

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
OCTOBER 23, 2017**

The Indianapolis-Marion County Public Library Board met at the Warren Branch Library, 9701 East 21st Street, Indianapolis, Indiana on Monday, October 23, 2017 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. Jett, Ms. Payne, Ms. Sanders and Dr. Wantz.

Members absent: Rev. Robinson.

3. Branch Manager's Report

Ruth Hans, Warren Branch Manager, discussed her Report. She mentioned that it has been a pleasure watching the positive reactions of patrons coming into their newly renovated branch. She noted that one very surprised individual was someone who had not been in the branch in over 40 years. Since the renovation, the branch is experiencing increased usage and a new attitude in the community, which now views the branch as a destination.

Ms. Hans then took the opportunity to introduce two of her staff members, namely Julie Fore, Library Assistant II, and Tiffani Carter, Public Services Librarian, who were in the room.

Ms. Payne asked Ms. Hans if Warren has dealt with the same issues that the Pike Branch is experiencing with disruptive teens in the branch following dismissal from the nearby school.

Ms. Hans responded that Warren normally sees 70-80 teens in the building after school. To address their situation, she is working with the Library's new security company and has also scheduled a meeting with the Warren Township Schools Superintendent to discuss the matter.

4. Public Comment and Communications

a. **Public Comment**

There were no petitions to come before the Board.

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 25, 2017**

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

COMMITTEE REPORTS

6. Finance Committee (Dr. Terri Jett, Chair; Lillian L. Charleston, Joanne M. Sanders)

a. **Report of the Treasurer – September 2017**

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

Revenue – As of September 30th, the Library has collected 59% of the original projected revenue for 2017. Last year the Library had collected 60% of the original projected revenue for 2016.

Expenditures – As of September 30th, the Library has spent 65% of the adjusted budget for 2017. Last year the Library had spent 67% of the adjusted budget for 2016.

Ms. Dixon summarized by noting that the Library was well within the target of no more than 75% spent in each budget category by the end of September.

Ms. Sanders 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. **Resolution 39 – 2017** (Resolution of the Indiana-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the Eagle Branch Facility Improvement Project and Expenses Related Thereto)

Ms. Dixon requested approval from the Board for the issuance of bonds not to exceed \$7.6 million to pay for the new Eagle Branch facility. She advised that the Library hopes to obtain a lower interest rate based on its improved bond rating announced earlier this year.

After full discussion and careful consideration of Resolution 39 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Ms. Sanders 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 40 – 2017** (Library Policy Revisions and New Policy Additions)

Ms. Crenshaw advised that the resolution being presented for approval includes various policy changes and additions to the Policy Manual. These include a new Leave Donation policy, revision of the Catastrophic Account (“CAT”) policy section of the Paid Time Off (“PTO”) policy, revision of the Capital Assets policy, a new Responsible Bidding policy, and other minor revisions to the Human Resources section of the Policy Manual for purposes of consistency and clarification of existing practices. It was noted that the Human Resources office will communicate specifics of these changes and additions to Library staff.

After full discussion and careful consideration of Resolution 40 – 2017, the resolution was adopted on the motion of Ms. Crenshaw, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Ms. Sanders 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. **Briefing Report** – Michigan Road Branch Library Groundbreaking Event

Sharon Smith, Facilities Director, reminded everyone that the Michigan Road Branch Library Groundbreaking event will take place at 6201 North Michigan Road on Friday, November 3, 2017 at 9:00 a.m. The entire community is invited to attend.

b. **Presentation on the Use of Harvested Lumber from the Michigan Road Branch Project Site**

At this time, Kevin Montgomery from krM Architecture and Brian Presnell of Indy Urban Hardwood provided a presentation and explanation about the sustainability initiative which will be utilized at the Michigan Road Branch Project Site. Indy Urban Hardwood will use the wood harvested from the site that includes 19 trees, equaling 1,760 board feet, that will be used for such things as the branch's exterior canopy, children's area tunnel, as well as some seating and paneling.

Ms. Charleston and other Board members expressed their excitement at the prospect of the Library using these resources in this manner.

c. **Briefing Report** – Action Item Scheduled for the November 2017 Meeting – Authorize Issuing of the Eagle Branch Project Bidding Documents

It was noted that in November, the Library will seek authorization to issue construction bidding documents for the new Eagle Branch project. An outreach meeting for subcontractors and materials suppliers will be held on November 30, 2017 at the International Marketplace Coalition to provide information on this upcoming project.

9. **Library Foundation Update**

October 2017 Library Foundation Update

Dr. Jett provided the Update for October 2017.

