

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
SEPTEMBER 20, 2007**

The Indianapolis-Marion County Public Library Board met at the Wayne Branch Library, 198 South Girls School Road, Indianapolis, Indiana, on Thursday, September 20, 2007 at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

President Mahern presided as Chairman. In the absence of Ms. Rothe, Mr. Meyer acted as Secretary.

2. Roll Call

Members present: Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

Member absent: Mr. Pizarro and Ms. Rothe.

3. Branch Manager's Report

Melinda Mullican, Assistant/On-Site Manager, welcomed everyone to the branch. She inquired if the Board members had any questions about the Report that was previously submitted. Hearing none, she concluded her presentation to the Board.

A copy of Ms. Mullican'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.

c. Correspondence was circulated for the Board's general information.

5. Approval Of Minutes: Executive Session, Regular and Special Meetings

a. Executive Session, August 16, 2007

The minutes from the Executive Session held August 16, 2007 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Jordan, seconded by Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

b. Regular Meeting, August 16, 2007

The minutes from the Regular Meeting held August 16, 2007 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Jordan, seconded by Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

c. Executive Session, August 28, 2007

The minutes from the Executive Session held August 28, 2007 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

d. Special Meeting, August 28, 2007

The minutes from the Special Meeting held August 28, 2007 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

COMMITTEE REPORTS

6. Finance Committee (Gregory Jordan, Chair; Louis Mahern, Mary Lou Rothe)

a. Report of the Treasurer – August, 2007

Ms. Dixon then discussed the August, 2007 Report of the Treasurer. She advised that for the month of August, 2007, actual expenditures, less investments, were \$130,000 less than projected. Actual revenue was \$3,082,848 less than projected. This decrease relates to the delay in property tax collections.

August, 2007 expenditures were 4% less than August 2006. August, 2007 receipts, less taxes, were \$201,732 less than August, 2006. This reduction is due to the loss of State funding. Fines revenue is down by 0.17% compared to August of 2006.

Year-to-date fines revenue for 2007 is \$1,144,255 compared to year-to-date 2006 of \$1,246,830 (8% decrease).

Mr. Meyer made the motion 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 149 – 2007** (Establishment of New Funds – Parking Garage and Café/Catering)

After full discussion and careful consideration of Resolution 149 – 2007, the resolution was adopted upon the motion of Mr. Jordan and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

Motion carried.

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

c. **Resolution 150 – 2007** (Increase Internet Bandwidth for Central Library)

After full discussion and careful consideration of Resolution 150 – 2007, the resolution was adopted upon the motion of Mr. Jordan and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

Motion carried.

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

d. **Resolution 151 – 2007** (Approval for Addendum for Design Services for Central Library Print Materials and Event/Meeting Advertising Materials)

After full discussion and careful consideration of Resolution 151 – 2007, the resolution was adopted upon the motion of Mr. Jordan and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

Motion carried.

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

e. **Resolution 152 – 2007** (Appropriation of Grant Proceeds)

After full discussion and careful consideration of Resolution 152 – 2007, the resolution was adopted upon the motion of Mr. Jordan and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

Motion carried.

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

f. **Finance Committee Notes – September 11, 2007** were distributed to the Board and are attached to these minutes.

7. **Diversity, Policy and Human Resources Committee (Jesse Lynch, Chair; Gregory Jordan,**

Louis Mahern)

a. **Briefing Report on Authorization to Engage Services of Hall Render Killian Heath & Lyman**

Janet Gartin Moore, Director, Human Resources, mentioned that the Library wishes to engage the law firm Hall Render Killian Heath & Lyman to assist with collective bargaining and related labor relations services. It was noted that the exact financial impact of the agreement cannot be known at this time but based on an estimate of 520 hours needed over a period of 12 months, the cost would be approximately \$114,800.

A resolution on this matter will be brought for the Board's final approval at next month's meeting.

b. **Resolution 153 – 2007** (Approval of Revised Acceptable Use Policy and Policy Annotations 314.3: Acceptable Use Standards)

After full discussion and careful consideration of Resolution 153 – 2007, the resolution was adopted upon the motion of Mr. Lynch, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

Motion carried.

