

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
OCTOBER 28, 2019**

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The Indianapolis-Marion County Public Library Board met at the Decatur Branch Library, 5301 Kentucky Avenue, Indianapolis, Indiana on Monday, October 28, 2019 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

Ms. Sanders presided as Chairman. Dr. Jett acted as Secretary.

**2. Roll Call**

Members present: Mr. Andrews, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Members absent: Ms. Carlino.

**3. Branch Manager’s Report**

Josh Crain, Decatur Branch Manager, welcomed everyone and advised that his Report had been distributed to the Board in their packets. He then mentioned that he had been the Manager at this location for one year.

He announced that his Circulation Supervisor Kathleen Underwood received the Library’s 2019 Helen L. Norris Distinguished Service Award. Ms. Underwood does the Decatur Community Art Show that usually has 300 pieces of art displayed. She also hosts the Art Show’s Gala that 200 people attend. People often refer to her as the “Unofficial Mayor of Decatur.” She knows everyone and everyone knows her.

*A round of applause occurred at this time.*

Ms. Sanders mentioned that she appreciated the welcome and the pizza that was provided for the Board’s dinner.

**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, August 26, 2019**

The minutes from the Regular Meeting held August 26, 2019 were distributed to the Board.

The minutes, as corrected, were approved on the motion of Dr. Jett, seconded by Ms. Payne, and the "yes" votes of Mr. Andrews, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.
  - b. **Regular Meeting, September 23, 2019**

The minutes from the Regular Meeting held September 23, 2019 were distributed to the Board.

The minutes were approved on the motion of Judge Salinas, seconded by Rev. Robinson, and the "yes" votes of Mr. Andrews, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

## **COMMITTEE REPORTS**

**6. Finance Committee (Patricia A. Payne, Chair; John Andrews, Joanne Sanders)**

- a. **Report of the Treasurer – September 2019**

Ije Dike-Young, Chief Financial Officer, reviewed the Report of the Treasurer that had been distributed to the Board.

She noted that revenues and expenditures are on target for 2019. Our expenditures for the month were \$2,925,632 and we ended with an ending cash balance of \$16,943,914. She also reviewed the status of various funds. (parking garage fund, etc.) and accounts. We had a beginning cash balance for all of our funds of \$52,493,663. We ended the month with \$49,705,591.

Ms. Payne 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 34 – 2019** (Approval of the Final Bond Resolution for the 2019 Bonds Funding the Lawrence and Wayne Branch Renovation Projects)

Ms. Dike-Young pointed out that the Finance Committee was seeking approval to proceed with the issuance of bonds for the second phase of the Multi-Branch Facility Improvement Project to provide funding for the renovation of the Lawrence and Wayne branches. The bonds will have a short payback period of two years. The bond issue is incorporated into the Library's long term debt plan which keeps the debt tax rate at or below \$0.0318.

A representative from Baker Tilley then provided a brief presentation to further outline the financial parameters associated with this project. Additionally, a representative from Barnes & Thornburg addressed the economic terms of the bond issue. He pointed out that the interest rate is being capped at 5%.

After full discussion and careful consideration of Resolution 34 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Dr. Jett, and the "yes" votes of Mr. Andrews, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Motion carried.

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

Ms. Sanders mentioned to all who might hear and/or see the video of this meeting that property taxes are due on November 10, 2019. She reminded everyone that the Library is supported by those property taxes. Remember that those monies fund infrastructure throughout this community including the Library.

**7. Diversity, Policy and Human Resources Committee (Rev. T. D. Robinson, Chair; Patricia A. Payne, Judge Jose D. Salinas)**

- a. **Resolution 35 – 2019** (Policy Revisions)

Katherine Lerg, HR Director, reminded the Board that the policy revisions had been reviewed in the Joint Board Committee Meeting and at the Board Meeting last month.

Some of the key updates include a new professional development policy, the addition of a personal holiday for staff that must be used in the same calendar year, and the addition of a study room policy. Beyond that there were minor updates of terminology.

After full discussion and careful consideration of Resolution 35 – 2019, the resolution was adopted on the motion of Judge Salinas, seconded by the Rev. Robinson and the “yes” votes of Mr. Andrews, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Motion carried.

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

b. **Briefing Report – Compensation Study Results**

Ms. Lerg discussed the results of the 2019 Compensation Study that was conducted by Rahmberg, Stover of Michigan. She noted that the goals of the study were to ensure market competitiveness and internal structure alignment, address recruitment and retention needs, to be financially sound and equitable, and to be effectively and consistently administered. Key results including moving the entire salary structure forward approximately 12% and increasing the pay grade minimum for Public Services Librarians from \$37,441 to \$44,860. Nineteen jobs moved to higher pay grades. The new salary structure will be considered for approval by the Library Board in November.

Ms. Sanders commented that the Board had a lot to review.

