

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
OCTOBER 28, 2013**

The Indianapolis-Marion County Public Library Board met at the Spades Park Branch Library, 1801 Nowland Avenue, Indianapolis, Indiana, on Monday, October 28, 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. Ms. Charleston acted as Secretary.

At this time, Mr. Lingenfelter introduced Camille D. Blunt as the newest member of the Library Board. Ms. Blunt was appointed to the Board by the City-County Council.

Mr. Lingenfelter commented that everyone welcomed Ms. Blunt to the Library Board.

A round of applause occurred at this time.

Ms. Blunt mentioned that she was happy to be here, to learn what the Library Board is doing and also what's going on at the Indianapolis Public Library. She noted that she is a lifelong resident of Marion County and a frequent attendee at the Library. Ms. Blunt advised that she visits the Library at least once a week and takes her children.

2. Roll Call

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

Members absent: None.

3. Branch Manager's Report

Rodney Freeman, Spades Park Branch Manager, discussed the Report that had been distributed to the Board.

He advised that the branch serves a diverse population. Near the branch the population is comprised of 57% Caucasian, 32% African-American and 11% Hispanic.

The branch has participated in numerous community events including the Brookside Bash, NESCO Feast of Lanterns, NESCO Summit and the Near East Side Out-Of-School Summit.

Mr. Freeman also mentioned that there will be new programming at the branch including a Spades Park Independent Authors Fair and a Job Fair.

Spades Park also strives to provide better access to their facilities and materials. Mr. Freeman noted that they have added a Spanish collection and an oversize collection.

This branch did a Summer Lunch Program this year and provided over 1,500 lunches to children 18 and under.

Ms. Aguilera inquired when the Independent Authors Fair would take place.

Mr. Freeman advised that it is scheduled on the same day as the Feast of Lanterns.

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

4. Public Comment and Communications

a. Public Comment

Frank Watson, a patron of the Library, addressed the Board at this time.

Mr. Watson thanked the Board for being at the Spades Park Branch this evening. He thanked them that the branch is still here. He and others feel it is important to their neighborhood, both because of its historic past and because it contributes to a walkable neighborhood.

He stated that it was his personal feeling that the combination of information and space goes well together and those things are brought together by the librarians and they are important to the people in the neighborhood.

He is the Past President of the Spades Park Neighborhood Association. Also, he is a 40-year member of the Near East Side Community Organization and currently serves on the Board of McANA.

Mr. Watson commented that the health of the library system is one very important measure of the health of our city. Also, the health of the branch library affects the health of its neighborhood.

He also thanked Jackie Nytes, the Library's Chief Executive Officer, for her work at the Library.

Ms. Aguilera noted that she appreciated Mr. Watson's comments.

Mr. Lingenfelter thanked Mr. Watson. He responded that this branch has been very important to the Board. This was ground zero when a march to Central Library was organized. He also concurred with Ms. Nytes when she said that library branches are the living room of the neighborhoods.

He assured Mr. Watson that the Board would keep the doors open on all Library locations as long as possible.

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. **Executive Session, August 26, 2013**

The minutes from the Executive Session held August 26, 2013 were distributed to the Board. It was noted that approval of these minutes was previously tabled at the September Board Meeting.

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

b. **Regular Meeting, August 26, 2013**

The minutes from the Regular Meeting held August 26, 2013 were distributed to the Board. It was noted that approval of these minutes was previously tabled at the September Board Meeting.

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

c. **Regular Meeting, September 23, 2013**

The minutes from the Regular Meeting held September 23, 2013 were distributed to the Board.

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

COMMITTEE REPORTS

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

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

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

For the month of September, actual expenditures, less investments, debt payments, and transfers were 14.7% less than projected. The Library spent less in Personal Services, Other Charges and Services, and Capital Outlay.

Actual revenue was 12.1% less than projected. Facility rental and E-rate revenue was less than projected.

September 2013 expenditures, less investments, debt payments, and transfers were 1% higher than September 2012. Personal Services – salary and benefits were higher than a year ago.

September 2013 receipts were 12.04% less than September 2012. Fines are down compared to last year and less E-Rate funds.

Year-to-date Fines and Fees revenue for 2013 is \$847,643 compared to \$919,492 for year-to-date 2012.

