INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY MINUTES OF THE REGULAR MEETING DECEMBER 16, 2013

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Monday, December 16, 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. In the absence of Ms. Charleston, Mr. Poulakidas acted as Secretary.

2. Roll Call

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

Members absent: Ms. Charleston.

3. Report on 2013 IndyPL Staff Campaign

Danny Dean, President, Indianapolis Public Library Foundation, began his report by thanking the Board for the invitation to speak this evening. He commented that the Foundation Board and staff enjoy working with the Library.

The Library Foundation was incorporated as a non-profit on February 25, 1969. The first employee was hired and the first office opened in November 1992.

Mr. Dean noted that the Foundation and the Library have worked together on hundreds of programs over the years. Listed below are some everyone may recognize:

- Summer Reading Program
- Ready to Read
- Job Centers
- eBook Tinker Stations
- McFadden Lecture
- Sister Cities Programs

He then mentioned the 2013 Staff Campaign which was held from October 28th through November 22nd. The theme this year was "Dream a Little Higher" – the idea was to stretch collectively to reach our dreams for ourselves, our colleagues and the library system.

Weekly emails were sent from staff members, sharing their stories about why they give to the Staff Campaign. Also, posters and Milky Way bars were sent to all the branches to show appreciation for participation.

Some of the results of the Campaign were as follows:

- 134 donors made 151 gifts
- \$13,270 in pledges
- \$7,503 in cash (including \$500 from a company in honor of Library staff)

It should be noted that 30 donors designated approximately \$8,000 in cash and pledges to the Staff Development Fund.

Mr. Dean mentioned that in addition to the Campaign, a spare change drive was held during Staff In-Service Day which raised \$60 for the Staff Development Fund.

In conclusion, Mr. Dean expressed the Foundation's gratitude for how the Library staff members are giving back and for the success of the Campaign.

Mr. Lingenfelter commented that many of the Library's programs could not be done without the money that comes through the Foundation. He noted that it is a telling tale about how well we spend those dollars because of the way that people respond and give back.

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, November 25, 2013

The minutes from the Regular Meeting held November 25, 2013 were distributed to the Board.

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

b. Annual Meeting, November 25, 2013

The minutes from the Annual Meeting held November 25, 2013 were distributed to the Board.

The minutes were approved on the motion of Ms. Aguilera, seconded by Ms. Blunt, and the "yes" votes of Ms. Aguilera, Ms. Blunt, 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 – November 2013

For the month of November, actual expenditures, less investments, debt payments and transfers were 11.2% less than projected. The Library spent less in Personnel Services, Other Charges and Services, and Capital Outlay.

Actual revenue was 3.3% more than projected. The Library received a property tax payment for delinquent properties sold by the county.

November 2013 expenditures, less investments, debt payments and transfers were 2% less than November 2012. Less was spent in Supplies.

November 2013 receipts were 22% less than November 2012. The property tax advance for 2013 is less in 2013 compared with 2012.

Year-to-date Fines and Fees revenue for 2013 is \$1,003,417 compared to \$1,121,521 for year-to-date 2012.

Mr. Lingenfelter inquired if the Library was flattening out on the Fines and Fines amount.

Ms. Dixon reminded everyone about the impact the Earn and Learn Program has had on the Fines and Fees collected. Fines and fees collected by the Library are reduced due to this Program.

Mr. Poulakidas made the motion, which was seconded by Dr. Wantz, 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 61 – 2013** (Directors and Officers Liability and Employment Practices)

After full discussion and careful consideration of Resolution 61 - 2013, the resolution was adopted on the motion of Ms. Crenshaw, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Crenshaw, Mr. Lingenfelter, Mr. Poulakidas and Dr. Wantz.

Motion carried.

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

c. **Resolution 62 – 2013** (Revisions to Finance Section 120-129 of the Library's Policy Manual)

After full discussion and careful consideration of Resolution 62 – 2013, the resolution was adopted on the motion of Mr. Poulakidas, seconded by Dr. Wantz, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Crenshaw, Mr. Lingenfelter, Mr. Poulakidas and Dr. Wantz.

