

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
November 26, 2018**

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The Indianapolis-Marion County Public Library Board met at Franklin Road Branch Library, 5550 S. Franklin Road, Indianapolis, Indiana, on Monday, November 26, 2018 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, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Members absent:

**3. Branch Manager’s Report**

Jill Wetnight, Branch Manager, Franklin Road Branch Library, discussed her Report that was presented to the Board. Included in her Report there was a history of the branch, info on staff composition and the demographic breakdown of their service population.

Ms. Wetnight commented on the growth in Franklin Township. She talked about how students in the area are using the library since receiving their library cards last year.

She talked about the library’s partnership with the WIC (Women, Infants & Children) Program at the Franklin Road and Lawrence Branches. Frances Evans, WIC Coordinator, holds office hours at Franklin Road the first Wednesday of each month. New participants may register, or those already registered may use the location for their monthly follow-up.

**4. Public Comment and Communications**

**a. Public Comment**

Dawn Higgins, a 19 year Franklin Township resident and retired police officer spoke about being a lifelong fan of the library and that the Franklin Road Branch

has become a real hub of the community. She thanked the library for allowing her to use their room for the occasional classes that she holds.

Ivory Duerson, a lifelong Brightwood neighborhood resident, emotionally expressed how much the Brightwood branch means to him, that it was a sanctuary during his youth. He advocated for maintaining its current name.

A presentation was made to Brandon Cosby, Director of the Flanner House Community Center, thanking the Center for its partnership during the nearly 40 years that the Flanner House Branch resided in the Center. Ms. Payne thanks Mr. Cosby and advises that she too shares the pain of the library moving, but knows that under his leadership the center will continue to thrive. Information is shared that Flanner House is now a regular bookmobile stop.

- 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: Regular Meeting**

### a. **Regular Meeting, October 22, 2018**

The minutes were approved on the motion of Dr. Jett, seconded by Ms. Crenshaw, and the "yes" votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

## COMMITTEE REPORTS

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

#### a. **Report of the Treasurer – October 2018**

Ije Dike-Young, Chief Financial Officer, discussed the Report of the Treasurer as follows:

Operating Fund revenues through October 31 were \$28 million, or 66% of yearly projections. Expenditures were \$33 million, or 72% of projections. Both figures show that the Library is on track with this year's budget plan.

Ms. Crenshaw made the motion, which was seconded by Ms. Payne, 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 44– 2018 (Transfers Between Classifications and Accounts)**

Ije Dike-Young, Chief Financial Officer, explains that Resolution 44-2018 is transferring \$7,200.00 from Office Supplies in the Operating Fund is to cover the purchase of Prowise equipment (a touch screen monitor for programming) for the Learning Curve at Central Library.

After full discussion and careful consideration of Resolution 44 – 2018, the resolution was adopted on the motion of Ms. Payne, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

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. **Resolution 45 – 2018** (Annual Salary Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees)

This item was tabled.

- b. **Resolution 53-2018 – Grievance**

After full discussion and careful consideration of Resolution 53 – 2018, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Ms. Payne, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

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

- a. **Briefing Report** – Update on the Michigan Road Branch Project (enclosed)

Sharon Smith, Director, Facilities informs the Board the project has reached milestones with the installation of ceiling grid, light fixtures, diffusers and HVAC mechanical systems. The project is moving towards completion, and the work by IndyPL Staff continues to prepare the building for public services.

- b. **Briefing Report** – Update on the Eagle Branch Project (enclosed)

Sharon Smith, Director, Facilities informs the Board that major milestone work completed in October includes, completion of the under-slab electrical and plumbing work and preparation for the installation of the interior concrete slab.

- c. **Briefing Report** – Update on Past and Current XBE Participation in the Strategic Plan Implementation Projects (enclosed)

Sharon Smith, Director, Facilities presents briefing on past and current XBE participation in the Strategic Plan implementation projects. The data includes the building projects at Southport, Warren, East Washington, Michigan Road, Eagle and Brightwood branches through October 2018. The report listed percentages in the participation of minority, women, disabled and veterans businesses in various categories of vendor services: project design teams, consultants, construction activity, and fixture/furnishing vendors. XBE participation, in terms of the percentage of total contract amounts, ranged from 18% to 54%.

- d. **Resolution 46 – 2018** (Approval to Award an Architectural Design Services Contract for the Glendale Branch Project) (enclosed)

Sharon Smith, Director, Facilities explains that Resolution 46-2018 awards an architectural design services contract for the Glendale Branch project to krM Architecture+ of Indianapolis for a negotiated lump-sum fee consistent with the Request for Qualifications and Statement of Qualifications. Construction is scheduled to begin in mid-2021 with a scheduled opening in 2022.

After full discussion and careful consideration of Resolution 46 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Payne and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

- e. **Resolution 47 – 2018** (Approval to Award An Architectural Design Services Contract for the Lawrence Branch Project)(enclosed)

Sharon Smith, Director, Facilities explains that Resolution 47-2018 approves awarding an architectural design services contract for the Lawrence Branch renovation project to Rowland Design of Indianapolis for a negotiated lump-sum fee consistent with the Request for Qualifications and Statement of Qualifications. Construction is scheduled to begin in late-2019 with a scheduled opening in mid-2020.

