

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

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Thursday, November 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, Mr. Lynch, Ms. Kramer, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Member absent: None.

Mr. Meyer moved for the suspension of Article VII, Section 2 of the Board By-Laws requiring that the Annual Meeting of the Board be held immediately following the Regular Meeting in November. The motion was seconded by Ms. Rothe.

After full discussion and careful consideration, the motion was approved on the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

At this time, Mr. Jordan recessed the Regular Meeting and convened the Annual Meeting.

Mr. Jordan reconvened the Regular Meeting at 6:45 p.m.

3. Report on the Library Services Center (“LSC”)

Ed Olsen, Director, Facilities Services Area, welcomed everyone to the Library Services Center (“LSC”) and reviewed all the IMCPL service areas that are housed in this building, including Administration, Accounting and Finance, Collection Management, Communications and Community Relations, Facilities, Human Resources, Information Technology, Supply, Secondhand Prose Booksale, the IMCPL Foundation and Indy Reads.

Mr. Olsen reminded everyone that due to the Central Library construction and relocation of staff, tonight’s meeting was the first Library Board Meeting to be held at the Library Services Center in over five years. Mr. Olsen also pointed out that the recent refurbishment of the public areas of the building was made possible by the IMCPL Foundation.

At this time, Mr. Olsen introduced Elaine Drew, Director, Collection Management, who spoke to the Board about her service area.

Ms. Drew reported that this service area occupies most of the space in the Library Services Center building. There are currently 36.5 FTE employed in Processing, Cataloging, Order Section and Selection. In 2007, approximately 293,000 items were processed for the Library and approximately 12,000 for the Library's Shared Partners. There were 40,500 titles processed. She noted that the processes in the Collection Management area are continually being assessed and streamlined for greater efficiency.

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. Special Meeting, September 25, 2008

The minutes from the Special Meeting held September 25, 2008 were distributed to the Board.

The minutes were approved as written 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.

b. Executive Session, October 16, 2008

The minutes from the Executive Session held October 16, 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.

c. Regular Meeting, October 16, 2008

The minutes from the Regular Meeting held October 16, 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 – October, 2008

Becky Dixon, Chief Financial Officer, discussed the October, 2008 Report of the Treasurer that had been distributed to the Board. Ms. Dixon advised that for the month of October, actual expenditures, less investments, were \$14,695 less than projected. Actual revenue, less taxes and investments, was \$34,222 more than projected.

October 2008 expenditures, less investments, were \$9,300 more than October, 2007. October, 2008 receipts, less taxes, were 26% more than October, 2007. This increase is due to the LOIT (“Local Option Income Tax”) funds.

Year-to-date fines revenue for 2008 is \$1,423,645 compared to year-to-date 2007 of \$1,392,850 (2% increase).

Year-to-date expenses for 2008, less the debt payments, are up 11% compared to 2007. The 2008 year-to-date revenue is down by 13% compared to 2007. The decrease in revenue relates to the property tax distribution. We have received \$3,020,301 less in taxes compared to October of 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.

It was necessary for Mr. Jordan to leave at 7:00 p.m.

b. Resolution 97 – 2008 (Authorization to Award Contract for the Printing of the Library’s Monthly Newsletter)

After full discussion and careful consideration of Resolution 97 – 2008, the resolution was adopted, as amended to change the date from 2008 to 2009, upon the motion of Ms. Rothe, and the “yes” votes of Mr. Bacon, 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. **Resolutions for the Approval to Upgrade IMCPL's Wide Area Network and to Contract for Internet Services:**

1) **Resolution 98 – 2008** (Approval to Upgrade IMCPL's Wide Area Network)

After full discussion and careful consideration of Resolution 98 – 2008, the resolution was adopted upon the motion of Ms. Rothe, and the “yes” votes of Mr. Bacon, Ms. Kramer, Mr. Lynch, Mr. Meyer and Ms. Rothe. Mr. Shevlot recused himself and abstained from the vote.

Motion carried.

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

2) **Resolution 99 – 2008** (Approval to Contract for IMCPL Internet Services with TW Telecom)

After full discussion and careful consideration of Resolution 99 – 2008, the resolution was adopted upon the motion of Ms. Rothe, and the “yes” votes of Mr. Bacon, 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.

