

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
MAY 15, 2008**

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The Indianapolis-Marion County Public Library Board met at the Nora Branch Library, 8625 Guilford Avenue, Indianapolis, Indiana, on Thursday, May 15, 2008 at 6:40 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, Ms. Rothe and Mr. Shevlot.

Member absent: None.

**3. Branch Manager's Report**

Judy Clem, Assistant Manager, Nora Branch Library, thanked everyone for coming. She noted that for approximately the last year and one-half, the branch staff has been focusing on programming. Both the baby and toddler programs have grown and have moved from the story theater to the community room. For the second year in a row, the branch received Wish List funds from the Foundation for Sunday family programs. Teen services continue to grow, with the establishment of a teen advisory board to help with planning and implementing programs. The population surrounding the branch is changing, and the Library now enjoys a very diverse group of patrons. It was pointed out that the Nora area has become a settlement area for recent immigrants. There are currently 50 Burmese families leaving near the branch.

Mr. Meyer inquired about the drop in door count figures. Ms. Clem advised that she was unsure why this was occurring. She thought that perhaps the patrons that used to come to the branch every day are now only coming every two to three days.

**4. Public Comment and Communications**

**a. Public Comment**

Dr. and Mrs. Martin Jischke, Co-Chairs of the Strategic Planning Committee, presented an update on the strategic planning process. The Committee has met three times, and there are three meetings remaining. The next meeting will be held Monday, May 19, 2008 and will focus on finances. Two public forums have been held, with the final one scheduled for May 21, 2008 at the Southport Branch. The random telephone survey conducted involved 600 participants.

Comments have been generally supportive of the Library. The three recurring themes are: Library branches as important community gathering places; early childhood education and school readiness; and computer access and technology. The Committee has drafted a mission statement, vision statement, and over-arching goals, and has begun the process of identifying 12 priorities. It was announced that all of the information is available on the Library's website, and there is a mechanism there to give feedback to the Committee.

- 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, April 17, 2008**

The minutes from the Executive Session held April 17, 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. Meyer, Ms. Rothe and Mr. Shevlot.

### b. **Regular Meeting, April 17, 2008**

The minutes from the Regular Meeting held April 17, 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. Meyer, Ms. Rothe and Mr. Shevlot.

## COMMITTEE REPORTS

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

#### a. **Report of the Treasurer – April, 2008**

Becky Dixon, Chief Financial Officer, discussed the April, 2008 Report of the Treasurer that had been previously distributed to the Board. She advised that for the month of April, 2008, actual expenditures, less investments, were \$300,046 less than projected. Actual revenue was \$1,563 more than projected.

April, 2008 expenditures were 22% more than April, 2007. April, 2008 receipts, less taxes, were 36% more than April, 2007. Fines revenue is up by 7% compared to April of 2007.

Year-to-date fines revenue for 2008 is \$607,479 compared to year-to-date 2007 of \$585,998 (4% increase).

Year-to-date expenses for 2008 are up by 24% compared to 2007 and 2008 year-to-date revenue is up by 18% compared to 2007.

Ms. Rothe made the motion, seconded by Mr. Meyer, 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 42 – 2008** (Authorization of Additional Fees for Space Rental and Services at Central Library – Addition to Finance Annotations A125 – Fines, Fees & Service Charges)

After full discussion and careful consideration of Resolution 42 – 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, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

- c. **Resolution 43 – 2008** (Appropriation of Grant Proceeds)

After full discussion and careful consideration of Resolution 43 – 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, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

- d. **Finance Committee Notes – May 5, 2008** were distributed to the Board for their general information and are attached to these minutes.

Ms. Rothe thanked Ms. Dixon for conducting the recent Budget Workshop meeting for the Board members. She also announced that the Municipal Corporations Committee had approved the Library’s Capital Projects Fund on May 12, 2008. It will go to the full City-County Council for final approval on May 19, 2008.

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

- a. **Briefing Report on New Policy for Lost and Found Articles**

*This item was tabled until a later date.*

- b. **Briefing Report on Meeting Room Guidelines**

Maria Blake, Director, Communications and Community Relations, advised that the proposed revisions to the guidelines reflect current practices, contain more user-friendly language, and provide staff with the authority it needs to address disruptive activities.

The Board will be asked to approve the guidelines at the June Board Meeting.

- c. **Resolution 44 – 2008** (Authorization for Foundation to Use E-Mail Addresses for Specific Purposes)

After full discussion and careful consideration of Resolution 44 – 2008, the resolution was adopted, as amended to add these words to the second paragraph of the resolution, namely, "... subject to the Foundation's execution of a Confidentiality Agreement restricting further use or disbursement of such information", 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, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

- d. **Briefing Report on Revision to Policy 331.7 – Circulation Records**

*This item was tabled until a later date.*

- e. **Diversity, Policy and Human Resources Committee Notes – May 5, 2008** were distributed to the Board for their general information and are attached to these minutes.

