

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
AUGUST 21, 2008**

The Indianapolis-Marion County Public Library Board met at the Pike Branch Library, 6525 Zionsville Road, Indianapolis, Indiana, on Thursday, August 21, 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, Ms. Rothe and Mr. Shevlot.

Member absent: None.

3. Branch Manager's Report

Carol Schlake, Manager, Pike Branch Library, briefly discussed the Report that had been presented to the Board.

She mentioned that the branch had a very successful Summer Reading Program ("SRP") this year. Over 3,800 children and adults participated. In addition, there were 20 volunteers who provided many hours of service assisting at the SRP desk. Also, the Pike Book Club meets once a month at the branch and normally has approximately 12 attendees. The recent "Ask A Lawyer" session had 33 people in attendance. Some of the upcoming activities at the branch include a creative writing class for adults, a program on the basics of voting by the League of Women Voters and a session for first time home buyers offered by the Indianapolis Neighborhood Housing Partnership. Next month, the branch will host a Hispanic Celebration Day which will include crafts, music and dance. Ms. Schlake also noted that the schools in Pike Township represent a community rich in racial, cultural, ethnic and socio-economic diversity. The area has more than 400 international students who represent 41 countries and 50 languages.

Lastly, she mentioned that the branch serves 24,549 registered borrowers or one-third of the total population in the service area.

A copy of the Report is attached to these minutes.

4. **Public Comment and Communications**

a. **Public Comment**

Charles Price, a patron of the Library addressed the Board to express his concern regarding the Library's Lost Book Replacement Policy.

He advised that he had checked out a book for his daughter. His daughter misplaced the book. He came to the Library to inquire how to resolve the situation. Mr. Price noted that he was given the cost for the Library to replace the book. He located the book at another location for approximately one-fourth the cost that the Library was going to charge him. He purchased that book and brought it to the Library. He was told by Library personnel that they couldn't accept his book because the Library books have special bindings, etc. Mr. Price mentioned that the book he purchased was actually in better shape than the book he had checked out. He feels that policies sometimes are not practical.

Mr. Lynch asked Mr. Price to confirm that the book he purchased was the identical same book. Mr. Price confirmed that he thought the ISBN number was the same, the binding was the same, etc.

Elaine Drew, Director, Collection Management, responded. She stated that sometimes the books are the same title but the record does not match what we have in our collection. To then add the new book to the collection, staff would have to create a new record for it. As far as discounts on the price of the book, each book vendor the Library uses has different discounts so that it why we must charge the patron the retail price for the item.

Mr. Jordan asked Ms. Drew to work with Mr. Price on this matter. He also suggested that, if necessary, the Diversity, Policy and Human Resources Committee, might review the current policy for any needed additions or revisions.

Mr. Meyer thanked Mr. Price for taking time to come before the Board to express his concerns on this matter.

Mr. Lynch mentioned that while the Board is in the process of reviewing other Library policies, this policy, even though it might remain unchanged, should also be reviewed.

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, July 17, 2008**

The minutes from the Executive Session held July 17, 2008 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Meyer, seconded by Ms.

Kramer, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

b. Regular Meeting, July 17, 2008

The minutes from the Regular Meeting held July 17, 2008 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Meyer, seconded by Ms. Kramer, 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 – July, 2008

Becky Dixon, Chief Financial Officer, then discussed the July, 2008 Report of the Treasurer that had been distributed to the Board. Ms. Dixon advised that for the month of July, 2008, actual expenditures, less investments, were \$362,916 less than projected. Actual revenue was \$48,355 more than projected. The Library received a tax advance in July on the 2008 taxes in the amount of \$1.2 million.

July, 2008 expenditures were 12% more than July, 2007. This increase relates to \$219,887 more spent on library materials than in July, 2007. July, 2008 receipts were 40% more than July, 2007. Fines revenue is up by 9% compared to July of 2007.

Year-to-date fines revenue for 2008 is \$1,036,084 compared to year-to-date 2007 of \$1,004,697 (3% increase).

Year-to-date expenses for 2008, less the debt payments, are up 13% compared to 2007 and 2008 year-to-date revenue is down by 15% 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. Adoption of 2009 Budget

Agenda items were rearranged at the request of Ms. Rothe.