8. **Facilities Committee (Dr. Terri Jett, Chair; Crista L. Carlino, Rev. T. D. Robinson,)**

Sharon Smith, Facilities Director, displayed the Monumental Award won by the Library for the Michigan Road Branch. The Library received the Honor Award for Architecture and we received a Merit Award for the interior of the branch for repurposing some of the trees from the building site into furniture for branch.

a. **Briefing Report – Brightwood Branch Project Update for September 2019**

Ms. Smith gave an Update on the Brightwood Branch Project. She advised that it is going well. Major milestone work in September included the perimeter site concrete work and completion of the framing of the portals on Sherman. Major work to be completed in October includes the installation of the storefront systems, the parking lot and completion of the masonry. The contractor is working to have the building enclosed so they can begin installation of the interior drywall. The project is scheduled for completion in March 2020, with the move to the new location scheduled in April 2020.

b. **Resolution 36 – 2019 (Approval to Award a Construction Contract for the Wayne Branch Renovation Project)**

Ms. Smith noted that the Facilities Committee was seeking approval to award a construction services contract for Wayne Branch renovation project to Gilliatte

General Contractors of Indianapolis for a total cost of \$1,211,000, which includes an alternate plan to remove and replace baseboard heaters. The last day of service at the Wayne Branch before renovation is November 30, 2019, with substantial completion projected in May 2020.

Ms. Smith shared that there were 49 vendors that the Notice to Bidders for the Project was emailed directly to, as well as the 16 business development contacts who also received a copy of the notice. She also explained steps the Library is using to increase XBE vendors on our projects.

At this time the following discussion took place:

Judge Salinas asked if the Library was going to reach out to those that submitted bids but were not the lowest to let them know ‘maybe next time.’

Ms. Smith responded that the sub-contractors are hired by Gilliatte and we can work with the contractors who we hire to make sure that they understand what our focus is going forward and to provide contacts that they may not have or actually have us reach out to them to ask a particular contractor to work with us.

Judge Salinas thought that perhaps the Library could provide workshops for people that want to submit bids but who did not win it this time but perhaps they can make changes for their next bid.

Ms. Nytes advised that the Library’s new Diversity, Equity and Inclusion Officer, Jessica Moore, will assist the Facilities area and the City of Indianapolis on this type of thing.

Dr. Jett noted that she was glad this suggestion was being made and accepted because she had previously asked for outreach meetings for subcontractors for all of the branches that are being anticipated to be built. She has made that suggestion several times. She feels that it should be a policy that’s put in place that we do have the sub-contractors meeting which we did have for the Martindale-Brightwood Branch. It should be done for all the branches.

After full discussion and careful consideration of Resolution 36 – 2019, the resolution was adopted on the motion of Judge Salinas, and the “yes” votes of Mr. Andrews, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Motion carried.

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

## **9. Library Foundation Update**

### **October 2019 Library Foundation Update**

Ms. Sanders encouraged everyone to read the Update that was included in their packets. She did mention some of the highlights contained in the Update.

## **News**

The Library Foundation was honored to participate in the Library Staff Day on October 14, 2019. The Foundation hosted a session of Foundation Jeopardy, presented the Beth Tindel Award, gave a “State of the Foundation” address and kicked off the 2019 Staff Campaign – Fast Forward: The Story Continues.

The 2019 Beth Tindel Award went to Jon Barnes. The Award recognizes a Library Staff member who has been a partner to the Foundation over the years, is an advocate for the Foundation, goes above and beyond for the Foundation in their daily work at the Library and provides financial support. As the Public Relations Specialist, Jon works reliably to ensure good news about what’s going on in the Library reaches beyond our walls. One of his biggest accomplishments each year is the Library and Library Foundation’s Annual Report. He also helps the Foundation with press releases and media coverage. Jon has shown incredible dedication in the Library and Foundation!

The Foundation would also like to congratulate Kathleen Underwood for receiving the Helen Norris Award. The Foundation is proud to fund that prestigious award.

The Foundation is overwhelmed by the generosity shown so far from staff campaign participants. Special thanks go to this year’s Staff Campaign Committee members: Katie Bulloff, LaShonda El, Nicholas Calvert, Mollie Beaumont, Mike Coghlan and Joan Emmert. Thank you for your leadership and service.

Mark your calendars for Circulate: Night at the Library on April 18, 2020. More details to come in future updates, but Circulate: Night at the Library will be the Foundation’s new annual fundraising event.

## **Donors**

The Library Foundation thanks 183 donors who made gifts last month.

## **Program Support**

This month we are proud to provide funding for the following Library programs. All programs are system-wide unless otherwise noted.

### Children’s Programs

- Pop-Up Literacy Program (E38)
- Read to Me, Please (InfoZone)

### Cultural Programs

- Center for Black Literature & Culture
- LGBTQ+ Committee
- Branded Giveaways
- Teacher Open House (MIC)
- Tree Lighting (WIN)

Collections/IT  
 Grow with Google Grant  
 General Digitization

Lifelong Learning  
 Code Café (CEN)

Capital Projects  
 Aquarium STEAM Storytime (E38)  
 Memorial Park Bench (MIC)

Ms. Payne then mentioned that she had spoken on behalf of the Foundation at the second anniversary of the Center for the Black Literature and Culture (“CBLC”) and put out a plea for people to please make donations to the Center. She commented that it was an amazing program that Nichelle Hayes from the CBLC directed. Ms. Payne was proud to be there.

