

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
JANUARY 17, 2008**

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The Indianapolis-Marion County Public Library Board met at the Central Library, 40 East St. Clair Street, Indianapolis, Indiana, on Thursday, January 17, 2008 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

President Jordan presided as Chairman. Secretary Rothe was present.

**2. Roll Call**

Members present: Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer and Ms. Rothe.

Member absent: Mr. Mahern.

**3. Branch Manager's Report**

Cheryl Wright, Director, Central Library, mentioned that they have now been open for six (6) weeks. She then reviewed some statistics comparing December 2006 and December 2007. She pointed out the following:

- 39% increase in circulation
- 78% increase in door count
- 646% increase in programs
- 1,020% increase in program attendance

Ms. Wright noted that the great increase in the number of programs and program attendance can be attributed to the limited program space that was available at the Interim Central Library. She then shared several patron comments she had received with regard to one of the recent string quartet programs presented at Central:

“I brought my two home-schooled children and it was the perfect experience of classical music.”

“I love strings but have never had much exposure to it. This concert was free. Thank you.”

“We were able to expose our children, ages 7, 10 and 14, to the best music we have ever heard.”

Mr. Lynch inquired if they had many requests from schools to tour the building.

Ms. Wright advised that they have had some pre-school groups in but they have not had much bus traffic yet from the schools. They have, however, received a lot of interest about bringing children to Central.

Ms. Rothe asked Ms. Wright how patrons can find out what programs are being offered and how they can get a schedule.

Ms. Wright stated that all the events are listed on the Library's web site. Also, a monthly program calendar is available for pick up at Central. Or, patrons may call Central for information.

Mr. Bacon inquired how program attendance is generated.

Ms. Wright mentioned that it is a combination of things – information received from web site, program brochures, patrons that are in the Library when the program begins.

#### **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, December 13, 2007**

The minutes from the Executive Session held December 13, 2007 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Lynch, seconded by Mr. Meyer, and the "yes" votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer and Ms. Rothe.

##### **b. Regular Meeting, December 13, 2007**

*Due to a printer error, approval of the minutes of the Regular Meeting, December 13, 2007, was tabled until the February Board Meeting.*

#### **PRESENTATION - Strategic Planning Discussion by Dr. Martin Jischke and Mrs. Patty Jischke**

At this time, Mr. Jordan introduced Dr. Martin Jischke and Mrs. Patty Jischke as the co-chairs of the Library's Strategic Planning Committee, who gave a presentation to the Library Board regarding their approach to the strategic planning process. Dr. Jischke served as President of Purdue University from 2000-2007. He has spent 39 years in higher education, over 23 of which have been as president or chancellor of four universities. During his time in Indiana, he has been involved in partnerships with

IPS and other Indianapolis organizations. Mrs. Patty Jischke has a focus on reading and early childhood education. In addition to other degrees, she has a MLS and JD.

Their philosophy is that strategic planning encourages deep thinking regarding mission, decision making and setting priorities. It brings stakeholders together for the greater good. To assist them with this project, the Jischkes have enlisted the help of the Director of Strategic Planning and Assessment at Purdue. Library staff has begun to assemble materials for the committee, which will be a broad-based community group.

At the end of February, there will be an all-day meeting of the Strategic Planning Committee, followed by five meetings to take place at Central Library and branch libraries. The goal is to complete the work by July 1, 2008 and present the final report to the Library Board. There will be regular reports to the Library Board and the Library Foundation. Dr. Jischke stated that the success of the process will be determined by commitment to implementation and on-going assessment. This will be an open and transparent process, and there will be opportunities for public, staff and donor participation.

Major issues of which to be mindful are:

- Alignment with the needs of the community
- Articulating the role of libraries in an information age
- Changing demographics of the Indianapolis community
- Concerns regarding funding

## COMMITTEE REPORTS

### 6. Finance Committee (Mary Lou Rothe, Chair; Elsa Kramer, Gary Meyer)

#### a. Report of the Treasurer –December, 2007

Becky Dixon, Chief Financial Officer, distributed and discussed the December, 2007 Report of the Treasurer. She stated that for the month of December, 2007, actual expenditures, less investments, were \$55,345 less than projected. Actual revenue was \$1,457,854 more than projected. This increase is the property tax distribution.

