

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
OCTOBER 26, 2015**

The Indianapolis-Marion County Public Library Board met at the Brightwood Branch Library, 2435 North Sherman Drive, Indianapolis, Indiana, on Monday, October 26, 2015 at 6:30 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. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Members absent: Ms. Aguilera.

3. Branch Manager's Report

Rhonda Oliver, Manager, Brightwood Branch, welcomed everyone.

Ms. Oliver then introduced her staff, namely, Naomi Allensworth, Circulation Supervisor; Jason Walters, Youth Services Public Associate; Joseph Bittle, Computer Clerk and Library Assistant; and Angela Clark, Library Assistant.

She mentioned the success of this year's Summer Reading Program. Every year the branch strives to increase its registrations by at least 100. This year the branch had a 37.4% increase in registrations.

Ms. Oliver went on to discuss the upcoming computer classes. Public access to computers and technology is very limited in the Martindale-Brightwood area. To address this situation, the branch will offer two classes: Introduction to Computer Basics and Internet and Email Basics.

This week the branch will hold its Family Fright Festival. Featured will be such items as Halloween bingo, mask making, crafts, not-so-spooky stories, and bobbing for donut holes.

Also, a Harvest Festival will be held on October 31st from 8 a.m. to 4:00 p.m. at 37 Place. The late Bill Crawford will be honored during the Festival.

Lastly, Ms. Oliver thanked the community for coming out this evening to the meeting in support of the Library.

4. **Public Comment and Communications**

At this time, Dr. Wantz recognized Councillor William Duke Oliver who was in attendance at the meeting.

- a. There were several petitions to come before the Board.

Relative to the planned construction of a new branch to replace the current storefront Brightwood Branch, a number of citizens spoke about the importance of the Library to the neighborhood and the need for a stand-alone facility to remain in the same general area.

Two citizens, Sheena Schmidt, a local business owner, and Hattie Taylor, a church representative, expressed concern about a new library displacing their properties. The other community representatives who spoke in support of the Library's move to a new location with more amenities included Dr. Lora Vann, Amy Harwell, Faye Noel, Patricia Ladd and Josephine Rogers Smith.

Lastly, Councillor Oliver, who represents the 10th District, noted that the City-County Council had approved the funds for the new Brightwood Branch and that he was disappointed by some of the comments he heard this evening and that the project is not further along. What are the roadblocks? What are the snags? It is his hope that all issues can be resolved so the community can move forward.

Following the presentations, Ms. Crenshaw and Ms. Charleston explained that no final decisions have been made regarding the location for the new branch and that all options continue to be explored.

- 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, September 28, 2015**

The minutes were approved on the motion of Ms. Charleston, seconded by Ms. Payne, and the "yes" votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, 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 – September 2015

Becky Dixon, Chief Financial Officer, discussed the Report.

She noted that for the month of September, actual expenditures, less investments and debt payments, were 2.4% less than projected. The majority of this reduction was in capital outlay – collection materials.

Actual revenue was 9.2% less than projected. The Library received less in E-rate funds than originally projected.

August 2015 expenditures, less investments and debt payments, were 15% less than August 2014. The majority of this increase was in other charges and services – repairs and maintenance and collection materials contractual.

August 2015 receipts were 16% less than August 2014. This reduction is due to a one time transfer of funds in 2014. If you eliminate the transfer, 2015 receipts are only 4.23% less than 2014 – received less in E-rate funds

Year-to-date Fines and Fees revenue for 2015 is \$725,485 compared to \$754,083 for year-to-date 2014. The Library has reduced Fines and Fees and implemented the Earn and Learn Program resulting in less revenue.

With regard to expenditures year-to-date, Ms. Dixon mentioned that the Library has yet to exceed 72% of this year's allotted Budget in all major categories which indicates that the Library should avoid a deficit situation for the remainder of the year.

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.

At this time, President Crenshaw adjourned the Regular Meeting.

b. President Crenshaw will Convene a Public Hearing

Ms. Crenshaw announced that this Public Hearing was being held to consider the Library's Additional Appropriation of E-Rate Funds to Purchase Equipment for Network Upgrade.

- 1) **To consider the Library's Additional Appropriation of E-rate Funds to Purchase Equipment for Network Upgrade as advertised on October 14, 2015 in the *Indianapolis Star* and the *Court and Commercial***

Ms. Dixon described the history of E-rate funds and explained that it is a program for eligible schools and libraries to have affordable access to the Internet. It is the government's largest educational technology project.

The Library plans to use the appropriated amount of \$350,451 to install such items as a new wireless controller, new wireless access points, new network switches, and an Internet router.

Once approved by the Board, it will move forward to the City-County Council for approval as well.

This represents no new tax money. It is a federal grant to us.

2) Invite Public Comment from the Audience

The Chairman inquired if there were any taxpayers who wished to be heard on the Library's Additional Appropriation of E-Rate Funds to Purchase Equipment for Network Upgrade.

At this time, there were no comments from the audience.

President Crenshaw Will Consider a Motion to Close the Public Hearing

Ms. Blunt made a motion to close the Public Hearing. Ms. Payne seconded the motion.

Motion carried.

The Public Hearing was closed at this time.

President Crenshaw reconvened the Regular Meeting.

c. Resolution 45 – 2015 (Additional Appropriation of E-Rate Funds to Purchase Equipment for Network Upgrade)

After full discussion and careful consideration of Resolution 45 – 2015, the resolution was adopted on the motion of Dr. Wantz, and the "yes" votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

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

Ms. Blunt advised that the Committee did not have anything to report.