Motion carried.

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

d. **Finance Committee Notes – December 2, 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. **Resolution 63 – 2013** (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, explained that the revisions being proposed have been reviewed by many individuals and the policies have been revised as appropriate.

After full discussion and careful consideration of Resolution 63 – 2013, the resolution was adopted on the motion of Ms. Crenshaw, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Crenshaw, Mr. Lingenfelter, Mr. Poulakidas and Dr. Wantz.

Motion carried.

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

b. **Resolution 64 – 2013** (Appointment List)

After full discussion and careful consideration of Resolution 64 – 2013, the resolution was adopted on the motion of Ms. Crenshaw, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Crenshaw, Mr. Lingenfelter, Mr. Poulakidas and Dr. Wantz.

Motion carried.

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

c. Briefing Report – Annual Review of IMCPL Acceptable Use Policy

Debra Champ, IT Director, explained that the Board's annual review of the IMCPL Acceptable Use Policy is a routine action that is required by Indiana Code.

A copy of the Policy is attached to these minutes.

d. **Diversity, Policy and Human Resources Committee Notes – December 2, 2013** were distributed to the Board for their general information and are attached to these minutes.

On another matter, Katherine Lerg, HR Director, distributed a revised Policy Review Calendar to the Board for their review and information. She stated that review of the HR policies by the Board was to have begun in January 2014 but now the review will begin in February 2014.

Mr. Lingenfelter suggested that, going forward, all Board members should plan to remove the newly revised, approved policies from their packets and place them in their personal Policy binders.

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

At this time, Sharon Smith, Facilities Director, introduced Kevin Thomas as the Library's new Manager of Buildings and Grounds.

Mr. Thomas thanked everyone for giving him this opportunity. He noted that he had worked at the Library as a contractor for approximately ten years and that it's an honor to now join a team that contributes so much to our community.

a. **Resolution 65 – 2013** (Approval to Award a Contract for General Construction Services, Glendale Branch Library Remodel Project)

After full discussion and careful consideration of Resolution 65 – 2013, the resolution was adopted on the motion of Ms. Blunt, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Crenshaw, Mr. Lingenfelter, Mr. Poulakidas and Dr. Wantz.

Motion carried.

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

b. **Resolution 66 – 2013** (Approval to Award a Contract for Snow and Ice Removal Services)

After full discussion and careful consideration of Resolution 66 – 2013, the resolution was adopted on the motion of Ms. Blunt, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Crenshaw, Mr. Lingenfelter, Mr. Poulakidas and Dr. Wantz.

Motion carried.

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

c. Joint Facilities and External Affairs and Strategic Planning Committees Meeting Notes – December 10, 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 noted that the Committee had held their Joint Meeting with the Facilities Committee on December 10, 2013 and discussed the Strategic Plan.

At this time, Laura Johnson, Director, Community Services, distributed Strategic Plan information that had been reviewed by the Committee to the Board members. Included in the materials were the Mission, the Vision and the Core Principles information.

She announced that, after discussion, it was decided that these materials would be shared but they would not be moved for Board approval because of some continued deliberations on various items. After the community discussions take place, the full Plan will be available in March for adoption in April.

Ms. Johnson stated that reminders about the community meetings will be sent to all Board members so that they may RSVP for any session they are able to attend.

a. **Resolution 67 – 2013** (Presentation of the Mission, Vision and Core Principles of the Library's Strategic Plan)

Resolution 67 - 2013 was tabled and will be presented at a later date.

