

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
OCTOBER 24, 2016**

The Indianapolis-Marion County Public Library Board met at the Pike Branch Library, 6525 Zionsville Road, Indianapolis, Indiana, on Monday, October 24, 2016 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Dr. Wantz presided as Chairman. Ms. Charleston acted as Secretary.

2. Roll Call

Members present: Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Members absent: Sister Mary Luke Jones.

3. Branch Manager's Report

Tia Jah Wynne Ayres, Manager, Pike Branch, welcomed everyone to the branch. She noted that in May, the branch celebrated 30 years of service in this location and an 80's themed party was held to mark the occasion. The branch offers 25 computers for public use, two quiet study rooms and biweekly visits from dogs who loved to be read to by children. Also, the Job Center holds sessions three times per week at the branch where individuals are assisted with creating resumes and applying for jobs. The branch also hosts high school equivalency classes Mondays, Wednesdays and Fridays. Ms. Ayres advised that there were 11 students who participated and were part of the 2015-2016 graduating class.

Dr. Wantz asked Ms. Ayres what makes the branch distinct from the other branches in the system.

She replied that they provide service for a large population of Pike students that come into the branch after school. She shared that parents rely on them for a place where their children wait to be picked up, for a place where children can study and a place where children can "just hang out." Parents also expect that the branch will have quality programs for children.

Dr. Jett mentioned that her daughter had graduated from Pike High School and she was one of those parents that had relied on the branch. Dr. Jett also noted that she had enjoyed attending the branch's 30th anniversary celebration.

4. Public Comment and Communications

a. **Public Comment**

At this time, patron Lesley Carter Christian addressed the Board. She relayed how much she enjoys using the Library and that she has a great relationship with the friendly and helpful Pike Branch staff.

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 26, 2016**

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

COMMITTEE REPORTS

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

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

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

Revenues – As of September 30th the Library has collected 60% of the original projected revenue for 2016.

Expenditures – As of September 30th, the Library has spent 67% of the adjusted budget for 2016.

September 2015 – The Library had collected 57% of the original projected revenue and spent 70% of the adjusted budget for 2015.

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

Mr. Gutierrez made the motion, which was seconded by Ms. Payne, 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 45 – 2016** (Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Tyler Technologies, Inc. for Software Licenses and Services)

Ms. Dixon advised that it is recommended that the Board approve the contract with Tyler Technologies, Inc. The one-time cost for licensing, implementation and data conversion is projected at \$443,533. In addition there are related travel expenses of \$58,910 for the Tyler team. There will also be an annual maintenance and support fee of \$52,465.

After full discussion and careful consideration of Resolution 45 – 2016, the resolution was adopted on the motion of Mr. Gutierrez, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse 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; Dr. William Fennema, Sister Mary Luke Jones, Patricia A. Payne, Rev. T. D. Robinson)

- a. **Resolution 46 – 2016** (Approval of Resolution 46 – 2016 Adopting a Schedule of Pay Grades, Staff Positions, and Benefits for Library Employees)

After full discussion and careful consideration of Resolution 46 – 2016, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Mr. Gutierrez, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

- b. **Resolution 47 – 2016** (Approval of Resolution 47 – 2016 Policy Revisions Under the Human Resources Section; and Policy Revisions for Non-Resident Students and Educators – Free Cards under the Services, Programs, Exhibits and Promotion Section)

Katherine Lerg, HR Director, described the proposed policy revisions which included such items such as free library cards for certain groups, conversion to PTO for various Library staff, changes to the attendance policy, etc.

After full discussion and careful consideration of Resolution 47 – 2016, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Dr. Fennema, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

c. **2016 Staff Service Awards**

Ms. Lerg noted that the Library held their 2016 Staff Service Day on October 10, 2016. She mentioned that the day was set up as a mini-conference with lots of learning opportunities for staff. The list provided to the Board set out awards given to staff for years of service.

Dr. Wantz asked Carol Schlake, Area Resource Manager, who was in the audience, about the biggest change she'd witnessed in her 40 years with the Library.

