

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
APRIL 16, 2009**

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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, April 16, 2009 at 6:50 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

President Lynch presided as Chairman. Secretary Bacon was present.

**2. Roll Call**

Members present: Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe, Mr. Shevlot and Ms. Turner-Wright.

Member absent: None.

**3. Branch Manager's Report**

Tom Probasco and Penny-Pace Cannon, Public Services Librarians, presented a report to the Board on the "Hometown Roots Concert Series" being held at Central Library. Mr. Probasco discussed at length how he came to become involved with the local music community. He mentioned that when Clowes Auditorium opened at Central he saw it as an ideal site for people to come enjoy music they might now otherwise hear. Two performances of the Series have already occurred. Americana was held on January 18 and Jazz was held on March 15. The performances were an overwhelming success. It was noted that there are three shows remaining in the Series: Bluegrass on May 17; Gospel on July 19; and Blues on September 20. The shows take place from 1:30-4:30 p.m. in the Clowes Auditorium at Central Library. Everyone was encouraged to attend the upcoming shows.

**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, March 19, 2009**

The minutes from the Executive Session held March 19, 2009 had been distributed to the Board.

The minutes were approved as written upon the motion of Mr. Meyer, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe, Mr. Shevlot and Ms. Turner-Wright.

**b. Regular Meeting, March 19, 2009**

The minutes from the Regular Meeting held March 19, 2009 had been 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. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe, Mr. Shevlot and Ms. Turner-Wright.

**COMMITTEE REPORTS**

**6. Finance Committee (Thomas S. Shevlot, Chair; Mary Lou Rothe, Marie Turner-Wright)**

**a. Report of the Treasurer – March 2009**

Becky Dixon, Chief Financial Officer, reviewed the March, 2009 Report of the Treasurer that was distributed to the Board. She advised that for the month of March, actual expenditures, less investments and debt payments, were 20% more than projected. Based on our actual health claims for 2008, the Library had an additional payment due of \$600,504 for 2008. Actual revenue, less taxes and investments, was 3% higher than projected.

March, 2009 expenditures, less investments and debt, were 32% more than March, 2008. This increase relates to the health care expense noted above and also to an increase in collection materials.

March, 2009 receipts, less taxes, were 46% less than March, 2008. The decrease is again related to health care. We received a refund from our health insurance carrier for 2007 in March of 2008.

Fines revenue is up by 10% compared to March, 2008.

Mr. Shevlot made the motion, which was 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.

*At this time, President Lynch recessed the Regular Meeting.*

**b. President Lynch will Convene a Public Hearing**

Mr. Lynch announced that this Public Hearing was being held to consider the establishment of a Capital Projects Fund and a proposed plan under IC 36-12-12.

**1) Proposal to Establish a Library Capital Projects Fund and a Proposed Plan under IC 36-12-12 as Advertised on April 3, 2009 and April 10, 2009 in the Discussion of Capital Projects Fund Plan**

Ms. Dixon advised that each year the Library is required to put together a three-year Capital Projects Fund (CPF) Plan that must be approved by the Library Board. The Capital Projects Fund is separate from the Library's Operating Fund and it does have its own separate tax rate. This Plan is for the period 2010 through 2012. (Ms. Dixon referred everyone to Page 8 of the Plan.) Continuing, she noted that for 2010 we are asking for a total of \$1,368,500. Of that amount, \$305,000 would be spent towards repair, replacement and remodeling at various Library facilities, including HVAC work, some renovations and furniture replacement. Also, \$66,000 has been set aside for vehicle replacements. When replacing Library vehicles, several factors are considered, namely: age of the vehicle, the number of miles on the vehicle, the repair cost on the vehicle, the body condition of the vehicle, etc. Both vehicles being considered for replacement have over 120,000 miles on them.

In addition, the Library uses CPF money to provide funding for the refurbishment and replacement of the computers used by the public at all Library branches. Money has been allocated for replacement of the Horizon collection system used by IMCPL. Note that \$100,000 has also been set aside for miscellaneous Emergency Allocations.

Ms. Dixon stated that the Board is being asked to approve the referenced Plan this evening. The actual funding and final decision regarding the funding will be during the Library's normal Budget process for 2010. Once the Board has approved the Plan, it then goes to the Municipal Corporations Committee and the City-County Council for their approval. After those approvals, the Plan goes to the Department of Local Government Finance with the State of Indiana where another Public Hearing is conducted and the Plan receives its final approval.

Mr. Shevlot commented on the capital funding in the Plan. He noted that almost 20% of the 2010 figure is for computers.

