

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
October 22, 2018**

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The Indianapolis-Marion County Public Library Board met at East 38<sup>th</sup> Street Branch Library, 5420 E. 38<sup>th</sup> Street, Indianapolis, Indiana, on Monday, October 22, 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: Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Members absent: Mr. Andrews

**3. Branch Manager’s Report**

Shanika Heyward, Branch Manager, East 38<sup>th</sup> Street 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. Heyward advised that their branch is a beacon of hope, learning, access and opportunity for nearly 32,973 area residents.

Ms. Heyward explains how they are trying to develop a community of readers through the many programs they offer such as, STEAM Story Time, Story Time with a Cop and Mr. Steve Talley, Spotighting Indiana Authors, several book clubs as well as the Pop-Up Literacy Center.

Ms. Heyward also talks about the impact of the Artist-In-Residence youth art program has had an impact on the community.

Ms. Heyward talks about her Partnerships in the Community, and makes a special point to highlight her volunteers.

**4. Public Comment and Communications**

**a. Public Comment**

Kim Boyd, founder of the HOPE Team, speaks on how Ms. Heyward is helping her Community, and that the East 38<sup>th</sup> Street branch is an example of how all libraries should

function in their Communities. Ms. Boyd thanked the Library Board for allowing the East 38<sup>th</sup> Street Branch to grow.

Jennifer Darby, Vice-President of Black Expo, thanks the Library for its assistance with the organization and offered their continued assistance.

Greg Garrett, Mayor's Neighborhood Advocate, thanked the library for its partnership, as well as providing information on several initiatives the Mayor is currently pursuing.

Toria Sanders, East Side Tutors talks about how there are few resources in the area for her students and that the library provides resources for her students to reach their literacy goals.

Charlotte Jenkins, Artist/Author, talked about the partnership she has with the library as to the Writer's Workshop.

Mark Webster, Caterer thanked the library for saving his life as a youth because he was struggling in school and the library helped him learn to read. He now uses the library to do research for his business.

Tana Thompson, Author advises the library has been a footnote in her life. She was homeless, but now with the help of the library she has written three books of poetry. She personally thanked Shanika for setting an example for her.

Ruth Lambert, Volunteer, Resident of the community for thirty-four years speaks on Shanika's ability to assess the needs of the community and then provide programs to meet those needs. She speaks on the Pop-Up Literacy program and helping to teach children their ABC's so that they can then learn to read. She thanks the board for allowing the East 38<sup>th</sup> Street Branch to grow and expand.

- 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 Meetings**

### a. **Executive Session, September 24, 2018**

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

### b. **Regular Meeting, September 24, 2018**

The minutes were approved on the motion of Dr. Jett, seconded by Rev. Robinson, and the "yes" votes of 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 – September 2018

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

Operating Fund revenues through September 30 were \$25.7 million, or 60% of yearly projections. Expenditures were \$30.2, or 65% of projections. Both figures show that the Library is on track with this year's budget plan.

Ms. Carlino made the motion, which was seconded by Ms. Crenshaw, 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 39– 2018 (Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the Perry Township Branch Facility Improvement Project and Expenses Related Thereto)

Ije Dike-Young, Chief Financial Officer, explains that Resolution 39-2018 authorizing the issuance of bonds and the appropriation of proceeds totaling \$9.4 million is for the new Perry Township Branch. The bond issue is incorporated into the Library's long-term debt plan which keeps the debt tax rate at or below \$0.0318. The new branch is intended to fill an unserved area in southern Marion County and is scheduled to be completed by the end of 2020.

After full discussion and careful consideration of Resolution 39 – 2018, the resolution was adopted on the motion of Ms. Payne, and the "yes" votes of 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.

#### c. Resolution 40 – 2018 (Authorization to Negotiate and Sign a Contract with Innovative Interfaces, Inc. for Integrated Library System Software)

Deb Champ, Director, IT explains that Resolution 40-2018 authorizes the negotiation and signing of a three-year contract for the Polaris integrated Library System Software with the Innovative Interfaces, Inc. This will replace the current SirsiDynix's Horizon ILS which has been in place since 2000. Innovative/Polaris was chosen from among three vendors. The total three-year cost for Polaris licensing and services is \$516,000. One-

Time implementation costs are estimated at \$384,000. Funding will come from the 2018A Bond Fund. Among the reasons why Polaris was chosen is its built-in functionality to support collaborations such as the Shared System with schools.

After full discussion and careful consideration of Resolution 40 – 2018, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of 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 41 – 2018 (Library Policy Revisions)**

After full discussion and careful consideration of Resolution 41 – 2018, the resolution was adopted on the motion of Ms. Crenshaw, and the “yes” votes of 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 that a sneak peak of the new building was held on October 4, 2018 for staff and selected community members. Staff continues to prepare the building for public services, with substantial completion anticipated on November 7, 2018 and the branch Grand Opening tentatively scheduled for December 8, 2018.

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

Sharon Smith, Director, Facilities informs the Board that work was completed in September involving the exterior wall framing and installation of sheathing. Substantial completion is scheduled for March 15, 2019 with anticipated Grand Opening in May, 2019.