## 10. Report Of The Chief Executive Officer

At this time, Jackie Nytes, Chief Executive Officer, introduced Joe Backe as the Library’s new Director of Communications. Joe comes to the Library from Employ Indy. He also has experience working for Butler University. We appreciate him being with IndyPL.

### a. Public Services Update and Statistics

#### 1) Public Services Update – October 2019 – John Helling, Public Services Director, offered the following reports:

Melissa Wooton, Area Resource Manager, Adult Services, reported on the Library’s participation in the Census activities. She distributed some information to the Board and noted that the Library is a major community partner in planning to reach hard-to-count population groups for the 2020 Census. Because the Census questionnaire will be available on line, the Library can expect a large number of citizens to use its free computers. The Census will provide trained workers to assist people individually when filing out the online form. Library staff will also be trained on Census resources. Discussion occurred on how the Library can reach out to citizens to inform them about the Census with the Bookmobile and in working with schools, especially in Lawrence and Wayne townships in light of the coming closures of Library branches due to renovation.

Ms. Sanders wanted to know when the final day was for input. Ms. Wooton responded that the time period for the Census ended in August 2020.

Several optional locations for Census info were shared.

Sarah Batt, Manager, Shared System, reported on the Library's Shared System. The Shared System allows students and users of member organizations to access the Library's catalog. Founded in 1990, the Shared System now comprises 44 schools, three museums (including the latest, the Indiana Medical History Museum), and the Jewish Community Library. Shared System circulation increased from 105,000 to 110,000 in the first quarter of this school year compared to the same period in 2018. Ms. Batt described various Shared System initiatives such as Polaris and the recent launch of Axis 360, the e-platform for children's materials.

On another topic, Mr. Helling encouraged Board members to attend the presentation that he and Mike Williams, the Area Resource for Central Library, are giving at the upcoming Indiana Library Federation Conference on the topic of extending social services to our homeless population at Central and other branches.

It is extremely exciting the way the partnership with IUPUI has developed. That partnership had led to the Library School at IUPUI and the School of Social Work at IUPUI exploring the creation of a dual degree in those programs. We feel that's a pretty significant development. We are very pleased about that.

Ms. Payne asked Mr. Helling to describe the differences in the problems experienced at the various branches.

Mr. Helling noted that, unfortunately, he doesn't know. There are various differences at the branches like Decatur, Pike and Warren.

Mr. Crain, the Decatur Branch Manager, mentioned that the principals at Decatur schools have helped a lot. They talk to the kids about expected behavior at the Library.

- 2) **Metrics for 3<sup>rd</sup> Quarter 2019** – Garrett Mason, Strategic Planning and Assessment Officer, gave a Power Point presentation and discussed the Metrics presented to the Board. He focused on 3<sup>rd</sup> quarter circulation, first time user circulation, and door count for the 3<sup>rd</sup> quarter in comparison with 2018. As expected, due to the change in renewal limits implemented at the beginning of 2019, total circulation is down. However, first time circulation has remained steady. Adjusted door count in the third quarter was roughly equal to 2018. Other statistics show that 58% of non-expired Library cards were used within the last year, and 28% of the Library's service population has a non-expired Library card.

Mr. Mason inquired if the Board had access to the Dashboard information he had placed on the Library's Intranet. Dr. Jett advised that the Board did not have access. Ms. Mason advised that he will look into that.



b. **September Media Report**

Ms. Nytes mentioned that the Report highlighted coverage of IndyPL in traditional and social media, blogs and print.

She then explained the situation facing the Library regarding changes in the publishing industry that limit the Library's ability to purchase e-books and e-audiobooks. As a response to help manage costs and maintain access, the Library will reduce the number of e-materials that can be checked out or placed on hold, beginning November 18, 2019. The loan period for e-materials will also be reduced.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (37– 2019)**

After full discussion and careful consideration of Resolution 37 – 2019, the resolution was adopted on the motion of Rev. Robinson, seconded by Judge Salinas, and the “yes” votes of Mr. Andrews, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

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, 2019** – None.

## INFORMATION

### 14. Materials

- a. **Joint Meeting of Library Board Committees Notes – October 15, 2019** (enclosed)

### 15. Board Meeting Schedule for 2019 (Notice and Place of Meeting) and Upcoming Events/Information

- a. **Board Meetings for 2019** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through November 24, 2019.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, November 12, 2019, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

### 16. Notice of Special Meetings

**2019 Library Board Retreat** – Ms. Sanders confirmed that the 2019 Library Board Retreat will take place at the office of Indiana Humanities, 1500 North Delaware Street, Indianapolis, Indiana 46202 on November 15, 2019 beginning at Noon. She then distributed a tentative Agenda for the Board’s review. She advised that if any member has a suggestion, please forward that information to her.

### 17. Notice of Next Regular Meeting

Monday, November 25, 2019, at the Library Services Center, 2540 North Meridian Street, at 6:30 p.m.

Ms. Sanders noted that this is a change in location because the Glendale Branch is dealing with water damage.

### 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 8:35 p.m.

A DVD of this meeting is on file in the Library's Communications Office.

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Dr. Terri Jett, Secretary to the Board