Ms. Dixon advised that the total amount requested in the Plan for 2010 is less than the amount requested in 2008.

**2) Invite Public Comment from the Audience**

The Chairman inquired if there were any taxpayers who wished to be heard on the Capital Projects Fund Plan.

There were no taxpayers present who wished to speak.

At this time, Mr. Bacon asked Ms. Dixon about the replacement of the Library's Horizon

system. He inquired if the new software system and/or software being contemplated for purchase by the Library would be Open Source. She commented that there is one Open Source system that is being looked at right now; however, it has been used in some very small libraries and there has been an issue with multiple copies of a title. She didn't know if that system would be feasible for IMCPL.

Laura Bramble, the Library's Chief Executive Officer, confirmed that there is some Open Source software in use by the Indiana State Library and some small Indiana public libraries but it's not ready yet for a library of our size. It's missing some critical components that IMCPL would need.

**President Lynch Will Consider a Motion to Close the Public Hearing**

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

Motion carried.

The Public Hearing was closed at this time.

*President Lynch reconvened the Regular Meeting.*

c. **Resolution 16 – 2009** (Library Capital Projects Fund Plan)

After full discussion and careful consideration of Resolution 16 – 2009, the resolution was adopted upon the motion of Mr. Shevlot, seconded by Mr. Meyer, and the "yes" votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe, Mr. Shevlot and Ms. Turner Wright.

Motion carried.

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

**7. Diversity, Policy and Human Resources Committee (Richard K. Bacon, Chair; Jesse B. Lynch, Mary Lou Rothe)**

Mr. Bacon announced that the Board had received a copy of the Joint Written Recommendation for the Grievance and Personnel Policy for AFSCME Local 3395 – Council 62 and IMCPL for their review. He advised that it is anticipated that a vote on the acceptance of the Recommendation will be taken at the May Board Meeting.

- a. **Diversity, Policy and Human Resources Committee Notes – April 6, 2009** were distributed to the Board for their general information and are attached to these minutes.

**8. Building Committee (Gary Meyer, Chair; Richard K. Bacon, Jim Lingenfelter)**

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

Services Area, briefly discussed the Central Library Project Update that had been distributed to the Board.

A copy of the Update is attached to these minutes.

Mr. Meyer mentioned that the metrics for the Facilities Management Services Area are being prepared and will be presented to the Building Committee and the Board in the next few months.

- b. **Branch Status Report – March 31, 2009** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.
- c. **Building Committee Notes – April 7, 2009** were distributed to the Board for their general information and are attached to these minutes.

**9. Governmental Affairs Committee (Jim Lingenfelter, Chair; Thomas S. Shevlot, Marie Turner-Wright)**

Laura Johnson, IMCPL Staff Liaison to the Committee, spoke to the Board. She noted that the session is winding down and no further action is anticipated on library-related bills. The legislature is reviewing the State Budget and approval will probably be an eleventh-hour decision. The hope is that the current level of funding is maintained.

Mr. Lingenfelter commented on the recent Municipal Corporations Committee meeting at the Library. He expressed his hope that the Library would continue to improve its relationship with that entity.

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

**April 2009 Library Foundation Update** – Mr. Shevlot reviewed the Foundation’s activities. Some of the highlights were as follows:

- Last month, the Foundation received many gifts. The top corporate and foundation contributors included:
  - Baker and Daniels, LLP; Emerson Appliance Motors and Controls; Indiana Blood Center; OneAmerica;; Radio Disney Indianapolis; TCU; St. Vincent Health; Semler Financial Group – General Fund
  - Back Home Again Foundation; Scott-Hilliard-Kosene, Inc. – Cultural and Community Programming Endowment
  - Tabbert Hahn Earnest & Weddle, LLP – Central Library
  - RJE Business Interiors – Indiana Authors Award
  - Wal-Mart Supercenter Store #3781 – Pike Branch Aquarium
- The nomination process for the Eugene and Marilyn Glick Indiana Authors Award is now complete. Nearly 500 people from around the state nominated a total of almost 200 authors. The task now falls to the Award Panel to determine the winners. The winner of the National Author category and the finalists for the Regional and Emerging Author categories will be announced on June 30. The culmination of the program will be the

day of festivities and Award Dinner on September 26. Tables and sponsorship for the dinner are now available. Visit [www.indianaauthoraward.org](http://www.indianaauthoraward.org) for details.