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

c. **Resolution 154 – 2007** (Approve Finance Policy 120 – 129)

After full discussion and careful consideration of Resolution 154 – 2007, the resolution was adopted upon the motion of Mr. Lynch, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

Motion carried.

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

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d. **Resolution 155 – 2007** (Establishing Meeting Room and Event Space Fees)

After full discussion and careful consideration of Resolution 155 – 2007, the resolution was adopted upon the motion of Mr. Lynch, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

Motion carried.

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

e. **Diversity, Policy and Human Resources Committee Notes – September 11, 2007** were distributed to the Board.

8. Building Committee (Gary Meyer, Chair; Richard Bacon, Peter Pizarro)

- a. **Central Project Construction Team Update** – Larry Summers, Owner’s Representative, discussed the Central Library Project. A copy of the Update is attached to these minutes.

Mr. Summers noted that the monthly invoice for SPS was \$287,722 and Reynolds was \$98,869.

Mr. Meyer advised that due to several construction issues, it is anticipated that the auditorium will not open at the same time the transformed Central Library opens.

- b. **Construction Manager Monthly Report** was distributed to the Board at the meeting for their information.

c. **Confirming Resolutions:**

- 1) **Resolution on Central Library Project Change Order Report - Fund 40 (Resolution 156 – 2007)**

After full discussion and careful consideration of Resolution 156 – 2007, the resolution was adopted, as amended to change the total amount to \$240,205, upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

Motion carried.

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

- 2) **Resolution on Central Library Project Change Order Report for Garage Related Items – Fund 41 (Resolution 157– 2007)**

After full discussion and careful consideration of Resolution 157 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

Motion carried.

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

- d. **Resolution 158 – 2007 (Approval to Increase Licensing Purchase for the Vocera Wireless Voice Communication System)**

After full discussion and careful consideration of Resolution 158 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

Motion carried.

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

e. **Resolution 159 – 2007** (Authorization to Purchase Central Library Public Address System)

After full discussion and careful consideration of Resolution 159 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

Motion carried.

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

f. **Briefing Report – Central Library Facilities Update**

Mr. Meyer stated that a monthly Central Library Facilities Update would be presented to the Board starting this month and would continue through the end of the first quarter of 2008. He noted that the Update will contain information on activities, contract status, staff training and building systems.

A copy of the Report is attached to these minutes.

g. **Branch Status Report – August 31, 2007** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

h. **Building Committee Notes – September 5, 2007** were distributed to the Board for their general information and are attached to these minutes.

9. Library Foundation Update (Peter Pizarro, Library Board Representative)

September 2007 Library Foundation Update – In Mr. Pizarro’s absence, Mr. Mahern reviewed the Foundation’s activities for the month of August 2007.

Last month the Library Foundation received many contributions. The top corporate and foundation gifts came from:

Barnes & Thornburg	-	Gala
Thomson Gale	-	Gala
Horning Roofing & Sheet Metal	-	Branch Designated
Indiana Blood Center	-	Gala
One America Financial Partners	-	Gala
RJE Business Interiors	-	Gala
The Sexton Companies	-	Gala
Target	-	Children’s Programming
Tremco	-	Gala
Umbaugh	-	Gala
Verizon	-	Gala

The Donna Talley Story Theatre was dedicated in a special ceremony at the East 38th Street Branch on August 23, 2007. Library patron and former City-County Councillor Steve Talley raised funds for

this project in memory of his late wife, Donna, an ardent supporter of children's literacy.

The Foundation's Learning for a Lifetime campaign will run during September and October as an effort to acquire new donors.

Everyone is invited to the Central Library Gala on Saturday, October 13, 2007. Tickets are \$250 per person or \$2,000 for a table of eight.

A copy of the Update is attached to these minutes.

10. Report Of The Interim Chief Executive Officer

- a. **Statistics – August, 2007** were distributed to the Board.

Laura Bramble, Interim Chief Executive Officer, advised that it is anticipated that decreases in door count and circulation will occur during the next several months due to the closing of the Interim Central Library.

- b. **Central Library Presentation: Learning Curve**

Chris Cairo, Director, Project Development, and the new Activity Guides for the Learning Curve gave the presentation.

