

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
NOVEMBER 25, 2013**

The Indianapolis-Marion County Public Library Board met at the West Indianapolis Branch Library, 1216 South Kappes Street, Indianapolis, Indiana, on Monday, November 25, 2013 at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Mr. Lingenfelter presided as Chairman. Ms. Charleston acted as Secretary.

2. Roll Call

Members present: Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter and Dr. Wantz.

Members absent: Mr. Poulakidas.

3. Branch Manager's Report

Kimberly Andersen, West Indianapolis Branch Manager, briefly discussed the Report that had been distributed to the Board.

She mentioned that the branch has been in its current location since November 1986 and serves an older, working class neighborhood that is surrounded by a heavy industrial area. The daytime population is currently twice that of their regular population because there are a number of people who travel to the area for work.

The branch partners with several community organizations, namely, the Mary Rigg Neighborhood Center, the West Indianapolis Development Corporation and the local schools.

Each year the branch holds a Community Day in June which acts as the kick-off of the Summer Reading Program. Also, the branch holds a Christmas tree lighting event in December. This year the lighting will take place on December 3, 2013 and all are welcome to attend.

Ms. Andersen advised that they don't do a lot of programming at the branch except during the Indianapolis Public Schools Intersessions. This Fall, during a two-week time frame, there were 27 programs offered.

Mr. Lingenfelter inquired about the status of the old Chevrolet plant near the branch.

Ms. Andersen replied that the West Indianapolis Development Corporation is involved in those discussions. It is hoped that market rate housing would be developed in that area.

A copy of Ms. Andersen's Report is attached to these minutes.

4. Public Comment and Communications

a. **Public Comment**

There were no petitions to come before the Board.

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, October 28, 2013**

The minutes from the Regular Meeting held October 28, 2013 were distributed to the Board.

The minutes were approved on the motion of Ms. Aguilera, seconded by Ms. Crenshaw, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter and Dr. Wantz.

COMMITTEE REPORTS

6. Finance Committee (Kostas A. Poulakidas, Chair; Vanessa Lopez Aguilera, Camille D., Blunt)

a. **Report of the Treasurer – October 2013**

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

For the month of September, actual expenditures, less investments and debt were 5.6% less than projected. The Library spent less in Charges and Services and more in Capital Outlay than projected.

Actual revenue was 41.5% less than projected. Property tax advance was less than projected and e-Rate was higher than projected.

October 2013 expenditures, less investments and debt payments were 11.86% less than October 2012. Personal Services – salary and fringe benefits were less than a year ago due to the change in PERF payments. In 2012, the Library paid PERF quarterly and now we are required to submit on a bi-weekly basis.

October 2013 receipts were 42% less than October 2012. The tax advance for 2013 was \$900,000 compared to last year's advance of \$2 million.

Year-to-date Fines and Fees revenue for 2013 is \$929,196 compared to \$1,027,710 for year-to-date 2012.

Dr. Wantz made the motion, which was seconded by Ms. Charleston, 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 56 – 2013** (Transfer Between Classifications and Accounts and Appropriations of Gift and Grant Proceeds)

After full discussion and careful consideration of Resolution 56 – 2013, the resolution was adopted on the motion of Ms. Blunt, seconded by Dr. Wantz, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter and Dr. Wantz.

Motion carried.

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

- c. **Briefing Report – Revisions to Section 120 of the Library’s Policy Manual**

Ms. Dixon noted that several changes have been made to the language in Section 120 which pertain to the Library’s financial policies. These changes clean up the wording and remove any language related to procedures. Final approval on the changes will be requested at the December Board Meeting.

- d. **Finance Committee Notes – November 11, 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; Vanessa Lopez Aguilera, Lillian L. Charleston)

- a. **Briefing Report – Revisions to the Introduction and Sections 100-111 and 130-139 of the Library’s Policy Manual**

Jackie Nytes, the Library’s Chief Executive Officer, advised that making these revisions will help bring the Policy Manual up to date and will provide accurate information to management and staff. The recommended revisions will be voted on by the Board in December.

She noted that the real work on the Manual will begin after the first of year when review of the Library’s personnel policies begins.

- b. **Resolution 57 – 2013** (Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees)

Katherine Lerg, HR Director, distributed a new Page 1 of Resolution 57 – 2013 to the Board members at the meeting.

