will be contracted to provide Internet services at Central Library for a term of 36 months at a cost of \$1,875 per month.

She noted that it is anticipated that USF Erate funds will reimburse the Library for 90% of the cost of all referenced services.

After full discussion and careful consideration of Resolution 45 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

- f. **Resolution 46 – 2017** (Authorization for the Chief Executive Officer to Negotiate Contract for ISDN-PRI Services)

Ms. Champ mentioned that the Library seeks approval to contract with Level 3/CenturyLink for a 36 month term for ISDN-PRI voice trunk services at a cost of \$1,295 per month. USF Erate funds will reimburse the Library for 10% of the cost of these services for the first year.

After full discussion and careful consideration of Resolution 46 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

- g. **Resolution 47 – 2017** (Closure of the Library’s Capital Projects Fund)

Ms. Dixon explained that the Library is seeking the Board’s approval to close out its Capital Projects Fund (“CPF”). If the closure is approved, the remaining CPF balance of \$131,545 will be transferred into the Rainy Day Fund.

After full discussion and careful consideration of Resolution 47 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson 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)

- a. **Resolution 48 – 2017** (Annual Salary Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees)

Katherine Lerg, Human Resources Director, noted that this document approves the bi-weekly salaries for employees, etc. Among the changes in the salary schedule being presented to the Board are adjustments of pay grade minimums in three categories and the reclassification of six positions.

After full discussion and careful consideration of Resolution 48 – 2017, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Rev. Robinson, and the “yes” votes of Ms. Crenshaw, 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 49 – 2017** (Human Resources Policy Revisions)

Ms. Lerg advised that the purpose of these revisions is to correct the wording in Policy 236A.11 (Access to CAT Accounts) and Policy 272.3 (Retirement) following the last round of policy changes.

After full discussion and careful consideration of Resolution 49 – 2017, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Ms. Payne, and the “yes” votes of Ms. Crenshaw, Dr. Jett, 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; Rev. T. D. Robinson, Joanne M. Sanders)

- a. **Resolution 50 – 2017** (Authorization to Purchase Property Located at 3905 Moller Road for the Eagle Branch Project)

Sharon Smith, Facilities Director, stated that it is being recommended that the Board approve the purchase of the property located at 3905 Moller Road for the new 20,000 square foot Eagle Branch at a cost of \$425,000. The 3.7 acre site is currently owned by Meijer Stores Limited Partnership. The purchase will be funded by the Series 2017 Bond Fund.

Robert Scott, the Library's attorney, advised that additional language needed to be added to the resolution before the Board.

Dr. Wantz requested consent from the Board to allow a change to the resolution.

Following discussion and on the "yes" votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz, the following language will be added to the first sentence of the last paragraph of the resolution: "...the Option Agreement is hereby approved and ..."

After full discussion and careful consideration of Resolution 50 – 2017, the resolution, as revised, was adopted on the motion of Rev. Robinson, seconded by Ms. Crenshaw, and the "yes" votes of Ms. Crenshaw, 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 51 – 2017** (Authorization to Issue Bidding Documents for the Eagle Branch Project)

Ms. Smith requested Board approval for the Library to issue bidding documents for construction of the new Eagle Branch. Selection of a contractor and awarding of a construction contract is scheduled to occur at the January 22, 2018 Library Board Meeting. The preliminary project schedule targets a starting date of March 2018 with substantial completion in the first quarter of 2019. The budget for the project is approximately \$5.9 million.

After full discussion and careful consideration of Resolution 51 – 2017, the resolution was adopted on the motion of Rev. Robinson, and the "yes" votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

c. **Briefing Report for December Action Items** – Approval to Award an Architectural Design Services Contract for the Fort Benjamin Harrison Branch Project

Ms. Smith mentioned that this item will be presented for Board approval at the December Board Meeting. She noted that an evaluation committee is currently reviewing statements of qualifications from prospective vendors.

At this time, Ms. Payne requested that Ms. Smith provide an update on the Brightwood project.

Ms. Smith reported that signed purchase agreements with various property owners have been obtained and that the Library is closer than it has been on moving forward with the project. It is anticipated that the Library Board will consider approval of the purchase agreements at its December 18, 2017 meeting.

9. Library Foundation Update

November 2017 Library Foundation Update

Dr. Jett provided the Update for November 2017.

During the November 14, 2017 Library Foundation Board Meeting, three new directors were elected. They are:

Ms. Shiv O'Neill, Senior Counsel – Global Litigation, Cummins, Inc.
 Mr. Brad Holtz, Director of Programming – WTTS/Alt 99.5/WGCL
 Mr. Philip List, Attorney – Smith Amundsen LLC

On Saturday, October 14, 2017, Meet an Author, Be an Author took place at Central Library. Nearly 500 writers and book-lovers participated in the free, public programs including local author book sales and signings, writing and publishing workshops and a public panel discussion with the 2017 Eugene & Marilyn Glick Indiana Authors Award winners and finalists.

That evening, a sold-out crowd of 335 guests attended the Award Dinner. Kekla Magoon, Lori Rader-Day and John David Anderson were recognized as the National, Regional and Genre Excellence Author winners, respectively, and Francesca Zappia was announced as the Emerging Author winner.