3) **Resolution 100 – 2008** (Approval to Contract for IMCPL Internet Services with Bright House Networks)

After full discussion and careful consideration of Resolution 100 – 2008, the resolution was adopted upon the motion of Ms. Rothe, and the “yes” votes of Mr. Bacon, 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 – November 10, 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 101 – 2008** (Salary Resolution)

After full discussion and careful consideration of Resolution 101 – 2008, the resolution was adopted, as amended, upon the motion of Mr. Lynch, and the “yes” votes of Mr. Bacon, 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.

- b. **Resolution 110 – 2008** (Authorization for the CEO to Sign a Contract with Anthem for Health and Dental Benefits for 2009) *(This item was presented at meeting)*

After full discussion and careful consideration of Resolution 110 – 2008, the resolution was adopted, as amended to change the total cost figure on the Board Action Request and Resolution to “\$3,721,000”, upon the motion of Mr. Lynch, and the “yes” votes of Mr. Bacon, 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.

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

- a. **Central Project Construction Team Update** – Michael Coghlan, Facilities Management, discussed the Central Library Project.

A copy of the Update is attached to these minutes.

- b. **Confirming Resolutions:**

- 1) **Resolution on Central Library Project Change Order Report - Fund 40 (Resolution 102 – 2008)** *(This item was presented at meeting)*

After full discussion and careful consideration of Resolution 102 – 2008, the resolution was adopted upon the motion of Mr. Shevlot, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, 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 - Fund 41 (Resolution 103 – 2008)** *(This item was presented at meeting)*

After full discussion and careful consideration of Resolution 103 – 2008, the resolution was adopted upon the motion of Mr. Shevlot, 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.

- c. **Resolution 104 – 2008** (Authorization to Issue a Request for Proposal or Janitorial Service for

the Library)

After full discussion and careful consideration of Resolution 104 – 2008, the resolution was adopted upon the motion of Mr. Shevlot, seconded by Ms. Rothe, and the “yes” votes of Mr. Bacon, 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 105 – 2008** (Approval to Extend the Contract for Mechanical System Maintenance Services for the Library)

After full discussion and careful consideration of Resolution 105 – 2008, the resolution was adopted upon the motion of Mr. Shevlot, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, 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. **Branch Status Report – October 31, 2008** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.
- f. **Building Committee Notes – November 11, 2008** were distributed to the Board for their general information and are attached to these minutes.

9. **Library Foundation Update (Thomas S. Shevlot, Library Board Representative)**

November 2008 Library Foundation Update – Mr. Shevlot reviewed the Foundation’s activities. Some of the highlights were as follows:

- Last month, the Library Foundation received many gifts. The top corporate and foundation contributors included:
 - Toysmith – General Fund
 - Target and Krieg DeVault LLP – Children’s Fund
 - TCU – November Read-Aloud
 - The Arts Council and the City of Indianapolis – Arts Programming
- Due to the generosity of One America and TCU, the Library Foundation was able to provide \$25,000 for the November Read-Aloud. Many thanks to Program and Project development and all the staff in the libraries for making this a successful program.
- In late September, all branch managers were invited to submit their 2009 Wish List

requests. The deadline for applications was November 14. Laura Johnson, the Area Resource Managers, Melanie Wissel, and Roberta Jagers will review the proposals and make funding decisions.

- 92.3 WTTS and Forum Credit Union are teaming up to present Rock to Read, a fund raising initiative to support the Library's children's programs. This year, there will be two benefit concerts at the Vogue in Broad Ripple. The first, scheduled for November 21, will feature JJ Grey & Mofro with Eric Hutchinson. The second, scheduled for November 24, will feature Susan Tedeschi. More concert information is available at www.imcpl.org 92.3 WTTS is raising additional funds for the Library Foundation through the sale of its Studio 92 Collector's Edition Volume 14 CD, now available exclusively at Borders.
- Kudos to the African-American History Committee on the success of Fall Fest. The Library Foundation was proud to support this event.
- Congratulations to Linda and Tracy Brady for winning the Library Foundation's 2008 Beth Tindel Award. This annual award will go to a Library staff person who volunteers and/or attends our events, advocates for our work, supports us financially, and goes above and beyond for us in their daily work at the Library.
- The Foundation continues to work on their Strategic Plan.

10. Report Of The Chief Executive Officer

- a. **Statistics – October, 2008** were distributed to the Board.