- c. **Briefing Report** – November 2018 Action Item – Approval to Award Architectural Design Service Contracts for the Glendale, Lawrence, and Wayne Branch Library Projects (enclosed)

Sharon Smith, Director, Facilities presents briefing on November action items to award architectural design services contracts for the Glendale, Lawrence and Wayne renovation projects. Requests for Qualifications were issued on October 4, with a due date for Statements of Qualifications on October 25, 2018. The Library's Evaluation Committee will review proposals, interview vendors and report results at the Facilities Committee meeting on November 13, 2018.

- d. **Resolution 42 – 2018** (Approval to Award a Construction Services Contract for the Brightwood Branch Project) (enclosed)

Sharon Smith, Director, Facilities explains that Resolution 42-2018 gives approval of the Construction Services Contract for the Brightwood Branch Project to Boyle Construction Management Inc. of Indianapolis for a total cost of \$5.3 million. Because of concerns about the budget during the design phase, the Library worked with the architect to identify items that can be scaled back without adversely impacting public services. These “deduct alternates” include a sidewalk section, type of fencing and level of exterior lighting. The preliminary project schedule calls for construction beginning in November, 2018, with substantial completion in the fourth quarter of 2019. A groundbreaking is scheduled on the morning of Tuesday, November 20, 2018.

After full discussion and careful consideration of Resolution 42 – 2018, the resolution was adopted on the motion of Ms. Payne, and the “yes” votes of 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 37 – 2018** (Approval to Award a Construction Services Contract for the Franklin Road Branch Siding Replacement Project) (enclosed)

Sharon Smith, Director, Facilities explains that Resolution 37-2018, which was carried over from a previous meeting, awards the Construction Services Contract for the Franklin Road Branch Siding Replacement Project to 3D Professional Contracting of Zionsville, Indiana for a total cost of \$78,195. The project schedule targets work beginning on-site on November 5, 2018 with the completion scheduled for November 30, 2018.

After full discussion and careful consideration of Resolution 37 – 2018, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of 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.

## **9. Library Foundation Update**

### **October 2018 Library Foundation Update**

Dr. Jett provided the Foundation Update. The 10th annual Eugene & Marilyn Glick Indiana Authors Award Dinner was held on Saturday, October 13. Winners were National Author Winner Kimberly Brubaker Bradley, Regional Author Winner Sandy Eisenberg Sasso, Lifetime Achievement Award Winner James Alexander Thom, and Emerging Author Winner Deborah E. Kennedy. It was announced that in order to further expand the statewide reach of the Indiana Authors Award, Glick Philanthropies is evaluating statewide organizations to facilitate future programming. The Award will take a year off while the leaders of Glick Philanthropies re-imagine the Award with a new partner and then re-launch in 2020.

The Library Foundation thanks 106 donors who made gifts last month. The following are the top corporate and foundation contributors: Butler University, Flatiron Books, Hanover College, Schmidt Associates, Managed Health Services Houghton Mifflin Harcourt, Indianapolis Local Public Improvement Bond Bank. This month, the Foundation is proud to provide funding for the following Library programs. All programs are systemwide unless otherwise noted. Cultural Programs - Fall Fest 2018/Slammin' Rhymes Challenge XIII, Lilly Center for Black Literature and Culture. Lifelong Learning - E38th Street Community Engagement Conversations/Forums, E38th Street Nonprofit Series and Foundation Collection, Plant-based Workshops. Collections - Lilly City Digitization.

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

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

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

John Helling, Public Services Director, reviewed the Public Services Update. John Helling, Director of Public Services, reviewed the project involving IUPUI's School of Social Work to help identify and meet the "psycho-social" needs of Library patrons. Following surveys of Library staff and patrons to determine the most unmet needs, social work students who are grant-funded will work under a Master's level social worker in 2019 to collect information about the frequency and types of issues addressed so that IndyPL can refine its understanding of patron needs.

John also addressed the question of what services can be provided for the Flanner House neighborhood when the Flanner House Branch closes in November and the Michigan Road Branch opens in December. The Library's bookmobile will make stops every other week, beginning Nov. 12, to the Flanner House Community Center. Also, Google Chromebooks and Hotspots will be available for free

checkout to Flanner House citizens. Other options are also being explored with the Community Center.

- b. **September Media Report** was provided to the Board for their information. The Report listed major news and social media coverage.

c. **Briefing from the IndyPL GLBTQ Committee**

A presentation was given by Ahliah Bratzler on the Library's new GLBTQ Committee. She said this new staff initiative will work to develop programs and community partnerships to allow the Library to become a visible ally and advocate for the GLBTQ community. Examples are an expansion of the Drag Queen Storytime program to more branches, establishment of book clubs, and programs surrounding the local Pride event.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (43– 2018)**

After full discussion and careful consideration of Resolution 43 – 2018, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Crenshaw, and the “yes” votes of 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:

**November, 2018 – None**

**INFORMATION**

**14. Materials**

- a. **Joint Meeting of Library Board Committee Notes – October 9, 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. **Library Programs/Free Upcoming Events updated through November 25, 2018.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, November 13, 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, November 26, 2018, at the Franklin Road Branch Library, 5550 S. Franklin Road, 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 administration office.

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Dr. Terri Jett, Secretary to the Board

