

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
SEPTEMBER 28, 2015**

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The Indianapolis-Marion County Public Library Board met at the West Indianapolis Branch Library, 1216 South Kappes Street, Indianapolis, Indiana, on Monday, September 28, 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. Aguilera, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Members absent: Ms. Blunt and Mr. Gutierrez.

**3. Branch Manager's Report**

Kimberly Andersen, Manager, West Indianapolis Branch, briefly discussed her Report that had been distributed to the Board.

She mentioned that the branch partners with several organizations and businesses in the neighborhood. On October 1, 2015, the branch will host the United Way project, "Connecting Hearts at Home", when 40 volunteers from Eli Lilly, during their own Global Day of Service, will do painting, planting and some general sprucing up. The next big event is the annual tree lighting event on December 1, 2015 which will bring approximately 600-700 people into the branch. Also, there is a great deal of activity at the nearby Public Collection installation.

**4. Public Comment and Communications**

- a. 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 24, 2015**

The minutes were approved on the motion of Ms. Payne, seconded by Ms. Charleston, and the “yes” votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, 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 – August 2015**

Carolyn Adams, Accounting Manager, discussed the Report.

She noted that for the month of August, actual expenditures, less investments and debt payments, were 9.9% less than projected. The Library spent less in supplies and collection materials.

Actual revenue was 8.0% less than projected. The Library has received less in copy and print revenue than projected and our e-rate revenue was less.

August 2015 expenditures, less investments and debt payments, were 20% less than August 2014. The majority of this decrease was in personal services due to the timing of the third payroll – in July for 2015 and August in 2014.

August 2015 receipts were 3% less than August 2014. The decrease is in our copy and print revenue.

Year-to-date Fines and Fees revenue for 2015 is \$657,155 compared to \$675,592 for year-to-date 2014. The Library has reduced Fines and Fees and implemented the Earn and Learn Program resulting in less revenue.

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.

**b. Resolution 38 – 2015 (Appropriation of Gift and Grant Proceeds and Transfer Between Accounts and Classifications)**

After full discussion and careful consideration of Resolution 38 – 2015, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Charleston, and the “yes” votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

- c. **Resolution 39 – 2015** (Authorization for the Chief Executive Officer to Negotiate Contract for IPS Feasibility Study for Shared System)

Debra Lambert, Director, Collection Management, reviewed the need for a feasibility study to determine whether the Indianapolis Public School’s library media centers, students and faculty would benefit from membership in the Library’s Shared System and to determine the Library’s capability to incorporate IPS into that System.

It is recommended that the Library execute a contract with Diehl Evaluation and Consulting Services for the study. The cost of the study is being funded by a \$73,000 grant from the Glick Fund.

After full discussion and careful consideration of Resolution 39 – 2015, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Payne, and the “yes” votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

- d. **Resolution 40 – 2015** (Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the Radio Frequency Equipment Project and Expenses Related Thereto)

Ms. Lambert reviewed the information compiled by RMG Consultants who evaluated the Radio Frequency Identification (RFID) technology and advised it has been determined that the Library would benefit through better inventory control, better movement of materials and better patron service if the RFID system was installed.

It was decided that the Library should issue bonds in an amount not to exceed \$2 million to pay for RFID and all related expenses. The bonds would be paid off in two years.

After full discussion and careful consideration of Resolution 40 – 2015, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Charleston, and the “yes” votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

*At this time, President Crenshaw adjourned the Regular Meeting.*

e **President Crenshaw will Convene a Public Hearing**

Ms. Crenshaw announced that this Public Hearing was being held to consider the Library's Appropriation of Bond Proceeds for the 2015-2016 RFID Equipment Project.

1) **To consider the Library's Appropriation of Bond Proceeds for the 2015-2016 RFID Equipment Project as advertised on September 18, 2015 in the *Indianapolis Star* and the *Court and Commercial***

At this time, Jeff Qualkinbush, of Barnes and Thornburg, provided a presentation on the Library's Appropriation of Bond Proceeds for the 2015-2016 RFID Equipment Project.

