

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
APRIL 27, 2015**

The Indianapolis-Marion County Public Library Board met at the Lawrence Branch Library, 7898 North Hague Road, Indianapolis, Indiana, on Monday, April 27, 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, Mr. Gutierrez and Dr. Wantz.

Members absent: Ms. Blunt and Ms. Payne.

3. Branch Manager's Report

Ann Grilliot, Manager, Lawrence Branch, reviewed the Report that had been distributed to the Board.

Ms. Grilliot mentioned that the branch is both suburban and diverse. It performs more checkouts than Central and processes the most Holds in the system. She also noted that the meeting room at the branch, in addition to the regularly scheduled programs, has been used by Congresswoman Brooks, Councillors McQuillen and Cain and the North District of the Indianapolis Police Department.

She stated that more patrons are being introduced to the Library's digital offerings and more groups and individuals are using the Library as a third space. Recent outreach efforts have focused on working with the Lawrence Township Schools to sign up more children for Library cards, along with a partnership with the Lawrence Township Trustee to provide computer work skills training.

Mr. Gutierrez mentioned that his family uses the Lawrence Branch frequently. He thanked the staff for all the assistance they provide when his family visits.

4. Public Comment and Communications

a. Rob McGee, President of RMG Consultants, Inc., addressed the Board at this time.

Mr. McGee provided an overview of the Library's current study of RFID ("Radio Frequency Identification") and AMH ("Automated Materials Handling"). He

described the recent efforts of over 30 Library staff members comprising two teams, Executive and Snapshot, that are compiling data used to assess the benefits of installing this technology. Results of this study, which includes examining the experiences where the technology has been implemented at such peer libraries as Columbus, Ohio and Cincinnati, Ohio, are expected within the next two weeks.

- 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, March 23, 2015**

The minutes were approved on the motion of Ms. Aguilera, seconded by Mr. Gutierrez, and the "yes" votes of Ms. Aguilera, 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 – March 2015**

Becky Dixon, Chief Financial Officer, discussed the Report.

For the month of March, actual expenditures, less investments and debt payments, were 7% higher than projected. The majority of this increase was in our collection materials.

Actual revenue was 90% higher than projected. This increase is related to a one time reimbursement. If you deduct the reimbursement, the revenue is 3% less than projected.

March 2015 expenditures, less investments and debt payments, were 20% more than March 2014. The majority of this increase was in our collection materials.

March 2015 receipts were 86% higher than March 2014. The difference is the one time reimbursement received in 2015. If you deduct the reimbursement, the revenue from March 2015 is 5% less than last year.

Year-to-date Fines and Fees revenue for 2015 is \$271,975 compared to \$268,029 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 Mr. Gutierrez, that the Report of the Treasurer be filed for audit.

Motion carried.

The Report is attached to, and made a part of, these minutes.

At this time, President Crenshaw adjourned the Regular Meeting.

b. President Crenshaw will Convene a Public Hearing

President Crenshaw announced that this Public Hearing was being held to consider the Library's Capital Projects Fund 2016-2018.

1) To consider the Library Capital Projects Fund 2016-2018 as advertised in the *Indianapolis Star* and *Indianapolis Recorder* on April 16, 2015.

Ms. Dixon advised that this is an annual process that is required by statute. Once the Library Board has approved the Capital Projects Fund Plan it moves forward to the City-County Council with an additional public hearing in May and approval by the Council in June. Then, it is also redone as part of our 2016 Budget that will be approved by the Board and then goes back again to the Council. It does receive final approval from the Department of Local Government Finance.

The highlights of what the Library will spend the CPF money on include HVAC repairs and maintenance, PC refurbishment, special/future technology projects and building remodeling/renovations. The total amount for 2016 is \$1,832,800 with a projected tax rate of \$0.0045.

There were no comments from the Board at this time.

2) Invite Public Comment from the Audience

The Chairman inquired if there were any taxpayers who wished to be heard on the Capital Projects Fund Plan.

There were no taxpayers present who wished to speak.