- 1a) **Resolution 68b. – 2008** (Petition to Appeal for an Increase in the Maximum Levy) *(This item was presented at meeting)*

Ms. Dixon noted that the anticipated amount to be received is \$1,866,790. This would result in a tax levy not to exceed 0.0057. For a taxpayer with a home

valued at \$100,000, it would mean an additional \$5.70 in taxes for the year.

After full discussion and careful consideration of Resolution 68b. – 2008, the resolution was adopted upon the motion of Ms. Rothe, 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.

1) **Resolution 68a. – 2008** (Appropriations for Operating Fund)

After full discussion and careful consideration of Resolution 68a. – 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.

2) **Resolution 69 – 2008** (Appropriations for Bond and Interest Redemption Fund)

After full discussion and careful consideration of Resolution 69 – 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.

3) **Resolution 70 – 2008** (Appropriations for Capital Projects Fund)

After full discussion and careful consideration of Resolution 70 – 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.

4) **Resolution 71 – 2008** (Budget Submission Letter and Certificate)

After full discussion and careful consideration of Resolution 71 – 2008, the resolution was adopted upon the motion of Ms. Rothe, 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 72 – 2008** (Approval to Award Contract for Consulting Services Regarding Request for Proposals on Banking Services)

After full discussion and careful consideration of Resolution 72 – 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. **Resolution 73 – 2008** (Authorization for 2009 Temporary Loans)

After full discussion and careful consideration of Resolution 73 – 2008, the resolution was adopted upon the motion of Ms. Rothe, seconded by Ms. Kramer, 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 74 – 2008** (Authorizing and Approving the Entry into Interlocal Agreement for the Investment of Public Funds)

Curt Fritsch, representing the Hoosier Fund, addressed the Board. He mentioned that the Fund is soliciting new participants. Funds have also been established in the states of Colorado and Florida. Mr. Frirsch advised there are no fees and no minimum amounts needed.

After full discussion and careful consideration of Resolution 74 – 2008, the resolution was adopted upon the motion of Ms. Rothe, 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.

- f. **Resolution 75 – 2008** (Authorization to Sign a Consulting Contract with AdTec Administration and Technical Consulting, Inc. for the 2009 eRate Plan Year)

After full discussion and careful consideration of Resolution 75 – 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.

- g. **Resolution 76 – 2008** (Approval for Public Safety and Data Collection Report and Analysis Subscription)

After full discussion and careful consideration of Resolution 76 – 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.

- h. **Finance Committee Notes – August 11, 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. **Briefing Report on Policy Revisions for P210-219 (Classification and Salary) and P250-259 (Employee Welfare).**

Janet Gartin-Moore, Director, Human Resources, discussed the Report. She stated that the Board is asked to review the proposed policy revisions contained in the Report. Final approval will be requested at the September Board Meeting.

- b. **Briefing Report on Lost and Found Policy**

Ed Olsen, Director, Facilities Management, briefly reviewed the Report which had been presented to the Board. Mr. Olsen noted that since the opening of Central Library, there have been many articles lost or left in the Library. It has become apparent that the Library should have a set policy to deal with these situations. The Staff Policy Committee and the Board attorney have already reviewed the proposed policy. It is anticipated that the Board will be asked to approve the policy at its next meeting.

- c. **Resolution 63 – 2008** (Resolution on Meeting and Event Guidelines) *(This item was originally presented on the July Board Meeting Agenda)*

After full discussion and careful consideration of Resolution 63 – 2008, 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, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

d. **Resolution 77 – 2008** (Resolution on Revision to Policy 331.7 (Circulation Records))

After full discussion and careful consideration of Resolution 77 – 2008, 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, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

e. **Resolution 78 – 2008** (Resolution Authorizing the CEO to Sign an Agreement with IUPUI for Facilitating the Fundamentals of Supervision Training Series)

After full discussion and careful consideration of Resolution 78 – 2008, 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, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

f. **Diversity, Policy and Human Resources Committee Notes – August 11, 2008** were distributed to the Board for their general information and are attached to these minutes.

g. **Diversity, Policy and Human Resources Committee Notes – July 14, 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** – Mike Coghlan, Capital Projects Manager, discussed the Central Library Project.

A copy of the Executive Summary prepared by Larry Summers, IMCPL Owner’s Representative, is attached to these minutes.

b. **Confirming Resolutions:**

1) **Resolution on Central Library Project Change Order Report - Fund 40 (Resolution 79 – 2008)**

After full discussion and careful consideration of Resolution 79 – 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.