## 8. **Building Committee (Gary Meyer, Chair; Richard Bacon, Thomas Shevlot)**

- 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 not available for distribution to the Board.

- c. **Confirming Resolutions:**

- 1) **Resolution on Central Library Project Change Order Report - Fund 40 (Resolution 45 – 2008)**

Mr. Meyer advised that some additional change orders had been added to the Report since this month's Building Committee meeting. He also noted that these items are just a clean-up of the paperwork from throughout the Project.

Mr. Summers mentioned that he hoped next month would see the conclusion of the change orders.

Mr. Lynch asked for clarification that these change orders were for work already

completed.

Mr. Meyer confirmed that these change orders are for completed work.

After full discussion and careful consideration of Resolution 45 – 2008, the resolution was adopted, upon the motion of Mr. Meyer, seconded by Mr. Shevlot, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

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 46 – 2008)**

After full discussion and careful consideration of Resolution 46 – 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, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

d. **Resolution 47 – 2008** (Authorization to Issue a Request for Quotes for Alarm System Testing Services for the Library)

After full discussion and careful consideration of Resolution 47 – 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. Meyer, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

e. **Resolution 48 – 2008** (Authorization of the Chief Executive Officer to Negotiate and Execute an Inter-Governmental Services Agreement with the Indiana State Library to Provide for Inter-Library Loan Processing Services at Central Library)

*This item was tabled until a later date.*

f. **Branch Status Report – April 30, 2008** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

g. **Building Committee Notes – May 6, 2008** were distributed to the Board for their general information and are attached to these minutes.

- h. **Resolution 50 – 2008** (Ratification of Chief Executive Officer’s Signature to Release Retainage Consistent with Settlement and Release Documents with Specified Parties and Authorization to Finalize and Execute all Other Related Documents)

After full discussion and careful consideration of Resolution 50 – 2008, which was presented at the meeting, 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, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

- i. **Resolution 51 – 2008** (Authorization for Chief Executive Officer to Finalize and Execute Central Library Project Settlement and Release Documents with Specified Parties)

After full discussion and careful consideration of Resolution 51 – 2008, which was presented at the meeting, 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, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

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

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

- Last month, the Library Foundation received many contributions and grants. The top corporate and foundation gifts were from the following:
  - Amica Insurance (Branch Wish List)
  - Clark Quinn Moses Scott & Grah, LLP (Children’s Fund and Endowment Campaign)
  - CXS Transportation (Wayne Branch)
  - Fifth Third Bank (Children’s Fund)
  - The W. Brooks Fortune Foundation, Inc. (Children’s Fund)
  - Indianapolis Power & Light Company (Children’s Fund)
  - Lilly Endowment, Inc. (Bonus Books for Summer Reading Program)
  - Mainscape, Inc. (General Fund)
- Wal-Mart Supercenter Store #2787 (Branch Wish List)
- Wurster Construction Co., Inc. (Children’s Fund)

- Congratulations to Program and Product Development on an outstanding McFadden Lecture held on April 25, 2008. Also, thanks to The Patricia Cornwell Foundation for sponsoring this event.
- The Library Foundation launched its first-ever promotional video at the McFadden Lecture. The following Monday, it launched on the Library's homepage. Many thanks to Steve Talley for being the spokesman, the East Thirty-Eighth Street Branch for hosting the taping, and IT for their assistance with numerous technical issues.
- 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 – April, 2008** were distributed to the Board.

Laura Bramble, Chief Executive Officer, commented that the circulation and door count figures continue to climb. Total year-to-date circulation is up 10% and year-to-date door count is up 10.4% over 2007.

She reminded everyone again that the next Strategic Planning Public Forum would be held at the Southport Branch on May 21, 2008.

- b. **Report on Adult Summer Reading Program**

Melanie Wissel, Program Development, gave a Report on the Library's Adult Summer Reading Program.

She announced that this was the first year for the Adult Summer Reading Program and it is entitled the "2008 Summer of Love." The Program, being held only at Central Library, kicks off on June 15 with a special presentation by award-winning romance novelist Karen Robards.

The Program will then run through August 16. There will be concerts and movies. Special food and beverage items will be available during the month at the Question Mark Café at Central Library.

- c. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (49 – 2008)**

After full discussion and careful consideration of Resolution 49 – 2008, the resolution was adopted upon the motion of Ms. Rothe, seconded by Mr. Meyer, and the "yes" votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

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:

**June, 2008** - To Be Determined

**INFORMATION**

14. **Materials**

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

- a. *ULC Exchange* (April 2008)
- b. *FOCUS on Indiana Libraries* (April 2008)
- c. *Public Libraries* (March/April 2008)
- d. *American Libraries* (May 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 June 18, 2008 were distributed to the Board.

16. **Notice of Special Meetings**

None.

**17. Notice of Next Regular Meeting**

Thursday, June 19, 2008, at the Shelby Branch Library, 2502 South Shelby 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 8:00 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