December, 2007 expenditures were 6% less than December 2006. December, 2007 receipts, less taxes, were 6% less than December, 2006. Fines revenue is up by 7.5% compared to December of 2006.

Year-to-date fines revenue for 2007 is \$1,631,549 compared to year-to-date 2006 of \$1,751,471 (7% decrease).

Year-to-date expenditures for 2007 are \$31,840,821 compared to year-to-date for 2006 of \$30,838,885 (3% increase).

Year-to-date revenues for 2007 are \$30,735,402 compared to year to date for 2006 of \$35,090,694 (12% decrease).

Ms. Rothe 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 1 – 2008** (Approval to Sign Contract for Voice (Telephone) Services)

After full discussion and careful consideration of Resolution 1 – 2008, the resolution was adopted upon the motion of Ms. Rothe, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer and Ms. Rothe.

Motion carried.

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

c. **Resolution 2 – 2008** (Authorization of Waived Fines and Fees)

After full discussion and careful consideration of Resolution 2 – 2008, the resolution was adopted upon the motion of Ms. Rothe, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer and Ms. Rothe.

Motion carried.

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

d. **Resolution 3 – 2008** (Insurance Resolution)

After full discussion and careful consideration of Resolution 3 – 2008, the resolution was adopted upon the motion of Ms. Rothe, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer and Ms. Rothe.

Motion carried.

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

e. **Resolution 4 – 2008** (Confirming Marion County Board of Finance)

After full discussion and careful consideration of Resolution 4 – 2008, the resolution was adopted upon the motion of Ms. Rothe, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer and Ms. Rothe.

Motion carried.

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

- f. **Resolution 5 – 2008** (Establishing a “Change Account” for the Parking Garage at Central and the Central Cafe)

After full discussion and careful consideration of Resolution 5 – 2008, the resolution was adopted upon the motion of Ms. Rothe, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer and Ms. Rothe.

Motion carried.

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

- g. **Finance Committee Notes – January 7, 2008** were distributed to the Board for their general information and are attached to these minutes.

**7. Diversity, Policy and Human Resources Committee (Jesse Lynch, Chair; Gregory N. Jordan, Mary Lou Rothe)**

- a. **Resolution 10 – 2008** (REVISED Resolution 181 – 2007 (Appointment List))

Per the request of the Board, this resolution was also assigned a 2008 number for clarification purposes, namely, Resolution 10 – 2008.

After full discussion and careful consideration of Resolution 10 – 2008 (the revised Resolution 181 – 2007), the resolution was adopted upon the motion of Mr. Lynch, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer and Ms. Rothe.

Motion carried.

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

- b. **Diversity, Policy and Human Resources Committee Notes – January 7, 2008** were distributed to the Board for their general information and are attached to these minutes.

**8. Building Committee (Gary Meyer, Chair; Richard Bacon, Louis Mahern)**

- a. **Central Project Construction Team Update** – Larry Summers, the 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 \$5,162.48 and Reynolds was \$85,633.91.

- 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 6 – 2008)**

After full discussion and careful consideration of Resolution 6 – 2008, the resolution was adopted, upon the motion of Mr. Meyer, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer and Ms. Rothe.

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 7 – 2008)**

After full discussion and careful consideration of Resolution 7 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Rothe, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer and Ms. Rothe.

Motion carried.

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

d. **Resolution 8 – 2008** (Authorization to Issue a Request for Proposal for General Maintenance Services for the Library)

After full discussion and careful consideration of Resolution 8 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Rothe, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer and Ms. Rothe.

Motion carried.

