

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
SEPTEMBER 23, 2013**

The Indianapolis-Marion County Public Library Board met at the Southport Branch Library, 2630 East Stop 11 Road, Indianapolis, Indiana, on Monday, September 23, 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.

It was noted that the Library's Chief Executive Officer, Jackie Nytes, was participating in the meeting from Cologne, Germany via Skype.

2. Roll Call

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

Members absent: Ms. Charleston and Ms. Lopez.

3. Branch Manager's Report

Mike Williams, Area Resource Manager, welcomed everyone to the branch and briefly discussed the Report that had been distributed to the Board.

He noted that Southport opened in 1974 and the branch will be celebrating its 40th anniversary at this location next year.

For the past three years, Southport has had the highest Circulation of any of the libraries in the Indianapolis Public Library system, including Central Library. There were 609,902 items circulated in 2012 at Southport.

Of all the branches, Southport also has the highest door count of the branch libraries. There were 200,068 patrons who visited in 2012.

The programming emphasis at the branch is on pre-school ages. Last week, there were 23 children and 19 adults who attended our Baby/Toddler Early Literacy class. Overall in 2012, the branch hosted 374 different programs with an attendance of over 8,000 patrons. The branch has 23 computers for the public and hosts a Job Center which helps individuals find a job.

The area around the branch is home to a diverse population. The largest ethnic group is the Burmese Chin people. According to current information, there are over 8,000 of these

individuals that reside near the branch. To assist these patrons, the branch offers ESL classes, English For the Workplace classes and Chin pre-school story times.

A discussion took place on the lack of available parking at the branch.

Mr. Williams commented that particularly during the summer, parking becomes a big issue. He pointed out that the branch is land-locked due to the railroad tracks at the back of the building, the apartments on one side and the storage facility on the other side. Unfortunately, there is no room for expansion of the parking lot.

Laura Johnson, Deputy Director, noted that there is also a great deal of pedestrian traffic at this location.

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. Executive Session, August 26, 2013

At this time, Russell Brown, attorney for the Library Board, advised that there were only three members of the Board present tonight that were in attendance at the Executive Session held on August 26, 2013 so the approval of those minutes must be postponed until the next Board meeting.

b. Regular Meeting, August 26, 2013

Mr. Brown noted that the same issue exists for the minutes of the Regular Meeting held on August 26, 2013. Due to only three members of the Board being present tonight who were attendance at the August meeting, approval of the minutes must be postponed until the next Board meeting.

COMMITTEE REPORTS

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

a. Report of the Treasurer – August 2013

Carolyn Adams, Accounting Manager, discussed the August 2013 Report of the Treasurer that had been distributed to the Board.

For the month of August, actual expenditures, less investments, debt payments, and transfers were 5.9% less than projected. The Library spent less in other charges and services and Capital Outlay.

Actual revenue was 14.8% less than projected. Fines and Fees and miscellaneous revenue were less than projected.

August 2013 expenditures, less investments, debt payments, and transfers were 7.76% higher than August 2012. Personal Services – salary and benefits were higher than a year ago.

August 2013 receipts were 16.33% less than August 2012. Fines are down compared to last year and timing of e-Rate funds.

Year-to-date Fines and Fees revenue for 2013 is \$763,447 compared to \$828,271 for year-to-date 2012.

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 50 – 2013** (One-Year Extension for Technology Plan)

Debra Champ, IT Director, commented that this resolution would authorize a one-year extension of the Library's Technology Plan. A Plan is required in order to receive e-Rate reimbursement funds for basic technology maintenance services. Approval of this extension allows for objectives to be defined in the Library's new Strategic Plan in 2015.

After full discussion and careful consideration of Resolution 50 – 2013, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Mr. Poulakidas, and the "yes" votes of 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 51 – 2013** (Transfer Between Classifications and Accounts and Appropriation of Gift and Grant Proceeds)

After full discussion and careful consideration of Resolution 51 – 2013, the resolution was adopted on the motion of Dr. Wantz, seconded by Ms. Crenshaw, and the "yes" votes of 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 – September 9, 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. **Policy Review Plan/Calendar**

Ms. Crenshaw advised that review of the Library's Policy Manual will begin in October. The first phase of the review will be for the 100's Section of the Manual which includes a lot of communication and finance information that will require some legal work and policy changes. The plan is to do the revisions for that Section, then do a Briefing Report and then come to the Board for approval by December, 2013.

She noted that all Board members had received a hard copy of the Policy Manual. Ms. Crenshaw also mentioned that the Library's IT Department is working to re-establish on-line access to the Manual for all Board members.

b. **4th Quarter Calendar Review Regarding Benefits Enrollment**

Katherine Lerg, HR Director, provided the Board with a tentative calendar of events regarding benefits enrollment.

She commented that Anthem was to have released the Library's 2014 quotes for coverage last Friday but they have not yet been received. Currently, it is anticipated that rates will increase by approximately 15% but is hoped that the increase will not be that high.

A recommendation on the health care options will be presented to the Board in October. A true open enrollment will occur in November for the coverage that will begin in January.

Dr. Wantz asked Ms. Lerg to define the term "true open enrollment."

She responded that the Library has had "closed enrollment" which means a staff member could not add people/benefits after they had signed up for their initial coverage.