Laura Bramble, Chief Executive Officer, noted that circulation and door count continue to rise. She also noted that the Library is participating in the Gleaners Food Drive from November 24, 2008 through December 15, 2008. Ms. Bramble reminded everyone that patrons may drop off food at any Library location.

- b. **Resolution 106 – 2008** (Approval of IMCPL Strategic Plan – 2008-2014)

After full discussion and careful consideration of Resolution 106 – 2008, the resolution was adopted upon the motion of Mr. Lynch, seconded by Mr. Bacon, and the "yes" votes of Mr. Bacon, 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.

Ms. Bramble thanked all those who had worked on the Strategic Planning Committee. She advised that the Library staff will now begin work on the implementation plan, outcomes and metrics.

- c. **Resolution 107 – 2008** (Commitment to Join Public Library Internet Consortium)

After full discussion and careful consideration of Resolution 107 – 2008, the resolution was

adopted upon the motion of Ms. Rothe, seconded by Mr. Lynch, and the “yes” votes of Mr. Bacon, 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. **2008 Summer Reading Program Annual Report**

Chris Cairo, Director, Program Development, distributed copies of the 2008 Summer Reading Program Annual Report to the Board members. She mentioned that the Report is printed every few years, and is used as a fundraising tool. The Summer Reading Program (“SRP”) has national prominence, and is one of the largest library reading programs in the country. Ms. Cairo advised that donations to the Program totalled over \$500,000. This year, one out of every four children age 14 and under participated in the Program. Half of the participants are in elementary school, and there was a 7% increase in this age group. 17% of the participants were from Indianapolis Public Schools. The Library’s partnership with ReadUp, a United Way initiative, is credited in part to this increase. Funding for the SRP is generated by the Library Foundation, and staff also work to generate in-kind donations. There was \$2.56 per child expended from the Operating Budget, mainly for staffing. In 2009, the Program staff will work in partnership with the schools on an impact study

The brochure of Fall programs for the Hispanic community was also distributed to the Library Board for their review. Ms. Cairo mentioned that over 1,800 participants enjoyed the 102 programs. There were many community partners that also participated.

e. **Indianapolis Special Collections Room Update**

Maureen Duncan and Nora Liederbach, Public Service Librarians from Central Library, presented an update on the Indianapolis Special Collections Room (“ISCR”). Several items were distributed for the Board’s review, including the following: Shortridge High School Yearbook for 1917; *The Adventures of Bill Van and Betty Camp*; and *Indianapolis Theaters from A to Z*. It was noted that 340 items have been used from January through August 2008. There have been 155 users, with 90% of use being personal. There is a new exhibit in the ISCR – Historical and Fine Printing in Indianapolis. This display highlights the connection of Indianapolis with publishing, printing, book design and book collecting. Two programs were presented to accompany this exhibit: Icons of the Print Industry of Indianapolis; and Making It Pop! How to make Pop-Up Books. A new slide presentation featuring illustrators from the children’s collection was added to the Messaging Station in the ISCR. Featured illustrators are: Indiana native Bill Peet; British illustrators Kate Greenaway and Henry Justice Ford; American illustrators Howard Pyle, Jessie Willcox Smith, Eleanore Plaisted Abbott, Milo Winter and N. C. Wyeth. The World War I posters have been digitized and added to the website. The postcard collection is in the process of being digitized, and the High School Yearbook Collection is being evaluated for digitization as a cooperative project with IUPUI. The mural has been installed in the collection room. The artist, Tom Torluemke, says that the mural was inspired by Booth Tarkington’s novel, *The Magnificent Ambersons*. The panels on the left side of the room depict the beginnings of Indiana history. The beginnings of Indianapolis come into view as the mural moves to the right. The center range depicts the period covered in the novel.

f. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (108 – 2008)**

After full discussion and careful consideration of Resolution 108 – 2008, the resolution was adopted upon the motion of Ms. Rothe, seconded by Mr. Shevlot, and the “yes” votes of Mr. Bacon, 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:

December, 2008 - To Be Determined

INFORMATION

14. **Materials**

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

- a. *FOCUS on Indiana Libraries* (October 2008)
- b. *American Libraries* (October 2008)
- c. *ULC Exchange* (November 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 December 10, 2008 were distributed to the Board.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Thursday, December 11, 2008, at Central Library, 40 East St. Clair 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.

Mr. Meyer declared the meeting adjourned at 8:10 p.m.

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

Mary Lou Rothe, Secretary to the Board