President Crenshaw Will Consider a Motion to Close the Public Hearing

Dr. Wantz made a motion to close the Public Hearing. Ms. Charleston seconded the motion.

Motion carried.

The Public Hearing was closed at this time.

President Crenshaw reconvened the Regular Meeting.

c. Resolution 18 – 2015 (Library Capital Projects Fund Plan 2016 - 2018)

After full discussion and careful consideration of Resolution 18 – 2015, the resolution was adopted upon the motion of Dr. Wantz, seconded by Ms. Charleston, and the "yes" votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Mr. Poulakidas.

Motion carried.

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

d. **Resolution 19– 2015** (Appropriation of Gift Proceeds)

After full discussion and careful consideration of Resolution 19 – 2014, 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, Mr. Gutierrez 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)**

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. **Resolution 20 – 2015** (Approval to Award a Services Contract for Surveying Services)

Sharon Smith, Facilities Director, advised that staff recommends the approval of CMID, Inc. for the necessary surveying services. Ms. Smith reported that the funds will come from either the Bond Fund or the Rainy Day Fund.

After full discussion and careful consideration of Resolution 20 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Dr. Wantz, and the “yes” votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

Motion carried.

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

b. **Resolution 21 – 2015** (Approval to Award a Construction Contract for the Nora Branch Carpet Replacement Project)

Ms. Smith noted that staff recommends the approval of E. F. Marburger and Son, Inc. for the Nora Branch carpet replacement project for a total cost of \$58,800.

After full discussion and careful consideration of Resolution 21 – 2015, the resolution was adopted on the motion of Ms. Charleston, seconded by Dr. Wantz, and the “yes” votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

Motion carried.

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

c. Briefing Report – Action Items Scheduled for May 2015 Board Meeting

- 1) Request for Qualifications for Architectural Design Services for the Brightwood, Eagle, East Washington, Southport and Warren Branch Projects

Ms. Smith stated that responses from vendors were received by April 3, 2105. A Library evaluation committee has reviewed qualifications and is in the process of interviewing finalists for each project. The evaluation committee will report results to the Facilities Committee at its May 4, 2015 meeting, with full Board approval of selected architects scheduled for the May 18, 2015 Board Meeting.

- 2) Parking License Agreement for Central Library

Ms. Smith commented that the Library continues discussion to license up to 150 parking spaces in the lower level of the Central Library garage. It is anticipated that a full proposal on the Agreement will be considered at the Board Meeting on May 18, 2015.

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, briefly updated the Board on activity in the state legislature. SB251 includes amendments that involve moving the timing for individuals to file objections to public bond projects to an earlier point in the process, which would be following the Board's preliminary determination to issue bonds. Also, due to a revenue forecast indicating \$200 million less than earlier projections, it is hoped that funding for INSPIRE and connectivity will remain in the budget.

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

April 2015 Foundation Update

It was noted that the Foundation gives a special thanks to Library Trustee Ms. Blunt for her assistance in securing a gift from Bose McKinney & Evans.

Dr. Wantz then 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:
 - The Kroger Co., Old National Bank – Summer Reading Program
 - Indiana Farm Bureau Insurance – Children’s Fund
 - Bose McKinney & Evans LLP – Ready to Read
 - PNC Foundation – Branch Designated
 - Arts Midwest – Cultural/Community
 - Fifth Third Bank, Indiana, First Merchants Bank – Indiana Authors Award
 - Kirtland Endowment Fund – Most Urgent
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

Early Childhood

- Read To Me Please – InfoZone
- Summer Reading Program
- TechZone Experience at InfoZone

Cultural and Community

- A Celebration of African-American Women
- Pocket Parks Story Walks
- Summer Kick-Off Celebration – East 38th Street
- West Michigan Community Day

Collections/Technology Fund

- Online Ads for Digital Content

Life Long Learning

- eBook Tinker Station
- Grantsmanship Institute at East 38th Street
- The Job Center

Other News:

More than 163 authors were nominated for the 2015 Eugene & Marilyn Glick Indiana Authors Award, a 21% increase over 2014. The eight-member statewide Award Panel will select a National Author winner, Regional Author winner and three Emerging Author finalists to be announced in mid-July.

