

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
AUGUST 26, 2013**

The Indianapolis-Marion County Public Library Board met at the Decatur Branch Library, 5301 Kentucky Avenue, Indianapolis, Indiana, on Monday, August 26, 2013 at 6:40 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Mr. Lingenfelter presided as Chairman. Secretary Charleston was present.

2. Roll Call

Members present: Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter, Mr. Poulakidas and Ms. Lopez.

Members absent: Dr. Wantz.**

3. Branch Manager's Report

Gregory Hill, Decatur Branch Manager, welcomed everyone. He noted that he had previously submitted his Report to the Board and inquired if they had any questions regarding that information.

Mr. Lingenfelter commented that the branch was located at a good location – next to the school. He asked Mr. Hill if the branch and school were co-existing.

Mr. Hill responded that everything was going well with the high school, the middle schools and the elementary schools in the area.

Mr. Lingenfelter asked Mr. Hill if he had anything to share about the branch.

Mr. Hill mentioned some of the upcoming programs including a book signing and one with therapy dogs.

On another matter, Mr. Lingenfelter requested additional information on the terms “tapestry segments” and “Milk and Cookies and Up and Coming Families” that Mr. Hill had mentioned in his Report.

Mr. Hill responded that these had come from Civic Technologies when he was reviewing that material prior to this meeting. He took the terms from there.

Mr. Lingenfelter asked Mr. Hill to explain what the terms meant and/or how it's affecting the delivery of service at Decatur.

Mr. Hill replied that he had not looked into that deeply as far as how it might affect Decatur. This township fell into those two segments and he decided to add it to his Report. He advised that he would make sure to obtain the requested information and will get back to Mr. Lingenfelter.

A copy of Mr. Hill's Report is attached to these minutes.

4. Public Comment and Communications

a. Public Comment

Michael Torres, Public Service Associate at Central Library and President of AFSCME, the Library's Union, addressed the Board and made the following statement:

Good evening, Board and public.

I just want to take a minute to thank everybody who participated in our contract negotiations which we just finished up. Sometimes it seemed like we were bumping heads and stuff but I think we finally realized it and focused on completing the task. We have come to an agreement and I'm hoping and thinking that everybody is pretty pleased with it.

In having seen and heard the focus on top performers and stars to compensate above others; we advocated on taking into consideration that all our members play an equal and vital role in the Library. We advocated for equal raises for all of our members.

I hope that this sets a precedent for distributing the sums of revenue the taxpayers allow us, and show the taxpayers that our members want to be fair and good stewards of the tax dollars and not selective.

We can hope others will share our vision.

Thank you, all.

Mr. Lingenfelter mentioned that it was his understanding that the vote of those who voted was unanimous.

Mr. Torres confirmed that it was a unanimous vote and 76% of their membership showed up to vote. It was a very good turnout.

- 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, July 22, 2013

The minutes from the Regular Meeting held July 22, 2013 were distributed to the Board.

The minutes were approved on the motion of Ms. Lopez, seconded by Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter, Ms. Lopez and Mr. Poulakidas.

COMMITTEE REPORTS

6. Finance Committee (Kostas A. Poulakidas, Chair; Vanessa L. Lopez)

a. Report of the Treasurer – July 2013

Becky Dixon, Chief Financial Officer, reviewed the July 2013 Report of the Treasurer that had been distributed to the Board.

For the month of July, actual expenditures, less investments, debt payments, and transfers were .6% less than projected. The Library spent less in Capital Outlay.

Actual revenue was 4.7% less than projected. Fines and Fees were less than projected.

July 2013 expenditures, less investments, debt payments, and transfers were 9.06% more than July 2012. The Library spent less in Supplies and Capital Outlay.

July 2013 receipts were 40% less than July 2012. There was a timing difference on the receipt of our grant for the InfoZone – received in June 2013 and July in 2012.

Year-to-date Fines and Fees revenue for 2013 is \$681,175 compared to \$724,167 for year-to-date 2012.

Mr. Lingenfelter inquired if the Library would make it to the end of the year financially.