Laura Johnson, Public Services Director, advised that the Committee will bring various policy revisions before the Board in November for approval.

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

- a. **Resolution 46 – 2015** (Authorization to Prepare Bidding Documents and Solicit Bids for the Warren Branch Project)

Sharon Smith, Facilities Director, noted that it is recommended that the Board approve the proposed resolution. If approved, the selection of a contractor and awarding of a construction contract is scheduled to occur at the Library Board Meeting in January 2016. A start date for the Project would be February 2016.

After full discussion and careful consideration of Resolution 46 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Mr. Gutierrez, and the “yes” votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

- b. **Resolution 47 – 2015** (Approval to Award a Construction Services Contract for the Library Services Center Administration Area Renovation Project)

Ms. Smith advised that it is recommended that the Board approve the resolution to award a construction services contract for the Library Services Center Administration Area Renovation Project to Stenz Construction Corporation for a total cost of \$68,000.

After full discussion and careful consideration of Resolution 47 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Mr. Gutierrez, and the “yes” votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

- d. **Briefing Report for Action Item Scheduled for the November 2015 Facilities Committee** – Approval to Award a Construction Contract for the Library Services Center Uninterruptable Power Supply System

Ms. Smith mentioned that quotes from qualified vendors to replace the referenced power supply are due on October 29, 2015 and will be evaluated prior to presentation to the Facilities Committee in November. The project is estimated to cost between \$50,000 and \$150,000.

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

a. Map of New Council Districts

The map was distributed to the Board for their general information.

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

October 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:
 - Barnes & Thornburg, LLP, Pacers Foundation, Inc., Purdue University College of Liberal Arts and The Sexton Companies – Indiana Authors Award
 - BMO Harris Bank – Cultural/Community
 - Umbaugh – Most Urgent Need
 - Carrier Corporation and Providence Outdoor – Summer Reading Program
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

Children's

- Read to Me, Please at InfoZone
- TechZone Experience at InfoZone
- Teen Read Week

Cultural & Community

- Pocket Parks Story Walks

Collections

- Lawrence Township Library Card Project
- Online Ads for Digital Content
- General Digitization

Capital/Branch Initiatives

- At Your Library
- Little Free Libraries
- Pop-Up Libraries

Other News:

On Saturday, October 10, 2015, 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 2015 Eugene and Marilyn Glick Indiana Authors Award winners and finalists. Many patrons gathered that morning for special celebration of Lifetime Achievement Honoree Mari Evans.

That evening, a sold-out crowd of 360 guests attended the Award Dinner, Marianne Boruch and Adrian Matejka were recognized as the National Author and Regional Author winners, respectively, and Clifford Garstang was announced as the Emerging Author winner.

In total, this year's Indiana Author Award raised more than \$70,000 for programs of the Library and Library Foundation. Additionally, \$2,500 public library grants were designated by each of the winners. Recipients include the West Lafayette Public Library, Tippecanoe County Library, the College Avenue Branch Library and the Pike Branch Library.

Many thanks to all of the Trustees who bought tickets and sponsored tables. We appreciate your continued support of the Indiana Authors Award and hope to see 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.

11. Report Of The Chief Executive Officer**a. CEO Monthly Statistical Report – September 2015**

Ms. Johnson commented that she was bringing greetings from Jackie Nytes, the Chief Executive Officer, who is currently in China. While there, Ms. Nytes launched the Library's Read, Snap, Share program with our Sister City, Hangzhou. It is a reading program designed for residents of both cities to read books and take and upload pictures of locations.

With regard to the Report, it was noted there is a 2.4% increase in Circulation and a 25% increase in the New Borrowers. Computer Use is still declining a bit. Requests Placed shows a 1.5% increase.

b. CEO Quarterly Statistical Report – 3rd Quarter 2015

The Report was distributed to the Board for their general information.

c. 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. The Report focused on the Library's efforts to meet the strategy of developing a community of readers. She noted that the Library's various reading initiatives, specialized online collections for young people, and programs to engage adult readers are intended to help residents of all ages experience the joy of reading.

Dr. Wantz thanked Ms. Cairo for the Report and commented that she is doing a great job.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (48 – 2015)**

Ms. Johnson mentioned several individuals who were retiring from the Library and their years of service. The Library appreciates their dedication over the years.

After full discussion and careful consideration of Resolution 48 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Dr. Wantz, and the “yes” votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

e. **September 2015 Media Report**

Kimberly Crowder, Communications Director, distributed the Report to the Board.

She stated that the Report is a snapshot of some of the media the Library was able to garner in September. Some social media info will also be added as we move forward. With regard to the print information mentioned in the Report, the Media Clippings book is available this evening for viewing.

It is planned that a Report on recent print and electronic media activity will be presented at each Board Meeting.

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:

November, 2015 – There were no items suggested.

INFORMATION

15. Materials

- a. **Joint Meeting of Library Board Committee Notes – October 13, 2015** were distributed to the Board members for their general information.
- b. **Special Meeting of Facilities Committee Notes – October 15, 2015** were distributed to the Board members for their general information.

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 October 25, 2015 and October PSAs.**
- c. **Joint Meeting of Library Board Committees** – November 10, 2015, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m. Ms. Crenshaw reminded everyone that this is a change from the date originally advertised.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Monday, November 16, 2015, at the Warren Branch Library, 9701 East 21st 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 8:35 p.m.

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

Lillian L. Charleston, Secretary to the Board

