

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
SEPTEMBER 23, 2019**

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The Indianapolis-Marion County Public Library Board met at the Eagle Branch, 3905 Moller Road, Indianapolis, Indiana on Monday, September 23, 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, Ms. Carlino, Dr. Jett, Ms. Payne, Judge Salinas and Ms. Sanders.

Members absent: Rev. Robinson.

**3. Branch Manager's Report**

Mary Agnes Hylton, Eagle Branch Manager, welcomed everyone and then provided some information on the history of the Eagle Branch dating back to the 1950's when they started with bookmobile service.

The new Eagle building opened on June 1, 2019. She then mentioned several of the building's amenities. There were approximately 1,080 visitors on opening day. Staff conducted guided tours and there was face painting and balloon animals for the children. It was a very good day and she shared some positive reactions from patrons.

Ms. Hylton then provided a comparison of the service statistics from June-August to the same period last year which shows sizable increases in the number of patron visits, circulation and new borrowers. As a result, the strategic goal of increasing the branch's visibility and accessibility is being achieved. She also noted that the branch continues to partner with a number of community organizations, including the Eagledale Neighborhood Association, Indianapolis Metropolitan Police Department ("IMPD"), the International Marketplace Coalition and the Indianapolis Public Schools.

Ms. Hylton mentioned that she wished to give a "shout out" to Commander Lorenzo Lewis from the IMPD Northwest District who was in attendance at the meeting.

Commander Lewis visits the branch during the summertime and reads aloud to children in our “Read With The Chief” program and over the Summer he read to a total of 75 children.

At this time, Ms. Sanders thanked Ms. Hylton for her enthusiasm and everything that’s going on here. She also expressed her appreciation to Commander Lewis for reading to the children and being here on a regular basis as a role model.

Ms. Payne proclaimed that she is an ”Extreme IPS Advocate” and so it is good to see that the IPS Newcomer Program is a partner with Eagle. She thanked Ms. Hylton for all she does.

Dr. Jett asked Ms. Hylton if the Eagle staff reflected the diversity of the community.

Ms. Hylton responded that it does. There are four African-American staff members. It is hopeful there will be additional hires in the future.

#### **4. Public Comment and Communications**

##### **a. Public Comment**

Library patron Rinata White addressed the Board. She noted that there is a need for “Hoosier hospitality” at the Library. Ms. White encouraged all Library staff members to smile more often and say “Hello” to patrons.

b. **Dear CEO Letters and Responses** – There were none to be circulated this month 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. Executive Session, August 20, 2019**

The minutes from the Executive Session of the Diversity, Policy and Human Resources Committee held August 20, 2019 were distributed to the Board.

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

##### **b. Regular Meeting, August 26, 2019**

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

Ms. Carlino made the motion, which was seconded by Judge Salinas, that the minutes be approved.

Dr. Jett advised that she had a correction to the minutes. Under the discussion of

the Diversity, Policy and Human Resources Committee, she had asked a question with regard to the connection between the evaluation process and the contract renewal which was answered.

She said that her question to Rev. Robinson at the time was whether or not there is a connection between the 360 evaluation that he was discussing and the contract renewal and he had said there was no connection.

At this time, a motion was made by Ms. Payne and seconded by Dr. Jett to table approval of the minutes until the tape of the meeting could be reviewed. The August 26, 2019 minutes will be brought to the Board for approval at the October Board Meeting.

## **COMMITTEE REPORTS**

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

#### **a. Report of the Treasurer – August 2019**

Jackie Nytes, Chief Executive Officer, noted that the Library's proposed 2020 Budget is making its way through the approval process before the City-County Council.

She explained that the Report of the Treasurer that the Board had before them was pretty routine this month. No surprises. She mentioned that she didn't have anything extra to explain.

Mr. Andrews 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.

Judge Salinas asked about the Library's recent meeting with the Municipal Corporations Committee.