Ms. Dixon advised that we should be right on tune to our budget by the end of the year.

Mr. Lingenfelter commented that he knows that we are in the process of working on closing out our revenue for the previous catering business. How is it looking with our new caterer?

Ms. Dixon replied that with the new operations everything has been going smoothly. We are ahead on our projections of where we thought we would be for rental income for this year. Also, we have been booked every weekend this Summer with either a

wedding or special event and we're heavily booked into the Fall and into December. Things are moving in the right direction.

Ms. Charleston made the motion, which was seconded by Mr. Poulakidas, 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 – 2013** (Ordinance or Resolution for Appropriations and Tax Rate)

Ms. Dixon advised that this item is the approval of the Library's 2014 Budget. This sets the tax rate and the estimated tax levy and the Budget based on the public hearing that we had on July 22nd. These are the required forms from the Department of Local Government Finance that all units of government are to utilize for the Budget process.

The total projected tax rate is .1391% for 2014. That rate may vary depending on what the final assessed values come out to be. Ms. Dixon anticipates that the number will go down based on A/V numbers but she has used a 1% reduction in the Assessed Value.

Ms. Dixon commented that the property tax caps are expected to reach \$6.1 million in the Operating Fund for 2014. The caps continue to rise and the Assessed Value is dropping down. As a result, it has created a negative picture for all units of government.

Mr. Lingenfelter noted that the Library had anticipated a portion of that.

Ms. Dixon stated that we had anticipated that the property tax caps would be about \$4.9 million.

As part of our five-year fiscal plan, we have anticipated that things would turn around in 2015 and 2016.

M. Jacqueline Nytes, the Library's Chief Executive Officer, mentioned that the hope is that this will level off at some point.

Our 2014 Budget is a 2.44% reduction compared to the 2013 Budget in anticipation of the increase in the caps.

After full discussion and careful consideration of Resolution 44 – 2013, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Mr. Poulakidas, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter, Ms. Lopez and Mr. Poulakidas.

Motion carried.

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

** *Dr. Wantz arrived at approximately 6:55 p.m.*

- c. **Resolution 45 – 2013** (Authorization to Transfer from Construction Fund to Debt Service Fund)

Ms. Dixon advised that this resolution transfers \$177,000 from the Construction Fund to the Debt Service Fund.

We currently have a negative balance in our Debt Service Fund as a result of the property tax caps. The caps are estimated to be at \$1.8 million in our Debt Service Fund for this year.

Ms. Dixon noted that we have made some reallocation of debt to the Operating Fund which we had not planned to do this year. This transfer will help but we will still have a \$500,000 deficit.

The money that was in the Construction Fund are settlement proceeds that we had received earlier and we will transfer those proceeds into the Debt Service Fund.

Ms. Nytes commented that several years ago the City-County Council increased the Library's support to the point that we were able to eliminate debt service payments out of the Operating Fund and that was a very important accomplishment. Unfortunately, we are back in that same spot again. Not as badly as it was then but we have discussed this with Council President Lewis and with Municipal Corporations Committee Chairman Gray so that both of them are aware of the fact that even with the Council's good efforts, the actions that were taken then are no longer adequate to keep all debt service payments out of the Operating Fund.

After full discussion and careful consideration of Resolution 45 – 2013, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Ms. Charleston, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter, Ms. Lopez, Mr. Poulakidas and Dr. Wantz.

Motion carried.

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

- d. **Finance Committee Notes – August 12, 2013** were distributed to the Board for their general information and are attached to these minutes.

7. Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Lillian L. Charleston, Vanessa V. Lopez)

- a. **Briefing Report – Health Insurance Options**

Katherine Lerg, Director, Human Resources, discussed the health insurance information that had been presented to the Board.

Mr. Lingenfelter asked Ms. Lerg if the anticipated 15% increase in the insurance costs for 2014 was still holding.

Ms. Lerg responded that this is the information Anthem provided to the Library. She advised that we won't have a final quote from them in time for the Diversity, Policy and Human Resources Committee meeting in September. When we bring our final recommendation, it will be with our best estimate. Anthem states that they will provide a quote after September 20th.