Ms. Aguilera 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 53 – 2013** (Authorization for Consulting Services to Upgrade the Library's Telecommunication Systems)

Debra Champ, IT Director, pointed out that the upgrade will allow the Library's telecommunications software to operate on virtual servers and reduce the number of servers needed from five to two.

Total cost for the outside consulting services requested to be used for the upgrade is approximately \$17,200.

Mr. Lingenfelter asked about the Library not having the in-house expertise to complete the upgrade and if the consultants would be doing the work.

Ms. Champ responded that the Library's IT area did not have needed expertise. She also advised that the consultants will be performing the necessary work.

After full discussion and careful consideration of Resolution 53 – 2013, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Crenshaw, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter, Mr. Poulakidas and Dr. Wantz.

Motion carried.

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

- c. **Finance Committee Notes – October 14, 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. Benefits Update

Ms. Crenshaw mentioned that Jackie Nytes, the Library's CEO, has begun the process of leading us through the Library's Policy Manual revision. Quite a bit of time was spent at the last Committee meeting going through Section 100. Also, a timeline has been established that allows for all changes to the Manual being brought to this Committee. Within a proposed three-month cycle, the changes will be reviewed by the Committee, then brought to the Board as a Briefing Report and then finally brought for full Board approval.

Katherine Lerg, HR Director, advised that the Library had previously been told that the 2014 benefits costs for healthcare would increase by 15%. Now, the Library has received information from its newest insurance broker that the increase will only be 4.48%.

She noted that the Library had changed insurance brokers again this year. We had a new one last year but they did not provide some services that we had been hoping for. They didn't give us the proactive guidance from them and so we have gotten another new insurance broker.

The name of the newest company is Apex Benefits. Apex has multiple public service clients so they are familiar with how public sector entities are different from private sector.

The Library will be starting benefits information meetings tomorrow. Open enrollment will be from November 4-15, 2013. Ms. Lerg announced that the Library will be paying 90% of the plan costs for both the PPO Plan and the High Deductible Plan and the employees pick up the 10% percent share.

Also, for employees having the High Deductible Plan and who have or open a Health Savings Account, the Library will be doing a one-time contribution. For Employee Only coverage, it will be \$1,000 and for the other three tiers of coverage, it will be \$2,000 and it will be prorated for part-time staff.

With regard to the status of the Domestic Partner policy, Ms. Lerg stated that when the policies are updated, she will use the version used by the City/County. Once that is approved, it will be considered a qualifying event. Individuals wanting to pick up coverage at that point will be able to do so.

Dr. Wantz asked Ms. Lerg if the 90%/10% split mentioned earlier is determined by contract with the Union or is that policy.

Ms. Lerg stated that it is in both that we will pick up 90% of the cost.

b. Diversity, Policy and Human Resources Committee Notes – October 14, 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)

- a. **Resolution 54 – 2013** (Approval to Award Contracts for Energy Savings and Controls Upgrades for the College Avenue, East Thirty-Eighth Street, Franklin Road, and Irvington Branch Libraries)

Sharon Smith, Facilities Director, noted that the funds for this project are coming from the Capital Projects Fund.

After full discussion and careful consideration of Resolution 54 – 2013, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Charleston, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Lingenfelter, Mr. Poulakidas and Dr. Wantz.

Motion carried.

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

- b. **Facilities Committee Meeting Notes – October 14, 2013** were distributed to the Board for their general information and are attached to these minutes.

Also, Mr. Lingenfelter requested that Ms. Nytes provide an update on the proposed Bike Share program.

Ms. Nytes advised that the Library will partner with the Mayor’s Office of Sustainability to participate in the Bike Share program. The same type of Bike Share program is currently being done in Chicago, Illinois, Madison, Wisconsin and other cities. A bank of bikes is to be installed at Central Library next April that will allow individuals to share and return bikes for use throughout the downtown area, mainly along the Cultural Trail, for a small fee.

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

Mr. Poulakidas stated that the most recent Committee meeting was one of the best.

As most everyone knows, the Library is midway through our Strategic Planning process. The co-chairs, Hope Hampton and Carey Lykins, attended the recent meeting. The preliminary draft of the Strategic Plan was reviewed and a discussion was held on where we go next. A lot of ideas were shared in terms of how we move forward and what the Library means for Indianapolis and the greater Indianapolis area. More information will be shared in the days and weeks ahead.