Ms. Schlake responded that it was the introduction of computers and the Internet.

d. **Resolution 48 – 2016** (Minimum Level Internal Control Standards, Finance Policy 121.33; Reporting and Materiality Threshold, Finance Policy 121.34; Reporting Obligation of Library Officials, Finance Policy 121.35: and Confidential Reporting of Illegal or Dishonest Acts, Finance Policy 121.36)

Ms. Dixon pointed out that one item included in the resolution is the internal control standards as defined by the State Board of Accounts. All Library Board members and staff are required to complete the training on these standards

After full discussion and careful consideration of Resolution 48 – 2016, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse 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)

Ms. Charleston advised that the Committee did not have report this month but they are still busy.

Dr. Wantz mentioned that the renovated Southport Branch held their re-opening celebration last Saturday. Mr. Vorderstrasse noted that he had attended with some of his children and everyone had a good time.

Ms. Charleston commented that the branch is now bright, airy and welcoming.

Dr. Fennema mentioned the article highlighting each of southside libraries which was in the recent issue of *Southside Times*.

Dr. Wantz recognized Jon Barnes, Communications Specialist, for his role in working

with the *Times* on the article.

Ms. Charleston expressed her appreciation to the Library's Facilities group for the marvelous job they're doing in shepherding the building projects.

9. **Library Foundation Update**

October 2016 Library Foundation Update

Dr. Jett provided the Foundation Update as follows:

The Library Staff Campaign starts on October 24 and runs through November 18, 2016. The Library Foundation wants to thank the members of the Staff Campaign Committee for their work so far and their continued support as the campaign begins,

2016 Staff Campaign Committee members:

Abby Brown
 Emilie Lynn
 Glenn Halberstadt
 Jackie Kelly
 Joan Emmert
 Joseph Fox
 Juli Swisher
 Karen Perry
 Kimberly Andersen
 LaShonda El
 Mike Coghlan

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

- Nora-Northside Community Council, Inc.
- College Savings Bank
- Fifth Third Bank, Indiana
- Denison Parking, Inc.
- Carrier Corporation
- Haddad Corporation
- Schmidt Associates
- IUPUI University Library
-

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

Children's

- Read to Me, Please at InfoZone

Cultural

- Classical Holiday Concerts at Central

10. Report Of The Chief Executive Officer

Jackie Nytes, Chief Executive Officer, reminded everyone that this Saturday is the Library Foundation's Indiana Authors Award dinner. Also, during the day, there will be programming featuring workshops, etc. for writers.

a. Dashboards and Statistics

1) Monthly Performance Dashboard – September 2016

Ms. Nytes pointed out that even though there were fewer programs during the month of September, attendance at programs was up 13%. We continue to see very soft numbers on Circulation but we have three branch libraries that had several days in September when they were closed. These numbers should look different when these branches return to full service.

b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, reviewed her Report. The Report focused on meeting the strategy of establishing rigorous institutional performance assessment practices. In 2016, Library staff attended three intense workshops on the art of reporting such performance. They have learned about designing outcome-based evaluation of programs, peer library best practices, and the use of storytelling to relate the Library's experiences to donors and stakeholders.

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

Kimberly Crowder, Communications Director, announced that the first pilot of digital signage has been installed at the Southport Branch.

There is an upcoming retirement in Ms. Crowder's area and she mentioned that the open position will be recast to better meet the needs of the department. The new position will be for a Digital Marketing Specialist.

d. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (49 – 2016)

After full discussion and careful consideration of Resolution 49 – 2016, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Jett, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

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:

November, 2016 – *No items were suggested.*

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – October 11, 2016** were distributed to the Board members for their general information.

15. **Board Meeting Schedule for 2016 and Upcoming Events/Information**

- a. **Board Meeting Schedule for 2016** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through November 27, 2016.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, November 15, 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, November 28, 2016, at the Spades Park Branch Library, 1801 Nowland Avenue, 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 7:25 p.m.

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

Lillian L. Charleston, Secretary to the Board

