

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
MARCH 23, 2015**

The Indianapolis-Marion County Public Library Board met at the Eagle Branch Library, 3325 Lowry Road, Indianapolis, Indiana, on Monday, March 23, 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. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

Members absent: Ms. Payne.

3. Branch Manager's Report

Mary Agnes Hylton, Manager, Eagle Branch, briefly discussed her Report that had been submitted to the Board.

Ms. Hylton reviewed the flyer that was distributed to the Board noting that on May 30, 2015, the Library will host a 45th anniversary celebration for the branch from 11:00 a.m. to 3:00 p.m. All are invited to attend.

In 2014, she mentioned, the branch circulated 162,033 items. The Door Count was 150,191. The Job Center served 387 individuals and the Summer Reading Program had 1,600 individuals participate. The branch serves seven day cares and Head Start. Language used by patrons at the branch breaks down as follows: 79% English, 15% Spanish and 6% Other.

Ms. Hylton reminded everyone that the branch launched a pop-up library initiative in partnership with Shalom Health Center in October 2014.

The branch also features a large multi-language collection and works with many community organizations to serve the immigrant and refugee communities, including the International Marketplace.

4. **Public Comment and Communications**

- a. Mary Clark, Director of the International Marketplace Coalition, addressed the Board.

She commented on Eagle's importance as a neighborhood partner in efforts to provide housing and educational opportunities to new residents. She also noted that nearly 70 different languages are spoken in the Westside area and over 400 ethnic stores and restaurants do business in the area.

Ms. Clark encouraged the Board members to visit the Coalition's website at www.imcoalition.org.

- 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, February 23, 2015**

The minutes were approved on the motion of Ms. Aguilera, seconded by Ms. Charleston, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

COMMITTEE REPORTS

6. **Finance Committee (David W. Wantz, Chair; Vanessa Lopez Aguilera, Lillian L. Charleston)**

- a. **Report of the Treasurer – February 2015**

Becky Dixon, Chief Financial Officer, discussed the Report.

For the month of February, actual expenditures, less investments and debt payments, were 3.5% less than projected. The majority of this decrease was in other charges and services – utilities and e-materials.

Actual revenue was 1% higher than projected. The majority of this increase was in copy revenue – both photocopies and printer.

February 2015 expenditures, less investments and debt payments, were 4% more than February 2014. The increase was in salaries and library materials.

February 2015 receipts were 47% less than February 2014. The difference is the timing of the LOIT and COIT distributions. In 2015, the distribution for January

was made in January whereas the distribution for January 2014 was made in February 2014.

Year-to-date Fines and Fees revenue for 2015 is \$180,003 compared to \$169,083 for year-to-date 2014. Although the Library has reduced Fines and Fees and implemented the Earn and Learn Program we are seeing a slight increase this year.

Dr. Wantz made the motion, which was seconded by Ms. Blunt, 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. Briefing Report – Capital Projects Fund 2016-2018

Ms. Dixon noted that the Board is required to adopt a Capital Projects Fund Plan that includes capital needs for the next three years. Staff is currently working on the Plan and is setting priorities based on available dollars. A public hearing on the Plan will occur at the April Board Meeting. Following Board approval it is presented to the City-County Council, the Municipal Corporation Committee holds a public hearing on the Plan and then it receives approval by the Council. Following that approval, it goes to the Department of Local Government Finance for final approval.

Upon inquiry by Dr. Wantz, it was suggested that Board members might want to attend the public hearing before the Municipal Corporations Committee scheduled for May 27, 2015.

7. Diversity, Policy and Human Resources Committee (Vanessa Lopez Aguilera, Chair; Camille D. Blunt, Patricia A. Payne)

Ms. Aguilera advised that the Committee did not have a report.

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

a. Briefing Report – Item Scheduled as April 2015 Board Meeting Action Item – Surveying Services Agreement

Sharon Smith, Facilities Director, explained that in support of the Strategic Plan, surveying services are required during site evaluation, acquisition and design stages of upcoming capital projects. She advised that Requests for Qualifications have been issued with review and approval of a vendor expected in April.

- b. **Resolution 16 – 2015** (Approval to Award Services Contract for Mechanical Services)

Ms. Smith advised that the Library is recommending awarding the contract for mechanical services to the Perfection Group, Inc.

After full discussion and careful consideration of Resolution 16 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Blunt, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

Motion carried.