Ms. Crenshaw commented that the full Committee will need to have a discussion at their meeting and be able to bring that forward to the full Board in September.

- b. **Diversity, Policy and Human Resources Committee Notes – August 12, 2013** were distributed to the Board for their general information and are attached to these minutes.

8. Facilities Committee (Lillian L. Charleston, Chair; David W. Wantz)

- a. **Facilities Briefing Report for August 2013**

Sharon Smith, Director, Facilities, discussed the Report that had been distributed to the Board which included information on the following items:

Facilities Assessment and Analysis Services Project; Repair Landscaping Damaged by the Drought; Vehicle Replacements; Exterior Signage Replacement; Energy Savings and Controls Upgrades COL E38 FRA IRV; and Warren Branch Library Access Drive.

- b. **Resolution 46 – 2013** (Approval to Award a Contract for Facilities Assessment and Analysis Services)

Ms. Smith advised that the Library is recommending Ratio Architects for this project. Ratio is a local firm who worked on our Central Library renovation project.

Ratio also brings with them MS&R who has wide library planning and assessment experience with such libraries as Anne Arundel Library in Maryland, Louisville Free Public Library in Kentucky and Johnson County Library in Kansas. They will also bring library planning consultant, Susan Kent, who has been a Director for the New York Public Library, Minneapolis Public Library and City Librarian for Los Angeles Public. So, they bring a very, very strong team to this process.

Their fees are estimated to be between \$165,000 - \$205,000. This expense would be covered by monies from the Lilly grant and the Construction Fund.

After full discussion and careful consideration of Resolution 46 – 2013, the resolution was adopted on the motion of Mr. Poulakidas, seconded by Ms. Charleston, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter, Ms. Lopez, Mr. Poulakidas and Dr. Wantz.

Motion carried.

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

c. **Resolution 47 – 2013** (Approval to Award a Contract for Vehicle Replacements)

Ms. Smith noted that they are recommending Capitol City Ford.

The Library had budgeted \$70,000 and Capitol City Ford's submittal comes in well within that range. It also includes the fee for the graphics package that we will be putting on the vehicles.

Dr. Wantz inquired if the old vehicles were being sold, traded or if the Library was keeping them.

Ms. Smith advised that the Library will purchase the new vehicles and sell the old ones.

Mr. Lingenfelter asked if whether or not the graphics package could be deferred and that money could be put toward the anticipated healthcare cost increase.

Ms. Nytes advised that this money is coming out of the Capital Projects Fund and that wouldn't work.

After full discussion and careful consideration of Resolution 47 – 2013, the resolution was adopted on the motion of Ms. Lopez, seconded by Ms. Crenshaw, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter, Ms. Lopez, Mr. Poulakidas and Dr. Wantz.

Motion carried.

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

d. **Facilities Committee Meeting Notes – August 12, 2013** were distributed to the Board for their general information and are attached to these minutes.

9. **External Affairs and Strategic Planning Committee (Kostas A. Poulakidas, Chair; Dorothy R. Crenshaw, David W. Wantz)**

Mr. Poulakidas advised that the Committee continues to discuss the Library's Strategic Plan and its implementation. He expressed appreciation for the Library staff and community volunteers who have been involved in the process to date.

The Committee also reviewed what was going on at the Statehouse. The State Tax and Finance Policy Committee is discussing issues related to financing that may or may not affect the Library.

a. **External Affairs and Strategic Planning Committee Meeting Notes – August 13, 2013** were distributed to the Board for their general information and are attached to these minutes.