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

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

f. **Building Committee Notes – December 31, 2007** were distributed to the Board at the meeting for their general information and are attached to these minutes.

g. **Resolution 11 – 2008** (Authorize the Chief Executive Officer to Negotiate and Execute a Settlement Agreement with Dore & Associates Contracting, Inc. to Resolve All Outstanding Claims on the Central Library Project)

This resolution was verbally presented to the Board at the meeting.

Mr. Meyer made the motion, which was seconded by Ms. Rothe, that the Board authorizes the Chief Executive Officer to negotiate and execute a Settlement Agreement with Dore & Associates Contracting, Inc. for an amount not to exceed \$237,000, inclusive of insurance and retainage, with approximately \$84,000 to be credited back to the Library.

After full discussion and careful consideration of Resolution 11 – 2008, the resolution was adopted upon the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer and Ms. Rothe.

Motion carried.

## **9. Library Foundation Update (Gregory N. Jordan, Library Board Representative)**

**January 2008 Library Foundation Update** – Mr. Jordan reviewed the Foundation’s activities as follows:

- Last month, the Library Foundation received many contributions. The top corporate and foundation gifts were from the Ayres Foundation, Inc., Bridgestone Firestone Trust Fund, The Kroger Company, Pacers Foundation, Inc. and Wal-Mart. These gifts will support branch wish lists, Central Ride Curveside, the Summer Reading Program and other children’s initiatives. Additionally, a gift was received from Alerding & Co., LLP to be applied to the Central Library Gala.
- A grant was received from the Library Fund of The Indianapolis Foundation, a CICF affiliate, to support the continuation of Live Homework Help.
- The Foundation is working with the Library Board on strategic planning.

A copy of the Update is attached to these minutes.

## **10. Report Of The Chief Executive Officer**

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

Laura Bramble, Chief Executive Officer, advised that there was a slight increase in circulation and a slight decrease in door count. Fewer people are checking out more items. For 2007, our circulation was 14.1 million items.

- b. **Update from the IMCPL African-American History Committee**

Beth Baker Schoch and Anthony Radford updated the Board on the work of the African American History Committee (“AAHC”). This is one of the Library oldest committees, having been in existence for 30 years. The focus of the AAHC is to present programs of African American interest, and to attract people to the Library who might not otherwise come. Programs are made possible through support and funding from the Library and the Library Foundation. There are 14 staff members that serve on the committee. There are four major emphases:

- Author programs.
- Family Fall Fest – This program is geared toward children. For the past several years, the committee has worked to attract teens to this program. The Slammin’ Rhymes contest has been very popular. Lafayette Square Mall management has expressed an interest in hosting the event again this year.

- Faithful Readers – This program is a collaboration between the committee and area churches in which emphasis is placed on establishing small libraries in the churches, getting children signed up for library cards, and promoting reading initiatives.
- Advisory Board – This new initiative involves seven community members who will give feedback, promote programs, and help develop new programs.

Meet the Artists will celebrate its 20<sup>th</sup> anniversary next month. The theme is “Coming Home,” and 62 of the 200 artists who have participated over the years will exhibit their work. Meet the Artists will be held on February 2, 2008, 5:00-10:00 p.m. at Central Library.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (9 – 2008)**

After full discussion and careful consideration of Resolution 9 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Lynch, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer and Ms. Rothe.

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:

**February, 2008 -** To Be Determined

**INFORMATION**

**14. Materials**

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

- a. 2008 Board Committee Assignments
- b. *FOCUS on Indiana Libraries* (November/December 2007)
- c. *Public Libraries* (November/December 2007)
- d. *American Libraries* (December 2007)

**15. Board Meeting Schedule 2008 (Notice of Date and Place of Meeting) and Upcoming Events**

- a. **Schedule of Board Meetings for 2008** - *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. Library Programs and/or Free Upcoming Events through February 20, 2008 were distributed to the Board.

**16. Notice of Special Meetings**

None.

**17. Notice of Next Regular Meeting**

Thursday, February 21, 2008, at the Flanner House Branch Library, 2424 Dr. Martin Luther King, Jr. Street, 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 8:15 p.m.

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

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Mary Lou Rothe, Secretary to the Board