In total, this year's Indiana Authors Award raised more than \$125,000 for programs for the Library and Library Foundation, including a \$50,000 gift of in-kind video expenses from our Publisher Sponsor, Borshoff. Additionally, \$2,500 public library grants were designated by each of the winners. Recipients are the Pontiac Branch of the Allen County Public Library, the Thorntown Public Library and the Lawrence and Franklin Road branches of IndyPL. These grants will fund a variety of initiatives, including author visits and the purchase of books by marginalized authors.

Many thanks to all Library Trustees who purchased tables or tickets or helped us secure table sponsorships from other donors. 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:

- Central Indiana Community Foundation
- Clark Quinn Moses Scott & Grahn, LLP
- College Savings Bank
- Fulner Family Foundation, Inc.
- Honda Manufacturing of Indiana
- Indiana Education Savings Authority
- Tonn and Blank Construction
- WISH/WNDY/WIHH-TV

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

Children's

- Ready to Read – On the Road to Reading
- Ready to Read – Early Literacy Specialist
- YA Author Visits

Cultural

- Fall Fest – Central Library
- Community Conversations – East 38th Street
- Center for Black Literature and Culture – Central Library

Collections and Technology

- Lilly Digitization
- General Digitization

Lifelong Learning

- Nonprofit Seminars – Central Library

Capital Projects

- Pike Aquarium

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – October 2017

Jackie Nytes, Chief Executive Officer, announced that we are seeing a continued increase in wireless usage. Also, active library cardholders are up 3%. Early in 2018, it is anticipated that nearly 9,200 students in Franklin Township and over 3,100 students in Beech Grove will be the next to receive library cards as part of IndyPL's continuing goal to provide cards to all Marion County students.

- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, reviewed her Report. The Report focused on the Library's development of community partnerships to further the Library's goal of helping individuals in their personal growth and learning. The Library has surveyed partners who cited the joint benefits of partnering with the Library to

reach more people and improve the quality of programs. Most partners indicated a desire to continue and increase their relationships with the Library.

Dr. Wantz commented that the services the Library provides are not just passive services. This data on partnerships shows just how deeply involved in the community we are at a time when we've been pressed by property tax caps and when you look at the outcomes that some of these community partners could not have without the Library being there. We are not just a catalyst for change but we are an element of that change.

Ms. Payne asked about other partnerships the Library has that touch the lives of students or families within the Indianapolis Public Schools ("IPS").

Ms. Nytes responded that last month Ms. Cairo's report showed all of the different schools that had activities in either branch partnerships or branch programming of some sort. In last month's report there was a table showing a number of IPS schools. There were approximately eight underperforming IPS schools listed.

Dr. Jett inquired about some information contained in the report that stated that the Library did not have enough staff that were diverse enough in their own skills or talents to succeed at this complex task alone. She wanted to know if Ms. Cairo had any ideas about how we can address this lack of skills or talents in terms of this notion of not being diverse enough within our own organization that can even enhance our own organization in relationship to the community partnerships.

Ms. Cairo replied that in using the word "diverse" – the Library partners with such entities as the Indianapolis Ballet, the Indianapolis Opera and Paws to Think. So, she was using the "diverse" word as it points to the skill set of our staff that could never be as specifically rich as those types of entities. Plus, we wouldn't have the opportunity to partner and learn and to have our partners learn from us. She didn't mean to imply that there was a deficiency on the part of our staff.

c. **October Media Report**

Ms. Nytes noted that the October Media Report contained information concerning the major media activity utilized to highlight Library programs and services.

At this time, Kimberly Crowder, Communications Director, made a presentation on the development of the Library's new website. The presentation provided a very preliminary look at style and layout options. Progress continues on a redesign to make the site more appealing and navigable for patrons to quickly find what they want. Communications staff is working with other staff representatives to make sure important content is included. It is anticipated that the new website should be operational in early to mid-2018.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (52 – 2017)**

Ms. Nytes advised that some errors have been identified in the Reclassifications section of this resolution. She requested that the Board approve the resolution with the exception of that section. A corrected

version of the Reclassifications section will be brought to the December Board Meeting for final approval.

After full discussion and careful consideration of Resolution 52 – 2017, the resolution, with the exception of the Reclassifications section, was adopted on the motion of Dr. Jett, seconded by Rev. Robinson, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

UNFINISHED BUSINESS

11. Dr. Jett asked if information was available yet on the issue of compression of salaries.

Ms. Nytes replied that Library administration was waiting on their next meeting with the Union to further discuss this issue.

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, 2017 – None.

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – November 14, 2017** were distributed to the Board members for their general information.

15. **Board Meeting Schedule for 2018 (Notice and Place of Meeting) and Upcoming Events/Information**

- a. **Board Meetings and Joint Board Committee Meetings for 2018**

- b. **Library Programs/Free Upcoming Events updated through December 17, 2017**
- c. **Joint Meeting of Library Board Committees** – Tuesday, December 5, 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, December 18, 2017, at Central Library, 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 8:10 p.m.

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

Patricia A. Payne, Acting Secretary to the Board