10. **Library Foundation Update (Dorothy R. Crenshaw, Library Board Representative)**

July 2013 Library Foundation Update

Ms. Crenshaw 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:
 - Ice Miller LLP, The Sexton Companies and TechPoint Foundation for Youth, a fund of the Central Indiana Community Foundation – Children's Initiatives
 - Krieg DeVault LLP, Sycamore School, Tanglewood, Patria Press, Inc. and Indiana University Press – Indiana Authors Award
 - The Eugene and Marilyn Glick Family Foundation – Summer Reading Program
 - Alderding CPA Group – Most Urgent Need
 - Indiana Arts Commission – Fall Fest
 - St. Vincent Health – Ready to Read
- This month, the Foundation provided funding for the following Library programs:
 - eBook Tinker Station, funded by The Indianapolis Foundation Library Fund and proceeds from the Indiana Authors Award
 - Teen Read Week, funded by the General Fund
 - Ready to Read @ the Library, funded by Various Funders
 - Read to Me, Please, funded by the Early Childhood Fund

Other News:

Indiana Authors Award

The 2013 Eugene & Marilyn Glick Indiana Authors Award is just over two months away. This year's event will be held on Saturday, October 26, 2013 and tickets and tables are still available for purchase. If you are interested, please contact a Library Foundation staff member or visit www.indianaauthorsaward.org for more information.

Service Plans

Thank you to the Library's staff for their hard work on preparing the service plans. We will now begin a two-tiered review of these requests. First, the Foundation Board's Program Outreach Committee will vet the request. Next, the staff will work with the Finance Committee to determine how much the Foundation is capable of funding. This review will feed into the development of the Foundation's 2014 Budget which will be approved by the Foundation Board in November.

Cologne Exhibit

The Library Foundation would like to congratulate and praise Library staff for a great kick-off event on August 7, 2013 for the Cologne cultural exhibits at Central Library. Our sponsor, BMO Harris Bank and The Indianapolis Foundation Library Fund, are very pleased with the program.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – August 2013

Ms. Nytes mentioned that we are generally running positive year-to-date numbers although we have seen a little slippage in a couple of our monthly numbers. We will watch another month or two and see what's happening there although since we are now at a point of comparing year over year for comparable hours, it is a little hard to maintain quite the height of increases we have been seeing.

Also attached to the Report are samples of information on one of our new services – OverDrive.

Ms. Nytes advised that additional sample reports will be brought to the Board for review over the next several months.

She noted that having this information may reveal whether our staff in certain locations need additional training to assist the number of patrons using services or if, in fact, it's a comment on access to equipment, etc. We have to understand that but at least this way we can begin to see how patrons are adopting new technology across the county.

Ms. Nytes requested feedback from the Board members on all sample reports. If there are some reports that are of particular interest to the Board members we might come up with a new configuration of the dashboard we bring to the Board each month.

b. Update on Earn and Learn Program and United Way MOU

At this time, Chris Cairo, Director, Program Development, noted that last Summer's pilot of the Earn and Learn Program had been so successful that it was decided that it would be brought back this Summer and turned into a year-long initiative.

By participating in the Program, not only will children be earning their way out of debt but then they will be spending the year learning how to be more responsible citizens and get their library card back in good standing.

So far this Summer, we have had approximately the same number of children we had last year, namely 1,200 participants, with debt in the amount of \$75,000. About 72% of them have remained out of debt from last year.

It will be interesting to see how popular the program will be once the school year begins. We are going to have a very large campaign this fall and will be going into the schools and will try to promote the Program. Particularly with our high school students to help them realize that as they move into adulthood, they are going to be carrying that outstanding debt with them. We want to help them clean up their card while they are under the age of 18.

The Library is working with professional evaluators on the Program and will have some data to share soon.

Ms. Cairo then announced that she wished to share information on a new initiative that the Library believes will be a great benefit to our community.

This initiative encourages families to build home libraries. This is part of a larger goal the Library has for preparing young children for school.

Up until now, efforts to help children to own their own books have been limited to book prizes during the Summer Reading Program.

Starting in October, 2013, the Library will begin to offer free books that they can own to eligible children.

Called the Early Readers Club, it is funded by United Way of Central Indiana and is an iteration of the national Dolly Parton Imagination Library initiative.

The Early Readers Club will be part of a spectrum of initiatives already offered by the Library. These initiatives support the efforts of parents and day care leaders to prepare children for kindergarten.

Among others, these initiatives include Bunny Book Bags, My First Library Card, 1,000 Books by Kindergarten and Itty Bitty Bookmobile. Also, branch story times and preschool activities are important efforts as well.