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

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

a. **Legislative Update**

Laura Johnson, Director, Public Services, noted that activity pertaining to libraries in the General Assembly is relatively quiet right now. She reminded the Board that funding for the INSPIRE online resources and connectivity has been restored, although not at the requested levels. A Senate committee hearing on this is scheduled for April 7, 2015. Progress is also being noted on SB 251, which pertains to controlled public building projects that seek bond issues. A language change in a key provision would require an earlier deadline in the process of a governmental body’s approval for individuals who wish to challenge a project.

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

March 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:
 - College Savings Bank, One America – Summer Reading Program
 - AAA Hoosier Motor Club, Tracy L. Haddad Foundation, Blue & Co. LLC, WRTV 6 – Children’s Fund
 - College Savings Bank – Ready to Read
 - Christel DeHaan Family Foundation – Cultural/Community

- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

Early Childhood

- Summer Reading Program
- Animal Programs
- R2R – Early Childhood Conference
- Summer Art Workshop – E38

Cultural and Community

- Branded Giveaways
- Earth-Friendly Festival (GPK)
- Earth-Friendly Summer Reading Program Kick-Off (GPK)
- Hometown Roots
- The Big Read

Life Long Learning

- eBook Tinker Station

Capital/Branch Initiatives

- College Aquarium Maintenance
- Little Library in the Lobby

Other News:

The 38th Annual Marian McFadden Lecture with best-selling author Khaled Hosseini was held on Friday, March 6, 2015. The event was a great success with 1,441 people attending.

Ms. Crenshaw congratulated Jackie Nytes, Chief Executive Officer and Chris Cairo, Director, Program Development, for this year's Lecture.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – February 2015

Ms. Nytes reviewed the Report and pointed out that all year-to-date statistics have increased except for Web Branch Visits, which is down 4.1% over 2014. The increase in New Borrowers is a reflection of the Library's special outreach initiative with the schools.

She advised that investigation is underway about changes in traffic patterns on the web. Sometimes when door count goes up, web visits go down. We will be watching those numbers and should have more information in the upcoming quarterly report.

Ms. Nytes then distributed a document to the Board members entitled "Looking Back...How Well Did We Do? Looking Ahead...What Did We Learn?" which highlights the progress in meeting the goals of the Strategic Plan for the years 2008-2014. She explained that this review, along with the dashboard, may help

establish better ways to measure the Library's progress in the newly approved Strategic Plan 2015-2020. Ms. Nytes urged the Board members to spend some time reviewing the document and provide feedback.

Additionally, a report entitled "We Love Our Libraries" CEO Library Tour 2015 was distributed to the Board. The report contains a summary of the information gleaned from patrons who attended those meetings which focused on their "digital journey." Highlights from the report include participant demographics, Internet and digital services provided by the Library, information on the Library's Community Digitization project, hurdles for our users and identified results.

b. Presentation of 2014 Annual Report

Ms. Nytes then presented the Library's 2014 Annual Report, "yours to experience", to the Board. The Report highlights the Library's service accomplishments. She advised that copies will be made available to all of the Board's appointing authorities. Additionally, Ms. Nytes mentioned that the Report will soon be available for viewing and downloading from the Library's website.

c. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (17 – 2015)

After full discussion and careful consideration of Resolution 17 – 2015, the resolution was adopted on the motion of Dr. Wantz, seconded by Mr. Gutierrez, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

Motion carried.

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

UNFINISHED BUSINESS

12. None.

NEW BUSINESS

13. Discussion of Library Board of Trustees Retreat on April 25, 2015

Ms. Charleston advised that the Board of Trustees will hold their Retreat on April 25, 2015. She briefly reviewed the proposed Agenda for the event and noted that discussion at the Retreat will be grounded in the fundamentals of Library governance and information.

Ms. Nytes mentioned that packets of Retreat information will be distributed to the Board members at the Joint Meeting of Library Board Committees on April 14, 2015.

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:

April, 2015 – There were no items suggested.

INFORMATION

15. Materials

- a. *American Libraries* (March/April 2015) was distributed to the Board members for their general information.
- b. **Meeting of Facilities Committee Notes – February 20, 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 April 26, 2015 and April PSAs.**
- c. **Joint Meeting of Library Board Committees** – April 14, 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, April 27, 2015, at the Lawrence Branch Library, 7898 North Hague Road, 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 7:20 p.m.

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

Lillian L. Charleston, Secretary to the Board