Congratulations to all Library trustees and staff members who attended or participated in the Eugene & Marilyn Click Indiana Authors Award on October 14, 2017. "Meet the Author, Be an Author" was held from 10:15 a.m. to 4:30 p.m. at Central Library. It was a day filled with activities for writers and book lovers of all ages. Participants attended free workshops on writing, publishing and marketing, met local authors and heard from this year's winners and finalists. An award dinner, celebrating our winners and finalists, was held that evening. More information will be available in November or visit www.indianaauthorsaward.org.

Many thanks to all Library staff members who participated in the service plan process. Our Board and staff are inspired by the Library's plans for serving the community in 2018. The service plans are improving each year and provide essential information for fundraising purposes. Our funding decisions will be finalized in November when our Board votes on our 2018 Budget.

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

- Carrier Corporation
- Clark Quinn Moses Scott & Grahn, LLP
- Harrison Center for the Arts

- Schmidt Associates
- Cardinal Publishers Group
- Indianapolis Local Public Improvement Bond Bank

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

Children's

- Read to Me, Please – InfoZone
- Curveside Ride – Central Library

Cultural

- Fall Fest – Central Library
- Community Conversations – East 38th Street
- Center for Black Literature and Culture – Central Library
- Global Village Innovation
- Cultural and Community Contingency – McFadden Wall

Collections

- Digitization

Lifelong

- Nonprofit Series and Foundation Collection – East 38th Street and Central Library

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – September 2017

Jackie Nytes, Chief Executive Officer, commented that PC usage rose in August although in September it did drop. We don't know if that's because the kids have all gone back to school and they have lots of access to the Internet at school. She believes that the continued affordability of phones is also having an impact on this. People don't need to come to the Library just for email as much anymore but Irvington and Warren are two locations that have seen increases.

Ms. Nytes announced that the Library is now offering Call-A-Story in Spanish.

With regard to Goal 2 on the Dashboard, which has to do with Community Contacts, we have had a pretty significant increase in meeting room use but that's partly because as we've done our branch renovations, we've added more small meeting rooms and group study rooms to our buildings and patrons are now using them.

The electronic use of materials continues to be where all the growth is for the month. That growth is high in eBooks and eAudiobooks.

For Goal 4, which are measures related to accessibility, we've had a nice month. Perhaps the nice weather impacted the greater number of walk-ins for September.

Library card use shows a drop in "All Others." Those are the ones that are not actively in use. We have weeded out a lot of non-active cards. The cards that are actively used show an increase.

Following a question posed by Ms. Charleston, Ms. Nytes provided an explanation of how Call-A-Story works at the Library.

- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report. She shared that it has been the Library's strategy to actively join community efforts to close the educational achievement gaps. Actions include providing Library resources that support completion of high school equivalency certification, creating curriculum-based content for visits by primary and secondary classes to the Library, targeting underperforming schools and creating program partnerships, and participating in educational enrichment activities in every service area. The Library's Summer Reading Program is undergoing an evaluation to assess participation trends and the impact of participation on student test scores.

Dr. Wantz was alarmed to learn of the 90% turnover rate at School 14.

Ms. Cairo explained that the area around School 14 and our Spades Park Branch has the highest concentration of homeless.

- c. **September Media Report**

Ms. Nytes reviewed the Report that highlighted coverage of Library programs and various services offered in print, electronic and social media.

Thanks was expressed to Library staff who helped to make the Central Library Centennial Celebration and the opening of the Center for Black Literature and Culture ("CBLC") successful events. It was noted that the door count at Central Library on October 21, 2017 for the CBLC opening was an estimated 4,000 people.

- d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (41 – 2017)**

After full discussion and careful consideration of Resolution 41 – 2017, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Sanders, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Ms. Sanders and Dr. Wantz.

Motion carried.

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

UNFINISHED BUSINESS

11. None.

NEW BUSINESS

12. **Resolution 42 – 2017** (Grievance Matter)

After full discussion and careful consideration of Resolution 42 – 2017, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Ms. Sanders, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Ms. Sanders and Dr. Wantz.

Motion carried.

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

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, 2017** – Dr. Wantz mentioned that the Board Retreat is coming up soon. He encouraged Board members to send him any suggestions for Agenda items. In addition, it is planned that they will discuss long range plans for the Library as well as the slate of officers for 2018.

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – October 10, 2017** were distributed to the Board members for their general information.

15. **Board Meeting Schedule for 2017 (Notice and Place of Meeting) and Upcoming Events/Information**

- a. **Board Meetings for 2017** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through November 26, 2017.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, November 14, 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, November 27, 2017, at the West Indianapolis Branch Library, 1216 South Kappes Street, at 6:30 p.m. It was noted that a discussion is taking place about moving the November meeting to the Library Services Center. A decision will be made soon.

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.

Lillian L. Charleston, Secretary to the Board

