

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JUNE 18, 2009**

The Indianapolis-Marion County Public Library Board met at the Eagle Branch Library, 3325 Lowry Road, Indianapolis, Indiana, on Thursday, June 18, 2009 at 6:40 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. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Member absent: None.

3. Branch Manager's Report

Mary Agnes Hylton, Manager, Eagle Branch, welcomed everyone and introduced several of her staff members. She then briefly discussed her Report that had been distributed to the Board. Ms. Hylton's report mentioned that the branch had originally opened in the Eagledale Plaza Shopping Center at 30th and Tibbs on December 9, 1960. It then moved to its current location on March 16, 1970. The branch serves a diverse community of over 53,000 with a collection of 60,000 volumes. Internet computers remain the most popular service offered by the branch. Recent improvements at the branch include the installation of a PC Express 15-minute computer, the Envisionware PC Reservation system, and a self-check upgrade that allows patrons to make payments by credit card. Branch staff is active in a number of community organizations/partnerships such as the Indiana Life Sciences Academy West, Indiana Latino Institute, Latino Youth Collective and Indy Parks. Students of the Indiana Life Sciences Academy West will be encouraged to do community service at the branch. Also, a computer job search series for Hispanic patrons will be held this summer.

Board members made inquiries on several topics including patrons from the Speedway area using the branch, the use of PC Express, the diverse community, the relationship between the branch and Northwest High School, the availability of a citizenship program, percentage of patrons with internet access and also the floating collection.

A copy of the Report is attached to these minutes.

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. **Regular Meeting, May 21, 2009**

The minutes from the Regular Meeting held May 21, 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. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

COMMITTEE REPORTS

6. **Finance Committee (Thomas S. Shevlot, Chair; Scott Evenbeck, Marie Turner-Wright)**

a. **Report of the Treasurer – May, 2009**

Jenny Meredith, Accounting Manager, reviewed the May, 2009 Report of the Treasurer. She stated that for the month of May, actual expenditures, less investments and debt payments, were 9.5% higher than projected. This increase relates to the payroll estimates – there were three paychecks in May.

Actual revenue, less tax warrants, was 14.2% less than projected. This reduction relates to the InfoZone grant – expected in May 2009, but was received in June 2009.

May, 2009 expenditures, less investments and debt, were 7% more than May, 2008. This relates to a slight increase in Collection Materials and Personal Services.

May, 2009 receipts, less taxes, were 27% less than May, 2008. The decrease relates to the InfoZone grant – received in May 2008 – and interest income was down compared to last year.

Year-to-date Fines revenue for 2009 is \$725,363 compared to \$726,311 for year-to-date 2008.

Mr. Evenbeck made the motion, which was seconded by Mr. Lingenfelter, 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 24 – 2009** (2010 Budget Advertisement)

After full discussion and careful consideration of Resolution 24 – 2009, the resolution was adopted upon the motion of Mr. Lingenfelter, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.
Motion carried.

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

c. **Resolution 25 – 2009** (Authorize Appropriation of Grant and Gift Proceeds)

Mr. Lingenfelter asked about the status of obtaining funding. Mr. Shevlot advised that the focus has been on engaging the business community and he feels that they are getting some “very good traction” with regard to obtaining the necessary funding. Mr. Lingenfelter noted that it is good to cultivate these entities as our partners.

After full discussion and careful consideration of Resolution 25 – 2009, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

d. **Finance Committee Notes – May 13, 2009** were distributed to the Board for their general information and are attached to these minutes.

e. **Finance Committee Notes – June 8, 2009** were distributed to the Board for their general information and are attached to these minutes.

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

a. **REVISED Resolution 26 – 2009** (Resolution to Approve the Amended Schedule of Staff Positions and Bi-Weekly Salaries) (*This item was presented at the meeting*)

After full discussion and careful consideration of Revised Resolution 26 – 2009, the revised resolution was adopted upon the motion of Mr. Lingenfelter, seconded by Mr. Evenbeck, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

b. **Resolution 27 – 2009** (Policy Revision for A125 Fines, Fees and Service Charges)

Upon review, Elaine Drew, Director, Collection Management, advised that it was determined that the word “Horizon” contained in the resolution should be amended to the word “catalog.”

The amendment to Resolution 27 – 2009 was adopted upon the motion of Mr. Meyer, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

After full discussion and careful consideration of Resolution 27 – 2009, as amended, was adopted upon the motion of Mr. Evenbeck, seconded by Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

- c. **Resolution 28 – 2009** (Resolution to Close Central Library on Sunday, July 19, 2009 for the Black Expo Concert)

Mr. Meyer inquired if Black Expo had planned to use any services or meeting space at Central Library this year. Ms. Wright advised that the Library had not been contacted about any services or meeting space. Mr. Meyer suggested that the Library should try and work with Black Expo next year to offer the Library’s services and meeting space.

Ms. Turner-Wright reminded everyone that the Library had received several comments when the Library was closed for the recent parade. She suggested that since the streets are going to be closed only an hour before the Library would close that day, then perhaps the Board members should be prepared for questions from patrons inquiring why the Library didn’t stay open until 4:00 p.m. instead of being closed all day.