After full discussion and careful consideration of Resolution 47 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Payne and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne,

Rev. Robinson and Ms. Sanders.

Motion carried.

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

- f. **Resolution 48-2018** (Approval to Award Architectural Design Services Contracts for the Wayne Branch Library Project) (enclosed)

Sharon Smith, Director, Facilities explains that Resolution 48-2018 approves awarding an architectural design services contract for the Wayne Branch renovation project to R&B Architects of Indianapolis for a negotiated lump-sum fee consistent with the Request for Qualifications and Statement of Qualifications. Construction is scheduled to begin in mid-2019 with a scheduled opening in early-2020.

After full discussion and careful consideration of Resolution 48 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Crenshaw and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

- g. **Resolution 49-2018** (Approval to rename the Brightwood Branch Library to the Martindale-Brightwood Branch Library) (enclosed)

Sharon Smith, Director, Facilities explains Resolution 49-2018 approves renaming the Brightwood Branch to the Martindale-Brightwood Branch, effective when the new branch opens in 2019.

After full discussion and careful consideration of Resolution 49 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Payne and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

Board members noted the difficulty of the decision, but that a majority of feedback from stakeholders in the community and straw polls at the current branch favored changing the name. The change recognizes the history of both the Martindale and Brightwood neighborhoods, communicates a sense of ownership to the broader community, and signifies a desire of both communities to be viewed as more cohesive and cooperative.

## **9. Library Foundation Update**

### **November 2018 Library Foundation Update**

Dr. Jett provided the foundation update. She advised that each winner of the Eugene & Marilyn Glick Indiana Authors Award selected a \$2,500 grant to designate to the public library of their choice. This year's recipients include the Nora Branch.

The Library Foundation's Board of Directors approved a 2019 budget that includes \$2.45 million for the Library. The funding comes from a combination of contributions, grants and investment/endowment earnings.

The Library Foundation thanks 274 donors who made gifts last month. The following are the top corporate and foundation contributors: Toysmith, Indiana University – Indianapolis, and Buckingham Foundation. This month, the Foundation is proud to provide funding for the following Library programs. All programs are systemwide unless otherwise noted: Children - Ready to Read – On the Road to Reading, Ready to Read – Early Literary Specialist, East Thirty-Eighth Street Pop-up Literacy Center. Lifelong Learning - The Job Centers; Coffee, Cookies, Conversation and Celebration. Collections - General Digitization..

## **10. Report Of The Chief Executive Officer**

### **a. Dashboards and Statistics**

#### **1) Public Services Update – October 2018**

CEO Jackie Nytes presented dashboard of service statistics. It was noted that patron walk-in visits were up 15% in October compared to October, 2017. It was also noted that database usage is up, which is believed to partially be contributed to new popular online products such as “World Book Encyclopedia”, “Opposing Viewpoints” and “ReferenceUSA”.

CEO Jackie Nytes spoke of the success of recent programs such as Fall Fest. Ms. Payne commented on how much she enjoyed the event. She reminded everyone of the upcoming appearance of U.S. Poet Laureate Tracy K. Smith at Central Library on Thursday, November 29<sup>th</sup> at 6:30 p.m.

CEO Jackie Nytes mentioned that the Indianapolis Museum of Art (Newfields) has made available free passes to its Winter Lights Celebration at some IndyPL branches that are being used by people who otherwise wouldn't be able to attend. She mentioned a pass being given at the Nora branch to an immigrant family, as well as another being used by a mother, her seven children and their social worker. She spoke of a grandmother that was brought to tears at being given a pass that enabled her to take her granddaughter.

- b. **October Media Report** was provided to the Board for their information. The Report listed major news and social media coverage.
- c. **Confirming Resolutions:**
  - 1) **Resolution Regarding Finances, Personnel and Travel (50– 2018)**

After full discussion and careful consideration of Resolution 50 – 2018, the resolution was adopted on the motion of Rev. Robinson, seconded by Ms. Payne, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

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:

**December, 2018 – None**

## INFORMATION

### 14. Materials

- a. **Joint Meeting of Library Board Committee Notes – November 13, 2018** were distributed to the Board members for their general information.

### 15. Board Meeting Schedule for 2018 and Upcoming Events

- a. **Board Meeting Schedule for 2018** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Michigan Road Branch Opening Celebration Event** will be December 15, 2018. Doors will open at 10:00 a.m., ribbon cutting at 11:00 a.m., with tours and activities until 2:00 p.m.
- c. **Library Programs/Free Upcoming Events updated through December 12, 2018.**
- d. **Joint Meeting of Library Board Committees** – Tuesday, December 4, 2018, 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, December 17, 2018, the Library Services Center, 2450 North Meridian 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 7:39 p.m.

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



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Dr. Terri Jett, Secretary to the Board