- Congratulations are in order for Chris Cairo and the entire Learning Curve team for their hard and innovative work that led to IMCPL being selected the 2009 winner of the American Library Association/Information Today, Inc. Library of the Future Award. Note: For additional information, see report under Item 11c. of these minutes.

## 11. Report Of The Chief Executive Officer

- a. **Statistics – March 2009** were distributed to the Board.

Ms. Bramble advised that there has been a significant increase in every public service category. Computer usage shows a decline but that is due to a change in the reporting method. Ms. Bramble also acknowledged the staff at Central Library for their assistance to those patrons applying for jobs and unemployment benefits.

Mr. Bacon requested further explanation on the drop in computer use. Cheryl Wright, Director, Central Library, offered that one factor affecting the totals could be the change in the timeout software utilized by the Library. Mr. Bacon suggested that, going forward, an explanation of any notable changes to the statistics be included on the chart presented to the Board.

Ms. Bramble, on behalf of the Library staff, thanked Ms. Rothe for her service and support these many years. Her support for library service, her strong public service philosophy and her support of the staff has really been appreciated.

*A round of applause occurred at this time.*

- b. **IMCPL Public Survey**

Ms. Wright reviewed information on the initial results of the Library's public opinion satisfaction survey provided by Counting Opinions. She mentioned that over 3,000 surveys have been received which contained a total of 9,800 comments. Comments will be categorized by branch and/or service area and forwarded to the appropriate Library personnel for review. Examples of some of the items included on the survey for comment: Staff; Facilities; Website; Seating; Collection. A report will be prepared and presented to the Library Board each quarter. Most of the surveys have been submitted to the Library online but paper surveys will also be made available at Library locations.

- c. **American Library Association/Information Today, Inc. "Library of the Future" Award**

Chris Cairo, Director, Program Development Services Area, reported that IMCPL and specifically, the Learning Curve at Central Library, had been selected as the recipient of the American Library Association/Information Today "Library of the Future" Award.

*A round of applause occurred at this time.*

Ms. Cairo went on to say that the Award is presented annually to the library that demonstrates

innovative planning and development of patron training programs about information technology in a library setting. She noted that she would be traveling to Chicago soon to accept the Award on behalf of the Library. There is also a cash prize with the award of \$1,500.

Ms. Cairo also mentioned a new program at Central Library entitled "First Friday at the Curve." The initial program presented was an overwhelming success. To date, 50,000 children have attended various programs at the Curve. All the different programs offered prepare children for the future.

**d. Confirming Resolutions:**

**1) Resolution Regarding Finances, Personnel and Travel (17 – 2009)**

After full discussion and careful consideration of Resolution 17 – 2009, the resolution was adopted the motion of Mr. Lingenfelter, seconded by Mr. Meyer, and the "yes" votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

**OLD BUSINESS**

- 12.** None.

**NEW BUSINESS**

- 13.** Mr. Lynch mentioned that people watching the Library Board meetings sometimes wonder how the Board can approve items, sometimes seemingly without much discussion, at a Board Meeting. Mr. Lynch explained that all Board members receive their Board Meeting materials several days before the Meeting which provides them an opportunity to review everything. Additionally, Mr. Meyer pointed out that the Board has several Committees which meet each month. The Committees receive, review and discuss materials that are then presented as information or for action at a Board Meeting. Mr. Lynch concluded by saying that he wanted to assure everyone that the Board has all the necessary materials to make informed decisions at the Board Meetings and does not "rubber-stamp" items presented for consideration.

**AGENDA BUILDING**

- 14. 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:

**May, 2009 - To Be Determined**

## **INFORMATION**

### **15. Materials**

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

- a. *FOCUS on Indiana Libraries* (March 2009)
- b. *FOCUS on Indiana Libraries* (April 2009)
- c. *American Libraries* (April 2009)

### **16. Board Meeting Schedule for 2009 (Notice of Date and Place of Meeting) and Upcoming Events**

- a. **Schedule of Board Meetings – 2009** - *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. Library Programs and/or Free Upcoming Events through May 20, 2009 were distributed to the Board.

### **17. Notice of Special Meetings**

None.

### **18. Notice of Next Regular Meeting**

Thursday, May 21, 2009, at the East 38<sup>th</sup> Street Branch Library, 5420 East 38<sup>th</sup> Street, at 6:30 p.m.

### **19. Other Business**

None.

### **20. Adjournment**

The Secretary announced that there was no further business to come before the Board.

The Chairman then declared the meeting adjourned at 7:55 p.m.

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

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Richard K. Bacon, Secretary to the Board

