

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
SEPTEMBER 24, 2018**

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The Indianapolis-Marion County Public Library Board met at the Wayne Branch Library, 198 South Girls School Road, Indianapolis, Indiana on Monday, September 24, 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: None.

**3. Branch Manager’s Report**

Melinda Mullican, Manager, Wayne Branch Library, discussed the report that had been presented to the Board.

She reviewed the demographics of the service area which show that 12% of its residents are foreign-born. Popular programs include basic computer classes for adults, the First Monday Book Club, preschool and baby programs, and the annual Teen Mystery Program. The branch continues to foster strong partnerships with such organizations as the 40 West Business Club, the Westside Chamber of Commerce and Wayne Township Schools, one of which paved the way for the branch to serve as a summer lunch bus location.

**4. Public Comment and Communications**

**a. Public Comment**

President Sanders invited public comment. At this time, Wayne Township Deputy Trustee Susan Scott addressed the Board and described the “valuable” partnership between her office and the Wayne Branch. Her office works closely with the branch to provide such programs as firefighter education for children, job search training and the popular Breakfast with Santa.

Jackie Depp, the 40West Business Club Vice President, expressed appreciation for

the Library's involvement in hosting many of the Club's activities and programs.

The E-Learning Coordinator for Wayne Township Schools, Dana Lile, discussed the diversity of Wayne Township's population and the Library's support in serving that population. The school system's English Language Learning Program is noticing increases in participation, especially among the Nigerian population.

Marki Ward, an Adult Education Specialist for Wayne Township, talked about efforts to provide career training, English speaking proficiency and high school equivalency to 1,500 students. She mentioned that the program encourages students to obtain a library card.

- 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, August 27, 2018**

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

## COMMITTEE REPORTS

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

- a. **Report of the Treasurer – August 2018**

Ije Dike-Young, Chief Financial Officer, was attending the Budget Hearing at the City County Council meeting and in her place, Library CEO Nytes, discussed the Report of the Treasurer that had been distributed to the Board.

Ms. Crenshaw made the motion, which was seconded by Ms. Carlino, 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 32 – 2018 (Resolution to Set Maximum Tax Rate for Combined Debt Service Funds for 2019 Budget Year)**

CEO Nytes explained that this was an extra step that the Library has not taken in the past, but at the advice of the DGLF, we were asking the Board to confirm that the tax rate for the Library's combined debt service funds for the 2019 budget will

not exceed \$0.0318 per \$100 of assessed valuation. Clarifying this and authorizing the Chief Executive Officer and/or the Chief Financial Officer to adjust the Debt Service Fund to accomplish this will make the approval process with the DLGF clearer and more efficient. This will not change anything about the budget that the Board has approved, and will confirm the commitment the Library made to the Council originally regarding our debt service.

After full discussion and careful consideration of Resolution 32 – 2018, the resolution was adopted on the motion of Ms. Carlino, and seconded by Ms. Crenshaw, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

c. **Resolution 33 – 2018** (Transfer Between Accounts and Classifications)

CEO Nytes explained the requested transfer in the operating fund, which is due to the need to purchase several new servers for IT and the cost of these items exceeds the dollar value we set for purchases from a supply account. In order to support the purchase, funds in the amount of \$57,000 will be moved from supply accounts to a capital account. There is no net change in the budget. This Resolution came out of Committee therefore no second was required.

After full discussion and careful consideration of Resolution 33 – 2018, the resolution was adopted on the motion of Mr. Andrews, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

d. **President Sanders will Convene a Public Hearing**

*Ms. Sanders adjourned the Regular Meeting and convened a Public Hearing.*

She announced that this Public Hearing was being held for the following purpose:

To consider the Authorization for the Chief Executive Officer to Execute Lease Extension for the Fountain Square Branch as Advertised on August 12, 2018 in the Court and Commercial and on August 13, 2018 in The Indianapolis Star.

At this time, Mr. Robert Scott provided information about the Authorization, explaining the statutory requirements for this renewal and the recommendation for a two year extension. The only change from the current lease is a small change in the rent for the second year, but the first year remains the same.

President Sanders invited public comment from the audience, but there was none.

President Sanders then asked for a motion to close the Public Hearing. Rev. Robinson made a motion to close the Public Hearing, seconded by Ms. Crenshaw and the motion carried.

The Public Hearing was closed at this time.

*President Sanders reconvened the Regular Meeting.*

- e. **Resolution 34 – 2018** (Authorization for the Chief Executive Officer to Execute Lease Extension for the Fountain Square Branch)

After full discussion and careful consideration of Resolution 34 – 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, 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. **Annual Policy Revisions**

Katherine Lerg, HR Director, reviewed the proposed policy revisions for the Board one more time. She indicated that these items will be before the Board at the October meeting for approval. Changes include, among other things, the reduction in the number of renewals allowed for materials, an expansion of when tuition assistance can be provided for employees, and the addition of a probationary period for transferred employees.