Ms. Lerg advised that she had changed the January 12, 2014 date to December 15, 2013 on the new page. Ms. Lerg advised that she had used January 12, 2014 because it was the start date of the first full pay period in January. It was discovered that using that date left a gap from when the resolution ended for this year. To prevent that gap in time, Ms. Lerg noted that she changed the January 12, 2014 date to December 15, 2013 because that is for the first pay date in January, namely, January 3, 2014.

After full discussion and careful consideration of Resolution 57 – 2013, the resolution was adopted on the motion of Ms. Crenshaw, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter and Dr. Wantz.

Motion carried.

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

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

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

At this time, President Lingenfelter adjourned the Regular Meeting.

- a. **President Lingenfelter will convene a Public Hearing**
- 1) **To consider the Authorization for the Chief Executive Officer to Execute Lease Extension for the Fountain Square Branch Library as advertised on November 13, 2013 in the *Indianapolis Star* and in the *Court and Commercial*.**

Robert Scott, the Library’s attorney, addressed the Board.

Mr. Scott noted that every ten years, by law, the Library must go through the process of holding a public hearing on these matters.

He advised that this lease is being renewed for a five year term. The first two years will be at the current rental rate and the remaining three years will have an escalated monthly/annual price. All other terms of the lease will remain the same.

- 2) **Invite Public Comment from the Audience**

There were no comments.

President Lingenfelter will consider a Motion to Close the Public Hearing

Ms. Charleston made the motion, which was seconded by Ms. Crenshaw, that the Public Hearing be closed.

Motion carried.

President Lingenfelter reconvened the Regular Meeting.

- b. **Resolution 58 – 2013** (Authorization for the Chief Executive Officer to Execute Lease Extension for the Fountain Square Branch Library)

After full discussion and careful consideration of Resolution 58 – 2013, the resolution was adopted, as revised, on the motion of Ms. Aguilera, seconded by Dr. Wantz, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter and Dr. Wantz.

Motion carried.

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

- c. **Briefing Report – Snow and Ice Removal Services Request for Proposal and Glendale Branch Library Remodel Project**

Sharon Smith, Facilities Director, briefly reviewed the items contained in the Briefing Report.

A copy of the Report is attached to these minutes.

Ms. Smith advised that there would be a change to the Committee meeting time for December. The team that is working on the Facilities Assessment will be in town on December 10, 2013 and the Committee meeting is being changed to that date at 4:00 p.m. She also mentioned that this will be a combined meeting with the External Affairs and Strategic Planning Committee.

Ms. Charleston then requested that Ms. Smith explain how the Library reaches out to vendors and what that process is.

Ms. Smith replied that the Library works with our Contract Administrator who has a list of sources that he sends out advertisements to for minority and women-owned businesses. We advertise in the major newspapers and we contact anyone who has given the Library their contact information for upcoming projects. We reach out in many different ways.

Ms. Charleston asked if we know if there were any minority or women-owned businesses that responded to either of the referenced contracts.

Ms. Smith noted that the deadline for the Snow and Ice Removal item is today. The deadline for Glendale is tomorrow. We don't have all of the information yet but it would be available at the meeting on December 10th.

- d. **Facilities Committee Meeting Notes – November 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)

- a. **Library Board and the Indianapolis Public Library Foundation Board of Directors Joint Meeting Notes – November 12, 2013** were distributed to the Board for their general information and are attached to these minutes.

In the absence of Mr. Poulakidas, Ms. Nytes commented that, in addition to Library Board and Foundation Board members, Hope Hampton, one of the co-chairs of the Strategic Planning Steering Committee, and some other members of the Steering Committee attended the meeting.

The report from the various Task Force meetings was also discussed. It was an opportunity to introduce the discussion about mission and vision.

Ms. Nytes advised that it is preliminary work at this point but it was a chance to get some things in front of the Foundation members. She mentioned that since several of the Foundation Board members are new, they are in more of a listening mode rather than an input mode which is understandable.

