

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
MARCH 20, 2008**

The Indianapolis-Marion County Public Library Board met at the East Washington Branch Library, 2822 East Washington Street, Indianapolis, Indiana, on Thursday, March 20, 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. Mahern, Mr. Meyer and Ms. Rothe.

Member absent: None.

3. Branch Manager's Report

Rod Burkett Manager, East Washington Branch Library, welcomed everyone to the meeting and introduced two of the branch staff members, namely, Linda Tegmeyer, Public Services Associate and Rose Clark, Library Assistant. Mr. Burkett then briefly discussed his report that had been provided to the Board. He mentioned that the branch is coming up on its 100th anniversary and is the oldest building in constant use as a library in Marion County. Mr. Burkett noted that in 2002, the Historic Landmarks Foundation of Indianapolis officially recognized this fact by presenting the Library with a Historic Preservation Award for Continued Use. He pointed out that East Washington is located in the center of a cluster of faith-based agencies that serve the homeless and they have also been involved in supporting the InfoPort in the Parenting Center at School 14. The branch also offers three public computers which provide an opportunity for parents, especially those who are homeless, to search for jobs and housing. Additionally, Mr. Burkett noted that there was a 16% increase in circulation in 2007 compared to 2006, and a 3% increase in door count.

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, February 13, 2008**

The minutes from the Executive Session held February 13, 2008 were distributed to the Board.

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

b. **Special Meeting, February 13, 2008**

The minutes from the Special Meeting held February 13, 2008 were distributed to the Board.

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

c. **Executive Session, February 21, 2008**

The minutes from the Executive Session held February 21, 2008 were distributed to the Board.

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

d. **Regular Meeting, February 21, 2008**

The minutes from the Regular Meeting held February 21, 2008 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. Mahern, Mr. Meyer and Ms. Rothe.

COMMITTEE REPORTS

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

a. **Report of the Treasurer –February, 2008**

Becky Dixon, Chief Financial Officer, briefly discussed the February, 2008 Report of the Treasurer that had been distributed to the Board. She stated that for the month of February, 2008, actual expenditures, less investments, were \$86,000 less than projected. Actual revenue was \$49,344 more than projected. This increase is due to receiving the January Local Option Income Tax distribution in February.

February, 2008 expenditures were 20% more than February, 2007. February, 2008 receipts, less taxes, were 53% more than February, 2007. This increase related to the January and February Local Option Income Tax distribution of \$192,033. Fines revenue is up by 17% compared to February of 2007.

Year-to-date fines revenue for 2008 is \$319,144 compared to year-to-date 2007 of \$305,011 (5% decrease).

Year-to-date expenses for 2008 are up by 33% compared to 2007 and 2008 year-to-date revenue is up by 29% compared to 2007.

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. President Jordan will Convene a Public Hearing

President Jordan announced that this Public Hearing was being held to consider the proposed Appropriation.

1) Receive Information on the Proposed Appropriation

At this time, Ms. Dixon provided information on the proposed Appropriation. She noted that the Library has received monies in connection with the settlement of a portion of the claims related to the construction problems on the Central Library Project. The Board desires to use the settlement proceeds, along with interest earnings to defease outstanding obligation bonds and cover costs associated with the lawsuits. In order to account for the funds and the defeasance program, the Library wishes to establish a "rainy day fund" to receive the funds and pay for the expenses related to the defeasance program.

2) Invite Public Comment from the Audience

President Jordan invited public comment at this time.

There were no comments.

President Jordan will Consider a Motion to Close the Public Hearing

Mr. Meyer made a motion to close the Public Hearing. Ms. Rothe seconded the motion.

Motion carried.

The Public Hearing was closed at this time.

c. Resolution 24 – 2008 (Authorizing and Appropriation Resolution)

After full discussion and careful consideration of Resolution 24 – 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. Mahern, Mr. Meyer and Ms. Rothe.

Motion carried.

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

- d. **Finance Committee Notes – February 11, 2008** were distributed to the Board for their general information and are attached to these minutes.
- e. **Finance Committee Notes – March 10, 2008** were distributed to the Board for their general information and are attached to these minutes.
- f. **Resolution 33 – 2008** (Authorization to Invest in a Money Market Mutual Fund)

After full discussion and careful consideration of Resolution 33 – 2008, the resolution was adopted upon the motion of Ms. Rothe, seconded by Mr. Lynch, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

Motion carried.

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

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

- a. **Briefing Report – Proposed Policy Revisions for P212.A.3, P212.B.4, P220.B.1, P220.C.1 for Internal/External Applicants in Debt Collect**

Janet Gartin-Moore, Director, Human Resources, advised that the proposed revisions address the issue of job applicants who are in debt collect. She noted that the Board would be requested to vote on the changes at the April Board meeting.

- b. **Diversity, Policy and Human Resources Committee Notes – March 10, 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.

- 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 25 – 2008)**

After full discussion and careful consideration of Resolution 25 – 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. Mahern, 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 26 – 2008)**

After full discussion and careful consideration of Resolution 26 – 2008, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

Motion carried.