- b. **Resolution 35 – 2018** (Approving Staff Association Compensation Committee Agreement)

Ms. Lerg presented the Joint Recommendations Agreement of the Staff Association Compensation Committee (SACC) and the Administration. This was negotiated for the period of 9/24/2018 through 12/31/2020. Because the Resolution came out of Committee no second was required.

After full discussion and careful consideration of Resolution 35 – 2018, the resolution was adopted on the motion of Ms. Crenshaw and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

c. **Grievance Review Resolution 39-2018**

At this time, Ms. Crenshaw asked for the consent of the Board to take up a matter of business not on the agenda. President Sanders asked for and received the consent of the Board to proceed with the item. Ms. Crenshaw then reported that the Diversity, Policy and Human Resources Committee had heard the matter of a grievance presented by Mrs. Nichelle Hayes and after deliberation confirmed that the decision of the CEO stands. The motion to approve Resolution 39-2018 was moved by Ms. Crenshaw and seconded by Mr. Andrews. And the 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

Mike Coghlan, Manager, Facilities Projects, provided an update on the Michigan Road project. Pictures taken by a drone were shared with the Board, and Board members were invited to a sneak peak event at the site on October 4<sup>th</sup>. Substantial completion is targeted for November 7<sup>th</sup>.

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

Mr. Coghlan noted that walls have been framed and the project is moving forward after experiencing some issues with soils. Masonry will be underway shortly, and furniture has been ordered for this project.

c. **Briefing Report** – October 2018 Action Item – Approval to Award a Construction Services Contract for the Brightwood Branch Project

Mr. Coghlan mentioned that our outreach efforts for Brightwood attracted 22 attendees as well as having 21 people attend the pre bid meeting. Dr. Jett indicated that she had attended the session and was positive about it. She stressed the need to learn more about how to reach potential contractors. The actual recommendation will be before the Board in October.

d. **Resolution 36 – 2018** (Approval to Award a Construction Services Contract for the Nora Branch Soffit and Fascia Panel Replacement Project)

Mr. Coghlan advised that the award had been made to Impact Construction Management at the August 27, 2018 Board meeting. However they had since

asked to withdraw their bid. Staff therefore recommended the selection of Marten Construction Management for this work.

After full discussion and careful consideration of Resolution 36 – 2018, the resolution was adopted on the motion of Dr. Jett, and seconded by Ms. Crenshaw, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, 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)

Dr. Jett moved to table Resolution 37-2018 due to the withdrawal of the recommended bid. The matter will be brought back to the Board at a later date.

## 9. Library Foundation Update

Dr. Jett provided the Update for September 2018 which is repeated here.

“Meet an Author, Be an Author” is on Sunday, October 13 from 10:15 a.m. to 4:30 p.m. at Central Library. Bring the whole family for a day filled with activities for writers and book lovers of all ages, presented by the Eugene & Marilyn Glick Indiana Authors Award and the Indiana Writers Center. Participants can attend free workshops on writing, publishing and marketing, meet local authors and hear from this year’s winners and finalists. Join us in celebrating ten years of the Indiana Authors Award! For more information, visit [www.indianaauthorsaward.org](http://www.indianaauthorsaward.org).

Thank you to all staff that helped with the Early Childhood Provider conference on September 8, 2018. Thank you in particular to Abby Brown, the Library’s Early Childhood Specialist, and staff in the Programming Department. It was attended by 237 childhood providers.

That day, Central Library, in cooperation with the President Benjamin Harrison site, hosted author Donna Griffin and two live goats to celebrate her new book, “Old Whiskers Escapes!” Thank you to Tami Edminster for working on the program and Amy Griffin for working on a related exhibit. The Library Foundation has several donors connected to the President Benjamin Harrison House and the book, so we appreciate our Library colleagues’ participation in this relationship-building opportunity.