Ms. Cairo noted that the Curve will be an active learning environment for practicing information literacy skills. Young people will use laptop computers, the latest software applications and technology tools to engage in inquiry-based learning methods as they relate to the use of information. She mentioned that the Curve will be an environment rich in activities.

Activities in the real life space will be scheduled every 15 minutes throughout the day. Virtual space activities are available on demand through a product named CurveWorld. Ms. Cairo pointed out that they are so many activities planned in the Curve that the Library has named the skilled staff who will work in this space "Activity Guides."

At this time, the Activity Guides gave a demonstration of a virtual world that has been created as a motivational tool for engaging and using information.

Lastly, Ms. Cairo reminded everyone that the Learning Curve was funded entirely by the generous gifts from the following:

Allen Whitehall Clowes Foundation
Lilly Endowment
CICF Indianapolis Foundation
Rotary Foundation of Indianapolis

A copy of Ms. Cairo's remarks, a Curve Weekday Activity Schedule and the Curve Literacy Standards are attached to these minutes.

- c. **Report on IMCPL Technology Plan for the Years 2008-2009-2010**

Debra Champ, Director, Information Technology, discussed the Report that was distributed to

the Board. Ms. Champ reminded the Board that one of the requirements to apply for and receive Universal Services Funding (eRate) is to create and maintain a Technology Plan for the Library every three (3) years.

The proposed Plan sets out how technology will be used to achieve specific library service improvements. It is intended to guide planning and investments both for eRate funds and for the other resources needed to take advantage of technology. It was noted that the Indiana State Library must also approve this Plan.

She advised that the Board will be asked to approve the final Plan at the October Board Meeting.

d. Report on Geocaching School Project

Joyce Karns, Manager, Glendale Branch, distributed project information to the Board and Debbie Wollinsky, a teacher from Broad Ripple High School gave a report on the geocaching school project. Ms. Wollinsky advised that geocaching is actually a high tech treasure hunt which is conducted with a Global Positioning System (“GPS”).

Ms. Wollinsky then explained how geocaching works: A Geocacher chooses a location and fills a container with items to trade and a logbook. He then registers his new cache on Geocaching.com. After receiving the coordinates and other information from the website, another Geocacher uses a hand-held GPS to look for the cache. The GPS receives signals from the GPS satellites to give the user their current longitude and latitude. However, the Geocacher has no idea of the altitude of the cache location or the terrain or what kind of structure the cache container might be hidden in. This is part of the challenge of finding the cache. Finally, after locating the cache, the finder takes something from the container, as a memento of their visit, leaves something for the next player, signs the logbook and returns the container to its hiding place. Later, they will log their visit on Geocaching.com so that others can read about their adventure.

She noted that her students have enjoyed participating in the geocaching project.

e. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (160 – 2007)

After full discussion and careful consideration of Resolution 160 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern and Mr. Meyer.

Motion carried.

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

OLD BUSINESS

11. None.

NEW BUSINESS

12. None.

AGENDA BUILDING

13. **Future Agenda Items** - This time was made available for discussion items not on the Agenda, which were of interest to Library Board members and the opportunity was made to suggest items that should be included on future Library Board Meeting Agendas.

Items suggested for upcoming Board Agendas are as follows:

October, 2007 - To Be Determined

INFORMATION

14. **Materials**

The following materials were distributed to the Board for their general information:

- a. *ULC Exchange* (July/August 2007)
- b. *Public Libraries* (July/August 2007)
- c. *American Libraries* (September 2007)

15. **Board Meeting Schedule 2007 (Notice of Date and Place of Meeting) and Upcoming Events**

- a. **Schedule of Board Meetings – 2007** - *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. Library Programs and/or Free Upcoming Events through October 17, 2007 were distributed to the Board.

16. **Notice of Special Meetings**

None.

17. **Notice of Next Regular Meeting**

Thursday, October 18, 2007, at the Southport Branch Library, 2630 East Stop 11 Road, at 6:30 p.m.

18. **Other Business**

None.

19. Adjournment

The Secretary announced that there was no further business to come before the Board.

The Chairman declared the meeting adjourned at 8:00 p.m.

An audio recording and video tape/DVD of this meeting are on file in the Library's administration office.

Gary Meyer, Acting Secretary to the Board