Ms. Nytes responded that she felt it was a healthy Committee meeting. The Library was the third one on the Agenda so by that time the councillors are a little worn out but she thought there was some good discussion. We have a new councillor on the Committee, Councillor Graves. It was his first opportunity to become acquainted with what we're doing and we had a good chance to talk with him. Generally, they are very pleased that we are honoring the pledge we made in 2014 to hold our tax rate even with all the bond issues and all the construction projects.

Ms. Sanders advised that they had also discussed the increase in the COIT with the understanding that we are going to re-visit that once this budget is passed so that we can get something that is codified that really covers and protects the Library for the next several years.

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

a. **Briefing Report** – Policy Revisions

Ms. Nytes reminded the Board that they had received the proposed policy revisions earlier this month at the Joint Committee Meeting.

She advised that if the Board members have any questions, they should contact Katherine Lerg, HR Director, or herself so that when we come back to the Board at the October Committee Meeting, we'll be able to have any of the Board's concerns addressed. Final Board approval would be sought at the Regular Meeting in October.

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

a. **Briefing Report** – Brightwood Branch Project Update

Sharon Smith, Facilities Director, referred the Board members to the Update on the Brightwood Branch Project included in their packets.

She mentioned that the Library anticipates opening the new branch in April 2020.

b. **Resolution 29 – 2019** (Approval to Award an Equipment Purchase Order for the Shelving and End Panels for the Brightwood Branch Project)

Ms. Smith advised that the Facilities Committee was seeking Board approval to award an equipment purchase order for the shelving and end panels for the Brightwood Branch Project to DECO Associates of Indianapolis for a total cost of \$125,000.

After full discussion and careful consideration of Resolution 29 – 2019, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Judge Salinas and Ms. Sanders.

Motion carried.

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

c. **Briefing Report** – Wayne Branch Project Update for August 2019

Ms. Smith referred the Board members to the Update on the Wayne Branch Project included in their packets.

The last day of public service will be November 30, 2019. The project will be completed in May 2020.

d. **Resolution 30 – 2019** (Approval to Award a Construction Services Contract for the Wayne Branch Roof Replacement Project)

Ms. Smith advised that the Facilities Committee was seeking Board approval to award a construction services contract for the Wayne Branch roof replacement project to Amos Exteriors, Inc. of Indianapolis for a total cost of \$48,800.

Mr. Andrews asked if there had been a thorough review about differences in the numbers received from the contractors.

Ms. Smith advised that the contractor selected had been approached and given the opportunity to review their quote and to make certain that it was a solid quote and were given the option to withdraw it and they were confident that it was accurate.

After full discussion and careful consideration of Resolution 30 – 2019, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Judge Salinas and Ms. Sanders.

Motion carried.

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

e. **Briefing Report** – Lawrence Branch Project Update for August 2019

The Briefing Report for the Lawrence Branch Renovation project was included in the packet for the Board’s review.

Ms. Smith noted that construction will begin in January 2020, with completion scheduled in May 2020.

f. **Briefing Report** – West Perry Branch Project Update for August 2019

With regard to the West Perry Branch Project Update that was included in the Board’s packet, Ms. Smith and the architect from Schmidt Associates provided the following information:

To address patron concerns about the project’s initial plans regarding the walking distance from the parking lot to the front door, the architect Lisa Gomperts from Schmidt Associates showed plans and renderings which illustrated a modified entrance and parking lot to bring the entire lot closer to the building. Also, accessible spaces adjacent to the entrance to the entrance will be added and the structure will be rotated to face the lot. A new configuration will have parking that wraps around the building to improve access. A speed table will be added along the entrance drive to improve safety for patrons. She also discussed other features that will be incorporated in the renovation.

Construction will begin in March 2020, with project completion scheduled for May 2021.