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

d. **Resolution 27 – 2008** (Approval of Addendum to Consulting Agreement with K. C. Thomas Construction, Inc. for Central Project Construction Technician Services)

After full discussion and careful consideration of Resolution 27 – 2008, the resolution was adopted, as amended to change the number on the actual resolution to “27-2008”, upon the motion of Mr. Meyer, seconded by Ms. Rothe, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

Motion carried.

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

e. **Resolution 28 – 2008** (Approval to Award Contract for Library Services Center HVAC Repair)

After full discussion and careful consideration of Resolution 28 – 2008, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

Motion carried.

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

It was necessary for President Jordan to leave at 6:55 p.m. At this time, he turned the gavel over to

Vice President Meyer who presided over the remainder of the meeting.

- f. **Resolution 29 – 2008** (Approval to Award Contract for General Maintenance Services for the Library)

After full discussion and careful consideration of Resolution 29 – 2008, the resolution was adopted upon the motion of Mr. Mahern, and the “yes” votes of Mr. Bacon, Ms. Kramer, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

Motion carried.

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

- g. **Resolution 30 – 2008** (Approval to Award Contract for Office Supply Services for the Library)

After full discussion and careful consideration of Resolution 30 – 2008, the resolution was adopted, as amended to reflect that this will be a four (4) year agreement and not an extension, upon the motion of Mr. Mahern, and the “yes” votes of Mr. Bacon, Ms. Kramer, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

Motion carried.

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

- h. **Branch Status Report – February 29, 2008** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.
- i. **Building Committee Notes – March 11, 2008** were distributed to the Board at the meeting for their general information and are attached to these minutes.

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

February 2008 Library Foundation Update – In Mr. Jordan’s absence, Mr. Meyer reviewed the Foundation’s activities as follows:

- Last month, the Library Foundation received many contributions. The top corporate and foundation gifts were from Barnes & Thornburg, LLP, Emerson Appliance Controls and Teachers Credit Union.
- The Foundation continues to work 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 – February, 2008** were distributed to the Board.

Laura Bramble, Chief Executive Officer, stated that circulation continues to rise. She pointed out that the following locations have experienced double-digit year-to-date increases in circulation: Central Library – 83%; East Washington – 15%; Flanner House – 23%; Spades Park – 15%; West Indianapolis – 21%; and Outreach – 13%.

- b. **Spring Adult Program Preview**

Emily Hankley, Program Development Services Area, distributed information and provided a preview of the Spring Adult Programs. She noted that the recent American Presidency exhibit was very successful. Special partnerships for some of the upcoming Spring programs are: 1) Ask-A-Lawyer and 2) Truth About Cancer, which is based on a PBS documentary and will also include an exhibit of artwork by cancer survivors. There will be a number of arts programs presented and a special focus will be utilized to tie the programs back to the collection.

- c. **Distribution of 2007 Annual Report**

Maria Blake, Director, Communications and Community Relations, distributed copies of the Library's 2007 Annual Report to the Board. She expressed appreciation to staff member Jon Barnes for his assistance with the layout and writing for the Report. Ms. Blake reminded everyone that, again this year, the cost of the Report, which includes the mailing envelopes, postage and the use of a mailing service, was under \$3,000. An additional 400 copies are being provided to the Library Foundation and they will reimburse the Library for this expense. She noted that copies of the Report are mailed to all the appointing authorities, other library systems and to patrons. Copies are also made available at each IMCPL location.

Mr. Meyer pointed out that the Report reflects that circulation and patron visits increased in 2007. He also wanted people to review the information concerning the funding sources for the Library which shows our dependence on property tax dollars.

- d. **Resolution 31 – 2008** (Approval of NEH Picturing America @ College Library Grant Proposal)

After full discussion and careful consideration of Resolution 31 – 2008, the resolution was adopted upon the motion of Ms. Rothe, seconded by Mr. Mahern, and the "yes" votes of Mr. Bacon, Ms. Kramer, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

Motion carried.

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

- e. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (32 – 2008)**

After full discussion and careful consideration of Resolution 32 – 2008, the resolution was adopted upon the motion of Ms. Kramer, seconded by Mr. Lynch, and the "yes" votes of Mr. Bacon, Ms. Kramer, Mr. Lynch, Mr. Mahern, 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. Mr. Meyer mentioned that he wished to thank the entire Library Board for all their hard work, both in the past and in the future. He noted that, going forward, the Board should anticipate being faced with funding and other challenges.

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:

April, 2008 - To Be Determined

INFORMATION

14. **Materials**

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

- a. *American Libraries* (January/February 2008)
- b. *American Libraries* (March 2008)
- c. *Public Libraries* (January/February 2008)
- d. *FOCUS on Indiana Libraries* (February 2008)

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 April 16, 2008 were distributed to the Board.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Thursday, April 17, 2008, at the Irvington Branch Library, 5625 East Washington 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 7:45 p.m.

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

Mary Lou Rothe, Secretary to the Board