Also, a discussion took place at the meeting on the Library’s fiscal condition. At some point, when all the great ideas are discussed, we must decide how we go forward based on our financial limitations.

At this time, Laura Johnson, Deputy Director, distributed some updated information on the Strategic Plan.

She acknowledged Chris Cairo, Director, Program Development, and the facilitators who had worked with the task forces in really fleshing out a lot of their information.

More information will be distributed to the Steering Committee at its meeting on October 29, 2013 for their feedback. Information will also be provided at the joint meeting of the Library Board and the Library Foundation Board on November 12, 2013.

Also distributed to the Board was an excerpt of the Executive Summary from one of our consultant's reports on our locations assessment.

Ms. Johnson reminded everyone that we are also doing a facilities assessment and a collections assessment. By January we will pull all this information together.

Mr. Poulakidas then read the Committee's four goals:

- Goal 1: Enrich Indianapolis' desire for personal growth and learning
 - Goal 2: Strengthen Indianapolis neighborhoods and businesses
 - Goal 3: Act as an agent of innovation in the Indianapolis community
 - Goal 4: Maximize accessibility to the Library and it's services
- a. **External Affairs and Strategic Planning Committee Meeting Notes – October 15, 2013** were distributed to the Board at the meeting for their general information and are attached to these minutes.

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

September 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:
 - John Wiley & Sons, Inc., Indiana Humanities, Butler University – Office of the Provost, Fifth Third Bank, Patria Press and Purdue University Libraries and Press – Indiana Authors Award
 - Lilly Endowment, Inc. – Facility Master Plan
 - David M. Cook Foundation – Most Urgent Need
- 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
 - Ready to Read, funded by various funders

- Microsoft Office Classes at Central Library, funded by the Hoover Family Foundation and the Lifelong Learning Fund
- One Book, Two Cities: Cologne, funded by BMO Harris Bank, The Indianapolis Foundation Library Fund and the Cultural and Community Endowment

Other News:

Indiana Authors Award

The 2013 Indy Author Fair and Eugene & Marilyn Glick Indiana Authors Award took place on Saturday, October 26, 2013. Thank you for your support of this event! We look forward to sharing attendance totals, the amount raised and other updates at the next Board of Trustees meeting.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – September 2013

Ms. Nytes noted that we doing okay on some of the metrics. We are leveling off from the time when we re-established our hours of service. Patron Visits, Computer Use and Circulation are up for the year.

A copy of the Report is attached to these minutes.

On other matters, Ms. Nytes mentioned that the Library was honored to receive an award from the Indiana Library Federation at their annual conference last week. The award was for the quality and breadth of our programming. There was a particular mention of our efforts with the Sister City relationships but all of our programming was mentioned in the recognition.

The Library has been working with United Way where we are instituting a new program entitled Ready to Read which is designed to get books into children's homes. We will do this through our visits to day cares and through eight or nine of our branches who are also going to be involved in getting books into the hands of children.

This week we are launching both our United Way campaign and the Foundation's Staff Campaign.

Lastly, she reminded the Board that the Library's Staff Day will take place on November 11, 2013 at Central Library. All Library locations will be closed to allow the staff to participate in team building and continuing education.

b. CEO Quarterly Statistical Report – 3rd Quarter 2013

A copy of the Report is attached to these minutes.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (55 – 2013)**

After full discussion and careful consideration of Resolution 55 – 2013, the resolution was adopted 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, Mr. Poulakidas and Dr. Wantz.

Motion carried.

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

d. **Discussion on the IUPUI University Library’s Report – “College Ready, College Bound – Libraries, Learning & Student Success”**

A copy of the referenced Report was presented to the Board.

The Report mentions that children who are not exposed to trained librarians during their elementary and secondary school years aren’t as successful in college as those who are.

UNFINISHED BUSINESS

12. None.

NEW BUSINESS

13. None.

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:

November, 2013 – There were no items suggested.

INFORMATION

15. **Materials**

There were no materials available for distribution to the Board members at the meeting.

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 November 24, 2013 and November PSAs.

17. Notice of Special Meetings

Tuesday, November 12, 2013, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m. for a Joint Meeting of the Library Board and the Indianapolis Public Library Foundation Board of Directors.

18. Notice of Next Regular Meeting

Monday, November 25, 2013, at the West Indianapolis Branch Library, 1216 South Kappes 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