- g. **Resolution 31 – 2019** (Authorization to Prepare Bidding Documents and Solicit Open, Public, and Competitive Bids for Construction Services for the West Perry Branch Project)

Board approval is being sought to authorize the preparation of bid documents and the solicitation of bids for construction services for the West Perry Branch project.

The design team for the West Perry Branch project is led by Schmidt Associates with HBM and we are moving forward to have the project ready to begin construction in the Spring of 2020.

Judge Salinas noted that there was a lot of discussion at this month's Committee meeting about wanting some diversity in the contracts that go out. He wanted to make sure that we emphasize to our program manager that for the contracts that go out that if the initial company doesn't have diversity, make sure they contract with those that do. It is important for the Library.

After full discussion and careful consideration of Resolution 31 – 2019, the resolution was adopted on the motion of Dr. Jett, and the "yes" votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Judge Salinas and Ms. Sanders.

Motion carried.

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

- h. **Resolution 32 – 2019** (Approval to Award a Construction Manager as Constructor Services Contract for the West Perry Branch Project)

Ms. Smith explained that the Facilities Committee is seeking Board approval to award a Construction Manager as Constructor Services contract to Powers and Sons Construction Company, Inc. of Indianapolis. The use of a Construction Manager as Constructor delivery method allows for enhanced bidding and contracting efforts for local business development. Powers and Sons Construction Company, Inc. will complete these services on a negotiated lump-sum consistent with the Request for Proposal.

Mr. Andrews commented that Powers & Sons was the only firm that was willing to put their fee at risk based on the delivery of their XBE goals.

After full discussion and careful consideration of Resolution 32 – 2019, the resolution was adopted on the motion of Dr. Jett, and the "yes" votes of Mr. Andrews, Ms. Carlino, 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**

### **September 2019 Library Foundation Update**

Ms. Nytes gave the Update for September 2019.

#### **News**

As part of their Summer Reading Program sponsorship, CollegeChoice CD 529 Savings Plan gave savings accounts worth \$529 each to participants. All Summer Reading Program participants were eligible for the random drawing. The winners, who came from the College Avenue, Southport and Irvington branches, received their savings accounts during a ceremony at Central Library.

The Indianapolis Colts also gave two award packages which included game tickets and pre-game on-field access for a game this season.

#### **Donors**

The Library Foundation thanks 69 donors who made gifts last month. The following is our top corporate and foundation contributor:

- Christel DeHaan Family Foundation

#### **Program Support**

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

##### Children's Programs

- Pop Up Literacy Program (E38)
- Curveside Ride
- IYG Pop-Up Library

##### Cultural Programs

- ALA Great Stories Club (PDA)
- Center for Black Literature & Culture
- YAT Theater – Addressing Youth Issues with Theatre (CEN)
- Music Monday (SPK)
- Fall Fest/Slammin' Rhymes
- Concerts (COL and SOU)
- Program Food (PDA)
- Teen Zinc Project

##### Collections/IT

- Grow with Google Grant
- Lilly City Digitization

Lifelong Learning  
 Nonprofit Workshops (CEN)  
 Plant Based Cooking (CEN)  
 USB Technology

## 10. Report Of The Chief Executive Officer

### a. Public Services Update and Statistics

- 1) **Public Services Update** – September 2019 – John Helling, Public Services Director, provided the Update as follows:

#### a) Community Scan-A-Thons Presentation

Stephen Lane, Special Collections Librarian, Victoria Duncan, Digital Projects Coordinator and Bethany Allison, Public Services Librarian, discussed the Library’s Community Scan-A-Thons.

They gave a PowerPoint presentation and explained that the Scan-A-Thons are held at various IndyPL and community locations. The Library owns two scanning kits which must be manned by Library personnel. The Library allows individuals to bring their personal photos and momentos for scanning to be included in the Library’s “Black History, Indianapolis History” Digital Indy archives. Patrons receive their scanned items back and receive a USB drive containing all their scanned images. Scan-A-Thons are currently taking place at the Michigan Road Branch, with the next one scheduled for October 19, 2019. The Wayne Branch will then be next on the list.