2) **Resolution on Central Library Project Change Order Report for Garage Related Items – Fund 41 (Resolution 80 – 2008)**

After full discussion and careful consideration of Resolution 80 – 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.

c. **Resolution 81 – 2008** (Authorization to Issue Bidding Documents for the Library Services Center Re-Roofing Project)

After full discussion and careful consideration of Resolution 81 – 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.

d. **Resolution 82 – 2008** (Approval to Award Contract for System Wide Fire Alarm Testing and Repair Services)

After full discussion and careful consideration of Resolution 82 – 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, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

e. **Branch Status Report – July 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 – August 12, 2008** were distributed to the Board for their general information and are attached to these minutes.

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

August 2008 Library Foundation Update – Mr. Jordan reviewed the Foundation’s activities. Some

of the highlights were as follows:

- Last month, the Library Foundation received many contributions and grants. The top corporate and foundation contributors were from the following:
 - The Ackerman Foundation, Citimark Management Co., Inc. and Sodexo Health Care Services – Children’s Fund
 - Arthur Jordan Foundation and MacAllister Machinery Co., Inc. – General Fund
- Congratulations to the IMCPL staff on their successful summer programs, including the Summer Reading Program (“SRP”) for youth, Reading Giants, and the SRP for adults. Many thanks to the sponsors, namely, The Library Fund, a fund of The Indianapolis Foundation, a CICF affiliate; Fox 59/CW4 Community Fund; Lilly Endowment, Inc.; Carrier Corporation; Chase; Citizens Gas & Coke Utility; Pacers Foundation, Inc. and the Indiana Blood Center.
- Congratulations to the branches on their successful “wish list” programs. Recently, the Foundation received great reports from the following branches: College (SRP kick-off), Decatur (video game programming), Eagle (National Library Week program, Glendale (teen programming), Lawrence (25th anniversary celebration), Wayne (Kids Explore and Lit Pics), Fountain Square (game nights), and West Indy (SRP kick-off)
- Thanks to the efforts of staff throughout the Library system, more and more children are using Live Homework Help. Radio Disney recently agreed to provide in-kind advertising for this program. The package includes commercials that will air this Fall, plus outreach to several IPS schools. Also, the Foundation submitted a proposal to the Library Fund of The Indianapolis Foundation requesting their continued support of the subscription fee.
- The Foundation is keeping donors informed of the Library’s strategic planning process. They will begin working on their own plan in August.

A copy of the Update is attached to these minutes.

10. Report Of The Chief Executive Officer

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

Ms. Bramble stated that July 2008 circulation was up 12% over July 2007. Year-to-date circulation is up 9.8% and door count totals are up 6%.

She also mentioned that the sale of the Ambassador property is now complete.

- b. **Report on Tutor.com**

Emily Berger, Program Development, gave the Report. She noted that the full amount of the Tutor.com subscription cost is covered by a donation from the Indianapolis Foundation Library Fund, an affiliate of the Central Indiana Community Foundation. This free and secure on-line

tutoring service is provided to Marion County students in grades K-12 through the Library's home page. It is available year-round, seven days a week, from 2:00 to 10:00 p.m. Assistance is available on a variety of subjects, including math, science, English and social studies. Tutoring is also available for college intro level courses and adult learners. The Library has provided this service since 2006, and usage has increased steadily to 3,065 for the first six months of 2008. The largest user demographic is fourth through sixth grade students and math and science are the most popular subjects. The Library Foundation has provided money to market this service through advertising and underwriting with Indy's Child, Radio Disney, WFYI and Indy Moms. Schools within Marion County are encouraged through regular e-mail communication to contact the programming office to receive Live Homework Help information for their students. Schools can also include a link on their web sites that directs students and parents to the Library's Live Homework Help page.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (83 – 2008)**

After full discussion and careful consideration of Resolution 83 – 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. Ms. Rothe announced that IMCPL Librarian, Dawn Savage, recently had an article published in *Indiana Libraries*.

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:

September, 2008 - To Be Determined

INFORMATION

14. Materials

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

- a. *FOCUS on Indiana Libraries* (July 2008)
- b. *ULC Exchange* (July/August 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 September 17 2008 were distributed to the Board.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Thursday, September 18, 2008, at the Warren Branch Library, 9701 East 21st 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 DVD of this meeting is on file in the Library's administration office.

Mary Lou Rothe, Secretary to the Board