The Library Foundation thanks 76 donors who made gifts last month. The following are our top corporate and foundation contributors:

Eli Lilly and Company Foundation, Inc.  
 PNC Foundation  
 Woodley Farra Manion Portfolio Management  
 Lewis Wagner, LLP

Ritz Charles  
 Umbaugh  
 MacAllister Machinery Company  
 Teachers Credit Union

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

Children's Programs

Curveside Ride  
 Read to Me, Please (InfoZone)

Cultural Programs

Lunch and Learn  
 Program Food  
 Safe Trunk or Treat at Indiana State Fairground  
 Scare in the Square (FSQ)  
 Snack Chats (WRN)  
 Then and Now: The Portfolio Club & Printing in Indy

Lifelong Learning

USB Technology  
 Workshops for Nonprofits (CEN)

- 10. Report of the Chief Executive Officer**  
 a. **Public Services Update and Statistics**  
 1) **Public Services Update**

John Helling, Public Services Director, reviewed the Public Services Dashboard for August 2018. Mr. Helling reminded the Board of the intent to reduce the number of renewals to ten per item which will reduce circulation on the one hand but also increase the amount of material that is brought back to the Library for other patrons to browse which will be a great positive for patrons. The Google Grant project re: mobile hotspots and circulating Chrome books will launch at Brightwood and Flanner House this fall. 11 of the 24 branches have gone live with the new RFID technology and the launches are going smoothly. Dr. Jett requested an update on the efforts to engage social workers at the Library and Mr. Helling indicated he would include that in his report in October.

- b. **August Media Report and "Bringing a Book to Your Branch" Video**

CEO Nytes invited the Board to review the August Media Report that was presented to the Board. It highlighted coverage of IndyPL services and programs in all media formats. She also invited Ms. Kim Crowder, Director of Communications to share a new youtube video which was produced by Randy Starks.

At this time the “Bringing a Book to Your Branch” video was shown featuring many staff from across the system.

- c. **The report of the Wellness Committee will be rescheduled for a later meeting.**

- d. **Report on the 2018 Summer Reading Program**

Melanie Wissel, Program Development Area, gave the Report on this year’s program whose theme was “Everyday Super Heroes”. She indicated that over 48,000 folks had signed up for the 2018 Summer Reading Program, and read over 945,000 books! Through the efforts to collect books to share, students themselves donated 5,906 books. Letters were sent to 300 different schools detailing which of their students participated in the program as many schools provide additional recognition to the participants. Next year will be the 100<sup>th</sup> Anniversary of the Summer Reading Program at Indy PL which will be an exciting milestone!

- e. **Report on the IndyPL Staff Day 2018**

Cheryl Wright, Manager of Organizational Learning and Development, distributed information to the Board about the structure of the October 7<sup>th</sup> Inservice Day. In addition to a full day of learning that is structured as a free choice conference model, the day includes the awarding of years of service recognition and two staff awards. Several of the offerings are on aspects of diversity and inclusion and staff are being encouraged to attend at least one of these sessions. 450 of our 600 + staff are attending. Some part time staff are unable to attend due to school or other job obligations. Board members were encouraged to drop in at any time during the day.

- f. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (38– 2018)**

CEO Nytes presented the resolution for the Board’s consideration. Dr. Jett questioned one item on the travel resolution relating to the attendance of an employee at a Diversity Training program which she felt was expensive and not germane to the employee’s current job. Dr. Jett made a motion, seconded by Ms. Carlino, to strike that item from the resolution. After some discussion the Board voted on the motion to strike and the motion failed by a vote of 4-1. The full Resolution 38-2018 was then moved by Rev. Robinson and seconded by Ms. Crenshaw and passed by a vote of 3-2, the “yes” votes being Ms. Crenshaw, Rev. Robinson and Ms. Sanders. (Mr. Andrews had left prior to this matter.)

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

- g. **Presentation of the “Sons: Seeing the Modern African American Male” Video**



CEO Nytes invited Nicholas Calvert, the Circulation Supervisor at the West Indy Branch to present to the Board the story of the “Sons” exhibit and programming. Mr. Calvert showed a promotional video about the project and invited Board members to attend some of the related events.

## UNFINISHED BUSINESS

11. Dr. Jett indicated that she had four items of unfinished business that she believed needed to be addressed by the Board. She expressed concern about the amount of movement that there has been to date on Diversity and Inclusion; she asked to see all of the questions and comments from the workplace survey that was conducted; she expressed concern about what as being done to plan for the future of the CBLC at the end of the five year grant; and she raised the question of the CEO’s evaluation. President Sanders indicated that she would take these matters under advisement.

## 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 2018** – *Briefing from the IndyPL GLBTQ Committee per Ms. Nytes and the report on the social worker project; the Wellness Committee will be rescheduled as well.*

## INFORMATION

### 14. Materials

- a. **Joint Meeting of Library Board Committee Notes –September 11, 2018** were distributed to the Board members for their general information.

### 15. Board Meeting Schedule for 2018 (Notice and Place of Meeting) and Upcoming Events/Information

- a. **Board Meetings for 2018** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through October 21, 2018.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, October 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, October 22, 2018 at the East 38<sup>th</sup> Street Branch, Library, 5420 East 38<sup>th</sup> 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 8:35 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