Ms. Sanders commented that this is a wonderful program. Other Board members agreed.

#### b) Update on Census Efforts Presentation

This presentation was postponed until the October Board Meeting.

#### c) Collaboration with IUPUI to Provide Access to Health Information

Mahasin Martinson, Assistant Librarian from IUPUI, and before that she worked for IndyPL for almost 14 years, gave a presentation on the “All Of Us” grant and described the Library’s partnership with IUPUI to promote health literacy. Through the grant, IUPUI will provide such services as health information and blood pressure kiosks and pop-up farmers’ markets in areas where food deserts exist. Targeted areas are those surrounding the Eagle, Southport and Brightwood branches, with the information resources to be located at those branches.

Ms. Payne commented about urban farming and the Flanner House Branch.



Ms. Martinson advised that Flanner House was considered for the project but one of the organizations IUPUI is partnering with was already working with Flanner House so that's why they weren't chosen for this initiative.

Ms. Sanders noted that this project sounds like great work and she appreciates that the Board was able to learn about it.

b. **August Media Report**

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

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (33 – 2019)**

Ms. Nytes pointed out that one of the new hires mentioned in the Resolution this month is Derris Ross. This is a hire that the Library is pleased to be able to report to the Board. Mr. Ross is a gentleman that is very active in the Warren community and he has now begun to partner with us as an after school associate. He is very familiar with the families and youth in the Warren School District and he is assisting us by providing an additional presence after school interacting with the young people. They are also doing a little programming in the meeting room. Mr. Ross is the kind of community connection that will help us over there.

Ms. Nytes also reported that staff member Lauren Freeman, who has been in Outreach for some time as a Circulation Supervisor, completed her MLS and has now joined the staff at the Warren Branch as a Public Services Librarian.

After full discussion and careful consideration of Resolution 33 – 2019, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Carlino, and the “yes” votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Judge Salinas and Ms. Sanders.

Motion carried.

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

Dr. Jett commented that she was pleased to hear about the hiring of Mr. Ross.

She went on to comment that the City of Indianapolis has two positions that are currently open that are similarly situated in terms of community engagement focusing on youth advocacy and because we hired this individual specifically because of some challenges with youth at Warren she is wondering if there is a possibility of doing some partnership with the city with regard to those positions. She knows that one is targeted specifically to the Eastside. Perhaps we could contact the city and think about perhaps increasing this person to a full-time associate.

Ms. Nytes advised that this would be something that Mr. Helling could explore. We just had an excellent meeting with Officer Frank from the Pike Branch who has been our partner in trying to understand how to manage the after school situations and he has been very constructive. He has shared with us that our efforts to work on these relationships have also come to the attention of the police department who is very interested about what we're trying. So, there is a lot of potential between those folks and us. Ms. Nytes and Mr. Helling will discuss next steps.

Dr. Jett also requested that Ms. Nytes follow-up with the Superintendent of Pike Township because it was her understanding that there were development opportunities offered to the Library and staff at Pike that weren't taken up on.

Ms. Nytes assured Dr. Jett that she would reach out to the Superintendent.

## **UNFINISHED BUSINESS**

### **11. 2019 Library Board Retreat**

Ms. Sanders reminded the Board that the Retreat will take place on November 15, 2019 in the afternoon. Additional details will be forthcoming that will include the Agenda, the location, as well as the absolute time.

## **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, 2019** – There were no items suggested.

## **INFORMATION**

### **14. Materials**

- a. **Joint Meeting of Library Board Committees Notes – September 10, 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 October 27, 2019.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, October 15, 2019, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

**16. Notice of Special Meetings**

None.

**17. Notice of Next Regular Meeting**

Monday, October 28, 2019, at the Decatur Branch Library, 5301 Kentucky 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 8:05 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