Cheryl Wright, Director, Central Library, stated that the side streets close about an hour before the concert, but St. Clair is closed all day with food booths set up in the street. This makes it difficult to get up the front steps to Central.

Mr. Lingenfelter suggested, and the Board members agreed, that the last sentence under “Background” on the Board Action Request form, namely “It has been our experience that very few of the attendees to this concert would actually use the library if it was open.” be stricken.

After full discussion and careful consideration of Resolution 28 – 2009, the revised resolution was adopted upon the motion of Mr. Evenbeck, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

- d. **Diversity, Policy and Human Resources Committee Notes – June 8, 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. **Facilities Services Briefing Report** – Mr. Meyer discussed the Briefing Report that had been distributed to the Board.

Items reviewed in the Report were:

- 1) Guaranteed Energy Savings for Library Services Center Project;
- 2) Branch Energy Efficiency Lighting Project;
- 3) InfoZone Relocation Project; and
- 4) Branch Facility Metrics Reporting.

A copy of the Report is attached to these minutes.

- b. **Branch Status Report – May 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 – June 9, 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)

Mr. Lingenfelter advised that Library staff has collected a great deal of data and is in the process of putting it in a form that is not just fiscally driven but also reflects some social indicators. We have been looking for the best way to tell our story to our various funders. We need to provide information on the people coming through the doors at the Library, what they're coming through the doors for and some of the changes occurring in each of the branches. The Committee plans to meet with the County Commissioners, the City-County Councillors, the Mayor and State Representatives. During these meetings, we will explain what the Library is facing and what we're doing to meet those challenges.

Mr. Lynch commented that he is pleased that the Governmental Affairs Committee is active again and that Mr. Lingenfelter is doing a fine job as Chairman.

- a. **Governmental Affairs Committee Notes – June 9, 2009** were distributed to the Board at the meeting for their general information and are attached to these minutes.

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

June 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:

- Chase; The Library Fund, a fund of The Indianapolis Foundation; Lilly Endowment, Inc.; Stifel Nicolaus & Company, Inc. – Summer Reading Program
 - Clark, Quinn, Moses, Scott & Grahn, LLP – Children’s Initiatives and Cultural and Community Programming
 - The Library Fund, a fund of The Indianapolis Foundation – Marion County Internet Library
 - Alerding & Co., LLC; Barnes & Thornburg, LLP; Issues & Advocates; National City – now a part of PNC; John Wiley & Sons, Inc. – Eugene & Marilyn Glick Indiana Authors Award
 - WTHR – Channel 13 – General Fund
- Thank you to all those who have supported the Eugene & Marilyn Glick Indiana Authors Award through their sponsorship of the September 26 Award Dinner. This will be an exciting event where the winners of the Regional and Emerging Author categories will be announced, and where we will celebrate the achievements of all the winners and finalists. The winner of the National Author category and the finalists for the Regional and Emerging Author categories will be announced on June 30.
 - Thank you to Advanced Aquarium; CD-COM Systems Midwest, Inc.; Wal-Mart Supercenter Store #3781; and an individual donor for providing funding and upkeep for the aquariums at the Pike and College Avenue branches. These aquariums provide a great atmosphere for children and their parents to read together and help get kids excited about coming to the Library.

11. Report Of The Chief Executive Officer

- a. **Statistics – May, 2009** had been distributed to the Board.

Laura Bramble, Chief Executive Officer, stated that patron visits for the month of May were flat due to the closure of the InfoZone for the its renovation and move at The Children’s Museum. The number of new borrowers for 2009 is down, due in part to the ReadUp Initiative that was held in April and May 2008. Computer usage is up system-wide.

She also mentioned that the Library’s Volunteer Recognition Event was held on Sunday, June 14, 2009. It was noted that over 200 volunteers provided approximately 18,000 hours of volunteer service in 2008.

- b. **Presentation on IMCPL Summer Reading Program**

Chris Cairo, Director, Program Development Services Area, gave the presentation. She stated that the theme for this year’s Summer Reading Program (“SRP”) is “Undercover Readers” and ties in with the upcoming Bouchercon Mystery Convention to be held in Indianapolis this October. She distributed three brochures on the Program to the Board for their review. Funding for the SRP is made possible by the IMCPL Foundation and several sponsors. The

Comcast Foundation is the presenting sponsor. This year marks the 90th year for the SRP and it is anticipated that approximately 57,000 children will participate. Ms. Cairo also announced that the Carson Pirie Scott department store has provided three of their display windows at the corner of Meridian and Washington Streets to advertise the SRP and IMCPL.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (29 – 2009)**

After full discussion and careful consideration of Resolution 29 – 2009, the resolution was adopted the motion of Mr. Shevlot, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, 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. None.

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:

July, 2009 - To Be Determined

INFORMATION

15. **Materials**

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

- a. *Public Libraries* (May/June 2009)
- b. *American Libraries* (June/July 2009)

c. *FOCUS on Indiana Libraries* (June 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 July 15, 2009 were distributed to the Board.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Thursday, July 16, 2009, at the Franklin Road Branch Library, 5550 South Franklin Road, 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 8:00 p.m.

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

Richard K. Bacon, Secretary to the Board