- c. **Diversity, Policy and Human Resources Committee Notes – September 9, 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 September 2013**

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

License Agreement with the Indianapolis Cultural Trail, Inc. for the Installation, Operation and Maintenance of Bike-Share Equipment at Central Library; Contracts for Energy Savings and Controls Updates for the College Avenue, East Thirty-Eighth Street, Franklin Road, and Irvington Branch Libraries; Facilities Assessment and Analysis Services Project; and Warren Branch Library Access Drive.

- b. **Facilities Committee Meeting Notes – September 9, 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 mentioned that the whole Strategic Planning process is going very well.

Ms. Nytes stated that she had been impressed with the community's engagement. There have been 27 task force meetings held to date which represents a phenomenal amount of public participation.

Mr. Poulakidas pointed out that tonight the Board members were receiving an outline of what the Strategic Plan is going to contain. Additionally, a calendar showing upcoming meetings was also provided.

Ms. Johnson reminded the Board of their upcoming Joint Meeting with Library Foundation's Board of Directors scheduled for November 12, 2013.

She also noted that public meetings on the Strategic Plan will begin on January 28, 2014.

Mr. Lingenfelter thanked everyone for all the hard work that had been put into the process to date.

- a. **External Affairs and Strategic Planning Committee Meeting Notes – September 10, 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)

August 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:
 - Flashpoint, Thomas Dunne Books/Minotaur Books, The Glick Fund, a fund of Central Indiana Community Foundation, RJE Business Interiors, Health & Hospital Corporation of Marion County, IN, IPUUI University Library,

- Indiana Humanities and First Merchants Bank – Indiana Authors Award
- Indianapolis Indians – Summer Reading Program
- Nina Mason Pulliam Charitable Trust – Dr. Michael R. Twyman Endowment Fund
- Key Bank and Target – 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
 - Fall Fest, funded by Flaherty & Collins Properties and the Cultural & Community Endowment

Other News:

New Commercial

The Library Foundation was proud to fund the newest “COLTSTRONG, LIBRARYSTRONG” commercial starring Colts Andrew Luck and Dwayne Allen. The commercial is airing on local television stations through mid-October.

Indiana Authors Award

The Eugene & Marilyn Glick Indiana Authors Award Dinner is Saturday, October 26, 2013. If you would like to purchase tickets, please contact the Library Foundation office.

New Job Centers

The Foundation would like to congratulate staff in the Programming Department and the Pike and Brightwood branches for recently opening their new Job Centers. The resources now available are sure to benefit the unemployed and underemployed patrons in the communities those branches serve. A special thanks goes to The Indianapolis Foundation Library Fund, whose generous gift helped purchase equipment for those new Job Centers.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – September 2013

Ms. Nytes thanked the Library staff who had worked on setting up tonight’s Skype transmission. She commented that it is an important exercise for us as we look to some of the programming that we’ll be doing with our Sister City libraries over the next year or two.

She mentioned that while in Cologne she is meeting with the Mayor, the local newspaper and others to discuss a possible One Book, Two Cities program.

Ms. Nytes also noted that she spoke with several individuals who had followed Cordula’s blog. She reminded everyone that Cordula was the librarian who had traveled to Indianapolis from Cologne earlier this year as part of the Sister City program.

She is also scheduled to look at Cologne’s 3-D printer and to have a discussion about RFID. They are using RFID at their library and we would like to learn more about their

system and how it impacts staff, location size and return on investment.

With regard to the September Monthly Statistical Report that had been distributed to the Board, Ms. Nytes pointed out that numbers are still positive in most of the categories for the year.

A copy of the Report is attached to these minutes.

She also thanked those who attended the Municipal Corporations Committee hearing on the 2014 Budget. We have received some good feedback from the councillors about that Budget.

b. **Presentation on Indy PL Shared System by Sarah Batt, Manager, Partnership Development**

At this time, Debra Lambert, Director, Collection Management and Sarah Batt, Manager, Partnership Development, addressed the Board.

Ms. Lambert discussed how the Shared System will meet future goals of the Library's Strategic Plan. She noted that they are able to give the program new guidance with reports, promotions, education and communication.

Ms. Batt then presented a PowerPoint entitled "Sharing Resources, Sharing Strengths" to the Board.

It was noted that the Library's Shared System includes 21 private, public and charter schools and two museums. Future plans include exploring alternative models with a goal of building relationships with more schools. The Shared System has added 25,000 new borrowers to the Library since 2000, with 1,500 children added in 2013. It is only one of three such systems in the country, along with Nashville, Tennessee and New York City, each with different funding sources, service levels and organizational structures.

Mr. Lingenfelter noted that the Library's Shared System is really an integrated approach to the entire educational community. He also confirmed that the participants in the Shared System utilize the Library's existing collection.

Mr. Poulakidas commented on cost comparisons for the other Shared Systems mentioned by Ms. Batt. It appears that the Library is operating more cost-effectively than the others.

A copy of the PowerPoint presentation is attached to these minutes.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (52 – 2013)**

After full discussion and careful consideration of Resolution 52 – 2013, the resolution was adopted on the motion of Mr. Poulakidas, seconded by Dr. Wantz, and the "yes" votes of Ms. Crenshaw, Mr. Lingenfelter, 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. 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:

October, 2013 – There were no items suggested.

INFORMATION

15. **Materials**

- a. *Public Libraries* (July/August 2013).
- b. *American Libraries* (September/October 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 October 27, 2013 and October 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, October 28, 2013, at the Spades Park Branch Library, 1801 Nowland Avenue, 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.

Kostas A. Poulakidas, Acting Secretary to the Board