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

December 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:
 - Faegre Baker Daniels LLP Indiana Authors Award
 - Flaherty & Collins Properties Donna Talley Story Theatre Fund
 - Clark Quinn Moses Scott & Grahn, LLP Children's Initiatives
 - Robert and Toni Bader Charitable Foundation Shared System Study and Dr. Seuss Program
 - Griffith Family Foundation, Inc. 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
 - One Book, Two Cities: Cologne, funded by BMO Harris Bank and The Indianapolis Foundation Library Fund

Other News:

Congratulations

The Library Foundation would like to congratulate Library staff on a successful Fall Fest on November 16, 2013 and the launch event for the One Book/Two Cities program on Tuesday, December 3, 2013. Fall Fest was generously supported by the Indiana Arts Commission, Flaherty & Collins Properties, the Dr. Michael R. Twyman Endowment Fund and Friends of the Library. The One Book/Two Cities program is sponsored by BMO Harris Bank and The Indianapolis Foundation Library Fund.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – November 2013

Ms. Nytes advised that our Circulation numbers currently do not include school circulation but those numbers will be added starting next year. Overall, Circulation is up 3% for the year.

Some of the other numbers on the Report are continuing downward. The good news that if Holds are dropping then this means that we are freeing up some staff time. We believe the reason for this drop is because of our approach to purchasing materials.

In terms of the Web Branch Visits, it was learned that eBook users are becoming more comfortable with the OverDrive site. Wireless use in our buildings continues to go up and it has doubled in the last two years. Ms. Nytes pointed out there is now an average of 7,200 unique devices hitting our wireless network each week. Additionally, the Library's wireless network capacity is scheduled to be increased over the next year.

A copy of the Report is attached to these minutes.

b. **Confirming Resolutions:**

1) Resolution Regarding Finances, Personnel and Travel (68 – 2013)

After full discussion and careful consideration of Resolution 68 - 2013, the resolution was adopted on the motion of Ms. Aguilera, seconded by Ms. Crenshaw, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Crenshaw, Mr. Lingenfelter, Mr. Poulakidas and Dr. Wantz.

Motion carried.

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

c. Discussion of Upcoming Events –

- 1) Mayor's Celebration of Diversity Awards Luncheon January 14, 2014 at the JW Marriott, 10 South West Street, Indianapolis, IN Doors open at 10:45 a.m./Lunch 11:30 a.m.
- 2) **2014 Champions of Diversity Awards Dinner January 17, 2014** at the Hyatt Regency Hotel, Downtown, Indianapolis, IN Reception at 5:30 p.m./Dinner and Program 6:30 p.m.

Ms. Nytes also distributed registration information to the Board members for the upcoming 2014 PLA Conference which will be held in Indianapolis from March 11-15, 2014.

She mentioned that many Library staff will be attending and also volunteering at the Conference.

Board members who wish to attend any of the referenced events could contact Ms. Nytes or Angie Gilbert in the CEO's office.

UNFINISHED BUSINESS

12. None.

NEW BUSINESS

13. At this time, Ms. Nytes presented Mr. Lingenfelter with a certificate and an engraved gavel in recognition of his service as the Library Board President from January 2012 through December 2013.

A round of applause occurred at this time.

Ms. Lingenfelter thanked everyone. He also commented that it had been a real honor to serve with the other Board members and that this past year was very meaningful to him. He acknowledged the hard work performed by all Library staff. In addition, he also recognized everyone for the progress completed to date on the Library's new Strategic Plan.

Mr. Lingenfelter then passed the gavel to Ms. Crenshaw as the Board's new President.

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:

January, 2014 – There were no items suggested.

INFORMATION

15. Materials

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

16. Board Meeting Schedule for 2014 and Upcoming Events/Information

- a. **Board Meetings for 2014** 2014 Board Meeting calendar was distributed to the Board members for their general information.
- b. Library Programs/Free Upcoming Events updated through January 26, 2014 and January PSAs.

17. Notice of Special Meetings

18. Notice of Next Regular Meeting

Monday, January 27, 2014, at the Warren Branch Library, 9701 East 21st 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 7:30 p.m.

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

Kostas A. Poulakidas, Acting Secretary to the Board