

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
SEPTEMBER 25, 2017**

The Indianapolis-Marion County Public Library Board met at the Eagle Branch Library, 3325 Lowry Road, Indianapolis, Indiana on Monday, September 25, 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. In the absence of Ms. Charleston, Ms. Payne acted as Secretary.

2. Roll Call

Members present: Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Members absent: Ms. Charleston and Ms. Sanders.

3. Branch Manager's Report

Mary Agnes Hylton, Eagle Branch Manager, reviewed her Report. She provided a brief history of the branch noting that in 1960 the Eagle Branch became the first in the system to be placed in a shopping center. The current branch opened in 1970. In addition to monthly outreach to daycares, the Eagle staff provides "pop-up" service at Eskenazi Health Center West and the Shalom Health Care Center. The branch works with numerous community organizations and schools throughout the year to further Library and community goals and is looking forward to the new Eagle Branch near Moller Road and 38th Street. Groundbreaking will be in early 2018 with completion targeted for February 2019.

4. Public Comment and Communications

a. Public Comment

Mary Clark, Executive Director of the International Marketplace Coalition, addressed the Board. Ms. Clark praised the Eagle Branch for its service to the community which is home to a growing number of diverse restaurants and businesses. She estimated that \$60 million worth of new projects will be constructed in the area over the next two years. Upcoming events involving the local international community include the Taste the Difference Festival and Sister Cities Fest.

Ms. Payne commented that between Eagle and the Marketplace Coalition they “have it going on over here.” She then briefly described her recent encounter with a patron in Eagle’s parking lot that raved both about the branch and Ms. Hylton.

At this time, Indianapolis Metropolitan Police Commander Michael Jefferson spoke to the Board. He thanked the branch for its service and referred to it as a valued partner. He then described the various initiatives being utilized to improve safety in the area.

- 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 28, 2017**

The minutes were approved on the motion of Ms. Payne, seconded by Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

COMMITTEE REPORTS

6. **Finance Committee (Dr. Terri Jett, Chair; Lillian L. Charleston, Joanne M. Sanders)**
- a. **Report of the Treasurer – August 2017**

Carolyn Adams, Accounting Manager, reviewed the Report of the Treasurer as follows:

Revenue – Total revenue for August came in as projected and was less than August of 2016 due to the timing of our grant from the Foundation.

Expenditures – We spent less than projected but were within 2% of what we spent last year.

Looking ahead for the remainder of the year, we are averaging \$3,360,402 per month in expenditures which would put us at \$40,324,824 for the year plus the outstanding purchase orders from 2016 in the amount of \$2,408,328 making total expenses for the year at \$42,733,152. On the revenue side, we are averaging \$545,587 (without taxes) per month. When you add in the expected taxes for 2017, the total projected revenue is \$42,691,256. Based on this, Expenditures will exceed Revenues by \$41,896 assuming the numbers remain consistent September-December.

Dr. Jett made the motion, which was seconded by Rev. Robinson, 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 30 – 2017** (Appropriation of Gift and Grant Proceeds and Transfer Between Accounts and Classifications)

Ms. Adams outlined the various appropriations and transfers. The appropriations total \$192,986 and the transfers are coming from both IT and Facilities to cover several projects.

After full discussion and careful consideration of Resolution 30 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

c. **Resolution 31 – 2017** (Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with P.V. Supa, Inc. for RFID Readers and Gates)

Ms. Adams explained that it was being recommended that the Library enter into a contract with P. V. Supa, Inc. for the RFID readers and gates for a total project cost of \$360,000. The targeted completion date is December 15, 2017.

After full discussion and careful consideration of Resolution 31 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

d. **Resolution 32 – 2017** (Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Tech Logic Corporation for Kwik Case Unlocks)

Ms. Adams advised that the Library recommends executing a contract with Tech Logic Corporation for Kwik Case Unlocks. These Unlocks are used to unlock security cases for DVDs, CDs, etc. The cost of this project is \$125,420 and should be completed by December 15, 2017.

After full discussion and careful consideration of Resolution 32 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson 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. Briefing Report – Policy Revisions

Ms. Crenshaw requested that the Board members review the proposed policy revisions contained in the Report which addressed such items as responsible bidding practice and submission requirements on public works projects, CAT hours access modification for employees on PTO, and procedural clarification of post-accident drug/alcohol screening.

If Board members have any questions or comments, they should forward them to Katherine Lerg, HR Director, or herself. The information will be reviewed and discussed at the October Joint Committee Meeting and the October Regular Board Meeting.

8. Facilities Committee (Lillian L. Charleston, Chair; Rev. T. D. Robinson, Joanne M. Sanders)

a. Resolution 33 – 2017 (Approval to Award a Construction Services Contract for the Michigan Road Branch Project)

Sharon Smith, Facilities Director, stated that Board approval was being requested for the Library to award a construction services contract for the Michigan Road Branch project to Stenz Construction Corporation for a total cost of \$5.7 million. The project is scheduled to begin on October 1, 2017 with substantial completion targeted for the fourth quarter of 2018. A groundbreaking event for this project is scheduled on November 3, 2017 at 9:00 a.m.

After full discussion and careful consideration of Resolution 33 – 2017, the resolution was adopted on the motion of Rev. Robinson, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

b. Resolution 34 – 2017 (Approval to Award a Construction Services Contract for the Lawrence Branch Mechanical Upgrade Project)

Ms. Smith commented that the Library is requesting approval of a construction services contract for the Lawrence Branch mechanical upgrade project to Irish Mechanical Services, Inc. for a total cost of \$134,000. The project is scheduled to begin on October 9, 2017 and should be completed on November 17, 2017.