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

November 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:
 - Central Indiana Community Foundation, Purdue University Libraries and Press, Butler University, Indiana University, Issues & Advocates Faegre Baker Daniels LLP and Ball State University – Indiana Authors Award
 - Indiana Arts Commission – 2013 Fall Fest
 - Bridgestone Americas Trust Fund – 2014 Summer Reading Program
 - Robert & Toni Bader Charitable Foundation – Shared System Study and Dr. Seuss Program
 - Tonn and Blank Construction – Children's Initiatives
- 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

Other News:

Indiana Authors Award

On Saturday, October 26, 2013 the Indy Author Fair took place at Central Library. More than 400 people participated in free, public programs including local author book sales and signings, writing and publishing workshops and a public panel discussion with the 2013 Eugene & Marilyn Glick Indiana Authors Award winners and finalists.

That evening, a sold-out crowd of 360 guests attended the Award Dinner, Michael Martone and James H. Madison were recognized as the National Author and Regional Author winners, respectively, and Mike Mullin was announced as the Emerging Author winner.

At the Award Dinner, Marianne Glick announced that The Glick Fund would continue its support of the Indiana Authors Award for the next five years.

In total, this year's Indiana Authors Award raised \$78,500 for programs of the Library and Library Foundation. Additionally, \$2,500 public library grants were designated by each of the three winners. Recipients are the Little Turtle Branch of the Allen County Public Library, the Monroe County Public Library and The Indianapolis Public Library.

One Book, Two Cities

The Library Foundation is proud to support the One Book, Two Cities program and looks forward to its launch on December 3, 2013. Sponsors of this program include BMO Harris Bank and The Indianapolis Foundation Library Fund.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – October 2013

Ms. Nytes mentioned some upcoming calendar items as follows:

- One Book, Two Cities – 12/3 – 11:00 a.m. at Central Library
- Holiday Tree Lighting – 12/3 – 4-7:00 p.m. at West Indianapolis Branch

All are invited to attend these events.

With regard to the attached Report, Ms. Nytes noted that in the past we have not included the numbers such as Circulation and library cards issued from the Shared System in our monthly statistics. Beginning next year, we will begin counting those numbers.

A copy of the Report is attached to these minutes.

b. Report on Increased Focus on Staff Development Planned for 2014

Ms. Nytes commented that the changes facing the Library industry are immense and our staff needs to stay up-to-date on things. She feels the Library should be more deliberate about managing the process of ongoing staff development and succession planning. The amount of money allocated for staff development has been increased in the Library's Budget for 2014. This is an important consideration if we want to address the growth opportunities for staff.

She announced that the Area Resource Managers have been asked to restructure their assignments and take on more branches so that we could free up one individual to become the new Manager of Training and Development. In this regard, Cheryl Wright, who has been an Area Resource Manager for Central Library, will take a lateral move and go to this new position. Ms. Nytes announced that Mike Williams has been appointed to replace Ms. Wright at Central. Again, this is a lateral transfer of a management person. These changes will take effect January 1, 2014.

Ms. Charleston asked if the Board would receive a Briefing Report regarding the Library's plan for staff development and succession planning.

Ms. Nytes responded that this would be an appropriate thing to provide to the Board. At this point, she noted that she could provide Ms. Wright's job description but what we need is some time for Ms. Wright to get into the job and determine deliverables for next year. A report should be available sometime in the first quarter of 2014.

c. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (59 – 2013)

Ms. Nytes pointed out to the Board that staff member Jackie Hill, who has been with the Library for 44 years, will retire on January 1, 2014.

After full discussion and careful consideration of Resolution 59 – 2013, the resolution was adopted on the motion of Ms. Aguilera, seconded by Ms. Charleston, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter and Dr. Wantz.

Motion carried.

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

UNFINISHED BUSINESS

12. None.

NEW BUSINESS

13. Ms. Aguilera briefly discussed her attendance at the Library's recent Fall Fest event which was held at Central Library.

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:

December, 2013 – There were no items suggested.

INFORMATION

15. Materials

- a. *Public Libraries* (September/October 2013) - Mr. Lingenfelter encouraged the Board members to review the article on Page 13 regarding community partnerships. He noted that he recently attended a ULC conference where the subject was community partnerships. This will be a big component of the Library's Strategic Plan.
- b. *American Libraries* (November/December 2013)

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 December 15, 2013 and December PSAs.

17. Notice of Special Meetings

18. Notice of Next Regular Meeting

Monday, December 16, 2013, at the Library Services Center, 2450 North Meridian Street, 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 7:40 p.m.

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

Lillian L. Charleston, Secretary to the Board