Mr. Qualkinbush noted that the Library Board has approved the Bond Resolution that would finance the RFID project. As a part of the steps that need to be done when you receive bond proceeds, you have to approve the appropriation of those funds. These would be deposited into a construction fund. The Board needs to approve and then the Library must go before the City-County Council for their approval. The Council would hold a public hearing on October 12, 2015.

2) **Invite Public Comment from the Audience**

The Chairman inquired if there were any taxpayers who wished to be heard on the Library's Appropriation of Bond Proceeds for the 2015-2016 RFID Equipment Project.

At this time, Fountain Square resident Donna Gable expressed reservations on investing in such technology instead of working to keep libraries open in low-income neighborhoods.

**President Crenshaw Will Consider a Motion to Close the Public Hearing**

Dr. Wantz 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.*

f. **Resolution 41 – 2015** (Appropriation of Bond Proceeds for the 2015-2016 RFID Equipment Project)

After full discussion and careful consideration of Resolution 41 – 2015, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Payne, and the "yes" votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, 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)**

- a. **Resolution 42 – 2015** (Approval of Bereavement Policy Revision Subsection 235.1)

Ms. Aguilera explained that the revised policy allows that the paid time off, which is a maximum of five days for eligible employees, may be taken all at one time or in no more than two separate blocks of time, in connection with either the date of death or the memorial service.

After full discussion and careful consideration of Resolution 42 – 2015, the resolution was adopted on the motion of Ms. Aguilera, seconded by Ms. Payne, and the “yes” votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

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

- a. **Briefing Report – Warren Branch Project Options**

Mike Coghlan, Manager, Facilities Projects, commented that there have been two community engagements forums on the Warren Branch Project. They have been well attended and we have received good feedback.

Mr. Coghlan noted that the project has focused on two options that would improve access to the collection, programs and Library services; update restrooms; and adjust the collection to meet borrowing patterns and changing formats. A third and final community meeting will take place on October 7, 2015 at 6:30 p.m.

It is the Library’s intention to have the project out for bid yet this year.

- b. **Briefing Report – East Washington Branch Selected Project Option**

Mr. Coghlan presented information on the selected option for the \$2.5 million expansion and renovation of the East Washington Branch. The plan will keep in place the historic exterior entry steps but provides for the installation of an adjoining elevator leading to the lobby in the existing structure. Expansion of the branch will allow for a 20-unit computer lab, updated restrooms and a children’s program area.

He also mentioned that the Library is pursuing a “LEED Silver Certification” from the U.S. Green Buildings Council in recognition of efforts to be environmentally responsible on this project.

Ms. Charleston and Dr. Wantz discussed the importance of East Washington being a Carnegie library and the significance of maintaining the original structure.

On behalf of the Board, Ms. Crenshaw thanked Ms. Charleston, Ms. Smith and Mr. Coghlan for their work on the projects.

- c. **Resolution 43 – 2015** (Authorization to Prepare Bidding Documents and Solicit Bids for the Southport Branch Project)

After full discussion and careful consideration of Resolution 43 – 2015, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Aguilera, and the “yes” votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

- d. **Briefing Report for Action Items Scheduled for the October 2015 Facilities Committee** – Approval to Award a Construction Contract for the Library Services Center Administration Area Renovation Project

Mr. Coghlan provided information about the upcoming renovation work at the Library Services Center. He anticipates that the project will cost between \$50,000 and \$150,000 and will require approval by the Board. Completion of the project is scheduled in December 2015.

Ms. Charleston also thanked Robert Morrison in Facilities for doing a fantastic job to help move all the projects along.

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

- a. **Beech Grove Public Library Merger – Planning Committee**

Laura Johnson, Public Services Director, noted that the Beech Grove Public Library Planning Committee (three representatives from the Beech Grove Public Library and three from the Library) has toured the building and held meetings which focused on the financial impact of the merger, with a goal of having a plan in place by the end of the year. A meeting was also held with the Department of Local Government Finance. The Committee is in the process of mapping out a schedule for their work. If a merger proceeds, budget implementation would first occur in the Library’s 2017 budget. The next meeting of the Committee is scheduled for October 7, 2015 at 3:00 p.m. at the Beech Grove Public Library.