After full discussion and careful consideration of Resolution 34 – 2017, the resolution was adopted on the motion of Rev. Robinson, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

- c. **Resolution 35 – 2017** (Approval to Award a Construction Services Contract for the Wayne Branch Mechanical Upgrade Project)

Ms. Smith mentioned that the Library recommends approval of a construction services contract for the Wayne Branch mechanical upgrade project to Irish Mechanical Services, Inc. for a total cost of \$134,000. The project will begin on October 9, 2017 and should be completed by November 17, 2017.

After full discussion and careful consideration of Resolution 35 – 2017, the resolution was adopted on the motion of Rev. Robinson, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

- d. **Resolution 36 – 2017** (Approval to Award a Construction Services Contract for the West Indianapolis Branch Mechanical Upgrade Project)

Ms. Smith noted that the Library is requesting approval of a construction services contract for the West Indianapolis Branch mechanical upgrade project to Irish Mechanical Services, Inc. for a total cost of \$76,000. The project is scheduled to begin on October 9, 2017 and should be completed on November 17, 2017.

After full discussion and careful consideration of Resolution 36 – 2017, the resolution was adopted on the motion of Rev. Robinson, seconded by Rev. Robinson, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

- e. **Resolution 37 – 2017** (Approval to Award a Construction Services Contract for the Irvington Branch Parking Lot Paving Project)

Ms. Smith explained that the Library recommends the approval of a construction services contract for the Irvington Branch parking lot paving project to Asphalt Maintenance of Indianapolis for a total cost of \$74,500. The project will begin on October 9, 2017 and should be completed on October 31, 2017.

After full discussion and careful consideration of Resolution 37 – 2017, the resolution was adopted on the motion of Rev. Robinson, seconded by Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

Ms. Payne asked Ms. Smith for a status update on the Martindale-Brightwood property acquisition.

Ms. Smith replied that the Library plans to attend the neighborhood’s next Town Hall Meeting to share that the Library is still negotiating with our final two land owners.

9. Library Foundation Update

September 2017 Library Foundation Update

Dr. Jett provided the Update for September 2017.

News:

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.

“Meet the Author, Be an Author” is on Saturday, October 14, 2017 from 10:15 a.m. to 4:30 p.m. at Central Library. Bring the whole family for a day filled with activities for writers and book lovers of all ages, presented by the Eugene & Marilyn Glick Indiana Authors Award and the Indiana Writers Center. Participants can attend free workshops on writing, publishing and marketing, meet local authors and hear from this year’s winners and finalists. For more information, visit: www.indianaauthorsaward.org.

The Foundation thanks the following donors who made gifts last month:

- Arthur Jordan Foundation
- BMO Harris Bank
- Butler University Libraries
- Citizens Energy Group
- Community Covenant Foundation
- Eli Lilly and Company Foundation, Inc.
- FlashPoint
- Graywolf Press
- HarperCollins
- Indianapolis Power & Light Company
- Katz, Sapper & Miller

Kreig DeVault LLP
 Kurt Vonnegut Memorial Library
 Managed Health Services
 Ritz Charles Inc.
 RJE Business Interiors
 Teachers Credit Union
 The Mind Trust
 Umbaugh
 Woodley Farra Manion Portfolio Management

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

Children's

Early Childhood Conference (part of Ready to Read)
 Young Actors Theater Performance

Cultural

Safe Trunk or Treat – Glendale
 Fall Fest
 Classical Concerts – Central Library
 Central Library Centennial Celebration
 Photo Celebration of Central Library
 Center for Black Literature and Culture

Collections and Technology

Lilly Digitization

Capital Projects

Pike Aquarium
 East 38th Street Aquarium

10. Report Of The Chief Executive Officer

Jackie Nytes, the Library's Chief Executive Officer, announced that the Library will host Rebecca Miller, the editor of *Library Journal* and *School Library Journal*, at a reception to be held on Thursday, September 28, 2017 at Central Library.

a. Dashboards and Statistics

1) Monthly Performance Dashboard – August 2017

Ms. Nytes advised that Library locations are seeing an uptick in public PC use. We are also experiencing increases in program attendance and circulation.

b. Progress Report on the Library's Strategic Plan – Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report. The Report focused on the Library's strategy of developing an increased audio-visual capacity in Library

locations to highlight Library and community activities. Digital signage is already in place at eight locations to display important content to patrons, including upcoming special events and international news. Additional signage will be installed in 2018. The Library's investment to outfit meeting rooms with WiFi and other capabilities has made it easier for neighborhood groups to use technology. Additionally, Central Library's Clowes Auditorium had its equipment upgraded earlier in 2017.

c. **August Media Report**

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

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (38 – 2017)**

After full discussion and careful consideration of Resolution 38 – 2017, the resolution was adopted on the motion of Rev. Robinson, seconded by Ms. Payne, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson 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:

October, 2017 – Dr. Jett requests information on the salary compression issue that was mentioned at the August Board Meeting.

Ms. Crenshaw replied that she will research this matter with Library staff and get back with Dr. Jett.

Ms. Crenshaw also noted that she would like an update on the Library's Wellness Program at the October Joint Board Committee Meeting.

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committee Notes – September 12, 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 October 22, 2017.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, October 10, 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, October 23, 2017, at the Warren Branch Library, 9701 East 21st Street, 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 7:40 p.m.

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

Patricia A. Payne, Acting Secretary to the Board