This is how the Early Readers Club will work – Eleven branches located in key zip codes will become registration and book pick-up points for members of the Club. Participating children must be under the age of six years old and have an attending adult fill out a registration form. Once a member, children may pick up and select one book each month at one of the 11 participating branches. Once the child turns six, they age-out of the program.

In addition, the Library's Itty-Bitty Bookmobile will register 200 daycares, home daycares and ministry daycares for the initiative. Each month this little SUV will drop off a book for each child in the day care. Bookmobile staff will work with the Path to Quality certification group to support the daycare development efforts of Path to Quality and United Way. Daycares in certain zip codes will be targeted.

The initiative runs from October, 2013 through May, 2014 and will resume in September through May of 2015. A comprehensive evaluation of the project will be conducted and an analysis will be made before the 2015-2016 school year to determine effectiveness.

The Library expects to register 6,000 children in the initiative with the goal of reaching 15,000 eventually.

The United Way of Central Indiana is a key partner in this program and will be providing the 180,000 books needed as giveaways for the program.

Ms. Cairo distributed various draft handouts on the program to the Board members.

Ms. Crenshaw asked if you are required to go to a branch in your zip code.

Ms. Cairo replied “no” but only 11 branches out of 22 are participating. One caveat is if you do come to a branch to pick up a book for a previous month we can’t allow that to happen.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (48 – 2013)**

Ms. Nytes called everyone’s attention to the announcement of the retirement of staff member Steve Young who has been with the Library for 25 years.

After full discussion and careful consideration of Resolution 48 – 2013, the resolution was adopted on the motion of Ms. Lopez, seconded by Ms. Crenshaw, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter, Ms. Lopez, Mr. Poulakidas and Dr. Wantz.

Motion carried.

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

d. **Resolution 49 – 2013 (Resolution Approving Joint Written Recommendations of IMCPL Management and AFSCME Local 3395)**

Ms. Nytes explained that this agreement is being presented as the result of the work between the management group and the AFSCME unit. It has been unanimously approved by the unit members and is being presented tonight for Board ratification. It is a one-year agreement and would be effective as of September 1, 2013.

The agreement reflects a number of minor changes.

It also represents a significant change from what we started out to do this year. We have agreed to an across the board salary increase for Board-appointed employees. That is one of the big changes. That has been identified in the agreement as something for this year for the one-year contract.

Mr. Lingenfelter thanked Library staff and the members of the unit for working so hard to get to a unanimous agreement

After full discussion and careful consideration of Resolution 49 – 2013, the resolution, was adopted on the motion of Ms. Charleston, seconded by Ms. Lopez, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter, Ms. Lopez, Mr. Poulakidas and Dr. Wantz.

Motion carried.

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

UNFINISHED BUSINESS

12. None.

NEW BUSINESS

13. **Board Committee Assignments as of August 26, 2013** was distributed to the Board for their general information and is attached to these minutes.

Also, Ms. Nytes advised that she will be out of the country traveling with the Chamber of Commerce's Leadership Exchange and will be away from the city on the day of the September Board meeting. She advised that while away she will be visiting Cologne, Germany and will be meeting with library personnel there as part of our efforts to cultivate a stronger relationship with our Sister Cities. Arrangements are being made so that she may participate in the September Board meeting via Skype or Go To Meeting.

She also announced that staff members Deborah Lambert and Sarah Batt will be making a presentation on the Library's Shared System at that meeting.

At this time, the Board and staff presented Ms. Lopez with a plant and a card in recognition of her recent marriage.

A round of applause occurred at this time.

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:

September, 2013 – There were no items suggested.

INFORMATION

15. **Materials**

There were no materials available to be distributed to the Board.

16. **Board Meeting Schedule for 2013 and Upcoming Events/Information**

- a. **Board Meetings for 2013** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*

- b. Library Programs/Free Upcoming Events updated through September 22, 2013 and September PSAs.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Monday, September 23, 2013, at the Southport Branch Library, 2630 East Stop 11 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 7:45 p.m.

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

Lillian L. Charleston, Secretary to the Board