**b. Discussion of Big Box Retailer’s Assessment Appeals**

Ms. Johnson commented that the Library is monitoring property tax assessment appeals by big box retailers who are seeking reductions in their buildings’ assessed value. It’s uncertain how such appeals could reduce revenue for local government bodies, including libraries. The issue likely will be addressed in the upcoming legislative session. More information will be provided prior to that time.

Ms. Johnson also mentioned the “Electing Our Future” programs that are being held at Central Library. She invited the Board members to attend the next two programs. “What Are The Issues We Face” on October 6, 2015. The other program on October 20, 2015 is “What Do We Want Indianapolis To Look Like.”

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

**September 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:
  - Cardinal Publishers Group, FlashPoint, Indiana University, Indiana University Foundation and Indiana University Press – Indiana Authors Award
  - The Emily Fund at Schwab Charitable – Lifelong Learning
  - Arthur Jordan Foundation and Rise Up Foundation – Most Urgent Need
  - Central Indiana Community Foundation - The Public Collection
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:
  - Children’s
    - Animal Programs
    - Girls Technology Sleepover at the Curve
    - Ready to Read – Early Childhood Conference, Early Literacy Specialist, On the Road to Reading and Packaged Programs

Collections

- Online Ads for Digital Content

Life Long Learning

- eBook Tinker Station
- Job Center

Capital/Branch Initiatives

- Aquarium at East Thirty-Eighth Street
- Aquarium at Pike

**Other News:**

The Indy Author Fair will take place from 10 a.m. to 5 p.m. on Saturday, October 10, 2015 at Central Library. Book lovers of all ages can attend free workshops on writing, publishing and marketing. There will also be a panel discussion with the winners and finalists of the 2015 Eugene & Marilyn Glick Indiana Authors Award and a special celebration of Lifetime Achievement Winner Mari Evans (with an introduction by Library Trustee Patricia Payne). For more information, visit [www.indianaauthorsaward.org](http://www.indianaauthorsaward.org).

Dr. Wantz encouraged everyone to attend on October 10, 2015.

**11. Report Of The Chief Executive Officer**

**a. CEO Monthly Statistical Report – August 2015**

Jackie Nytes, Chief Executive Officer, reviewed the information contained in the Report. She mentioned that Circulation was up for the month. Ms. Nytes pointed out that services such as Wowbrary are helpful in drawing attention to new materials in the Library's collection. New Borrowers are up 31% which is a reflection of our effort to connect with the schools. Also, Requests Placed are up 1.6%.

**b. Progress Report on the Library's Strategic Plan**

Chris Cairo, Director, Strategic Planning and Assessment, discussed how, going forward, she will provide reports that evaluate institutional performance with regard to the Library's Strategic Plan.

Ms. Cairo described various methods for evaluating performance in meeting the Plan's goals. She advised that each month the Board will receive a progress report highlighting the accomplishments of individual strategies within the Plan. In October, the report will focus on Goal 1 and the Strategy which is "Develop a Community of Readers."

**c. Confirming Resolutions:**

**1) Resolution Regarding Finances, Personnel and Travel (44 – 2015)**

After full discussion and careful consideration of Resolution 44 – 2015, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Charleston, and the "yes" votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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



d. **Update on the Lawrence Township Library Card Project**

At this time, Ms. Crenshaw, on behalf of the Board, welcomed Kim Crowder, the new Communications Director, to the Library.

Ms. Crowder shared an update on the 2015 Lawrence Township Library Card Project. A launch event was held on September 22nd at Brook Park Elementary School where school children received a library card. The Project provides all 15,000 Lawrence Township students with a library card.

Ms. Crowder also showed a video introducing students to the benefits of having a library card.

**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:

**October, 2015** – There were no items suggested.

**INFORMATION**

15. **Materials**

- a. **Special Meeting of Library Board Facilities Committee Notes – September 3, 2015** were distributed to the Board members for their general information.
- b. **Joint Meeting of Library Board Committee Notes – September 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** – October 13, 2015, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

**17. Notice of Special Meetings**

None.

**18. Notice of Next Regular Meeting**

Monday, October 26, 2015, at the Brightwood Branch Library, 2435 North Sherman Drive, 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 7:40 p.m.

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

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Lillian L. Charleston, Secretary to the Board