More than 75 donors to the Library Foundation had the opportunity to hear CEO Jackie Nytes speak at the annual Library Foundation State of the Library luncheon on Thursday, April 16, 2015.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – March 2015

Jackie Nytes, Chief Executive Officer, pointed out that the monthly numbers were not too exciting. She noted that she is unsure why since the numbers in the previous months were greater. The numbers for April should be better.

b. CEO Quarterly Statistical Report – 1st Quarter 2015

Ms. Nytes reported on the Library's initiative that will involve all of our school districts. We've reached out to the school superintendents and the Mayor and are very excited about the coalition that is building around the concept of getting library cards in the hands of all of our students. Some exciting news on this project is expected shortly.

Based on statistics, 52% of the population has a library card; however, some of those individuals don't use them as often as others. Central and branch meeting room usage is strong. She explained that eBook circulation continues to grow, with Circulation up 16.6% over the first quarter 2014. This statistic will be revised in the future to include more than just eBooks (i.e. eMagazines, music, etc.). Average unique wireless devices used in Library facilities per week also climbed to 9,365 in the first quarter, compared to 8,657 in the first quarter of 2014.

c. Presentation – 2015 Summer Reading Program

Chris Cairo, Director, Program Development, distributed information and announced that the Summer Reading Program ("SRP") this year is entitled "Beatz and Bookz." This year marks the 95th year for the Program. She noted that schools throughout Marion County depend on the SRP. It helps to maintain the momentum of the skills that children learn in school. Parents appreciate the opportunity to instill the love of reading in their children and they understand that reading skills are still critical to the importance of learning. The Library has been able to sustain the SRP because we closely monitor its audience and we carefully measure its success. This consistent evaluation has led to some robust funding. Since 1984, the SRP has had approximately 60,000 participants each year. In 2014, the circulation of juvenile materials during June and July approached three million. Ms. Cairo also noted that at the conclusion of this year's SRP, a study and assessment will be conducted on the SRP's impact on Indianapolis Public School students who participate.

d. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (22 – 2015)

After full discussion and careful consideration of Resolution 22 – 2015, the resolution was adopted on the motion of Mr. Gutierrez, seconded by Ms. Aguilera, and the "yes" votes of Ms. Aguilera, 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

At this time, Dr. Wantz asked for the Board's consent to take up a matter of business that is not on the Agenda.

The business will be to consider a motion to approve an Amended and Restated Employment Agreement for the Chief Executive Officer, Jackie Nytes. The original Employment Agreement for Ms. Nytes was for three years. That term expired December 31, 2014 and she has been working on a month-to-month basis. The Board is now in a position to memorialize a new and restated Agreement which extends her contract for five years, effective January 1, 2015. The Agreement has been presented to the Board and is attached to Resolution 23 – 2015.

Upon receiving unanimous consent from the Board, Resolution 23 – 2015 was presented for consideration.

12. Resolution 23 – 2015 (Approval of Amended and Restated Employment Agreement for Chief Executive Officer)

After full discussion and careful consideration of Resolution 23 – 2015, the resolution was adopted on the motion of Dr. Wantz, seconded by Mr. Gutierrez, and the “yes” votes of Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Dr. Wantz.

Motion carried.

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

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:

May, 2015 – There were no items suggested.

INFORMATION

15. Materials

- a. ***Public Libraries*** (January/February 2015) was distributed to the Board members for their general information.
- b. **Joint Meeting of Library Board Committee Notes – April 14, 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 May 17, 2015 and May PSAs.**
- c. **Joint Meeting of Library Board Committees** – Monday, May 4, 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, May 18, 2015, at the Fountain Square Branch Library, 1066 Virginia Avenue, 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 7:25 p.m.

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

Lillian L. Charleston, Secretary to the Board

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